

Minutes of the Works Committee Meeting held on
Wednesday 18th February 2026 at 6.00 p.m. at the Parish Centre, Gerald's Way
in accordance with notice given

In the Chair: Cllr Samaroo

Present: Cllrs Gardiner, Golding, Humberstone, Oakley, D Taylor, L Taylor
and Woodfine

In attendance: Clerk, Chris Attwood

Cllr Samaroo welcomed everyone to the meeting, including a member of the public who was attending in relation to Agenda Item 4 regarding the lime tree in France Lynch Pleasure Ground. She also reminded everyone to ensure that their mobile phones were set to silent and asked attendees to raise their hands and wait to be acknowledged by the Chair before contributing to the discussion.

W.01.02.26 Apologies – None. The Clerk advised members that Cllr Gardiner is expected to arrive slightly late.

W.02.02.26 Declarations of interest – Agenda item 4, Cllr L Taylor declared an interest. As agenda item 3 related to agenda item 4, Cllr L Taylor left the room at 6.03pm.

W.03.02.26 Public participation – Cllr Gardiner arrived part way through agenda item 3 at 18.09pm.

One member of the public was present. Cllr Samaroo advised the member of the public that he would have five minutes to address the Committee and that members may ask questions, but he would not be able to enter into the debate once it had begun.

The member of the public thanked the Council for their work so far, stating that it was appreciated. He acknowledged the importance of trees and stated that they would not wish to see a tree felled without good reason. However, they would like this particular lime tree to be felled as they believe it is diseased and dying and consider this would be a more cost-effective option for the Council rather than ongoing maintenance. He also referred to the oak tree growing to the left of the lime tree, stating that it is growing at an angle and overhanging their boundary, and expressed the view that it should be removed. The Clerk confirmed that the tree report states that no work is required to the oak tree, but that the resident is entitled to cut any overhanging branches back to their boundary.

The resident thanked the Committee once again and explained that they were grateful for the Council's efforts in arranging for a tree assessment to be carried out.

Cllr Samaroo thanked the member of the public for his contribution and moved to Agenda Item 4, where this matter would be discussed.

W.04.02.26 France Lynch Pleasure Ground

a) Lime Tree – The Clerk had obtained four quotes which were circulated with the meeting papers. For the benefit of the member of the public, the Clerk explained that the tree report presented two options: to retain and manage the tree, or to fell it.

Cllr Woodfine opened the debate and stated that he was reluctantly minded to support felling the tree as it is diseased and dying, poses a risk to people and property, and would require ongoing management if retained. Cllr Oakley agreed. Cllr Woodfine proposed "**the diseased lime tree in France Lynch Pleasure Ground be felled**" This was seconded by Cllr Oakley and unanimously agreed.

Cllr Woodfine suggested that a suitable species for replanting be considered at a future meeting.

Cllr Samaroo thanked the member of the public for attending. The member of the public then left the meeting.

Members considered the quotes received and agreed there was a clear preferred contractor based on price and reputation. It was agreed that a risk assessment, method statement and copy of the contractor's public liability insurance be requested. Cllr Humberstone proposed **"the Council proceed with Rupert Adamson for the felling of the diseased lime tree in France Lynch Pleasure Ground, subject to the relevant documentation being provided"** This was seconded by Cllr Golding and unanimously agreed. **Action: Clerk.**

Cllr L Taylor returned to the meeting at 18.23

b) Cllr Samaroo reported a concern regarding flooding at the entrance near the France Lynch allotment site on Burcombe Road. The Clerk liaised with the Groundsman, who confirmed that the area floods due to erosion of the Highways verge from parking and water flow. This year, unprecedented heavy and prolonged rainfall had worsened the situation, causing flooding onto the Multi-Use Games Area (MUGA). Photos showing the problem and the temporary repair by the Groundsman were circulated to members. Cllr Woodfine noted that sustainable drainage solutions should be explored, as warmer, wetter winters may become more frequent and will refer the matter to the Local Nature Action Plan (LNAP) working group. Cllr Gardiner suggested that Highways should be approached to carry out remediation. The Clerk advised she would contact Highways but noted that it may take some time to resolve. Cllr Gardiner therefore proposed **"the Groundsman be approved to carry out temporary remedial work using 'cold lay' at a cost of approximately £100, subject to Highways' response"** This was seconded by Cllr Samaroo and unanimously agreed. **Action: Clerk**

W.05.02.26 Minutes of last meeting – Cllr Oakley proposed **"acceptance of the minutes of 21st January 2026"** This was seconded by Cllr Gardiner. There was one abstention.

W.06.02.26 Clerk's Report – Cllr Samaroo reported that she and the Clerk had met with a resident regarding the Lime tree in France Lynch Pleasure Ground and that they had raised concerns with the current regime for cutting the periphery of the pleasure ground. The resident requested a lower cut to reduce fire risk, improve appearance, and allow access to their boundary wall. Cllr Samaroo and the Clerk explained to the resident that the current cutting regime monitors fire risk, and that individual requests are usually not acted upon until the end of the season. Following discussion, it was agreed that the entrance should be kept clear and that the resident may trim back areas of their boundary if required, or the Council can assist with this, however members felt that the area should be cut as per the agreed regime unless there is a problem. Cllr Humberstone proposed **"we leave the current regime as it is for this cutting season"** This was seconded by Cllr Gardiner and unanimously agreed.

