

**Woolaston Parish Council**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 11 MAY 2023 at 8PM**  
**AT WOOLASTON MEMORIAL HALL**

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

**In attendance:** Gillian Orchard Preece (Parish Clerk), DCllr A Birch, and 2 member of the public

**48/23 To elect a Chairman**

Cllr Terina Riches was proposed by Cllr Fairless, seconded by Cllr M Greenslade. With no other proposals, Cllr Riches was elected as Chairman for 2023/2024 and signed the Declaration of Acceptance of Office.

**49/23 To elect a Vice Chairman for 2023/2024.**

Cllr Mary Greenslade was proposed as Vice Chairman. With no other proposals, Cllr M Greenslade was elected as Vice Chairman.

**50/23 To receive Apologies for Absence.**

CCllr McFarling

**51/23 To note receipt of all declarations of acceptance forms from councillors.**

The receipt of declaration of acceptance of office forms was noted.

**52/23 Declarations of Interest**

- a. Resolved to confirm that all changes to Councillors' Register of Interest have been notified to the Clerk.
- b. To receive the Councillors' Declarations of Interest in respect of matters contained in this agenda – there were none.

**53/23 Public Open Forum.**

DCllr A Birch introduced himself as one of the newly elected Green Party District Councillors. There were no further comments or questions.

**54/23 To approve the Minutes of the Parish Council Meeting held on Thursday 13 April 2023.**

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

**55/23 To receive a report from the County Councillor / District Councillor.**

CCllr McFarling sent apologies; and forwarded a report for councillors to read. The council asked if he could investigate the status of footpaths FWO 21 and FWO 27, **Action: Clerk**

**56/23 To appoint members to the following standing committees / working groups**

It was resolved to approve the following appointments:

- a. Chairman of the Planning and Development Control Committee - Cllr H Greenslade
- b. Vice-Chairman of the Planning and Development Control Committee – Cllr P Brown
- c. Cemetery Working Group – Cllrs T Riches, M Greenslade and M Fairless

**57/23 To review parish council governance documents**

It was resolved to re-adopt the following documents as follows:

- a. Standing Orders – resolved to adopt, following an amendment to paragraph 5c to read meetings to commence at 8pm. **Action: Clerk**
- b. Code of Conduct – no changes, resolved to re-adopt.
- c. Financial Regulations – following review of the requirement for credit references, and of the financial limits for the authority to spend, council resolved to accept the standard suggestions as per the model and to re-adopt the financial regulations.
- d. Internal Control Policy – no changes, resolved to re-adopt.

- e. Publication Scheme – no changes, resolved to re-adopt.

**58/23 To receive the Parish Clerk's Report and review outstanding actions**

The Clerk's report (including the outline of updates on actions taken since the last meeting) had been circulated to Councillors before the meeting.

- a. Bench at Reddings Close. This is a long standing issue for over two years and a health and safety hazard. It was resolved to investigate whether the base is concreted in and whether it would be feasible to remove it. The clerk will contact Two Riviers and ask them where they wished it to be disposed if removed by the council. **Action: Clerk/ Cllr Rose**
- b. Welcome to Woolaston Sign. Previous investigations have shown that a sign is more expensive than expected and there are insufficient funds in the budget to warrant the expenditure. It was resolved to revisit the item later in the year. **Action: Ongoing**
- c. Coronation Big Lunch. The full feedback will be added to the agenda for the next meeting. It is anticipated that the Lunch will be under budget. Woolaston parish council purchased (and paid for) a mug for each child at Woolaston School. **Action: Ongoing**

**59/23 To note issues raised at the Annual Parish Meeting on 20 April 23**

- a. Car parking at corner of Reddings Close/ Severn View Road. Carparking complaints have continued, the clerk will raise the issue with Two Rivers. **Action: Clerk**
- b. Vegetation on footpaths. Residents were informed that it is permissible for individuals to tend to vegetation.
- c. Reporting potholes. An ongoing issue, CCllr McFarling asked that residents are encouraged to report issues to Gloucestershire County Council via their website.
- d. Handover of Claydon and Smart Charity. The council are waiting for paperwork from the current Trustees to take over the administration. **Action: Ongoing**

