

**Woolaston Parish Council**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 12 OCTOBER 2023 at 8PM**  
**AT WOOLASTON MEMORIAL HALL**

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

**In attendance:** DCllr Lane

**117/23 To receive Apologies for Absence.**

Gillian Orchard Preece (Parish Clerk) and CCllr McFarling

**118/23 Declarations of Interest**

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

**119/23 Public Open Forum.**

There were no comments.

**120/23 To approve the Minutes of the Parish Council Meeting held on Thursday 14 September 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.

**121/23 To receive the written reports from the County Councillor / District Councillor.**

- a. CCllr McFarling and DCllr Lane had forwarded their reports to councillors before the meeting.
- b. With regards to the footpath trails Cllr Fairless will send the additional route to CCllr McFarling.  
**Action: Cllr Fairless**
- c. No questions were raised on the reports. A topic was raised for awareness to DCllr Lane on why people have had to travel so far for their Covid vaccine, some as far as Bristol.

**122/23 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. Two additional items were added to the Agenda for discussion:

- a) Road closure (for discussion under 10b Highways)
- b) Poppy wreath (for discussion under 13 Other matters)

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

**123/23 To consider and agree a response to planning applications received.**

- a. [P1255/23/FUL | Erection of two storey rear extension. | Woodside House Woodside Woolaston Lydney Gloucestershire GL15 6PA \(fdean.gov.uk\)](#)

The above application was supported by the council.

### 124/23 To discuss potential planning applications yet to be submitted

- a) Holiday let at the Netherend Inn. Cllr Fairless had discussed with the owner who advised no planning application was required. According to building regulation there is no statutory obligation due to no change in footprint. Safety implications are not related to planning.

**No further action required.**

- b) Mobile home / caravan recently installed at Woodside. Notification was received by the council from a resident due to concerns of sewage from a caravan on the property. The caravan is attached to a vehicle and does not appear to be static. The Clerk to respond to the concerned resident advising it's a caravan, not a static mobile home and if circumstances change they are to bring to the councils attention.

**Action: Clerk**

### 125/23 To note Planning Decisions taken by FODDC in September 2023

- a) P1077/23/FUL / Erection of double garage, demolition of existing single garage. / High View Woodside Woolaston Lydney Gloucestershire GL15 6PA

**The above planning decision was noted.**

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

### 126/23 To consider the following matters:

- a. Policing Issues.
- i) No report received from the PCSO and although the data can be viewed from the police website link there is no visibility of crime trends. Crime is remaining low.
  - ii) Cllr M Greenslade was nominated and accepted to represent in the Councillor Advocacy Scheme with the aim of creating and strengthening relationships between the neighbourhood policing team and local councillors.
  - iii) Cllr Brown was nominated and accepted the role of Neighbourhood Watch Co-Ordinator (FoD area).
- b. Highways and Footpaths Issues – Actions of reported defects/new defects.
- i) Lighting on Severn View Road. Cllr Fairless is still to arrange to view a copy of the British Standards at GCC Highways. No action until Cllr Fairless has received a convenient date from Highways.
  - ii) Potholes on A48. Clerk to acknowledge email from resident. **Action: Clerk**
  - iii) Reduce speed limit in the Parish. Clerk to acknowledge email from resident advising them to contact Highways directly noting their concerns. **Action: Clerk**
  - iv) Road closure signs in the village. Clerk to acknowledge email from resident advising them to refer to Highways. **Action: Clerk**
  - v) Clerk's Report item 3b: Temporary road closure **Woolaston Common Rd.** Clerk to clarify access with Highways, especially with regard to emergency access. **Action: Clerk**
  - vi) Clerk's Report item 3c: Temporary road closure **A48 Alvington (Globe Inn to Netherend junction).** Clerk to chase clarification of route with Highways. **Action: Clerk**

- c. Maintenance.
  - i) TrunkArb tree survey report. Some of the trees could not be identified. Council to ask TrunkArb to do a walk-through to identify the location of each tree. **Action: Chairman**
  - ii) Grit / Salt bin. Clerk to investigate cost and see if the County Council will provide for free. **Action: Clerk**
- d. Churchyard and Cemetery.  
It was agreed to place the donated bench inside the Cemetery. Cllr Fairless will remove the old bench. **Action: Cllr Fairless**

## 127/23 Financial Matters

Financial documents had been circulated to councillors before the meeting.

- a. The council resolved to receive and approve the Financial Report (including bank reconciliation) for 30 September 2023.
- b. The council resolved to approve the schedule of accounts for payment in October 2023 and note receipts and payments since the last meeting.
- c. The council resolved to accept the monthly DD for replacement ink plan for parish council printer. Clerk to set up DD. **Action: Clerk**
- d. The council resolved to approve the Budget Monitoring Statement (BMS) for quarter ending 30 Sep 23.

## 128/23 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. Replacing and replanting trees under the Ash dieback replanting scheme (b/f from previous meeting). Unable to progress on this until the council know which trees are to be taken down. Cllr H Greenslade to review the Common and qualify areas; Cemetery Working Group to qualify churchyard figures; Clerk to request from Glos CC. **Action: Cllr H Greenslade / Cemetery Working Group / Clerk**
- b. WPC policy / procedure with respect to anonymous correspondence. The draft guidance created by the Clerk and circulated to the councillors before the meeting was agreed to be adopted. Clerk to implement guidance. **Action: Clerk**

## 129/23 To Consider Other Matters

- a. Parish council email addresses. Cost of £55 to be renewed annually. The clerk will continue to investigate this topic. **Action: Clerk**
- b. Parish council mobile telephone. R Preece is kindly donating a phone for use by the council.
- c. The clerk will provide revised tender documents shortly and councillors have been asked to immediately review and provide feedback in time for the final tender documents to be discussed at the next meeting. Councillors to consider ideas for a pathway or clearing to the trees in the orchard to try to deter any accidental mowing of new saplings.  
Cllr Fairless will provide a map of the grass cutting responsibility areas. **Action: Cllr Fairless**
- d. Remembrance Day. The council approved a donation for the poppy wreath. Councillors were asked to put up the soldier models at the phone box and on Netherend green. **Action: Cllrs Fairless, Brown & Rose**
- e. Woolaston news. It was noted that the village magazine will shortly cease running.

130/23 **To receive councillors' local reports and note matters for the agenda for the next meeting.**  
There were none.

131/23 **Date of Next Meeting.** The next full Council meeting will be held at 8pm on Thursday 9 November 2023 at Woolaston Memorial Hall.

The Chairman closed the meeting at 2045

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

DRAFT