

MITCHELDEAN PARISH COUNCIL

Minutes of the Meeting held on Monday 9th February 2026 at 7.00pm at Mitcheldean Town Hall

Present:

Parish Councillors: Janet Keene (Chairman), Lee Cartwright, Kay Wozencroft, Tracey Cruickshank and Harriet Holford
Also present: District Councillor Trevor Roach
Kate Hearne (Clerk & RFO)
Two members of the public.

1. Apologies for absence

- County Councillor Stuart Graham
- County Councillor Piers Camp
- District Councillor Jackie Fraser
- Councillor Andre Edwards
- Councillor Kelli Salone
- Councillor Jack Brown
- Councillor Bill Waddell

2. Members of the public issues (15 minutes Standing Orders suspended)

Canopy:

- Two representatives from Canopy attended. Canopy is a Forest of Dean-based CIC and volunteer-led arts organisation delivering community arts festivals and creative activity across the district. The organisation currently delivers two festivals each year in spring and autumn in Cinderford and Coleford (including the Christmas lights event in Coleford), as well as contributes to activity in Newent and works alongside the Duck Race event in Blakeney.
- They aim to bring communities together through the arts with a strong emphasis on working with local artists and developing initiatives such as creative walks. The spring festival this year will take place in Bream, and Canopy were interested in Mitcheldean for autumn.
- Each festival is supported by a six-week engagement programme delivered in advance, including workshops in primary schools and community settings, as well as partnership working with Gloucester College. Work is then showcased in a parade at the festival, with the children carrying the banners. The festival day itself includes a programme of performers and art drop-in workshops for the wider community.
- Canopy is working in partnership with the Wilderness Centre, which holds Arts Council funding. Canopy makes a financial contribution to projects, which is then match-funded. There is also potential to secure additional business sponsorship.
- Cllr Keene suggested that it may make sense to link with the existing arts festival scheduled for 14 July, which focuses on spoken word rather than visual arts. Cllr Cruickshank raised potential concerns regarding the timeline. It was agreed that a separate meeting would be arranged to explore this further, and Cllr Cruickshank and Cllr Keene exchanged contact details.

3. County & District Councillor Reports

Cllr Roach Report:

- **Revised Draft Local Plan (Regulation 18):** Six-week consultation running from 4 February to 18 March 2026. Cllr Roach will submit his response after 1 March to allow consultation with residents and the Parish Council.
- **Carisbrook Road Housing Application:** Consultation is open until 31 March 2026. Key concerns raised:
 - Waste water and flooding
 - Oversubscribed primary school
 - Loss of Grade 1 agricultural land
 - Archaeology
 - Healthcare provision
 - Traffic management
 - Latest Local Plan allocations
 - NDP status

The Parish Council is asked to submit any formal planning concerns (by end of February if possible) to support a request for the application to be called in to Planning Committee.

- **Local Government Reorganisation (LGR):** Government consultation open until 26 March 2026 on three proposals:
 - Single county-wide unitary council
 - Two unitaries (east/west split)
 - Two unitaries (Greater Gloucester and Gloucestershire Unitary)

Decision expected summer 2026. Elections anticipated May 2027, with implementation no earlier than April 2028. **Action: Clerk to email with objections.**

4. Declarations of Interests

None.

5. Requests for Dispensations

None.

6. Minutes of the Meeting held on 12th January 2026

It was resolved to accept the minutes of the meeting which was held on 12th January 2026 as an accurate record of the meeting, and was signed by the Chairman.

7. Planning Matters

- a) P1576/25/FUL - Town and Country Planning Act, 1990 (As Amended). 1 Baresfield, Jubilee Road, Mitcheldean, Gloucestershire. Erection of an agricultural storage building. (part retrospective).

No objections, on the proviso this is only for agricultural use.

- b) P0846/25/FUL – Town and Country Planning Act, 1990 (As Amended). Town and Country Planning Act, 1990 (As Amended) Hollygrove Barn, Wigpool, Mitcheldean, Gloucestershire. Change of use of land from agriculture to mixed agricultural and equestrian and erection of an American barn style stable building, menage and associated works for personal use. (Part Retrospective).

