

# Woolaston Parish Council

**Public Notice is given of the Annual Meeting of Woolaston Parish Council to be held on Thursday 14 May 2026 in Woolaston Memorial Hall, GL15 6SU at 8pm.**

**Members of the public and press are invited to attend 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 Annual Meeting of Woolaston Parish Council to be held at 8 pm on Thursday 14 May 2026, 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](mailto:clerk@woolastonparishcouncil.gov.uk)

8 May 2026

*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*

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## **AGENDA**

1. To Elect a Chairman for 2026/2027 (Chairman to sign Declaration of Acceptance).
2. To Elect a Vice Chairman for 2026/2027.
3. To receive apologies for absence.
4. Declarations of interest
  - a. To confirm any changes to Councillors register of interest has been notified to the clerk.
  - b. To receive the Councillors' Declarations of Interest in respect of matters contained in this agenda.
5. To approve the minutes of the Parish Council Meeting held on Thursday 9 April 2026 (*circulated to members before the meeting*).
6. 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*).
7. To receive the written reports from the County and District Councillors who may attend the meeting.
8. To appoint members to the following Standing Committees / Working Groups / External Groups:
  - a. Chairman of the Planning and Development Control Committee
  - b. Vice-Chairman of the Planning and Development Control Committee.
  - c. Cemetery Working Group
  - d. Neighbourhood Watch Representative
  - e. Councillor Advocacy Scheme Representative
9. To agree and adopt Parish Council Governance Documents
  - a. Standing Orders
  - b. Financial Regulations
  - c. Code of Conduct
  - d. Publication Scheme
  - e. Scheme of Delegation
  - f. Internal Control Policy
10. To receive the Parish Clerk's report. (*All items requiring the council to make a decision are specified separately*).
11. To consider and agree a response to planning applications received.

- a. [P0426/26/FUL | Demolish existing Garden Store building and erection of a new two storey building for use as a Home Office and Gym. | Nethercourt Netherend Woolaston GL15 6NN](#) – extn approved. Reply required by 15 May 26.
12. To discuss any urgent planning applications received since the publication of the agenda.  
[FODDC validated planning applications to date May 2026](#)
13. To note Planning Decisions taken by FODDC in March 2026
  - a. [P0348/26/EIA | Request for a Screening Opinion for 4no. Digestate Storage Tanks within the existing lagoon | Plusterwine Biogas Ltd Plusterwine House Station Road Woolaston Gloucestershire GL15 6PN](#) – decided 24.4.26
  - b. [P0221/26/FUL | Erection of a garage outbuilding \(part-retrospective\) | Skycroft Woodside Woolaston GL15 6PA](#) – granted permission 23.4.26
14. To note and/or discuss planning correspondence / other planning issues.
  - a. Severn Trent Community Flooding Team follow up.
15. To consider the following matters
  - a. Policing Issues.
    - i. To note police crime statistics received from PCSO Coe+
    - ii. on 16 Apr 26 (forwarded to councillors).
  - b. Highways and Footpaths Issues – *To note actions of reported defects/new defects.*
  - c. Maintenance. *To consider any maintenance issues received*
    - i. Replacement dog bins - Birchwood Road and Playing Field.
    - ii. To agree FOD SLA relating to street cleaning services in Woolaston (signature by the Chairman and Clerk).
    - iii. To consider commissioning of three yearly tree survey and agree next steps.
    - iv. Community Orchard – to discuss maintenance and update on creation of a map.
  - d. Churchyard and Cemetery – *To receive a report from the Cemetery Working Group*
    - i. To note status of planting of 10 x Lime tree whips received as part of GCC tree planting scheme .
16. To consider the following financial matters (documents circulated before the meeting).
  - a. Financial Report. To receive the Financial Report.
    - i. To approve Bank Reconciliation and note balance of accounts as at 30 April 2026 (Current account - £15,891.14 / Deposit account - £18,296.50 – Total £34,187.64).
    - ii. To approve the payment of accounts for May 2026 in accordance with the Financial Report and note receipts and payments since the last meeting.
    - iii. To note virement of £10,000 funds from Current to Reserves account to take advantage of interest rates.
  - b. To approve the continued payment of the following Direct Debits for financial year 2026/2027 (BT - WMH Broadband (£34.74), NEST - Clerk Pension (£48.40), Giff Gaff - Clerk Mobile (£6); Epson – printer plan (£5.99); Lloyds Bank-Service charge (£4.25)).
  - c. To note completion of quarterly internal control check (Jan – Mar 2026) by Cllr J McElroy.
  - d. To receive an update from the Clerk regarding the insurance cover for the parish's three brick-built bus shelters.
  - e. To approve the Parish Council Land and Asset Register as at 31 Mar 2026.
17. To note Correspondence received and sent and agree response as appropriate (9 April – 13 May 2026). *A list of correspondence has been circulated to councillors before the meeting.*
18. To consider /discuss other matters:
  - a. Woolaston Friendship Group – update.
  - b. Purchase of bench (GRCC Village of the Year award) – update.
  - c. Grass Keep – to consider renewal of 364 day licence (licence expires 29 Jun 2026).
  - d. To note Matters Arising from the Annual Parish Meeting on 23 April 2026.
19. To review Risk Assessment as at 30 April 2026 and note any changes, amendments or updates.
20. To receive any councillors reports and to note any items or issues to add to the next meeting.
21. To note the date of the next Parish Council Meeting – Thursday 11 June 2026 at 8 pm