

NEWLAND PARISH COUNCIL

newlandparishcouncil.gov.uk

Clerk: Richard S Crighton CiLCA

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The Newland Oak 1858

To all members of the Parish Council:

You are summoned to attend the Annual Parish Council meeting to be held on Tuesday 27th May 2025 in Newland Village Room at 19:00 for the transaction of business on the following agenda.

RICHARD CRIGHTON
CLERK TO THE COUNCIL
20th May 2025

Members of the public should be aware that being present at this meeting will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

AGENDA

1 ELECTION OF CHAIR

2 ELECTION OF VICE CHAIR

3 APOLOGIES

To receive apologies for absence

4 DECLARATIONS OF INTEREST

To receive declarations of interest from members in matters on this agenda or to be declared as arising during the meeting

5 DISPENSATION REQUESTS

To consider any requests for dispensations in respect of Disclosable Pecuniary or Other Interests

6 MINUTES OF MEETING HELD 29 APRIL 2025

To approve the draft minutes.

7 MATTERS ARISING FROM PREVIOUS MEETING

8 REVIEW OF DELEGATION ARRANGEMENTS & TERMS OF REFERENCE FOR WORKING GROUPS

- 8.1 Climate Action Working Group
- 8.2 Staff Working Group
- 8.3 Parish Plan Working Group

9 CONFIRM / APPOINT MEMBERS TO COMMITTEES AND WORKING GROUPS

- 9.1 Climate Action Working Group
- 9.2 Staff Working Group
- 9.3 Parish Plan Working Group

10 REVIEW ALL GOVERNANCE POLICIES

- 10.1 Standing Orders (No change proposed – is current NALC version))
- 10.2 Working Groups **(Parish Plan WG to be formalised)**
- 10.3 Code of Conduct (No change proposed – is current version))
- 10.4 Financial Regulations (No change proposed – is current NALC version)
- 10.5 Complaints Procedure **(Fully revised version requires approval)**
- 10.6 Disciplinary Procedure (No change proposed – is current version)
- 10.7 Grievance Procedure (No change proposed – is current version)
- 10.8 Councillor / Officer Protocol (Civility & Respect) (No change proposed – is current version)
- 10.9 Bullying & Harassment Policy (No change proposed – is current version)
- 10.10 Freedom Of Information Act 2000 Procedure (No change proposed – is current version)
- 10.11 Data Protection Policy **(to approve deletion of clause 6)**
- 10.12 Responding to requests under FOIA legislation **(new policy requires approval)**
- 10.13 Risk Assessment Policy (No change proposed – is current version)
- 10.14 Internal controls policy (No change proposed – is current version)
- 10.15 Social Media policy (No change proposed – is current version)
- 10.16 Planning applications procedure (No change proposed – is current version)
- 10.17 Community Engagement policy (No change proposed – is current version)
- 10.18 Grant Awarding policy (No change proposed – is current version)
- 10.19 Protocol for filming / recording meetings (No change proposed – is current version)
- 10.20 Home / lone working policy (No change proposed – is current version)
- 10.21 Training policy (No change proposed – is current version)
- 10.22 Biodiversity policy (No change proposed – is current version)
- 10.23 Document Retention policy **(new policy requires approval)**
- 10.24 Information Technology (IT) policy **(new policy requires approval)**

11 ASSET REGISTER

To review

12 INSURANCE

To review cover

13 DETERMINE DATES OF REGULAR MEETINGS FOR 2025/26

Last Tuesday monthly:

24 June, 29 July, 30 September, 28 October, 25 November. 2026: 27 January, 24 February, 31 March, 28 April

14 GENERAL POWER OF COMPETENCE

To confirm eligibility

15 CLERK'S REPORT

Remind Cllrs to review and update ROMI where necessary

15 COUNTY COUNCILLOR'S REPORT

16 DISTRICT COUNCILLOR'S REPORT

17 PARISH COUNCILLORS' & COUNCIL REPRESENTATIVES' REPORTS

18 PUBLIC QUESTIONS

To invite members of the public to ask questions, which should be addressed to the Chairman.

19 PLANNING

19.1 FOREST OF DEAN DISTRICT COUNCIL – APPLICATIONS RECEIVED - to consider responses:

	LPA Ref / applicant	Location	Proposal	Response
19.1.1	P0421/25/LBC C Day & A Corfield	Clearwell: Lower cross Cottage, Lower Cross	Listed Building Consent for the installation of 9 x 435 watt solar panels to the roof and solar inverter	

19.2 FOREST OF DEAN DISTRICT COUNCIL DECISIONS – to note the following decisions: none

20 FINANCE

20.1 ACCOUNTS FOR PAYMENT

Ref	To	For	Amount	VAT	Payment
25/06	Scarr Bandstand	Grant	500.00		500.00
25/07	R S Crighton	Reimburse, seeds	51.43		
25/08		& envelopes	19.49		70.92
25/09	CONFIDENTIAL	Reimburse fee for FOIA enquiry	500.00		500.00
25/10	Calendar Lady promotions Ltd	Newsletter printing	375.00		375.00
25/11	Forest Equipment Services Ltd	Dog waste collection 7/2/25-18/4/25	256.20	51.24	307.44
		TOTALS	1702.12	51.24	1753.36
Transfer from interest a/c to cheque a/c					7000.00

20.2 INCOME RECEIVED: to note

Reported at last meeting	16000.00
Changes	Nil
Current figure	16000.00

21 HIGHWAYS & RIGHTS OF WAY

21.1 Complaint re parking outside The Ostrich, Newland.

21.2 To note request for site visit re VAS poles in Newland

22 PARISH PLAN

To receive an update from the Working Group

23 CLIMATE ACTION WORKING GROUP / BIODIVERSITY

To receive an update from the group.

24 CONSORTIUM OF WYE VALLEY COUNCILS / WYE RESTORATION PROJECT

To receive a report following the meeting on 15/5/25

25 CORRESPONDENCE none other than those covered by agenda items

26 MINOR MATTERS

27 PUBLIC COMMENT

To invite members of the public to comment on what has been said during the meeting.

28 ITEMS FOR FUTURE MEETINGS

Jun – in house checks.
 Jun – arrange Clerk's annual appraisal for July
 Jul – review Cllr Evans leave of absence
 Jan 2026 – re visit FODDC Housing & Employment survey

29 DATES OF FUTURE MEETINGS AND ASSOCIATED TIMETABLE

2025	Time	Meeting	Venue
24 Jun	1900	Council Meeting	Redbrook Village Hall
29 Jul	1900	Council Meeting	Clearwell Memorial Hall
30 Sep	1900	Council Meeting	Newland Village Room
28 Oct	1900	Council Meeting	Redbrook Village Hall
25 Nov	1900	Council Meeting	Clearwell Memorial Hall

30 CONFIDENTIAL BUSINESS

NB. Councillors please note:

1. Proposed amendments to draft minutes to be in writing not less than 10 days before the next meeting. The proposal must be specific as to words to be removed and those to be added.
2. Items for the agenda for the next meeting to be advised not less than 8 days before the next meeting.
3. Requests for dispensations to speak on an item in which you have an interest to be advised in writing with reason(s), not less than 3 days before the next meeting.

Rota for undertaking in-house checks prior to these meetings, please arrive by 1830.

Jun – Cllrs Davies and Norris
 September – Cllrs Henson and Wright
 2026
 February – Cllrs Evans and AN Other.