No objections, on the proviso this is only for agricultural use.

8. Application from Outsyda for a noticeboard

- The application was considered for the installation of a noticeboard. Members highlighted previously raised concerns regarding potential change of use of the building, and also the need to avoid favouring one business over others in terms of advertising. The proposed location (within the memorial garden) was not supported. While the Council wishes to support local businesses, the proposal could not be approved on the basis presented.

9. Forest of Dean District Council Local Plan

- This was largely covered in Cllr Roach's report. The Clerk will email to relay the Parish Council's objections.

10. Bins

- It was agreed that an order will be replaced for at least three bins - possibly five - to replace the others that are breaking. The cheapest options with a lid was plastic and costs £112.95 including VAT. These are also mountable. These will initially be placed at the bullring, at the bus stop and within the bus stop. **Action: Cllr Cartwright to arrange.**

11. Pavilion Grants and Quotes

- Two quotations have been received (plumbing and electrical), including one significantly high quote. Beard and Tandy, who originally built the facility, have submitted a more competitive quote, as has Mac Moore. MSB were also noted as a local option.
- It was discussed and agreed to invite further quotes from local trades, with detailed breakdowns (materials at cost plus day rate), as required for grant applications. It was noted that the VAT can and should be reclaimed. The grant application process is strict and requires itemised quotations; the next deadline is 28th February.
- The need for a project manager was discussed to oversee works, ensure accountability, and reduce overall costs, with the possibility of volunteers helping.
- It was agreed to review details during the week with a view to making a final decision.

12. Playground Grants and Quotes

- Design proposals are being prepared by Kompan and Wickstead. It was discussed and agreed to begin with a larger-scale design and refine as needed, with a preference for a rural aesthetic.
- Inclusion of accessible/disabled equipment was discussed, noting potential eligibility for grant funding. However, overall usage levels were questioned and it was agreed to aim for a balanced provision rather than over-specifying for limited use.
Action: Clerk to put this on the March agenda.

13. Councillor Reports

- Cllr Cruickshank advised that community centre has now installed the solar panels. A cabinet in the meeting room has been built to house the batteries. The work went well and the Community Centre committee are pleased. She wondered whether this can be taken forward to the pavilion.
- Cllr Wozencroft asked why the recycling bin hasn't been replaced yet. Cllr Cartwright confirmed plastic and metal can be put in the same bin and that the Clerk created a poster advising people of this.
- Cllr Wozencroft advised the Co-op was robbed last Friday and the CCTV cameras weren't working. Cllr Cartwright advised he has now got this working, as him and the Clerk have been liaising with PCSO Croft.
- Cllr Holford asked whether we can re-tender for the CCTV contract.

- Cllr Wozencroft asked where she can report potholes – she was advised on Fix My Street.
- Cllr Cartwright advised he has looked into installing solar panelled lights. He also advised that both boilers have been fixed at the Pavilion (one was luckily still under warranty). He has a meeting with an ecologist this week and advised that Horse Chestnut disease is going around – he will get some advice on this. He has also cleared the flood by the milk shed.
- Cllr Keene has contacted previous Councillor David Thomson about a planning issue and also asked for handover of the information regarding the heritage lottery fund for the Town Hall.

14. Clerk's Report

- Submitted the precept application and the associated finance work to coincide with this.
- Responded to a Biodiversity query from a member of the public.
- Continued work on the CiLCA qualification with a view to completing soon.
- Finally gained access to HMRC online (PAYE for employers) to be able to see bills and also set up a Direct Debit for future payments to ensure these are not late.
- Created a poster for bins – acceptable waste.
- Continued to try to sort out the CCTV cameras.
- Liaised with Canopy regarding artsFESTs.
- Continued to tidy up the banking signatories.
- Liaised with playground companies and Cllr Cartwright regarding quotes for the playground.
- Dealt with a large number of nuisance calls and emails.

