

**Woolaston Parish Council**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 14 SEPTEMBER 2023 at 8PM**  
**AT WOOLASTON MEMORIAL HALL**

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

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

100/23 **To receive Apologies for Absence.**

Cllr M Rose, CCllr McFarling, DCllr J Lane, PCSO Gazzard.

101/23 **Declarations of Interest**

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

102/23 **Public Open Forum.**

There were no comments.

103/23 **To approve the Minutes of the Annual Parish Council Meeting held on Thursday 13 July 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.

104/23 **To receive the written reports from the County Councillor / District Councillor.**

a. CCllr McFarling had forwarded his report to councillors before the meeting (and included District Council issues). He asked for the 'what3words' location of the pothole on Spout Hill. Cllr H Greenslade reported that the pothole is currently repaired and provided the location as "workouts.excellent.rush"

b. With regards to the footpath with the fallen tree, near Park Hill, the council have ascertained that the footpath reported by parishioners at previous meetings is in the parish of Tidenham. The residents confirmed the location as off Kelly's Lane (dead end), which is off Rosemary Lane. This will be fed back to the CCllr McFarling. **Action: Clerk**

c. Councillors did not have any further questions for DCllr Birch.

105/23 **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. The following points were clarified.

a. The clerk was congratulated on passing the Certificate in Local Council Administration (CILCA) – she is now a fully qualified clerk. This will mean that GAPTC annual membership subscriptions will be reduced, and the clerk's increment level will increase in accordance with her contract of employment.

b. The chairman asked for clarification of the diversion during the roadworks between The Globe Inn and Netherend turning in December. If it is down Spout Hill, the roads are very narrow, the road will become very congested, and will potentially cause accidents. It is considered that a better diversion is via Tutshill (Bream Avenue). **Action: Clerk**

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

106/23 **To consider and agree a response to planning applications received.**

- a. [P1039/23/FUL | Change of use of land from residential to mixed use and erection of single storey storage building. | The Ruffetts Main Road Woolaston Gloucestershire GL15 6PJ \(fdean.gov.uk\)](#)

The above application was supported by the council. There is no increase in the footprint and cannot be seen from the road.

- b. [P1077/23/FUL | Erection of double garage, demolition of existing single garage. | High View Woodside Woolaston Lydney Gloucestershire GL15 6PA \(fdean.gov.uk\)](#)

The above application was supported by the council.

- c. [P0964/23/FUL | Conversion of Existing outbuilding to form new Holiday Let with associated parking, landscaping and work. | Garfield Brookend Woolaston Lydney Gloucestershire GL15 6PW \(fdean.gov.uk\)](#)

The above application was supported by the council – there is no increase in the footprint.

- d. [P1091/23/FUL | Variation of condition 02 \(approved plans\) to P1225/21/FUL allow for addition of plant room and other minor alterations. | Gumstalls Cottage Gumstalls Woolaston Lydney Gloucestershire GL15 6PR \(fdean.gov.uk\)](#)

The above application was supported by the council – it was noted that there is not a location plan.

**107/23 To discuss the holiday let at the Netherend Inn and agree any necessary action.**

The council noted that the Netherend Inn are advertising a new holiday let, however, the council has not seen a planning application. Council resolved to contact the owner to discuss the matter.

**Action: Cllr Fairless**

**108/23 To note email from M Jelf (Bell Homes) regarding street lighting on internal roads on Netherend Farm development.**

The council noted the contents of the email from Mr Jelf and will await notification of street lighting proposal.

**Action: Ongoing**

**109/23 To note Planning Decisions taken by FODDC in July and August 2023**

- a. P0609/23/FUL Mill Field, off Parkhill, Woolaston Change of use of land to sui generis with siting of shepherd hut, compost toilet, beekeeping equipment storage – **Application withdrawn**
- b. Notification - 5 day notice exemption to remove major deadwoods from seven trees and removal of one secondary branch on the southern side of Oak tree T5 covered by TPO DFTPO101 (Land to rear of Greenfields between Woolaston Common and Ringfence).

**The above planning decisions were noted.**

**110/23 To note Planning appeals**

- a. APP/P1615/W/23/3317214 is against the refusal of planning permission under reference P1266/22/FUL, (Middleton Hall) for renovation works to the existing roof structure to form necessary additional head height for the existing first floor habitable rooms. The appeal started on 05/09/2023 and is following the written representations procedure.
- b. APP/P1615/Y/23/3322560 is against the refusal of listed building consent under reference P1315/22/LBC (Middleton Hall) for renovation works to the existing roof structure to form necessary additional head height for the existing first floor habitable rooms. The appeal started on 05/09/2023 and is following the written representations procedure.
- 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 \(fdean.gov.uk\)](#) – **Appeal lodged**

