

**Woolaston Parish Council**  
**DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 13 JULY 2023 at 8PM**  
**AT WOOLASTON MEMORIAL HALL**

**PRESENT:** Councillors Terina Riches (Chairman), Mary Greenslade, Peter Brown Mick Fairless, Hannah Greenslade, Martin Rose and Jeanette McElroy

**In attendance:** Gillian Orchard Preece (Parish Clerk), CCllr C McFarling, DCllr J Lane, and 5 members of the public

86/23 **To receive Apologies for Absence.**

There were none

87/23 **Declarations of Interest**

To receive the Councillors' Declarations of Interest in respect of matters contained in this agenda – there were none.

88/23 **Public Open Forum.**

a. One member of the public asked for advice regarding a public footpath which is blocked by a fallen tree, near The Chase / Ridley bottom nature reserve, and is unpassable. He previously contacted Highways but has not received an answer. The clerk will feedback to CCllr McFarling who had previously agreed to investigate and to check the FP number. **Action: Clerk**

b. A member of the public reported his objection to the retrospective planning application P0606/23/FUL, and asked the parish council to take his comments into account. He understands that the application should not be 'sui generis' but considers it should be a mixed used. If granted, it will result in permission for a large part of the field in the open countryside to become a residential unit and leisure area / garden including the shepherds hut which is designed, and currently used as a residence. It is contrary to core strategy and national planning policy as it proposes unsuitable development in open countryside outside the resettlement boundaries. They also expressed concern regarding the unsuitable narrow access to the site, the fact that it is a key wildlife area and will create a worrying precedent for change of use from agricultural to domestic. It is also not clear that this is a retrospective application as the shepherd hut has been on site for 18 months, and has been lived in before any planning permission has been applied for. The hut has now been hidden but it is still being used and causing a noise disturbance (motorbikes scrambling and drones). Another point, there is a recently constructed agricultural barn with a flue and it is suggested this could be used as a shelter, which would negate the need for a residential hut on site. The chairman clarified a couple of points with the resident.

89/23 **To approve the Minutes of the Annual Parish Council Meeting held on Thursday 8 June 2023.**

The minutes of the Annual meeting which was previously circulated to councillors were approved as a true record of the meeting and signed by the Chairman.

90/23 **To receive the written reports from the County Councillor / District Councillor.**

- a. CCllr McFarling's report was forwarded to councillors before the meeting. Issues discussed
- i. He was asked to provide safety railings for the Chepstow bound bus stop opposite Netherend (What3words reference is "basically.packets.cocoons"). **Action: CCllr McFarling**
  - ii. The footpath FWO 27, goes into FWO 21 (A restricted byway), the fingerpost has been removed and been missing for a couple of years. There is a fence between the two and access is restricted. The council ask that it be cleared to enable residents to go from one to another. **Action: CCllr McFarling**
  - iii. Woolaston Walks. CCllr would like to promote a walking / footpath trails and can provide resources to ensure they are clear, safe and accessible to everyone. There are 3 walks set out in Woolaston – Cllr McElroy will walk the routes to check if they are accessible. **Action: Cllr McElroy**

- b. DCllr Lane forwarded a report before the meeting. Councillors had no comments or questions.

**91/23 To receive the Parish Clerk's Report**

The Clerk's report (including the outline of updates on actions taken since the last meeting) had been circulated to Councillors before the meeting. There were no questions.

*The chairman handed the meeting over to Cllr H Greenslade, Chairman of Planning and Development Control Committee*

**92/23 To consider and agree a response to planning applications received.**

- a. [P0609/23/FUL | Change of use of land to sui generis with siting of shepherd hut, compost toilet, bee keeping equipment storage. | Mill Field Off Parkhill Woolaston Gloucestershire \(fdean.gov.uk\)](#)

Woolaston Parish Council does not support the above planning application, and submitted the following concerns