*The meeting was handed over to the Chairman of Planning and Development Control Committee*

**60/23 To consider and agree a response to planning applications received.**

- a. [P0405/23/FUL | Conversion of existing barn to form a residential dwelling and annex, erection of a studio/design workshop \(Class E\) alongside parking, landscaping, and other associated works. Demolition of existing stables. | Land Parcel To The North Of The Old Rectory Gumstalls Woolaston Gloucestershire GL15 6PR \(fdean.gov.uk\)](#)
- b. [P0406/23/LBC | Listed building consent for the conversion of existing barn in mixed use to form a residential dwelling and annex \(Class C3\), erection of a studio/design workshop \(Class E\), demolition of existing stables, alongside parking, landscaping, and other associated works | Land Parcel To The North Of The Old Rectory Gumstalls Woolaston Gloucestershire GL15 6PR \(fdean.gov.uk\)](#)

**The above applications were discussed together – they are both supported.**

- c. [P0540/23/AG | Prior notification for erection of an agricultural storage building. | New Agricultural Building At Ashwell Farm Stroat Chepstow NP16 7LS \(fdean.gov.uk\) – extension to 12 May 23 granted](#)

**This prior notification is supported**

- d. [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 \(fdean.gov.uk\)](#)

**The above application is supported**

- e. [P0319/23/FUL | Change of use of land to create additional residential curtilage, and erection of a carport/garage building with first floor study \(PART RETROPECTIVE\) | New House Woolaston Common Woolaston Gloucestershire GL15 6NU \(fdean.gov.uk\) - Amended description](#)

The parish council did not support the previous application and does not support this application for the change of use of land for the same reasons. It is noted that this application is part retrospective. The parish council's concerns are repeated for clarity.

The land is on a visible and high profile site, covering a large area - the parish council would not like to see a precedent set for future applications for change of use for residential purposes which could potentially have an adverse impact on the countryside in this rural area. The change of farmland to domestic curtilage is rarely permitted and should be considered with extreme caution. Additionally, the domestic property current curtilage has ample scope/space for any garage to be built within it, with no need to extend into current farmland.

The parish council previously objected to the erection of a garage on the land in question. The objection still stands, for the reasons stated previously

- The proposed location for the detached double garage is not suitable as it is very close to the road. It is not in a position that one would expect a detached garage to be located.
- The proposed details and the specifications of the detached double garage do not indicate a double garage. A width of 14m and a height of 6m height is considered excessive

**61/23 To note Planning Applications received and resolved by the Parish Council since the last meeting.**

a. None

**62/23 To note Planning Decisions taken by FODDC in April 2023**

a. P0156/23/FUL | Erection of single storey extension with basement and erection of a triple bay garage and associated works. | Ashwell Grange Stroat Chepstow NP16 7LS – **Consent – 5 Apr 23**

b. P0202/23/LD2 | Application under Section 192 to establish whether demolishing and rebuilding 4 (out of 8) walls of the bungalow and removing roof over walls and replacing to same design requires planning permission. | Orchard Lawns Severn View Road Woolaston Lydney Gloucestershire GL15 6NP – **Refused 5 Apr 23**

**The above planning decisions were noted.**

*The meeting was handed back to the Parish Council Chairman*

**63/23 To consider the following matters:**

a. Policing Issues. PCSO Ellis Gazzard did not attend the meeting. The clerk will contact him to ask for his attendance at the next meeting and also to patrol the area of Reddings Close / Severn View Road.

