



WEST DEAN PARISH COUNCIL (WDPC)

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Mon-Thur 9.00am – 1.00 pm Fri)
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FULL COUNCIL MINUTES

Meeting Date: Wednesday 25th March 2026

Location: West Dean Centre, High Street, Bream

Present: Cllrs A Grant (Chair), R Freshwater (Vice Chair) S Lewis, B Evans, S Yeates, S Dunford, J Richmond, M Bennett, S Francis, & A Batchelor

Clerks: J Miles and 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 Grant thanking everyone for attending.

Residents from Ellwood, along with Sergeants Tom Oliver and Cath Pickering attended the Full Council meeting, to discuss ongoing anti-social behaviour issues in Ellwood. After discussion Sargent Pickering gave residents an email address for the Community Team direct.

26030	<u>County & District Reports</u>	<u>Actions Completed</u>
26030.1	A written report from Gloucestershire County (GCC) Cllr Hoyland was received.	
26031.1	<u>Council Formal Business</u>	
26031.1	Co-option of Bream Councillor The application from Andrew Batchelor to become a Bream Ward Cllr was discussed, Mr Batchelor spoke briefly on his experiences and what he felt he would bring to the Council, and was then asked to leave the meeting whilst Cllrs Debated his co-option. Cllr Dunford proposed acceptance, seconded by Cllr Freshwater and agreed by resolution of Council.	Cllr Batchelor signed his acceptance of office at the meeting.
26031.2	Apologies Apologies were received from WDPC Cllrs A Moore, Cllr Costley, Cllr Betenson and Cllr Crick. GCC Cllrs P Camp & B Hoyland. FODDC Cllrs B Llewellyn & J Dale	
26031.3	Declarations of Interest/Dispensation Requests	

Signed by Chair _____ Date _____

	• Cllr Yeates declared he is a Heritage Expert and also a member of BHMI . Cllrs were reminded that declarations could be given at any point in the meeting if required.	
26031.4	Minutes of the Previous Meeting The minutes of the previous meeting held on 25th February 2026 were reviewed, and these were proposed by Cllr Richmond, seconded by Cllr Bennett and accepted by resolution of Council as an accurate record.	
26032	<u>Items for Consideration and Resolution</u>	
26032.1	Finance The budget monitoring information for WDPC and WDC was received and noted.	
26032.1i	The March 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £12,357.11 exc. VAT and WDC = £2,108.78 exc. VAT were received, Cllr Freshwater proposed accepting these, seconded by Cllr Evans and agreed by resolution of Council.	
26032.1ii	It was noted that Cllrs S Yeates & Dunford are to authorise March 2026 payments on the banking system for WDPC & Cllrs A Grant & J Richmond for WDC	Payments sent for authorisation 26.03.26 Clerk to arrange date for inspection.
26032.1iii	It was noted that Cllrs A Grant & B Freshwater will undertake the March 2026 financial inspections of the WDPC and WDC accounts.	
26032.1iv	The report and note the February 2026 financial inspection dated 24/03/26, giving a reconciled bank balance for WDPC of £259,449.255 and WDC of £37,446.26 , including transactions for WDPC totalling £31,768.50 and WDC totalling £2,366.34 which were undertaken by Cllrs Bennett & Dunford, was received and noted by Council with Cllrs Dunford and Bennett confirming all was found to be satisfactory. Cllr Grant advised that both the Clerk and Deputy Clerk had received their appraisals, and stated both had performed above the satisfactory requirement and therefore would receive their pay increment in April 2026. To which Council Agreed.	
26032.2	Governance & Scrutiny The minutes of the Governance & Scrutiny meeting held on 17th March 2026 were noted. The Recommendation to approve the amendments as indicated in Governance & Scrutiny minutes and adopt the following policies, was proposed by Cllr Francis en bloc, seconded by Cllr Richmond and agreed by resolution of Council. ▪ Capability Procedure vr1 ▪ Conflict of Interests Policy & Procedure vr1 ▪ Councillor Co-Option Policy & Procedure vr1 ▪ Member Absence and Apologies Policy vr1 ▪ Privacy Notice vr1	Pay increment to be actioned in April 2026. Amendments finalised and updated versions put on

