

Woolaston Parish Council

Public Notice is given of the Meeting of Woolaston Parish Council to be held on Thursday 9 October 2025 in Woolaston Memorial Hall, GL15 6SU at 8pm.

Members of the public and press are invited and encouraged to attend the meeting unless specifically excluded due to the confidential nature of the business.

To all members of Woolaston Parish Council

Councillors are hereby summoned to attend the Meeting of Woolaston Parish Council to be held at 8 pm on **Thursday 9 October 2025, in Woolaston Memorial Hall**, when the following business will be transacted.

G. A Orchard Preece

Mrs Gillian Orchard Preece MA CiLCA

Clerk to the Parish Council

Telephone: 07958 308332 / Email: clerk@woolastonparishcouncil.gov.uk

5 October 2025

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Biodiversity, Equal Opportunities, Crime and Disorder, Health and Safety and Human Rights

AGENDA

1. To receive apologies for absence.
2. To receive the Councillors' Declarations of Interest in respect of matters contained in this agenda.
3. To receive and consider questions from the Public at the Public Open Forum. (*These can be answered but not debated. No decisions will be made on issues raised; items requiring decisions will be added to the agenda for the next meeting*).
4. To receive the written reports from the County and District Councillors who may attend the meeting.
5. To approve the minutes of the Parish Council Meeting held on Thursday 11 September 2025 (*circulated to members before the meeting*).
6. To receive the Parish Clerk's report. (*All items requiring the council to make a decision are specified separately on the Agenda*).
7. To consider and agree a response to planning applications received.
 - 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](#)
 - b. FORMAL CONSULTATION (RE-MADE)
Proposed Diversion of WOOLASTON Footpath No FWO104 Part (at Netherend Farm, Netherend)
8. To discuss any urgent planning applications received since the publication of the agenda
[FODDC validated planning applications to date Oct 2025](#)
9. 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](#)
10. To note and/or discuss planning correspondence / other issues.
 - a. To note arrangements for public meeting with residents and representatives from the Environment Agency(EA), FODDC Planning and Environmental health and Severn Trent Water (STW) arranged for Thu 20 Nov 2025.

11. To consider the following matters:
 - a. Policing Issues.
 - i. To note police crime statistics which can be accessed following national police.uk link ([Lydney | Police.uk \(www.police.uk\)](https://www.police.uk)).
 - b. Highways and Footpaths Issues – *To note actions of reported defects/new defects.*
 - c. Maintenance. *To consider any maintenance issues received*
 - i. To approve tender document for grass cutting contract from April 2026.
 - ii. Tree maintenance – review by TrunkArb
 - d. Churchyard and Cemetery – *To receive a report from the Cemetery Working Group*
 - i. Update on levelling of graves.
 - e. Approval and adoption of Governance Documents
 - i. Protocol for recording meetings (New).
 - ii. IT and email policy (New policy to meet JPAG Assertion 10 for audit purposes).
 - iii. Complaints Policy (Update).
 - iv. Equality and Diversity Policy (Update).
12. To consider the following financial matters (documents circulated before the meeting).
 - a. Financial Report. To receive the Financial Report.
 - i. To approve Bank Reconciliation as at 30 Sep 2025 and note balance of accounts (Community account - £4,272.68 / Deposit account - £22,731.46).
 - ii. To approve the payment of accounts for Oct 2025 in accordance with the Financial Report and note receipts and payments since the last meeting.
 - iii. To note 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. To note virement of £10,000 on 29 Sep 2025 (following receipt of precept) 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. To consider 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. This premium includes legal expenses cover.
 - c. Budget Monitoring. To review the spend vs budget as per the Budget Monitoring Statement and Summary of Receipts and Payments as at 30 September 2025.
 - d. External Audit. To consider the External Audit report for 2024/2025.
 - i. To note 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. To note the audited AGAR and Notice of Conclusion of Audit have been added to the website as required.
13. To note Correspondence received and agree responses as appropriate (10 Sep – 8 Oct 2025). *A list of correspondence has been circulated prior to the meeting.*
 - a. Email from resident – volunteer to maintain community orchard trees
 - b. To consider an expansion of Mary Smart & Margaret Cleyton charity (b/f from previous meeting)
 - c. To consider request from Gloucestershire’s “Read with me” Charity for donations and support (b/f from previous meeting).
14. To consider /discuss other matters:
 - a. Woolaston Winter Warmers
 - b. GAPTC Portal Access for councillors
 - c. Purchase of Remembrance day wreath / unknown female silhouette
 - d. Parish Christmas tree.
 - e. GRCC Village of the Year award – prize money.
15. To review Risk Assessment and note changes/amendments/updates.
16. To receive any councillors reports and to note any items or issues to add to the next meeting agenda.
 - a. Feedback on FOD Parish and Town Council Partnership workshops.
17. To note the date of the next Parish Council Meeting – Thursday 13 November 2025 at 8 pm.