W.07.02.26 Correspondence – The Clerk reported several items of correspondence relating to France Lynch Pleasure Ground (FLPG) and other matters received this week:

- A member of ChalCAN requested to split and relocate crocus in FLPG to naturalise around trees. Members agreed.
- The Biodiversity Officer at Gloucestershire County Council reported a request from Gloucestershire Wildlife Trust for access to FLPG to carry out an audit. Members agreed, subject to receiving a copy of the report.
- A resident enquired about cutting back overhanging branches in FLPG. The Clerk confirmed the Council would not contribute to costs but advised that the resident may cut back to their boundary as long as the tree's health and stability are not affected, further details would be required and subject to the Works Committee approval. This matter may appear on a future agenda.

- A resident requested to install goal nets in FLPG. The Clerk advised this will be discussed at the March meeting; she has made the resident aware that the Council cannot accept responsibility for damage or theft should the goal nets be approved.
- ChalCAN requested 'conservation verge' signs for Parish Bank and Abnash Bank. A full proposal will be considered at the March meeting.
- The owner of a coffee and cake trailer has requested to trade at Bussage Pleasure Ground. A full proposal will be considered at the March meeting.
- A resident in Brownshill requested signage to protect verges from parking damage. The Clerk advised these verges are the responsibility of Highways and redirected the enquiry accordingly.

W.08.02.26 Works Budget – Cllr Oakley queried the Summary of Receipts and Payments to 31 January 2026, specifically lines 7410, 7440, and 7450. The Clerk confirmed that £6,500 was received from Stroud District Council which was their contribution towards the Valley Playing Field site investigations, £500 was the grant awarded by Renishaw towards the bus shelter project, £12 was from the sale of walks booklets. There were no further questions.

W.09.02.26 Parish Bank/Band Hut Track Parking – The Clerk reported several concerns regarding inconsiderate parking on Parish Bank and the Band Hut Track, causing verge damage and restricting access to the track. Parish Bank is a designated conservation verge, and ChalCAN have proposed erecting a notice to advise of this; this matter will be discussed at the March meeting.

The Clerk advised that she had contacted France Lynch Church Rooms to request a polite reminder to users to refrain from parking on the verge. She suggested erecting a notice on the public rights of way signpost at the start of the verge/track and producing A5 notices for vehicle windscreens, as has been effective elsewhere in the parish. Following a fairly lengthy discussion Cllr Woodfine proposed **“we erect an A3 laminated notice on the post at the start of the track and make A5 notices to be put on vehicle windscreens as necessary. We monitor the situation and bring it back to committee if a more permanent solution needs to be sought”** This was seconded by Cllr Humberstone and unanimously agreed. **ACTION: Clerk**

W.10.02.26 Annual Play Inspections Recording of Actions – The Deputy Clerk advised the Finance and Management Committee that a paper trail is required to record actions from the annual play inspections for insurance purposes. The Committee noted this requirement and referred the matter to the Works Committee to consider the most efficient process. The Clerks requested that the play inspection company provide a list of actions highlighted in the reports so that the Groundsman, Chris, can maintain a record of what is to be or has been actioned. Cllr Humberstone offered to assist and suggested that the Assistant Clerk could also help when she starts. It was agreed that the process should be kept as simple as possible, with Chris updating separately at the end of his monthly report the actions carried out for review by the Committee. Cllr Humberstone proposed that the process be kept simple and that Chris adds the detail to his monthly report. This was seconded by Cllr Golding and unanimously agreed. **Action: Clerk**

W.11.02.26 Footpath Working Group Report – a) Cllr Beioley provided an update via a report which was circulated to members with meeting papers. The group are busy working on replacing three stiles with gates.

b) Frith Wood and France Lynch Pleasure Ground Access Improvements – Two tasks were submitted for consideration: improving access to the Tanglewood Way entrance into Frith Wood and widening the existing entrance from the France Lynch allotment site into the pleasure ground.

Cllr Oakley advised that he had suggested to the FWG that one tonne of type 1 stone may be required on either side of the widened gap to prevent mud, at an approximate cost of £60. Members agreed.

Cllr Oakley proposed that both tasks be approved. This was seconded by Cllr Gardiner and unanimously agreed. **ACTION: Clerk**

W.13.01.26 Chris Attwood's report – A copy of Chris Attwood's report was circulated to the Committee prior to the meeting.

Cllr Gardiner thanked Chris for uncovering the concrete slabs at the bus stop, providing a dry area for bus users.

W.14.01.26 Ward Matters – Cllr Woodfine advised members that he had received a concern about a gate which has been installed across a public right of way. The Clerk has referred this matter to the Public Rights of Way Officer at Gloucestershire County Council and is awaiting an update.

W.15.01.26 Any Other Matters – Cllr Samaroo advised members that she, Cllr Humberstone and the Clerk had met with the organiser of Chalfest, the meeting was positive and productive. The organiser is considering the fee that they propose to contribute to the Parish Council for the use of the pleasure ground, and this will be considered at the March meeting.

Cllr Samaroo thanked everyone for their contribution. There being no further business, the Chair closed the meeting at 7:47pm.