Signed by Chair _____ Date _____

	▪ Standing Orders ▪ Risk Management Policy vr1	website 30.03.26
26032.3	School Award Scheme – The Basil Whittington Awards Discussion on amending the maximum of 3 prizes per institution was held, Cllr Richmond proposed this be approved, seconded by Cllr Francis and agreed by resolution of Council. Cllr Freshwater stated that he believed a Cllr should be available to present these awards. Cllr Grant stated this would be confirmed when the awards were agreed.	Policy to be amended and revised version put on website
26032.4	Nature & Climate Emergency The FoDDC 'Nature & Climate Emergency' Consultation Presentation was discussed. Cllr Grant spoke of the Zoom meeting he and the Clerk had attended and points which had been raised. Cllr Freshwater stated he had a resolution for this item which was "WDC responds that they do not want to go along with this at this time. No to District consultation but wait for the new Unitary Authority to be in place. Cllr Dunford disagreed with this as this feeds into the Devolution works ongoing at this time, it was a way for FODDC to leave a lasting legacy. Cllr Grant suggested that WDPC wait to see what format the Consultation would take.	Clerk to send out Consultation when it arrives.
26032.5	GAPTC – LGR & Devolution Preparedness Training GAPTC – LGR & Devolution Preparedness Training was discussed, Cllr Richmond proposed that the Clerks attend, seconded by Cllr Grant and agreed by Council. Cllr Dunford spoke of the email received by himself from GAPTC concerning their reply to the Government, which he would forward to the Clerk for circulation.	Clerk booked training 26.03.26 Cllr Dunford forwarded email for circulation 26.03.26
26032.6	Sheep Liaison Group The Sheep Liaison Meeting was discussed and it was agreed that Cllrs Freshwater & Bennett would attend on behalf of WDPC.	
26032.7	Request for Parish Council support for a continuous pavement between Sling and Coleford. A request for WDPC to support a continuous pavement between Sling and Coleford was discussed. It was agreed that this should be put on the Highways and Footpaths (H&F) Agenda for April 2026.	Item to be added to the H&F Agenda for April.
26032.8	Request from Breathe A request form, Breathe Youth for Council to fund a new Table Tennis Table was discussed. It was agreed that they should be advised to apply for a WDPC Grant.	Deputy Clerk to send grant application to Breathe.
26032.9	Clerks Report The Clerk reported on the following subjects. • Transfer of funds – proposed by Cllr Richmond, seconded by Cllr Francis and agreed by Council. • A reminder to Cllrs for articles for the Spring Newsletter	Clerk to arrange signing of Lease.

Signed by Chair _____ Date _____

	Signing of the Chestnut Wood Lease, Cllr Dunford proposed the Clerk be given delegated authority to sign this lease on behalf of WDPC, seconded by Cllr Franics and agreed by resolution of Council	
26032.10	Deputy Clerks Report The Deputy Clerk reported that the Asset Checks had been performed and a list of repairs, with costs, would be presented to Council in April.	
26033	<u>Items for Information – Councillors to note.</u>	
26033.1	Planning Committee It was noted that under the new procedure there were no Planning Committee meetings held in March 2026. A list of Applications received by West Dean Parish Council within March 2026, was noted by Council.	
26033.3	Chairs Items The meeting with FODDC regarding the Biosphere was discussed. Cllr Lewis suggested that a letter be written to FODDC to express our dissatisfaction with the level of public consultation. After further discussion Cllr Dunford proposed that a letter be put together and sent to FODDC, thanking officers for attending the meeting but expressing dissatisfaction with the consultation process. He also suggested that WDPC needed to go public stating “WDPC have reservations on this subject” and need to let the public know. Seconded by Cllr Evans and agreed by Council.	Cllr Dunford to draft letter.
	Cllr Evans left at 21:00	
26034	Public Round-up – 10 minutes There was no Public Round-up.	
	The meeting ended at 21.15	
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

Signed by Chair _____ Date _____

- 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.

Signed by Chair _____ Date _____