



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 4.00pm)
Email: clerk@westdeanpc.org.uk
Web site: www.westdeanpc.org.uk

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

COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 26th November 2025 at 7pm in the **Witherby Room of the West Dean Centre** for the purpose of transacting the business on the agenda set out below.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

The meeting will follow the Public Forum, which will begin at 7.00pm.

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES TO THIS MEETING

Yours sincerely
Parish Clerk/RFO

J Miles

J Miles

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

25110	County and District Reports
	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
25111	<u>Council Formal Business</u>
25111.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
25111.2	Declarations of Interest / Dispensation Requests To receive any declarations of interest, members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.

	A request for dispensations can be requested at the meeting and the paperwork completed for Councils consideration.
25111.3	Minutes of the Previous Meeting To confirm and sign the minutes & Confidential Closed Session Notes of the meeting held on 29 th October 2025 <i>Attachment 1.4 – Minutes of the Council meeting held on 29th October 2025</i>
25112	<u>Items for Consideration and Resolution</u>
25112.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1 – Working Budgets 2025/26 WDPC & WDC & Budget overview documents.</i>
25112.1i	To review and approve the October 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £11,380.27 exc. VAT and WDC = £2019.34 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
25112.1ii	To advise Council that Cllrs A Bruce and J Richmond are to authorise payments on the banking system for WDPC & WDC
25112.1iii	To note that Cllrs D Wheeler and S Lewis will undertake the November 2025 financial inspection of the WDPC and WDC accounts.
25112.1iv	To receive the report and note the October 2025 financial inspection dated 17/11/2025 of transactions for WDPC totalling £102,624.37 and WDC totalling £5,108.68 which were undertaken by Cllrs A Bruce and S Yeates.
25112.1v	To nominate two Councillors to authorise the December 2025 payments on 18 th December 2025.
25112.2	Anti-Social Behaviour Near to Ellwood Football Club To discuss the issue and sanction a letter (from Council) to the police outlining our concerns – Cllr S Lewis To also note the Neighbourhood Watch / Police meeting at Ellwood Football Club on Thursday 27 th November at 6.30 pm.
25112.3	Budget / Precept 2026/27 To discuss the outcome of the Budget meeting held on Thursday 20 th November 2025
25112.4	The Forest of Dean Gateway To discuss the progress – Cllr S Dunford
25112.5	Devolution To discuss devolution and West Dean Parish Council's place within proposed partnerships.
25112.6	Bream Local Plan (Heritage Report) To discuss the Bream Local Plan/Heritage Report

25112.6	Clerks Report To receive a report from the Clerk			
25112.7	Deputy Clerks Report To receive a report from the Deputy Clerk			
25103	<u>Items for Information – Councillors to note.</u>			
25113.1	Planning Committee To receive and note the minutes of the Planning Committee held on 4 th & 18 th November 2025 <i>Attachment 3.1 –Minutes of the Planning Committee meetings held on 4th & 18th November 2025</i>			
25113.2	Marians Walk Development An invitation from Two Rivers Housing to the completion event on site on the 16 th December – more details have been received.			
25113.3	Chairs items To receive any reports or information from the Chair.			
25114	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.			
25115	<u>Forthcoming Meeting Schedule:</u>			
Dec-25				
Tues	2nd December 2025	5.00pm	Planning Committee	West Dean Centre
Tues	16th December 2025	2.30pm	Highways & Footpaths	West Dean Centre
Tues	16th December 2025	5.00pm	Planning Committee	West Dean Centre
Jan-26				
Tues	6th January 2026	5.00pm	Planning Committee	West Dean Centre
Tues	20th January 2026	11.30am	Governance & Scrutiny	West Dean Centre
Tues	20th January 2026	5.00pm	Planning Committee	West Dean Centre
Weds	29th January 2026	7.00pm	Full Council	West Dean Centre
Feb-26				

Tues	3rd February 2026	5.00pm	Planning Committee	West Dean Centre
Tues	17th February 2026	2.30pm	Highways & Footpaths	West Dean Centre
Tues	17th February 2026	5.00pm	Planning Committee	West Dean Centre
Weds	25th February 2026	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.