- The application itself is not very clear and does not appear to give the full details of the proposals or and details of existing changes already in place. There is also no reference to the use of motorcycle or drones, however residents report their presence.
- Although it is not made clear, this is a retrospective application. The shepherds hut and toilet are already in place and the hut is reported by residents as having been used as a residence for over 12 months, initially in one area, but recently moved. Residents have kept a detailed log of occupancy which they report has been more than 28 days.
- The application requests that a shepherd hut be installed for shelter and meals, however, residents report that the hut already on site has a living area, kitchen, beds, wood burner and large flue/chimney, which imply this is more than a shelter
- The applicants propose that the shepherds hut be moved to storage after 28 days, however will continue to be used as a ancillary welfare space. The parish council ask how this can be monitored, and how far does the hut need to be moved from the site, to be considered to be "in storage"? Clarity is requested as to how it will be checked that usage is limited to 28 days, and that it is not being used as a residence for a longer period. If the hut is to be used as a welfare space after 28 days, does this become a permanent structure?
- The Ecological report was completed in 2017, and it is considered that an up to date report should be provided to support any recent application.
- WPC understands that concerns were raised by residents with the applicants and subsequently with FODDC last year, eventually resulting in this (retrospective) application. Residents have expressed concerns with the parish council and report that they are impacted by the noise of motorcycles and drones and are concerned that they would be further impacted by the narrow access to the site should the application be approved. The area is a Key Wildlife site which is being impacted by the use of drones and motorcycles, and the access to the proposed development is via a narrow lane, therefore resulting in an increase of traffic.

The parish council is strongly opposed to a change of use of land from agricultural to agricultural / leisure purposes. A change of use of this kind, could potentially cause a significant adverse impact on the character of this rural area. The parish council would not like to see a precedent set for future applications. It should be noted that a similar application has been refused previously. The change of agricultural land to domestic curtilage is rarely permitted and should be considered with extreme caution.

**93/23 To note Planning Decisions taken by FODDC in May2023**

- a. [P0044/23/DISCON | Discharge of condition 4 & 16 \(external lighting\), 7 \(construction management plan\) & 14 \(CEMP\) relating to P2035/21/FUL. | Montrose Netherend Woolaston Lydney Gloucestershire GL15 6NN \(fdean.gov.uk\)](#) – Granted permission 2 Jun 23
- b. [P0527/23/FUL | Demolition of No. 4 external walls constructed of precast concrete panels and posts and replacement with 2 skins of concrete block, with external skin finished with painted sand/cement render. \(PART-RETROSPECTIVE\) | Orchard Lawns Severn View Road Woolaston Lydney Gloucestershire GL15 6NP \(fdean.gov.uk\)](#) – Granted permission 8 Jun 23

- c. [P0319/23/FUL | Change of use of land to create additional residential curtilage and erection of a double carport with enclosed store and first floor study. \(Part retrospective\) | New House Woolaston Common Woolaston Gloucestershire GL15 6NU \(fdean.gov.uk\)](#) – Refused 30 Jun 23
- d. [P22/05462/F | Installation of a 49.9MW ground mounted solar farm including associated infrastructure, substation, transformer stations, internal access road, security fencing and CCTV cameras. | Land At Hill Court Farm Upper Hill Hill South Gloucestershire GL13 9EE \(southglos.gov.uk\)](#) - Approve with Conditions 30 Jun 23

**The above planning decisions were noted.**

*Cllr H Greenslade handed the meeting back to the Parish Council Chairman*

**94/23 To consider the following matters:**

- a. Policing Issues. The clerk has not heard from PCSO Ellis Gazzard this month, nor received a reply to the query regarding increased crime statistics. The clerk will contact him. **Action: Clerk**
- b. Highways and Footpaths Issues – Actions of reported defects/new defects.
  - i. Lighting on Severn View Road. Cllr Fairless had forwarded the response received from Gloucester County Council (GCC) street lighting team to all councillors before the meeting. He is still to arrange to view the British Standards at GCC and understand what they say in relation to this issue. The lighting is currently reduced by 30% between 2359 and 0530 - here will be a minimum saving if the lights are switched off completely during this time. He also wanted to clarify what is meant by “ALL of the residents” with relation to..... He will report back to the next meeting. **Action: Cllr Fairless**
  - ii. Grass cutting Netherend (next to telephone box)  
The responsibility for cutting the grass to the left of the telephone box (as you look at it), is in dispute. The clerk will contact Two Rivers to clarify responsibility. **Action: Clerk**
- c. Maintenance.
  - i. There were no new issues to report
- d. Churchyard and Cemetery.
  - i. The tree survey is awaited and will be added to the agenda for the next meeting. Tree work is expected to be required.

