



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

Parish Office
West Dean Centre
High Street
Bream
Glos.
GL15 6JW

Tel. Parish Office: 01594 564484 (9.00am – 3.00pm)
Mon-Thur 9.00am – 1.00 pm Fri)
Email: clerk@westdeanpc.org.uk

FULL COUNCIL MINUTES

Meeting Date: Wednesday 27th August 2025

Location: West Dean Centre, High Street, Bream

Present: Cllrs A Grant (Vice Chair), S Dunford, J Richmond, B Freshwater, S Yeates, S Francis, A Betenson & B Evans

Clerks: J Miles & P Holland

(These minutes are still in draft form until approved at a subsequent meeting of the Council)

Public Forum:

There were no members of the public present at this meeting.

25080	<u>County & District Reports</u>	
25080.1	Reports had been received from County Cllrs Hoyland and a joint report from District Cllrs Bruce, Dale and Llewellyn. These were published in the agenda pack. Cllr Hoyland gave headline round up included the Community 20s and Safer Road Initiative and a request for Parish involvement. Cllr Grant raised a question to Cllr Hoyland with regard to the Household Recycling Centre and the difficulty in booking a Monday slot. Cllr Hoyland agreed to formulate a question to take to Cabinet on this subject. Cllr Dale gave headline round up including the Local Plan Consultations, a new electric car hire initiative from Forest of Dean District Council (FODDC) with charging points being installed in car parks and the joint meetings being held by FODDC and GAPTC and reminded Cllrs that the meeting in Coleford was 2nd October 2025 in the FODDC Council Chamber at 5.30pm. The Clerk advised Cllrs that booking for this meeting was now open through the email which had been forwarded to all Cllrs. Cllr Richmond asked if there was any update on the Five Acres project. Cllr Dale stated that a new contractor had been engaged, and a new design was out, there is a planning application in for the 3G pitch.	

Signed by Chair _____ Date _____

	Cllr Grant asked if the electric charging points and car hire would create any revenue for the District Council, Cllr Dale was unable to answer at this time. Cllr Evans asked what the thinking was behind this car hire scheme, Cllr Dale stated it was to encourage greener travel as a benefit to all. Cllr Dale thanked both the Clerk and Deputy Clerk for their help with the Nags Head ACV application.	
25081	<u>Council Formal Business</u>	<u>Actions Completed</u>
25081.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given. WDPC: • Cllr M Costley - Illness • Cllr A Bruce – Holiday • Cllr A Moore – Holiday • Cllr D Wheeler – Family Commitments • Cllr S Lewis - Covid • County Cllr L Challis – other commitments • County Cllr P Camp – other commitments These were accepted by Council and noted.	
25081.2	Declarations of Interest/Dispensation Requests Cllr Yeates declared he was also a member of BHMI and also a Heritage Expert.	
25081.3	Minutes of the Previous Meeting The minutes of the previous meeting held on 30th July 2025 were reviewed and these were proposed by Cllr Freshwater seconded by Cllr Yeates and resolved by resolution of Council as an accurate record.	
25082	<u>Items for Consideration and Resolution</u>	
25082.1	Finance The budget information for WDPC and WDC was noted by Council with no questions being asked.	
25082.1i	The August 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = 13,013.62 exc. VAT and WDC = £1,945.49 exc. VAT were reviewed and proposed by Cllr Freshwater, seconded by Cllr Yeates, and agreed by resolution of Council.	
25082.1ii	Cllrs Grant & Bruce to be sent the payments for authorisation on the banking system for WDPC and WDC.	1.Payments authorised 28.08.25
25082.1iii	Cllrs Betenson & Evans to be contacted to arrange a meeting to reconcile the August 2025 accounts and financial inspection.	2.inspection Arranged for 10.09.25 10am
25082.1iv	The financial inspections reports were received and noted by Council with J Miles & P Holland, in the absence of Cllrs Bruce & Moore, confirming all was found to be satisfactory.	

