

Woolaston Parish Council

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11 OCTOBER 2025 at 8 PM AT WOOLASTON MEMORIAL HALL

Present: Cllr T Riches Chairman, Cllr M Greenslade Vice Chairman, Cllr R Rowlands, Cllr P Brown, Cllr H Greenslade

In Attendance: County Councillor C McFarling and District Councillor J Lane and 1 member of the public

In the absence of the Parish Clerk, the Chairman recorded the minutes

25/131 To receive Apologies for Absence.

Cllr M Fairless, Cllr J McElroy, G Orchard Preece (Parish Clerk)

25/132 Declarations of Interest

To receive the Councillors' Declarations of Interest in respect of matters contained in this agenda.

Nil

25/133 Public Open Forum

None

25/134 To receive the reports from the County and District Councillor.

The report was noted and there were no questions. Cllr McFarling was asked what the timescale for the appointment of the Heritage and Arts officer as outlined in his report and he confirmed it was to be ASAP.

25/135 To approve the minutes of the Parish Council meeting held on Thursday 10 September 2025.

These were agreed as correct and signed by the Chairman.

25/136 To receive Parish Clerk's report.

The Parish Clerk's report was noted. Cllrs agreed that it was very helpful and noted several items are on this agenda for action and decision.

Cllr H Greenslade took the Chair for Planning discussions.

25/137 Planning applications

- a. [P0959/25/FUL | Erection of a single storey extension to an existing agricultural workers dwellinghouse with associated works. | Woolaston Court Barn Main Road Woolaston Lydney Gloucestershire GL15 6PJ](#)
Supported unanimously by the parish council

- b. FORMAL CONSULTATION (RE-MADE)

Proposed Diversion of WOOLASTON Footpath No FWO104 Part (at Netherend Farm, Netherend) – Approved

25/138 To discuss any urgent applications received since publication of agenda

- a. [P1190/25/LD1 | Application under Section 191 to establish whether the existing use of the land as a motorcross training facility is lawful | Land At Hollands Grove Stroat NP16 7LR](#)

Councillors had read this late application, which was approved by two councillors, the remaining councillors present requested further time and agreed to comment to the clerk by 13.10.25.

25/139 To note planning decisions taken by FODDC in September 2025

- a. [P0990/25/LD2 | Application under Section 192 to establish whether the demolition of existing outbuildings and the erection of a new single outbuilding requires planning permission | Platts Bungalow Main Road Woolaston Lydney Gloucestershire GL15 6PJ](#) – LDC issued 16.9.2025
- b. [P0677/25/LD2 | Application under Section 192 to establish whether the erection of a small rear extension to provide shower room requires planning permission | 42 Severn View Road Woolaston Lydney Gloucestershire GL15 6NP](#) LDC issued 22.9.2025
- c. [P0678/25/FUL | Erection of a single storey front extension and internal alterations | 42 Severn View Road Woolaston Lydney Gloucestershire GL15 6NP](#) – Granted permission 22.9.2025

The above planning decisions were noted.

25/140 To note and discuss planning correspondence / other issues

- a. Councillors noted that the Clerk has again requested the April survey results from Severn Trent Water.
- b. Council noted that the meeting has now been arranged for 20 November 2025 at 11.30. Cllrs requested that this be opened to all parishioners. Parish Clerk to advertise meeting on FB pages and to invite Mr W Hunt.

Action: Clerk

The Chairman resumed the Chair of the PC meeting

25/141 To consider the following matters:

a. Policing Issues

A report was received from PCSO Coe and PC Turner. Cllr Brown agreed to seek clarification on whether the report related solely to Woolaston as it listed a large number of crimes and differed from the information shown on the website. Councillors were concerned about the apparent increase in reported incidents. Cllr Brown believed the report referred only to Woolaston but will confirm this.

Action: Cllr Brown

b. Highways and footpath issues

- i. The Temporary road closure (from A48 – Severn View Road) on 27-29 Oct 2025 was noted. It was also noted that diversion is now down Darken Lane which will also be challenging
- ii. Cllr P Brown raised the issue of the overgrown alleyways within the village and as mentioned at the last meeting he and Cllr J McElroy wish to start a voluntary group to clear these paths. The intention is to recruit villagers. It was requested that Cllr P Brown provide a summary of the proposal for distribution to other Councillors. It was agreed to check with the Parish Clerk that volunteers work at own risk and whether there were any potential issues. The working group proposal was approved.

