

Minutes of the Works Committee Meeting held on
Thursday 21st May 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, L Taylor, Woodfine

In attendance: Clerk, Chris Attwood

Cllr Samaroo welcomed everyone to the meeting

W.01.05.26 Elect a Chair – Cllr Humberstone proposed “**Cllr Samaroo as Chair**” This was seconded by Cllr Golding and unanimously agreed. There were no other nominations.

Cllr Samaroo thanked everyone.

W.02.05.26 Elect a Vice Chair – Cllr Samaroo proposed “**Cllr Oakley as Vice Chair**” This was seconded by Cllr Golding and unanimously agreed. There were no other nominations.

Cllr Samaroo asked the Clerk to advise Cllr Oakley's daughter, and to express that we are looking forward to welcoming him back in the fullness of time.

W.03.05.26 Apologies – Cllrs Oakley, D Taylor, Wilson

W.04.05.26 Declarations of interest – Cllr Samaroo declared an interest in a piece of correspondence, agenda item 9.

W.05.05.26 Public participation – None

W.06.05.26 Minutes of last meeting – Cllr Gardiner proposed “**acceptance of the minutes of 21st April 2026**” This was seconded by Cllr Humberstone and unanimously agreed.

W.07.05.26 Clerk's Report – **The Clerk gave several updates.**

Charity Governing Documents: Charity Governing Documents: The Clerk explained that the charities' governing documents require review and that this item will be added to the June agenda. The Assistant Clerk has been working on updating the governing documents, taking advice from the Charity Commission.

The Clerk stressed the importance of agreeing the documents as soon as possible so that a recommendation can be presented to the Charity Committee for consideration and ratification at its July meeting. Members were asked to raise any questions prior to the June meeting so that, where necessary, further information or clarification can be obtained in advance. Cllr Woodfine offered to assist the Clerks with this process.

Brownhill Allotment Letter: The Clerk reported that, as agreed at the previous meeting, she had written to a tenant at the Brownhill allotment site requesting that they contact her regarding a report of anti-social behaviour. The Clerk confirmed that the tenant had met with her on two occasions to discuss the matter, one of which was in the presence of Cllr Samaroo. The Clerk had drafted a report of the meeting for members' consideration. It was agreed that the Clerk would write to the tenant to thank them for their cooperation and understanding of the Council's need to investigate the matter. The letter would also encourage the tenant to report the incident, and any further incidents, to the Police. **ACTION: Clerk**

Frith Wood Paths Project – The Clerk read an update from the Public Rights of Way Officer regarding the project to make several paths within Frith Wood accessible year-round:

“The formal application for grant funding was submitted on 19th May 2026. When/if grant funding is approved, I will instruct Arb Consultant to carry out the tree survey, arboricultural impact assessment and method statement. I will then need to apply to Stroud District Council for TPO permission. Once TPO consent is granted, I will instruct the contractor to undertake the works”.

Red Van Parked in near to Frith Youth Centre – The Clerk had advised in her report that the office had received a concern regarding a van parked in this area which appeared to have someone living in it. Cllr Samaroo noted that she had seen the van but had not seen anyone inside. Cllr Golding also advised that she had seen the van and had spoken to the person living in it who has a dog. The Clerk explained that, historically, matters of this nature are difficult to deal with, but that she would make enquiries.

W.08.05.26 Works Budget – The RFO provided reports for the new financial year which was circulated prior to the meeting, there were no questions.

W.09.05.26 Correspondence – The Clerk reported on several pieces of correspondence that were not covered by agenda items.

France Lynch Pleasure Ground Cutting - The Clerk received a thank you to Chris Attwood for *‘spotting and mowing around the cowslips on the Pleasure Ground. So pleased for the future of this once prolific flower on old common ground’.*

Chalford Hill Primary School – The Clerk had received a lovely letter from ‘Squirrels Class’ at Chalford Hill Primary School. The class had written to explain that they had been looking at ways to improve the village and had carried out a survey, the results of which they wished to share. The survey asked people to choose which human features they would like to see in the village. The options were: more litter bins, a water fountain, toilets for the park, a vending machine, or a shelter. The class received 56 responses, with the two most popular choices being toilets in the park and additional litter bins. Councillors commented on the excellent work carried out by the class. Cllr Woodfine offered to visit the class to discuss their ideas further. **ACTION: Cllr Woodfine/Clerk**

Bus Shelter Seating - A resident had sent the Clerk an email asking whether it would be possible to install seating in the bus shelter on Tanglewood Way opposite Dorington Court, to make it more suitable for people with disabilities. The Clerk explained to members that, now that the Council is in the new financial year, the bus shelter refurbishment project will commence and this request could be investigated as part of the project. Members agreed.

Resident request for tree work to tree in France Lynch Pleasure Ground: The Clerk advised the Committee that several months ago a resident had requested work be carried out on a Parish Council-owned tree that is overhanging their boundary. The Clerk explained that, as set out in the Parish Council’s Tree Management Policy, the resident has the right to cut back to their boundary, but that the Parish Council would need to be made aware of any proposed work so that the Council’s tree surgeon could consider the proposed works and ensure the ongoing health and stability of the tree. The resident has since obtained a quote from a tree surgeon for the work they would like to carry out, which was submitted to the Clerk. The Clerk has arranged for Chris Attwood and the Parish Council’s tree surgeon to meet in mid-June to consider the proposed works. The work cannot yet be carried out due to the nesting season, but when appropriate the Clerk will bring the matter back to the agenda for consideration.