Signed by Chair _____ Date _____

25082.1v	The 2025/26 NJC pay scale awards for employees of West Dean Parish Council were noted by Council.	
25082.1vi	Further items for consideration and resolution The Community 20s and Safer Road Initiative – to consider roads within the Parish to be reduced in speed – was discussed with Council resolving to declare its interest in being part of these discussions to Gloucestershire County Council.	Clerk completed online response to GCC. 28.08.25
25082.1vii	Cllr Grant closed the meeting at 7.37pm – this was agreed by resolution of Council. Sheep Nuisance - to discuss detrimental effect of sheep in the villages and also how to deal with complaints This item, under The Public Bodies (Admission to Meetings) Act 1960, will be held in camera Cllr Grant reopened the meeting at 7.50pm	
25082.1viii	The Draft response to the Local Plan questionnaire was discussed. The Clerk reminded Cllrs that a meeting with District Officers had been arranged for 11 th September 2025 at 2.30pm. WDPC have until 30 th September 2025 to submit all comments but, after further discussion, it was felt that those which had already been prepared should be submitted now, with others being sent later if necessary. Cllr Yeates drew attention to the sewage system lack of capacity and Cllr Dunford stated that the Local Plan was already written and these comments should have already been put in, he suggested that a covering letter should be added to WDPC's comments noting the sewage system. He raised the use of the Slaughter Stream Cave system as a run off for sewage when the rising main in Joyford breach capacity. After further discussion it was agreed that a word should be added to question 3 : - “redundant mines being used for sewage overflows as well as water and flood controls” Cllr Freshwater indicated he would prefer WDPC name the two preferred areas, Cllr Dunford noted that this could be added into question 6 section 10 and could be added as a second point reading “because of the constraints of the Statutory Forest any new settlement would need to be place either at the North of the District or close to Chepstow” Cllr Richmond suggested also adding “significant economic cost would be incurred in overcoming the risks to the local environment” . Cllr Dunford asked that the response be amended as per the suggestions and a covering letter be drafted by Cllr Yeates and sent to the Clerk. This was proposed by Cllr Freshwater, seconded by Cllr Betenson and agreed by resolution of Council.	
25082.5	Clerks Report The Clerk raised the following points for discussion and approval: -	

Signed by Chair _____ Date _____

	1. Newsletter – Cllr Freshwater asked for an item to be added to the Newsletter regarding a planned meeting by STAND (Sevenside Together Against Nuclear Development) on 17th October 2025 at Naas Lane Community Centre, Lydney at 7.30pm relating to the possible building of new nuclear power stations. The publication of the News Letter was agreed by resolution of Council. 2. A reminder of the Local Plan meeting on 11th September 2.30pm at the West Dean Centre. 3. Grant award advert. 4. Being a host drop in site for thermal camera loan project. 5. Noted the Local Authority & Council's FSCS Annual Review. 6. A request for the Deputy Clerk to undertake FiLCA training – this was proposed by Cllr Freshwater, seconded by Cllr Dunford and agreed by resolution of Council. 7. Request for grant payment to be released this was proposed by Cllr Freshwater, seconded by Cllr Yeates and agreed by resolution of Council	1. Advert to be added to Newsletter and print run arranged. 3. Agreed to place advert 4. Item for Climate & Biodiversity Agenda. 6. DC to undertake FiLCA Training. 7. Payment to be released.
25082.6	Deputy Clerks Report The Deputy Clerk raised the following points for discussion and approval: - 1. Purchase of New Valley Roof Gate – proposed by Cllr Freshwater, seconded by Cllr Richmond and agreed by resolution of Council. 2. Repairs for Crow Ash Play Area – proposed by Councillor Freshwater, seconded by Cllr Evans and Agreed by resolution of Council. 3. Repair to Pillowell Notice Board – proposed by Cllr Freshwater, seconded by Cllr Dunford and agreed by resolution of Council	1. Gate ordered 28.08.25 2. Repairs booked 28.08.25 3. repairs ordered 28.08.25
25083	<u>Items for Information – Councillors to note.</u>	
25083.1	Highways & Footpaths Committee The minutes and notes of the Highways & Footpaths meeting held on 19th August 2025 were received and noted. Cllr Freshwater noted the lack of attendance at Committee Meetings; he understood that sometimes emergencies happened but discussions on important items were being delayed when a committee was inquorate. Cllr Dunford asked that Ward Cllrs please attend Planning Committee, or give comments, should planning applications be received for their Ward. Cllr Freshwater reiterated that the new West Dean Centre User Group meeting was scheduled for 10th September 2025 at 7pm in the Witherby Room.	