**Action: Clerk**

b. Highways and Footpaths Issues – Actions of reported defects/new defects.

i. Light Pollution. Many street lights are on all night, where it is suggested they are not needed. It was suggested that some of them could be turned off at certain times (e.g. 2300 – 0500) to save money. It was resolved to contact Gloucestershire County Council in the first instance to ask whether a timer system could be installed, or if any other action could be taken, whilst still keeping the roads safe or creating dark spots.

**Action: Clerk**

c. Maintenance.

i. Tree maintenance. The clerk contacted eight Arborists to quote for carry out the tree inspection in the parish and received three quotes / fee proposals. The council considered and compared the quotes received. It was resolved to appoint TrunkArb to complete the tree inspection including the test on the lime trees. The unsuccessful arborists will be informed.

**Action: Clerk**

d. Churchyard and Cemetery.

i. The Cemetery working group considered the request for the bench to be placed in the cemetery in memory of his late son, and recommended that the council approve its installation. The council resolved to approve the bench, and the working group will meet to confirm its location.

**Action: Cemetery WG**

ii. The signs for both the green and black bins are complete,

iii. The cemetery sign has been removed and taken it to P Blatchly for updating.

iv. The clerk has produced an updated list of names of persons buried in the cemetery.

**64/23 Financial Matters**

Financial documents had been circulated to councillors before the meeting.

- a. The council resolved to approve the Bank Reconciliation as of 30 Apr 23. The Vice Chairman will sign the bank reconciliation at the end of the next quarter. **Action: Vice Chairman**
- b. The council resolved to approve the payments of invoices and to note the receipts and payments since the last meeting, according to the schedule of Receipts and Payments for May 23. **Action: Clerk**
- c. Council resolved to approve the payments of the continuous direct debits for the next financial year
- d. The council resolved to approve the current banking procedure and the current councillors (Cllrs Fairless, Riches, H Greenslade) will continue as signatories. Resolved to add another signatory (Cllr P Brown) to the list. **Action: Clerk**
- e. Council resolved to approve the Asset Register, which has only one addition this year, the land at Birchwood Road/Woolaston Common. The brambles will need attention and an inspection of the land will be added to the agenda for the next meeting. **Action: Clerk**

**65/23 Annual Governance and Accountability Return (AGAR)**

This item was deferred to the next meeting as the clerk has not yet received the signed page of the AGAR from the Internal Auditor.

**66/23 Correspondence**

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

- a. The council reconsidered repositioning a dog bin on station road. The Chairman and Vice Chairman visited the area, but there is not a suitable site on public land. The council resolved to contact the resident to let them know the council decision. **Action: Clerk**

**67/23 To Consider Other Matters**

- a. Defibrillator Awareness training. Cllr H Greenslade proposed new dates for training – 30 Jun to 2 Jul or 7 - 9 Jul 23. As the Woolaston Carnival is on 1 July, council agreed to training on 7 - 9 Jul pending availability at the hall. **Action: Clerk/ Cllr H Greenslade**
- b. Co-option process for new councillor. Following the election there is a vacancy for a councillor. The council resolved to advertise the vacancy with a closing date of 26 May 23, with a view to co-option at the next parish council meeting on 8 Jun 23. A suggestion of a mentor for the new councillor was discussed, to go with the new councillor induction pack. This will be reconsidered when the experience of the person co-opted is determined. **Action: Clerk**

**68/23 To receive councillors' local reports and note matters for the agenda for the next meeting.**

- a. The council has received complaints from residents regarding the state of the grass following grass cutting. The clerk will contact AM Groundcare expressing concerns. It was noted that the contract will end this year, and a new tendering process will be required at the end of the year. **Action: Clerk**
- b. Items for the next meeting were noted
  - i. Handover of the Smart and Clayton Charities.
  - ii. Inspection of land at Woolaston Common/Birchwood Road
  - iii. Feedback on Coronation Big Lunch

**69/23 Date of Next Meetings.** The next full Council meeting will be held at 8pm on Thursday 8 June 2023.

The Chairman closed the meeting at 2100

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