**95/23 Financial Matters**

Financial documents had been circulated to councillors before the meeting.

- a. The council resolved to receive and approve the Bank Reconciliation for 30 June 23 and signature by the Vice Chairman.
- b. The council resolved to approve the schedule of accounts for payment in July 2023 and note receipts and payments since the last meeting.
- c. The council noted the Budget Monitoring Spreadsheet (BMS) for quarter ending 30.6.23.
- d. The council noted the Budget Monitoring Spreadsheet (BMS) for the King's Coronation Lunch Event 7.5.23.
- e. The council noted the re-declaration of compliance with The Pensions Regulator at the re-enrolment date of 1 May 2023 has been made.
- f. The council noted the exemption from external review (AGAR form 2) has been submitted to the external auditor, PKF Littlejohn.
- g. The council noted the completion of quarterly Internal control checks by Cllr H Greenslade. It was resolved that Cllr McElroy will take over responsibility for carrying out quarterly checks.

**96/23 Correspondence**

The list of correspondence circulated to councillors before the meeting was noted. There were no further comments or questions. The following items were highlighted for discussion / resolution.

- a. Email from District Councillors – Review of 50mph speed limit on A48 between Swan House Tea room and Netherend junction. Councillors discussed extending the 30mph speed limit from Alvington to

Netherend junction and suggested the speed limit could be extended further towards the speed camera to include the bus stop. The council resolved to support the recommendations of the district councillors  
2050 CCllr McFarling and DCllr Lane left the meeting

### 97/23 To Consider Other Matters

- a. Feedback on Defibrillator Awareness Session. The chairman thanked Cllr H Greenslade for running an excellent and very successful session. It was useful to show residents how to carry out cardiac massage. The football team did not attend as it was out of season. It was agreed that sessions could be held more regularly – another one in the winter.
- b. Feedback on Kings Coronation Big Lunch.
  - i. A nominal budget of £1000 was allocated, however (as shown on the BMS), the actual expense is anticipated to be £395.47. The raffle was very successful, as a result of the very generous donations from local businesses.
  - ii. Lessons learned included - working with the memorial hall was advantageous as the council were able to utilise Sue Anderson's knowledge and expertise; planning started early and it is necessary that it does the next time; prizes will be provided for every child; advertising is important – although there was a banner, posters around the parish and a leaflet posted in every house, some residents were unaware.
  - iii. Overall, it was a very successful event which was very well attended and supported. The picnic lunch format worked well. It was suggested that this become an annual event and the WI suggested including a village produce competition. Alongside the annual carnival, this would provide two annual events to bring the community together.
- c. Report of Inspection of land at Woolaston Common/Birchwood Road. Cllrs M Greenslade and McElroy carried out an inspection of the land, including the overgrown vegetation by the ditch and the substation. It was recommended that the vegetation remain to hide the water tank and the electrical unit, and there is wildlife, but it does need to be cut back from the path. Cllr Fairless agreed to cut it with a strimmer/hedge cutter. **Action: Cllr Fairless**  
The trees will be included in the tree survey. There is a ditch at the back with a drain, which will be monitored. A sign (Play at your own risk) is still to be installed. **Action: Clerk**

### 98/23 To receive councillors' local reports and note matters for the agenda for the next meeting.

- a. Cllr Rose reported that he spoke to the new dog bin contractor who reported that all the dog bins are regularly full each time and therefore all well used. There is however, still dog mess on the playing field.
- b. A resident suggested a play area behind Birchwood Road be fenced off as a place for dogs to play, however it is a designated play area for children. There are designated dog areas in Tutshill and Alvington. It was asked how residents / parishioners report issues or ask questions or make suggestions to the parish council. All residents are invited to attend a parish council meeting or they can contact the clerk or any of the councillors to raise an issue at a meeting.

99/23 **Date of Next Meeting.** The next full Council meeting will be held at 8pm on Thursday 14 September 2023 at Woolaston Memorial Hall. (There is not a meeting in August).

The Chairman closed the meeting at 2108

Signed: ..... Date: .....