Signed by Chair _____ Date _____

	Cllr Yeates asked if the maintenance of Forestry pathways could be added to the next agenda	Item for next Highways agenda
25083.2	Planning Committee The minutes of the Planning Committee held on 5th & 19th August 2025 were received and noted. Cllr Dunford gave a verbal update on the Forest of Dean Gateway, the engagement of Ecologist and meetings arranged to discuss next steps and also meetings which have been held with FODDC Officers. The Clerk advised that a time extension had been requested on this application until December 2025.	
25083.3	Chairs items Cllr Yeates requested that a letter be sent to the Environment Agency to advise them of what is happening at the Slaughter Stream Cave System, asking them to investigate further. He also suggested that an application for SSSI should be looked into. After further discussion it was agreed that this letter should be sent to our MP asking him to bring this to the attention of the Minister for the Environment and asking the minister to contact the Environment Agency. Cllr Richmond proposed that Cllr Yeates draft this letter and send it to the Clerk, seconded by Cllr Francis and agreed by resolution of Council.	SSSI discussion to be added to next agenda Cllr Yeates to Draft letter.
25083.4	Public Round-up – 10 minutes There was no public round-up.	
	The meeting ended at 9.10pm	
25015	<u>Forthcoming Meeting Schedule:</u>	

Aug-25				
Tues	5th August 2025	5.00pm	Planning Committee	West Dean Centre
Tues	19th August 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	19th August 2025	5.00pm	Planning Committee	West Dean Centre
Weds	27th August 2025	7.00pm	Full Council	West Dean Centre
Sep-25				
Tues	2nd September 2025	5.00pm	Planning Committee	West Dean Centre

Signed by Chair _____ Date _____

Tues	16th September 2025	11.30am	Governance & Scrutiny	West Dean Centre
Tues	16th September 2025	5.00pm	Planning Committee	West Dean Centre
Weds	24th September 25	7.00pm	Full Council	West Dean Centre
Oct-25				
Tues	7th October 2025	5.00pm	Planning Committee	West Dean Centre
Tues	21st October 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	21st October 2025	5.00pm	Planning Committee	West Dean Centre
Weds	29th October 2025	7.00pm	Full Council	West Dean Centre

- 1 The Public Questions & Comments is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.
- 2 The time allocated to the whole period of the open forum is 30 minutes.
- 3 Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total.
- 4 The Chair will decide whether he/she can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chair will then inform the deputation what action the Parish Council intends to take.
- 5 The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.
- 6 What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –
The Council can decide -
 - (i) The degree to which the Council can act as advocate on behalf of the individual or group of electors.
 - (ii) To refer the matter to a Committee of the Council for action.
 - (iii) To place the matter on a future Parish Council agenda.
 - (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
 - (v) If the matter is already on the Council agenda the Chair will invite electors to make any points they feel are relevant regarding the agenda item. The deputation can then remain and listen to the debate in Council.
- (vi) If, during the formal meeting, the Chair feels that the deputation has information which will be useful to the Council, the Chair with the agreement of members can invite a spokesperson to address the Council.

Signed by Chair _____ Date _____