Action: Cllr Brown/Clerk

c. Maintenance

- i. Tender for Grass cutting. The draft tender document was reviewed by councillor and resolved that decided that the contract should be for 2 years and that the churchyard cut should be specified as once every 2 months. The tender document was approved.
- ii. Tree Maintenance / Management. It was noted that Trunk Arb was going to inspect the trees near Birchwood Road free of charge.

d. Cemetery and Churchyard. There was no quote as yet for the levelling of the grave and cemetery rules still to be amended.

Action: Chairman will continue to chase

e. Approval and adoption of Governance Documents

- ii. Protocol for recording meetings (New). Approved and adopted
- iii. IT and email policy (New policy to meet JPAG Assertion 10 for audit purposes). Approved and adopted
- iv. Complaints Policy (Update). Approved

v. Equality and Diversity Policy (Update). Approved

25/142 Financial matters

- a. To receive the Financial Report.
 - i. Council approved the Bank Reconciliation as at 30 September 2025 and noted the balance of accounts (Community account - £4,425.68 / Deposit account - £22,731.46).
 - ii. Council approved the payment of accounts for Oct 2025 and noted receipts and payments since the last meeting as per the financial report.
 - iii. Council noted the virement of £3,000 on 15 Sep 2025 from the deposit (Reserves) account to the current account to ensure sufficient funds for the payment of invoices.
 - iv. Council noted virement of £10,000 on 29 Sep 2025 (following receipt of the second precept payment) from the Current account to the deposit account to take best advantage of the potential interest to be earned on the deposit account.
- b. Insurance. Council considered the renewal of insurance through Community First (Year 3 of a 3 year Long Term Agreement), at £244.46 including admin fee and Insurance Premium Tax, to include legal expenses cover. The renewal was approved.
- c. Budget Monitoring Statement. Council reviewed the report of spend vs budget to date 30 Sep 2025. The statement was approved.
- d. External Audit. Council considered the External Audit report for 2024/2025.
 - i. Council noted that PKF Littlejohn have stated that the information provided is in accordance with proper practices and that no other matters have been raised giving cause for concern that relevant legislation and regulatory requirements have not been met.
 - ii. Council noted that the audited AGAR and Notice of Conclusion of Audit have been added to the website as required. Parish Council thanked Parish Clerk for collating all the required information which resulted in a good result.

25/143 Correspondence

- a. A letter was received from a resident wishing to volunteer in the community orchard. PC agreed that this was very welcome and that we should respond in the positive once volunteer working at own risk was ensured.
Action: Clerk
- b. To consider an expansion of the Mary Smart and Margaret Cleyton Charity
Cllr Brown reported that after investigating this further he felt that this would be very difficult to administer. Currently the charity is not accessed. However, to expand it would possibly necessitate making sensitive decisions and there would not be a clear way of addressing this. There would also be a required increase in administrative work which is not possible currently. Cllr M Greenslade queried whether the charity would be able to support the Winter Warmer Initiative, and it was agreed to explore this option.
Action: Cllr P Brown/Parish Clerk
- c. To consider request from request from Gloucestershire's Read With Me Charity for donation and support. It was agreed that the PC should support this scheme by helping with the promotion of it but that it could not support the request for the monetary donation. The charity will be informed.
Action: Parish Clerk

25/144 To discuss other matters

- a. Woolaston Warmers. It was agreed that a working group would be reformed to restart this project. Cllr Brown asked C Cllr McFarling what happened elsewhere in the district. Cllr McFarling described a project at Tidenham Parish Council where they have distributed iPads to those they had identified as vulnerable or isolated. They had worked with Social Services on the identification. It was agreed that the council would seek further information.
Action: Chairman/Vice Chairman
- b. Access for Councillors on GAPT C portal. Councillors felt that they did not want this access. The Chairman however would like this access.
Action: Parish Clerk

c. Purchase of Remembrance Day wreath and female silhouette. Council agreed to purchase a wreath and to investigate the cost of the female silhouette.

d. Sponsorship of the Christmas Tree. The Vice Chairman will speak to a local business to see if this can be arranged. **Action: Vice Chairman**

e. GRCC Village of the Year award – prize money. It was agreed that council would purchase a wooden bench. The style of bench and wording will still need to be agreed – no decisions were made at the meeting. **Action: Parish Clerk**

25/145 Risk Assessment

There were no amendments or changes

25/146 To receive any Councillors reports

a. Feedback from the partnership workshop was discussed. Overall, there was still much uncertainty and concern, for example, there could potentially be a weakening or loss of voice from local parishes / grass roots along with a loss of identity. However, it was also noted that there are opportunities for closer working with other partners and that this could start now. It was noted that the workshop had been helpful and that Councillors looked forward to future workshops.

25/147 The Chairman thanked everyone for their attendance and noted the date of the next Parish Council meeting as Thursday 13th November 2025 at 8pm.

The Meeting closed at 09.10 pm