



WEST DEAN PARISH COUNCIL

Jo Miles
Proper Officer

Phil Holland
Deputy Clerk

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ANNUAL PARISH COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

Date issued: 21st May 2026

I summon all members to attend the Annual Parish Meeting of West Dean Parish Council to be held on Wednesday 27th May 2026 at 7pm in the **Witherby Room of the West Dean Centre** for the purpose of transacting the business on the agenda as 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 Council 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

J Miles

Jo Miles
Parish Clerk/RFO

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

26050	County and District Report
26050.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26051	<u>Council Formal Business</u>
26051.1	Election of Council Chair 2026/27
26051.1i	To elect the Chair of Council for the 2026/27 council year.
26051.1ii	Declaration of acceptance of office as Chair of Council.

26051.2	Election of Council Vice-Chair 2026/27
26051.2i	To elect the Vice-Chair of Council for the 2026/275 Council year.
26051.2ii	Declaration of acceptance of office as Vice-Chair of Council.
26051.3	Register of Members Interest (renewed annually as per the code of conduct) To receive any updates to Register of Members Interests.
26051.4	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 29 th April 2026 <i>Attachment 1.4 – Minutes of the Council meeting held on 29th April 2026</i>
26051.5	Review of Delegation Arrangements To review the delegation arrangements to committees and staff to confirm that these are still acceptable to Council. <i>Attachment 1.5 - Scheme of Delegation</i>
26051.6	Appointment of Committee Chairs & Vice-Chairs
26051.6i	These being required for the following committee's:- • Governance & Scrutiny • Planning • Highways & Footpaths • Climate & Biodiversity • Finance • Staffing • Multi-use Track Working Group (the Forest Gateway) appointment of representatives.
26051.6ii	To fix the dates and times of committee meetings .
26051.6iii	To confirm the reserve Councillor for the Yorkley Court Solar Farm Community Fund Committee.
26051.6iv	To select two further Councillors as dedicated representatives on the Staffing Committee.
26051.7	Review and adoption Policies & Procedures To review and adopt the following Policies & Procedures:- • <i>Standing Orders</i> • <i>Financial Regulations</i> • <i>Financial & Management Risk Assessment</i> • <i>Code of Conduct</i> <i>Attachment - 1.7 Policy Folder</i>
26051.8	Review of Representation on Other Bodies To review the Council's representation on other bodies and nominate new representatives as required.

26051.9	To reaffirm the resolution from 2024 to enact the General Powers of Competence To reaffirm the resolution from 2024 to enact the General Powers of Competence, as prescribed in the Localism Act 2011, S1-8. To affirm that Council still meets the eligibility criteria enshrined in this Act, this being the following criteria: have two thirds or more of Council being elected and a CiLCA qualified Clerk. <i>Attachment 1.9 – Audit Response</i>
26051.10	Review expenditure incurred under Section 137 of the Local Government Act 192 or GPOC To review the S137 spend which is allocated to the Community Grant Award payments. <i>Attachment 1.10 – WDPC Section 137 spend for 2025/26</i>
26051.11	Standing Orders & Direct Debits To review and approve the Standing Orders and Direct Debits for WDPC & WDC for 2026/27 <i>Attachment 1.11 – Direct Debits & Standing Orders for WDPC & WDC</i>
26051.12	Determine the time and place of ordinary meetings of the Council. To agreed that ordinary meetings of Council will be held on the last Wednesday of each month, except December, for the next 13 months. Or an alternative day and time may be proposed for Council to consider and make a decision upon.
26051.13	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
26051.14	Declarations of Interest 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 consideration.
26052	<u>Items for Consideration and Resolution</u>
26052.1	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>
26052.1i	To review and approve the May 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £24,334,87 excluding VAT and WDC = £1,042.73 excluding VAT. <i>Attachment 2.1i - Expenditure payment schedule.</i>
26052.1ii	To note that Cllrs Costley & Yeates for WDPC and Cllrs Costley & Grant for WDC are to authorise payments on the banking system
26052.1iii	To note that Cllrs Bennett & Freshwater will be undertaking the financial inspection of May transactions.
26052.1iv	To receive the report and note the April 2026 financial inspection dated 06/05/26 giving a reconciled bank balance for WDPC of £344.,343.54 and WDC of £35,434.03, including

	transactions for WDPC totalling £254,095.30 and WDC totalling £9,087.51 which were undertaken by Cllrs A Betenson & S Yeates. <i>Attachment 2.1iv – Financial Inspections</i>
26052.1v	To note and approve the Internal Audit report from GAPTC and the recommendations for improvement, which will be timetabled for action. <i>Attachment 2.1v - in Audit/AGAR folder</i>
26052.1vi	To approve the AGAR Annual Governance Statement – minute reference 24052.1vi <i>Attachment 2.1vi - in Audit/AGAR folder</i>
26052.1vii	To approve the AGAR Section 2 – Accounting Statement for 2024/25 – minute reference 24052.1vii <i>Attachment 2.vii - in Audit/AGAR folder</i>
26052.1viii	To approve and note the confirmation of the dates for the period for the Exercise of Public Rights, this is commencing on Wednesday 3rd June 2026 and ending on Tuesday 14th July 2026. <i>Attachment 2.1viii - in Audit/AGAR folder</i>
26052.2	Bus Shelter Budget To agree the Budget Code for Bus Shelter Purchase and Installation costs
26052.3	Clerks Report To receive a report from the Clerk <i>Attachment 2.3 – Clerks Report</i>
26052.4	Deputy Clerks Report To receive a report from the Deputy Clerk regarding ROSPA reports and recommendations <i>Attachment 2.4 - Deputy Clerks report</i>
26052.5	Garden Shed Request To consider a request from Bream Community Library to place a shed in the Courtyard of the West Dean Centre. <i>Attachment 2.5 – Letter from Bream Community Library.</i>
26052.6	Insurance Arrangements To discuss the Insurance Arrangements for 2026/27 <i>Attachment 2.6 – Policy Schedule</i>
26052.7	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
26053	<u>Items for Information – Councillors to note.</u>
26053.1	Planning Committee To note that there were no Planning Committee meetings held in May 2026, and to receive a list of Applications received by West Dean Parish Council within May 2026. <i>Attachment 3.1 List of Applications</i>
26053.2	Annual Parish Assembly To received and note the minutes of the Annual Parish Assembly held on 13th May 2026

	<i>Attachment 3.2 - Minutes of the Annual Parish Assembly held on 13th May 2026</i>
26053.3	Chairs Items To receive any reports or information from the Chair.
26053.4	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.
26054	<u>Forthcoming Meeting Schedule:</u>

Jun-26					
Tues	2nd June 2026	5.00pm	Planning Committee	West Dean Centre	
Mon	15th June 2026	7.00pm	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	
Jul-26					
Tues	7th July 2026	5.00pm	Planning Committee	West Dean Centre	
Tues	21st July 2026	11.30am	Governance & Scrutiny	West Dean Centre	
Tues	21st July 2026	5.00pm	Planning Committee	West Dean Centre	
Weds	29th July 2026	7.00pm	Full Council	West Dean Centre	
Aug-26					
Tues	4th August 2026	5.00pm	Planning Committee	West Dean Centre	
Tues	18th August 2026	2.30pm	Highways & Footpaths	West Dean Centre	
Tues	18th August 2026	5.00pm	Planning Committee	West Dean Centre	
Weds	28th August 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. Speakers may only speak once.
- 4 The Chairman 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.