



WEST DEAN PARISH COUNCIL

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Clerk to the Council

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Tel. Parish Office: 01594 564484 (9.00am – 3.00pm)
Mon-Thur 9.00am – 1.00 pm Fri)
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 29th October 2025

Location: West Dean Centre, High Street, Bream

Present: Cllrs A Bruce (Chair), A Grant, S Yeates, J Richmmond, S Francis, M Bennett, B Evans, D Wheeler, A Moore, A Betenson, S Dunford, M Costley and S Lewis

Clerk: P Holland

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

Public Forum:

The meeting started at 19.00 with Cllr A Bruce thanking everyone for attending and inviting members of the public to speak.

Residents from Meadow Walk, attended the meeting to update Council on the parking situation on their road. This has now become worse due to an area that has become unavailable to park upon, which the residents had used for parking and turning vehicles for over 40 years. Council thanked them for the update and suggested that the residents need to seek proper legal advice.

A member of public attended the meeting to raise concerns over the new and replacement lighting towers at Viney St Swithins Football Club. This new lighting is causing concern for driver and pedestrian safety due to the spill of light from the towers. The resident, after giving Council further information, asked if Council would be willing to support an initiative detailing the erection of warning signs at all the approaches to the site, with suggested wording, to be presented to Gloucestershire County Highways.

Public forum ended at 19.40 pm.

25100	<u>County & District Reports</u>	
25100.1	A written report was received from Cllr B Hoyland, which was available in the agenda pack.	
25101	<u>Council Formal Business</u>	<u>Actions Completed</u>
25101.1	Apologies Apologies were received from Cllr B Freshwater, District Cllrs J Dale and B Llewellyn, County Cllrs P Camp and L Challis – all were accepted by Council and noted.	

Signed by Chair _____ Date _____

22101.2	Declarations of Interest/Dispensation Requests • Cllr Yeates declared he is a Heritage Expert and also a member of BHMI . He also declared that his mother attends the Berry Hill over 60's club. • Cllr Wheeler declared that he is Chair of the Development Management Committee at FODDC	
25101.3	Minutes of the Previous Meeting The minutes of the previous meeting held on 24 th September 2025 were reviewed and these were proposed by Cllr Evans, seconded by Cllr Betenson and resolved by resolution of Council as an accurate record.	
25092	<u>Items for Consideration and Resolution</u>	
25102.1	Finance The budget information for WDPC (West Dean Parish Council) and WDC (West Dean Centre) was noted by Council.	
25102.1i	The October 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = 13,458.72 exc. VAT and WDC = £1652.95 exc. VAT were reviewed, Cllr Evans proposed accepting en bloc this was seconded by Cllr Richmond and agreed by resolution of the council. Cllr Grant asked if the award payments for the WDPC Autumn Grants would be put on the bank for authorisation and was advised the Clerk would do this once they returned to the office.	Clerk to add Grant awards to bank Emails sent 30.10.25 Clerk to arrange inspection
25102.1ii	Cllrs S Dunford and A Bruce to be sent the payments for authorisation on the banking system for WDPC and Cllrs A Bruce and A Grant for WDC.	
25102.1iii	Cllrs A Bruce and S Yeates to be contacted to arrange a meeting to reconcile the October 2025 accounts and financial inspection.	
25102.1iv	The financial inspections reports were received and noted by Council with Cllrs Dunford and Richmond confirming all was found to be satisfactory.	
	Further items for consideration and resolution	
25102.2	Climate & Biodiversity Committee Cllr A Grant raised a query on the Dark Skies minute and this was explained by Cllr A Bruce The minutes of the Climate & Biodiversity meeting held on 13 th October 2025 were received and noted. The Recommendation to Council that a new page be created on WDPC's website with links to help sites such as Severn Wye Energy Agency, as discussed, agreement to the new Webpage was proposed by Cllr A Betenson, seconded by Cllr S Dunford and agreed by resolution of Council.	New Page to be added to WDPC Website with links to all available information

Signed by Chair _____ Date _____

25102.3	Finance Committee The minutes of the Finance Committee held on 22nd October 2025 were received and noted.															
25102.3i	Cllr A Grant presented the recommendations to Council giving background to some of the decisions. Cllr A Bruce noted that the Sports Club had handed back a previously awarded grant, and it was explained that they had been unable to secure the match funding required to proceed with that particular project, therefore under the terms of WDPC’s Grant Policy the award was returned to the Grant Budget. Cllr J Richmond advised that he was in the process of checking with another recipient as to the status of their project, and he would inform the Clerk as soon as he had any information. Cllr J Richmond proposed that all grants, as detailed in the table below, be awarded as per the Finance Committee recommendation, this was seconded by Cllr B Evans and agreed by resolution of Council. <table><tr><th colspan="2">Summary of Grant Awards recommended by Finance Committee on 22nd October 2025</th></tr><tr><td>Berry Hill Over 60’s</td><td>£1700.00</td></tr><tr><td>Bream Sports Club</td><td>£2500.00</td></tr><tr><td>Lydcare</td><td>£500.00</td></tr><tr><td>Parkend Christmas Lights</td><td>£300.00</td></tr><tr><td>Sling Playing Fields</td><td>£3000.00</td></tr><tr><td>Total</td><td>£8000.00</td></tr></table>	Summary of Grant Awards recommended by Finance Committee on 22 nd October 2025		Berry Hill Over 60’s	£1700.00	Bream Sports Club	£2500.00	Lydcare	£500.00	Parkend Christmas Lights	£300.00	Sling Playing Fields	£3000.00	Total	£8000.00	
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25102.4	STAND Meeting The Councils’ view on issues of concern raised by STAND over the building of new nuclear power plants was brought to Council by Cllr S Lewis. It was felt that the Council could not support a pressure group but could discuss the issue in more depth. It was decided, after much debate, that this issue should be placed on the next Climate & Biodiversity Committee agenda for further discussion.	Item of next C&B agenda.														
25102.5	Clerks Report The Clerk raised the following points for discussion and approval: - 1. The thank you letter in Dropbox for WDPC’s response to the Community 20s and Safer Roads Initiatives. 2. The 6-month review of budget and virements/proposals were discussed. Cllr A Grant proposed these be accepted, seconded by Cllr A Betenson and agreed by resolution of Council. Council noted the fact that this was a recommendation from the 24/25 internal audit that this information should be minuted.	Clerk to amend Budgets														

