



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 25th March 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

Sergeants Tom Oliver and Cath Pickering have confirmed their attendance at the March Full Council meeting.

26030	County and District Reports
26030.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26031	<u>Council Formal Business</u>
25091.1	Co-option of Bream Councillor To receive the application from Andrew Batchelor <i>Attachment 1.1 – Application forms for the role of Parish Councillor completed by Andrew Batchelor</i>

26031.2	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
26031.3	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. To receive a dispensation request from Cllr M Costley. <i>Attachment 1.3 – Dispensation request from Cllr M Costley</i>
26031.4	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held on 25th February 2026 <i>Attachment 1.4 – Minutes of the Council meeting held on 25th February 2026</i>
26032	<u>Items for Consideration and Resolution</u>
26032.1	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>
26032.1i	To review and approve the March 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £12,357.11 exc. VAT and WDC = £2108.78 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
26032.1ii	To advise Council that Cllrs S Yeates & S Dunford are to authorise March 2026 payments on the banking system for WDPC & Cllrs A Grant & J Richmond for WDC
26032.1iii	To note that Cllrs A Grant & B Freshwater will undertake the March 2026 financial inspections of the WDPC and WDC accounts.
26032.1iv	To receive the report and note the February 2026 financial inspection dated 24/03/26, giving a reconciled bank balance for WDPC of £259,449.25 and WDC of £37,446.26, including transactions for WDPC totalling £31,788.50 and WDC totalling £2,366.34 which were undertaken by Cllrs S Dunford & M Bennett <i>Attachment 2.1iv- Financial Inspection February 2026</i>
26032.2	Governance & Scrutiny To receive and note the minutes and notes of the Governance & Scrutiny meeting held on 17th March 2026 <i>Attachment 3.1 – Minutes of the Governance and Scrutiny meeting held on 17th March 2026</i> Recommendation to approve the amendments as indicated in Governance & Scrutiny minutes and adopt the following policies. ▪ Capability Procedure vr1

	▪ Conflict of Interests Policy & Procedure vr1 ▪ Councillor Co-Option Policy & Procedure vr1 ▪ Member Absence and Apologies Policy vr1 ▪ Privacy Notice vr1 ▪ Standing Orders ▪ Risk Management Policy vr1
26032.3	School Award Scheme – The Basil Whittington Awards To discuss awarding a maximum of 3 prizes per institution.
26032.4	Nature & Climate Emergency To discuss FoDDC ‘Nature & Climate Emergency’ Consultation Presentation <i>Attachment 2.4 – Nature & Climate Emergency Strategy – Town & Parish Council Event March 26</i>
26032.5	GAPTC – LGR & Devolution Preparedness Training To discuss GAPTC – LGR & Devolution Preparedness Training <i>Attachment 2.5 – GAPTC – training details</i>
26032.6	Sheep Liaison Meeting To discuss the Sheep Liaison Meeting – Monday 30 th March at 6.00pm
26032.7	Request for Parish Council support for a continuous pavement between Sling and Coleford. To discuss a request for Parish Council support for a continuous pavement between Sling and Coleford. <i>Attachment 2.7 WDPC – Support Requested for a continuous pavement</i>
26032.8	Request from Breathe To discuss a request form, Breathe Youth for Table Tennis Table. <i>Attachment 2.8 – Table Tennis Table request</i>
26032.9	Clerks Report To receive a report from the Clerk
26032.10	Deputy Clerks Report To receive a report from the Deputy Clerk
26032.11	Crossing Cottage This agenda item is to be held in closed session under The Public Bodies (Admission to Meetings) Act 1960. To discuss an update regarding ‘Crossing Cottage’
26033	<u>Items for Information – Councillors to note.</u>
26033.1	Planning Committee To note that there were no Planning Committee meetings held in March 2026, and to receive a list of Applications received by West Dean Parish Council within March 2026. <i>Attachment 3.1 List of Applications</i>

26033.3	Chairs items To receive any reports or information from the Chair.			
26034	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.			
26035	<u>Forthcoming Meeting Schedule:</u>			
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
Wed	13th May 2026	7.00pm	Annual Parish Assembly	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
Jun-26				
Tues	2nd June 2026	5.00pm	Planning Committee	West Dean Centre
Tues	16th June 2026	2.30pm	Highways & Footpaths	West Dean Centre
Tues	16th June 2026	5.00pm	Planning Committee	West Dean Centre
Weds	24th June 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.