



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

Date Issued: 19.06.26

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 24th June 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

26060	County and District Reports
26060.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26061	<u>Council Formal Business</u>
26061.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
26061.2	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.

26061.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 27th May 2026 Cllr Batchelor motion - amendment required to 3.3 Sheep Liaison, as he believed that it was himself not Cllr Bennett who would represent WDPC along with Cllr Freshwater. <i>Attachment 1.3 – Minutes of the Council meeting held on 27th May 2026</i>
26042	<u>Items for Consideration and Resolution</u>
26062.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1 – Working Budgets 202 65/27 WDPC & WDC & Budget overview documents.</i>
26062.1i	To review and approve the June 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £16,936.47 exc. VAT and WDC = £912.18 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
26062.1ii	To advise Council that Cllrs A Grant & M Costley are to authorise payments on the banking system for WDPC & WDC
26062.1iii	To note that Cllrs S Crick and A Batchelor will undertake the June 2026 financial inspection of the WDPC and WDC accounts.
26062.1iv	To receive the report and note the May 2026 financial inspection dated 10/06/26, giving a reconciled bank balance for WDPC of £321,747.94 and WDC of £35,046.21, including transactions for WDPC totalling £45,144.20 and WDC totalling £4,636.42 which were undertaken by Cllrs M Bennett & B Freshwater <i>Attachment 2.1iv- Financial Inspection May 2026</i>
26062.1v	To note the Internal Auditors Report for the year ended 31st March 2026 and the Action Plan drafted by the Clerk to address and rectify any non-compliance and the Internal Auditors comments and recommendations. <i>Attachment 2.1v – Internal Auditors Report & Action Plan</i>
26062.1vi	A list of expenditure transactions £500 and over, for April and May to be added to WDPC website (as per the Internal Auditors recommendations), for transparency. <i>Attachment 2.1vi – April & May Transactions £500 and Over</i>
26062.2	The New Forestry England "Forest to The Sea" Report To discuss the new Forestry England "Forest to The Sea" report on water and related issues in the Forest. <i>Attachment 2.2 - The New Forestry England "Forest to The Sea" Report</i>

26062.3	West Dean Parish Council's preferred requirements for the furthering of the Biosphere plan by FODDC. To discuss The Council's preferred requirements for the furthering of the Biosphere plan by FODDC.
26062.4	Asset Register To discuss the amendments made to the Asset Register. <i>Attachment 2.4 Asset Register.</i>
26062.5	Whitcroft Memorial Hall Committee To discuss WDPC representation on the Whitcroft Memorial Hall Committee.
26062.6	Out of Hours Keyholder Quote. To discuss the quote for out of hours keyholder cover. <i>Attachment 2.6 out of hours quote</i>
26062.7	The Basil Whittington Award 2026 To discuss and vote on the award Attachment 2.7 Basil Whittington Nomination
26062.8	Clerks Report To receive a verbal report from the Clerk <i>Attachment 2.8 Clerk Report</i>
26062.9	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
26063	<u>Items for Information – Councillors to note.</u>
26063.1	Highways & Footpaths Committee To receive and note the minutes of the Highways & Footpaths Committee held on 16th June 2026 <i>3.1 - Attachment – Minutes of the Highways & Footpaths Committee meetings held on 16th June 2026</i>
26063.2	Planning Committee To receive and note the minutes of the Planning Committee held on 2nd June 2026 <i>and 16th June 2026</i> <i>Attachment 3.2 – Minutes of the Planning Committee meetings held on 2nd June 2026 16th June 2026</i>

26063.3	Chairs items To receive any reports or information from the Chair.
26063.4	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.
26064	<u>Forthcoming Meeting Schedule:</u>

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

Sep-26				
Tues	1st September 2026	5.00pm	Planning Committee	West Dean Centre
Tues	15th September 2026	11.30am	Governance & Scrutiny	West Dean Centre
Tues	15th September 2026	5.00pm	Planning Committee	West Dean Centre
Weds	30th September 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.
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