Cllr Samaroo declared an interest in the next piece of correspondence, so left the meeting at 18.32pm.

Trees in Frith Wood: The Clerk reported that she had received several emails from a resident regarding some mature trees bordering Frith Wood. The resident had advised that, due to the height of the trees, they make their house dark and block sunlight from their garden, and requested that the Parish Council cut the trees back.

The Clerk explained to the resident that the Parish Council's tree surgeon had inspected the trees last October and had also confirmed at that time that they were healthy. She explained that the Groundsman had looked at the trees and confirmed that they still appeared healthy. The Clerk explained to the resident that they have a common law right to prune branches back to their boundary, provided that the work does not harm or destabilise the tree and that the tree is not subject to a Tree Preservation Order (TPO). The Clerk further explained that this is why the Council must be informed of any proposed tree work, so that the details can be assessed in advance and to ensure that the health, safety, and structural integrity of the tree(s) are not compromised. Depending on the nature of the proposed work, there may also be implications for the tree's stability that require careful consideration. The Clerk referred the resident to the relevant section of the Tree Management Policy. The Clerk wished to make the Committee aware of the resident's request and that they were unhappy with the response provided. She advised that the resident had not made any further contact. The Committee noted that the Clerk had provided the resident with a correct and reasonable response.

Cllr Samaroo returned to the meeting at 18.37pm

W.10.05.26 To consider the Committee's Terms or reference – The Clerk highlighted the third point under Section 8, 'Environmental Considerations – to review at least annually progress on relevant sections of the parish's CN2030 Framework', noting that the Climate and Nature Working Group oversee this area and suggesting that the point may require amendment. A brief discussion confirmed that Cllr Woodfine, as lead member of the Climate and Nature Working Group, would bring regular updates to the Works Committee and, where necessary, decisions would be referred to Full Council. Cllr Woodfine suggested amending the sentence to read: 'to receive updates and recommendations from the Nature and Climate Group.' Members agreed. Cllr Humberstone proposed **"we accept the Committee's Terms of Reference subject to the above amendment"** This was seconded by Cllr Gardiner and unanimously agreed. **ACTION: Clerk**

W.11.05.26 Footpath Group Report – A copy of the FWG report had been circulated to the Committee prior to the meeting. The Clerk noted that the group are actively seeking new tasks and projects, and that she had asked whether there was a possibility of the group assisting with painting benches and play equipment during the better weather to assist Chris Attwood while they are waiting for more work. Cllr Samaroo asked members to keep an eye out for suitable tasks for the group. Cllr Woodfine asked what type of work falls within the group's remit. The Clerk explained that they mainly undertake repair work and structural projects rather than tasks such as strimming footpaths, although they have been known to clear ivy and they are very good at repairing Cotswold stone walls.

Cllr Samaroo asked the Clerk to pass on the Committee's thanks to the FWG.

Cllr Humberstone advised that she had received three enquiries regarding the potential dangers of the edging along the paths in Frith Wood, which had been created using twigs and sticks. Residents had queried the health and safety of this method, as they felt it could be dangerous if someone were to fall into them or if a dog were to run into them. Cllr Samaroo explained that the edging had been installed by the Friends of Frith Wood and outlined the reasoning behind it, which was to encourage people to keep to the main paths. Cllr Humberstone advised that she would explain this to the residents who had raised the concerns. **ACTION: Cllr Humberstone**

W.12.05.26 Chris Attwood report – A copy of Chris Attwood's report was circulated to the Committee prior to the meeting. Cllr Samaroo asked Chris if he had painted any benches as there were none listed this month. Chris confirmed that he hadn't painted any benches this month but will give details of the locations within his report.

W.13.05.26 Ward Matters –

Cllr Humberstone asked about the notice boards, as while walking around the parish looking for the posters advertising the Annual Parish Meeting, she had noticed that some were very full, particularly the notice board at France Lynch Pleasure Ground. Chris explained that he does remove notices that

are out of date where possible. He also advised that Parish Council notices can quickly be covered by other posters and that, as the boards are community notice boards, they are well used. Cllr Humberstone asked whether councillors could remove out-of-date posters as they see them. The Clerk confirmed that this would be a great help if everyone were to remove outdated notices when they see them. Cllr Samaroo explained that she had done this in the past and that it can be quite difficult to remove the staples without a staple remover so to be careful.

Cllr Golding expressed her frustration that more people had not attended the Annual Meeting of the Parish despite it being well advertised, and acknowledged the huge amount of work that had gone into making it a success. She thanked all those involved for a lovely evening. The Clerk explained that attendance at Annual Parish Meetings can be a challenge for many parishes, but that the Council would continue to do its best to encourage residents to attend, and that some parishes would have considered the event a great success.

Cllr Humberstone noted that she had seen two E bikes riding along The Frith after the Annual meeting. She will report this via 101.

Cllr Samaroo advised that she had received several concerns about overhanging foliage on The Frith which is obscuring the footpath and streetlight. The Clerk explained that the property has been written to twice recently regarding this, and she has contacted Gloucestershire County Council re the street light and bus stop as these are their assets.

W.14.05.26 Any Other Matters – Cllr Samaroo thanked everyone for voting her in as Chair. There being no further business the Chair closed the meeting at 19.12pm.