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	3. The transfer of £80,000 from the current account to the savings account was proposed by Cllr B Evans, seconded by Cllr D Wheeler and agreed by resolution of Council. 4. Cllr. Yeates draft letter to Natural England and a copy to the Environment Agency was discussed and it was agreed that this could form the basis for a letter to be sent on behalf of WDPC. However, a little more work was required to outline what outcome WDC expected. 5. Permission for the Clerk and Deputy Clerk to attend GAPTC – Clerks Christmas networking event at Highnam on Wednesday December 3rd. was discussed, with the benefits of networking being raised. Cllr B Evans proposed approval, seconded by Cllr S Francis and agreed by resolution of Council. The Deputy Clerk enquired as to budget, Cllr J Richomnd proposed that a budget of no more than £80.00 be allowed, seconded by Cllr S Francis and agreed by resolution of Council. 6. The new backup system for the office computers (RAID system) was discussed. Cllr S Yeates proposed agreement for the spend of up to £500 on the new system, seconded by Cllr D Wheeler and agreed by resolution of Council, with the funds being taken from the Stationery & Office Equipment budget. Thanks to Cllr Freshwater for his assistance in this matter were noted.	Clerk to transfer funds Clerk to liaise with Cllr Yeates to finish letter before sending Clerk & Deputy Clerk to attend. Clerk to purchase new system.
25102.6	Highways & Footpaths Committee The minutes of the Highways & Footpaths meeting held on 21st October 2025 were received and noted. Cllr A Bruce, with agreement of Council, closed the meeting at 20.12 and moved into closed session under The Public Bodies (Admission to Meetings) Act 1960. To receive a recommendation from Highways & Footpaths Committee. All members of public were asked to leave the meeting at this point. The meeting was reopened at 20.25	
	Cllr A Moore arrived at 20.24 Cllr Wheeler left at 20.24	
25093	<u>Items for Information – Councillors to note.</u>	
25103.1	Planning Committee The minutes of the Planning Committee held on 7th & 21st October 2025 were received and noted.	

Signed by Chair _____ Date _____

25103.3	Marians Walk Development The invitation from Two Rivers Housing to the completion event on site on the 16th of December 2025 was discussed, it was noted that more details and timings were needed as there are already two Parish Council Committee meetings on that date. However, it was agreed that a WDPC presence would be appropriate. Cllr M Costley asked how WDPC would let residents know about these properties and the criteria for applying, it was suggested that this be put on our website.	More details to be sought and WDPC's interest to be advised. Details to be added to WDPC Website and Facebook
25103.4	Chairs items • Town & Parish Council Adaptation Grant (PCAG) was discussed with Cllr Francis suggesting that funding could be sought for a project for Health & Wellbeing, this would be needed in the area as Forest Health Forum has now agreed to work with FVAF and would now hold all their meetings in Cinderford. • Cllr A Bruce noted the deadline for applications was the 24th November 2025 and as there was no WDPC meeting before that date it was unlikely anything could be done at this time, sadly it was agreed that this should be left at this time. • Cllr A Moore spoke to Council on Local Government Reorganisation and gave updates on this subject from the meetings he had been attending as a District Councillor, the upshot of which is there is still no firm information as to how this will look, but he would keep WDPC updated on any new developments. • Cllr S Dunford advised Council that he had been asked to join the GAPTC consultation group with regard to Local Government Reorganisation if Council were happy for him to do so, this was agreed.	
25104	Public Round-up – 10 minutes There was no Public Round-up.	
	The meeting ended at 21.05	

Signed by Chair _____ Date _____

25015	Forthcoming Meeting Schedule:				
Nov-25					
Tues	4th November 2025	5.00pm	Planning Committee	West Dean Centre	
Tues	11th November 2025	11.30am	Governance & Scrutiny Cancelled due to unforeseen circumstances	West Dean Centre	
Tues	18th November 2025	5.00pm	Planning Committee	West Dean Centre	
Thurs	20th November 2025	1.30pm	Budget Meeting	West Dean Centre	
Weds	26th November 2025	7.00pm	Full Council	West Dean Centre	
Dec-25					
Tues	2nd December 2025	5.00pm	Planning Committee	West Dean Centre	
Tues	16th December 2025	2.30pm	Highways & Footpaths Committee	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	
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 -					

Signed by Chair _____ Date _____

- (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 _____