



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 25th February 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

26020	County and District Reports
26020.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26021	<u>Council Formal Business</u>
26021.1	Election of Chair To elect a Chair of Council.
26021.2	Apologies To receive, and consider for approval, any apologies for absence and reasons given.

06021.3	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.
26021.4	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held on 28th January 2026 <i>Attachment 1.4 – Minutes of the Council meeting held on 28th January 2026</i>
26022	<u>Items for Consideration and Resolution</u>
26022.1	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>
26022.1i	To review and approve the February 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £13,337.82 exc. VAT and WDC = £1,604.46 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
26022.1ii	To advise Council that Cllrs S Yeates & J Richmond are to authorise February 2026 payments on the banking system for WDPC & Cllrs A Grant & J Richmond for WDC
26022.1iii	To note that Cllrs S Dunford & M Bennett will undertake the February 2026 financial inspections of the WDPC and WDC accounts.
26022.1iv	To receive the report and note the December 2025 financial inspection dated 03/02/26, giving a reconciled bank balance for WDPC of £281,636.61 and WDC of £37,009.07 , including transactions for WDPC totalling £66,618.05 and WDC totalling £3,925.81 which were undertaken by Cllrs Francis & Betenson, <i>Attachment 2.1iv- Financial Inspection December 2025</i>
26022.1v	To receive the report and note the January 2026 financial inspection dated 24/02/26, giving a reconciled bank balance for WDPC of £271,637.75 and WDC of £37,458.20 , including transactions for WDPC totalling £50,174.76 and WDC totalling £5,374.11 which were undertaken by Cllrs Francis & Betenson. <i>Attachment 2.1v- Financial Inspection January 2026</i>
26022.2	Biosphere To discuss the biosphere, following presentation on Saturday 7th February 2026, at the Wilderness Centre, and to discuss the Council's position. <i>Attachment 2.2 – Questions arising from presentation at Wilderness Centre</i>
26022.3	Assertion 10 GDPR training To discuss and confirm that Assertion 10 training slides were received and read, to comply with GDPR

26022.4	Devolution To discuss the LGR Consultation
26022.5	Bream Play Area Lease To discuss the amended Forestry England Lease for the Bream Play Area, and agree new clauses. <i>Attachment 2.5 – Lease to use Forestry England Land – Bream Play Area</i>
26022.6	Sheep Liaison Group To discuss moving forward.
26022.7	Date and Time of Highways and Footpaths Meeting To discuss moving the date and time of meetings
26022.8	Proposed Traffic Order Scheme – Nibley To discuss the Traffic Order Scheme <i>Attachment 2.8 – Traffic Order Scheme E-mail & details</i>
26022.9	Response letter received from Scarlett Newman (Community Engagement Officer) – Anti-Social Behaviour at Ellwood To discuss the response received <i>Attachment 2.9 – Letter received from the Scarlett Newman – Anti-Social behaviour at Ellwood.</i>
26023	<u>Items for Information – Councillors to note.</u>
26023.1	Highways & Footpaths To receive and note the minutes of the Highways & Footpaths Committee meeting held on 17 th February 2026 <i>Attachment 3.1 – Minutes of the Highways & Footpaths Committee meeting held on 17th February 2026</i>
26023.2	Planning Committee To receive and note the minutes of the Planning Committee held on 3 th February 2026 <i>Attachment 3.1 – Minutes of the Planning Committee meetings held on 3rd February 2026</i>
26023.3	Chairs items To receive any reports or information from the Chair.
26024	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.

26025	<u>Forthcoming Meeting Schedule:</u>

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

May-26				
Tues	5th May 2026	5.00pm	Planning Committee	West Dean Centre
Tues	19th May 2026	11.30am	Governance & Scrutiny	West Dean Centre
Tues	19th May 2026	5.00pm	Planning Committee	West Dean Centre
Weds	27th May 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.