**The above planning appeals were noted.**

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

**111/23 To consider the following matters:**

- a. Policing Issues. PCSO Gazzard sent his apologies. PCSO Amanda Ravenhill attended the meeting and handed out crime statistics. She advised that any future individual reports of crime can be emailed to the PCSO. The PCSOs intend to patrol the village more frequently. Council asked if the use of electric scooters can be monitored. She was also asked to clarify which crimes fall under 'other' and to provide the report before the meeting, so that councillors can be prepared with any questions.
- 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 – he is investigating a mutually convenient date  
**Action: Cllr Fairless**
  - ii. Public Rights of Way / Footpaths across fields. The clerk was asked to contact farmers and landowners to remind them of their responsibilities regarding access to footpaths. **Action: Clerk**  
It was also noted that the council are not always informed of gates and stiles that need repair. Cllr Fairless with ask Woolaston walkers to report any damages to the council. **Action: Cllr Fairless**
- c. Maintenance.
  - i. The tree survey report from Trunk Arb was discussed. Not all councillors were able to open the excel attachment and the clerk will resend for further consideration at the next meeting. Meanwhile, the clerk will obtain quotes for the proposed work outlined in the survey. **Action: Clerk**
  - ii. Vegetation Clearance. Cllr Fairless was thanked for removing the vegetation on the land at Woolaston Common/Birchwood Road
  - iii. Grit / Salt bin. A resident reported the bin on Sandtumps as damaged. The clerk will investigate the price of a replacement or whether Gloucestershire County Council will provide. **Action: Clerk**
- d. Churchyard and Cemetery.
  - i. Steve Hamblyn who currently maintains the hedge at the cemetery asked last year whether the council were content for him to continue to maintain the hedge as he sees fit, it was noted for review. Council agreed that he could continue to maintain as he has been doing so.
- e. Review of Governance Documents
  - i. Council reviewed the Complaints Procedure and Equality and Diversity policy and resolved to approve re-adoption of both policies. The chairman asked if the policies need an annual review, or whether they could be bi-annually. **Action: Clerk**

**112/23 Financial Matters**

Financial documents had been circulated to councillors before the meeting.

- a. The council resolved to receive and approve the Bank Reconciliation for 31 August 2023.
- b. The council resolved to approve the schedule of accounts for payment in September 2023 and note receipts and payments since the last meeting.
- c. The council resolved to accept the quote from Community First (via Zurich) for the parish council annual insurance for a 3 year long term liability. It was noted that the additional bouncy castle liability is not required for the parish council. If hired it will be covered by the Memorial Hall insurance.  
**Action: Clerk**
- d. The council approved the training course costs for councillor training with GAPTC. The clerk will confirm councillor attendance on the courses.  
**Action: Clerk**

**113/23 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 (application date extended). The council were asked to identify suitable areas for replanting on highways, or a request for new native whips for the Parish Council to plant themselves. Council resolved to check the cemetery and new cemetery to source areas and to identify where and how many whips could be planted, being mindful of where roots will grow, and not necessarily where trees have previously been felled.

**Action: Cemetery Working Group**

Woolaston Common was replanted during the lockdown, Cllr H Greenslade will investigate where and if more trees can be planted.

**Action: Cllr H Greenslade**

Council also resolved to contact a resident on Ash Way and ask them not to plant anymore trees as it makes mowing almost impossible, and the ground is very boggy. The chairman will contact the resident.

**Action: Chairman**

b. Cat litter being emptied into the dog bin. This is making things difficult for the contractor. There are not sufficient funds to provide an additional bin at the Rising Sun. The clerk will add a note to Facebook, add a sign and add details to the parish council article. Remember you can use your own refuse bin for dog mess. The number of dog bins in the parish, and the cost to the precept, will be discussed at a further meeting.

**Action: Clerk**

#### 114/23 **To Consider Other Matters**

a. Parish council email addresses. Councillor details are in the public domain, other councils use council email addresses. To use gov.uk or Woolaston.org.uk email, via Microsoft, may cost approximately £50 per annum for each councillor. The clerk will investigate setting up email addresses via own server.

**Action: Clerk**

b. Parish council mobile telephone. The mobile telephone will need a new number as it has not been used for and the current one does not enable Wi-Fi calling (which is needed at the clerk's home). Council resolved to investigate purchasing a dedicated mobile phone for the parish council.

**Action: Clerk**

2100 PCSO Ravenhill left the meeting

c. Tender for grass cutting contract 2024-2026. Councillors discussed the content and requirements for the new grass cutting contract, including options and provision for separating the football pitch from the main contract. There have been complaints and concerns about the current contractor and should be fed back. The clerk will use the same process as in previous years. Councillors discussed the length of the contract and resolved to agree to a 2 year contract this time. There will also be a clause to include periods when the grass is not able to be mowed, and for the areas of concern to be in more detail (e.g., strimming edges of green). The revised tender documents will be brought back to the next meeting.

**Action: Clerk**

d. Lighting a Beacon for D-Day 2024. Council discussed the options and resolved not to light a beacon but will commemorate D-Day 2024 in another way.

e. Additional defibrillator. Council received an email from London Hearts who offered a grant towards an additional defibrillator (total cost £1453). Following discussion, it was resolved that an additional defibrillator is not required in the parish.

**Action: Clerk**

f. Article for Woolaston News. A draft article was forwarded to councillors before the meeting which was approved. The clerk will forward it to the editors.

**Action: Clerk**

g. Smart and Cleyton Charities. Council agreed that Woolaston Parish Council as an entity will not be the Trustees, and would continue to nominate and approve trustees. It clarified that two trustees, who could be independent of the council, are required and confirmed that the clerk (Gillian Orchard Preece), be appointed as a trustee alongside Cllr Peter Brown once the transfer paperwork is completed by the outgoing trustees.

#### 115/23 **To receive councillors' local reports and note matters for the agenda for the next meeting.**

a. Cllr M Greenslade reported that's she planted two rose bushes in the planter to the entrance and has added bulbs.

116/23 **Date of Next Meeting.** The next full Council meeting will be held at 8pm on Thursday 12 October 2023 at Woolaston Memorial Hall.

The Chairman closed the meeting at 2115

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