



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

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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 28th January 2026 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

26010	County and District Reports
26010.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26011	<u>Council Formal Business</u>
26011.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
06011.2	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.

26011.3	Minutes of the Previous Meeting To confirm and sign the minutes & Confidential Closed Session Notes of the meeting held on 26th November 2025 <i>Attachment 1.3 – Minutes of the Council meeting held on 26th November 2025</i>
26012	<u>Items for Consideration and Resolution</u>
26012.1	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>
26012.1i	To note the December 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £15,649.19 exc. VAT and WDC = £1686.68 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
26012.1ii	To review and approve the January 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £ 11,407.40 exc. VAT and WDC = £2,244.66 exc. VAT <i>Attachment 2.1ii - Expenditure payment schedule</i>
26012.1iii	To advise Council that Cllrs S Dunford & A Grant are to authorise January 2026 payments on the banking system for WDPC & Cllrs A Grant & M Costley for WDC
26012.1iv	To note that Cllrs S Francis & A Bettinson will undertake the December 2025 & January 2026 financial inspections of the WDPC and WDC accounts.
26012.1v	To receive the report and note the November 2025 financial inspection dated 15/12/26, giving a reconciled bank balance for WDPC of £305,333.66 and WDC of £39502.60 , including transactions for WDPC totalling £11,271.01 and WDC totalling £2,211.13 which were undertaken by Cllrs Freshwater & Lewis, <i>Attachment 2.1v- Financial Inspection November 2025</i>
26012.1vi	To appoint GAPTC as the internal auditor and confirm that they are independent of Council and competent to undertake these works. The estimated cost of this Audit is £400.00, unless additional support is required. <i>Attachment 2.1vi – IAS Introduction Letter</i>
26012.2	Governance & Scrutiny Committee To receive and note the minutes and notes of the Governance & Scrutiny meeting held on 20th January 2026 <i>Attachment 3.1 – Minutes of the Governance and Scrutiny meeting held on 20th January 2026</i>
26012.2i	Recommendation to approve the amendments as indicated in Governance & Scrutiny minutes and adopt the following policies. ▪ Anti-Fraud and Corruption Policy ▪ General and Earmarked Reserve Policy ▪ Investment Policy ▪ Accessibility Statement ▪ Information Technology Policy

26012.3	Planning Committee To receive and note the minutes of the Planning Committee held on 6 th & 20 th January 2026 <i>Attachment 3.1 –Minutes of the Planning Committee meetings held on 6th & 20th January 2026</i>
26012.3i	To receive a proposal that all Planning Applications received by the Parish Office are sent to the Ward Councillors for initial screening, the Planning Committee will then only look at those put forward by the Ward Councillor(s) as needing detailed assessment.
26012.4	Bream, Sling & Ellwood Heritage Report To discuss the need to begin the Bream, Sling & Ellwood Heritage Report.
26012.5	Forest of Dean Gateway To receive a verbal report on the Forest of Dean Gateway.
26012.6	Clerks Report To receive a report from the Clerk
26012.7	Deputy Clerks Report To receive a report from the Deputy Clerk
26012.8	Sheep Liaison Group Discussion To discuss roaming sheep within West Dean Parish.
26012.9	Forest of Dean Spring Trails Half Marathon 2026 – Consultation To discuss the Temporary Road Closures - Special Events Event: Forest of Dean Spring Trails Half Marathon 2026 Consultation email. <i>Attachment 2.10 email re consultation</i>
26013	<u>Items for Information – Councillors to note.</u>
26013.1	Scarr Bandstand Canopy Update To note the information sent by Friends of Scarr Bandstand.
26013.2	Biosphere Invitation To note the invitation which was emailed out on 21.01.26.
26013.3	Road Closure for Geotechnical Remediation Works To note that B4234 (Forest Road Lydney) will be closed early February 2026 to late August 2026. Details of the closure are in Dropbox. <i>Attachment 3.3 – Road Closure Details</i>
26013.4	Chestnut Wood Lease To note that Nexus is awaiting an answer to the question posed by FODDC Lawyer:- The lawyer has suggested the following: Could we please have an exemption which provides that the insolvency provisions don't relate to FODDC or any successor authority – that should suffice for the funder's purposes. An answer is still awaited.
26013.5	Chairs items To receive any reports or information from the Chair.

26014	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.			
26015	<u>Forthcoming Meeting Schedule:</u>			
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
Mar-26				
Tues	3rd March 2026	5.00pm	Planning Committee	West Dean Centre
Tues	17th March 2026	11.30am	Governance & Scrutiny	West Dean Centre
Tues	17th March 2026	5.00pm	Planning Committee	West Dean Centre
Weds	25th March 2026	7.00pm	Full Council	West Dean Centre
Apr-26				
Tues	7th April 2026	5.00pm	Planning Committee	West Dean Centre
Tues	21st April 2026	2.30pm	Highways & Footpaths	West Dean Centre
Tues	21st April 2026	5.00pm	Planning Committee	West Dean Centre
Weds	29th April 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.