15. Accounts/Finance

- a) Council agreed the following payments and receipts:

Payments made since last meeting:

No	Payee	Details	Method	Amount	Power	Budget
	FVAF	Provision of Youth Worker	BACS (13/01/26)	£5,000.00	LGA 1972 s111	General Admin
	Mowtech	Marking out football pitches	BACS (13/01/26)	£1,296.00	LGA 1892 s8 (1)(i)	Playing Field
	Mowtech	Grass Cutting	BACS (13/01/26)	£558.00	HA 1980 s96	Playing Field
	Mr Handyman – Lee Cartwright	Invoice 0169	BACS (13/01/26)	£1,206.86	LGA 1892 s.8 (1)(i)	Playing Field
	Oakey & Sons	Installation, removal & storage of Xmas lights	BACS (13/01/26)	£5,280.00	LGA 1972 s137	Christmas
	Hales	Magnolia masonry and sand cement	BACS (13/01/26)	£36.64	LGA 1972 s111	Playing Field
	Hales	Immersion Heater Thermostat	BACS (13/01/26)	£16.15	LGA 1972 s111	Playing Field
	Herefordshire Fire Protection	Annual fire extinguishers service	BACS (13/01/26)	£253.07	LGA 1972 s111	General Admin

	Redhand (Network Connection)	INV-960 - Annual CCTV maintenance	BACS (13/01/26)	£2,931.56	LGA 1892 s8 (1)(i)	General Admin
	Mr Handyman – Lee Cartwright	Invoice-0167	BACS (13/01/26)	£1,884.88	LGA 1892 s.8 (1)(i)	Playing Field
	Hales	Invoice 01336215	BACS (13/01/26)	£97.00	LGA 1972 s111	Playing Field
	99 Web	Monthly website maintenance	DD (15/01/26)	£60.00	LGA 1972 s142	Communications
	Lloyds Bank	Bank charges	PAY (19/01/26)	£4.25	LGA 1972 s111	Contingency
	Ecotricity	Electric @ Town Hall	DD (20/01/26)	£178.78	LGA 1972 s111	General Admin
	Ecotricity	Electric @ Pavilion	DD (20/01/26)	£314.11	LGA 1972 s111	Pavilion
	Ecotricity	Gas @ Pavilion	DD (20/01/26)	£91.31	LGA 1972 s111	Pavilion
	Daisy/XLN	Broadband & telephone	DD (22/01/26)	£45.29	LGA 1972 s111	General Admin
	EE	Mobile phone	DD (28/01/26)	£18.00	LG(FP)A 1963 s5	General Admin
	Salaries	Monthly payroll	BACS (29/01/26)	£3,278.09	LG(FP)A 1963 s5	General Admin
	Drybrook Silver Band	Donation for playing at Christmas lights switch-on event	BACS (05/02/26)	£50.00	LGA 1972 s137	Christmas
	Water Plus	Water @ Pavilion	DD (05/02/26)	£103.87	LGA 1972 s111	Pavilion
			TOTAL	£22,703.86		

Payments to be agreed at meeting:

No	Payee	Details	Method	Amount	Power	Budget
	PJ & PD Adams Ltd	Grass Cutting for 2025	BACS	£9,609.60	HA 1980 s96	Playing Field
	Hales	Invoice 01336396.	BACS	£94.39	LGA 1972 s111	Playing Field
	Mowtech	Invoice 252 - Drag Matt pitch areas	BACS	£144.00	LGA 1892 s8 (1)(i)	Playing Field
	Mowtech	Invoice 253 – 3x marks to 4x pitches in January	BACS	£288.00	HA 1980 s96	Playing Field
	PATA	Payroll for January 2026	BACS	£43.70	LGA 1972 s111	General Admin
	PATA	Payroll for December 2025	BACS	£55.43	LGA 1972 s111	General Admin
	PATA	Payroll for November 2025	BACS	£40.43	LGA 1972 s111	General Admin
	Mr Handyman – Lee Cartwright	Groundsman maintenance labour costs and fuel.	BACS	£1,857.48	LGA 1892 s.8 (1)(i)	Playing Field
			TOTAL	£12,133.03		

b) Council received the bank reconciliation for January 2026.

c) Council received the budget versus spend report up to January 2026.

There being no further business, the meeting closed at 20.42.

SIGNED:

DATE: