



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

Date Issued: 23.07.2026

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 29th July 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

26070	County and District Reports
26070.1	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
26071	<u>Council Formal Business</u>
26071.1	Apologies To receive, and consider for approval, any apologies for absence and reasons given.
26071.2	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.

26071.3	Minutes of the Previous Meeting To confirm and sign the minutes of the meeting held the 1st July 2026 <i>Attachment 1.3 – Minutes of the Council meeting held on 1st July 2026</i>
26042	<u>Items for Consideration and Resolution</u>
26072.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1 – Working Budgets 2026/27 WDPC & WDC & Budget overview documents.</i>
26072.1i	To review and approve the July 2026 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £15,244.82 exc. VAT and WDC = £1009.01 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
26072.1ii	To advise Council that Cllrs Costley & Yeates are to authorise payments on the banking system for WDPC & Cllrs Grant & Costley for the WDC.
26072.1iii	To note that Cllrs Wheeler & Betenson will undertake the July 2026 financial inspection of the WDPC and WDC accounts.
26072.1iv	To receive the report and note the June 2026 financial inspection dated 27/07/26, giving a reconciled bank balance for WDPC of £313,102.34 and WDC of £35,099.95, including transactions for WDPC totalling £55,226.04 and WDC totalling £2,912.76 which were undertaken by Cllrs Batchelor & Freshwater. <i>Attachment 2.1iv- Financial Inspection June 2026</i>
26072.1v	To review and approve the Budgeting Monitoring Report 2026/27 as at end June 2026 <i>Attachment 2.1v – Budget Monitoring – Financial Budget Comparison Report</i>
26072.2	Emergency Grant Application To discuss the Emergency Grant Application from Berry Hill Memorial Institute. <i>Attachment 2.2 - Emergency Grant Application - Berry Hill Memorial Institute</i>
26072.3	Governance & Scrutiny Committee To receive and note the minutes of the Governance & Scrutiny meeting held on 21st July 2026 <i>Attachment 2.3 – Minutes of the Governance and Scrutiny meeting held on 21st July 2026</i> To receive the following recommendations from the Governance and Scrutiny Committee. Recommendation to approve and adopt the following new policies for 2026/27. • Large Projects Policy • VASs Policy • Biodiversity Policy

	• Probationary Policy • Freedom Of Information Policy Recommendation to approve the amendments as indicated in Governance & Scrutiny minutes and adopt the following policies for 2026/27. ▪ Standing Orders v4 ▪ Data Protection Policy ▪ Dignity at Work Policy ▪ Document Retention Policy ▪ Financial Regulations Policy ▪ Absence Management Policy ▪ Disciplinary Policy Recommendation to approve and adopt the following unchanged policies for 2026/27. ▪ Code of Conduct • Complaints Policy & Procedure ▪ Community Engagement & Communication Policy ▪ Equality & Diversity Policy ▪ Financial & Management Risk Assessment ▪ Safeguarding Policy ▪ Health & Safety Policy ▪ Whistleblowing Policy ▪ Grievance Policy & Procedure ▪ Scheme of Delegation ▪ Publication Scheme ▪ Grants Policy ▪ Acceptable Email Use Policy ▪ Basil Whittington Award Policy vr 3 ▪ CCTV Policy DPC ▪ Councillor Introduction Guide vr 3 ▪ Performance Management Policy ▪ Register of Interests vr 2 ▪ Social Media Policy ▪ Subject Access Request Letter vr 2 ▪ Training & Development Policy vr 2 <i>Attachments 2.3 – Folders containing all policies</i>
26072.4	Election of Chair of Governance & Scrutiny Committee To elect a Chair of Governance & Scrutiny Committee due to the resignation of Cllr Francis from this position in July 2026.
26072.5	Election of member of Staffing Committee To elect a member of Staffing Committee due to the resignation of Cllr Francis from this position in July 2026.
26072.6	Election of Chair & Vice Chair of Environment and Heritage Committee To elect a Chair and Vice Chair of Environment and Heritage Committee
26072.7	Forestry England's new "Forest to The Sea" Report To discuss West Dean Parish Council's participation in Forestry England's "Forest to The Sea" report on water and related issues in the Forest. <i>Attachment 2.2 – Forest to the sea</i>
26072.8	The Peoples Emergency Film – Showing at Yorkley Community Centre To discuss the following proposal from Cllr Dunford

	<i>‘WDPC will support the advertising of the film showing at Yorkley Community Centre on 8th August entitled ‘The People’s Emergency’ but within a rider stating that WDPC do this as ‘information only’ and that WDPC does not express any view on its content. ‘</i>
26072.9	FODDC Biosphere To discuss the latest update from FODDC regarding Biosphere Update July 2026. Attachments 2.9 – update and FoDDC minutes from 30 th June 2026
26072.10	<i>Your Views Matter in Improving NHS Services In Gloucestershire</i> <i>To discuss the project and e-mail from Sarah Brooks (Volunteer and Engagement Officer – Healthwatch Gloucestershire).</i> <i>Attachment 2.10 – Your Views Matter in Improving NHS Services In Gloucestershire</i>
26072.11	Berry Hill & Christchurch NDP To discuss how to move the Berry Hill & Christchurch NDP Review forward.
26072.12	Gloucestershire County Council proposal to privatise Reablement Services. To discuss Gloucestershire County Council’s proposal to privatise Reablement Services and what this would mean for service users.
26072.13	Clerks Report To receive a written report from the Clerk <i>Attachment 2.12 Clerk’s Report</i>
26072.14	Deputy Clerks Report To receive a written report from the Clerk <i>Attachment 2.13 Deputy Clerk’s Report</i>
26073	<u>Items for Information – Councillors to note.</u>
26073.1	Planning Committee To note that there were no Planning Committee meetings held in July 2026, and to receive a list of Applications received by West Dean Parish Council within July 2026. <i>Attachment 3.1 List of Applications</i>
26073.2	Chairs items To receive any reports or information from the Chair.
26073.3	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.
26074	<u>Forthcoming Meeting Schedule:</u>
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
			Environment & Heritage 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	11.30a m	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
Oct-26				
Tues	6th October 2026	5.00pm	Planning Committee	West Dean Centre
Tues	20th October 2026	7.00pm	Highways & Footpaths	West Dean Centre
Tues	20th October 2026	5.00pm	Planning Committee	West Dean Centre
Weds	28th October 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.

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| (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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