

Minutes of the Works Committee Meeting held on
Wednesday 17th June 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, D Taylor, Woodfine

In attendance: Clerk, Chris Attwood

W.01.06.26 Apologies – Cllrs Oakley, L Taylor

Cllr Gardiner had advised the Committee that he needed to leave the meeting at 7pm.

Cllr Samaroo welcomed everyone to the meeting, especially Cllr Wilson who was attending for her first Works Committee meeting. Cllr Samaroo gave a brief reminder of the meeting rules for Cllr Wilson's benefit.

W.02.06.26 Declarations of interest – None

W.03.06.26 Public participation – None

W.04.06.26 Minutes of last meeting – Cllr Humberstone proposed “**acceptance of the minutes of 21st May 2026**” This was seconded by Cllr Golding. There was one abstention.

W.05.06.26 Clerk's Report –

The Clerk and Cllr Samaroo updated members following a meeting with the Public Rights of Way Officer, his manager and two residents to discuss access to Public Footpath MCH67 in the Chalford Hill area. The meeting formed part of a wider discussion to better understand residents' concerns regarding parking and vehicle access in the area so that a solution acceptable to all parties could be sought. The Public Rights of Way Officer and his manager are considering how these concerns may be addressed and will update the residents in due course.

W.06.06.26 Correspondence – The Clerk reported three items of correspondence.

Wales & West Utilities in Brownshill. Several concerns had been raised by residents regarding damage to grassed areas and verges. The Local Highways Manager (LHM) advised that Wales & West Utilities had been instructed to return to carry out the necessary remediation works and to remove signs that had been left on site.

MCH12 – A resident emailed to raise concerns regarding the poor condition of this footpath. The matter was reported to Gloucestershire County Council's Public Rights of Way Officer, who is investigating whether improvements are required and, if so, what works should be undertaken.

SDC Tree Management Workshop – SDC advised that they are running a tree management workshop on 8th July. Cllrs Wilson and Woodfine will attend. **ACTION: Clerk**

W.07.06.26 Works Budget – There were no questions.

W.08.06.26 Bussage Pleasure Ground Bubble and Brew Request to hold a picnic event – A proposal from Bubble and Brew was circulated with meeting papers. Members recognised the potential community benefits of the event. However, concerns were raised regarding a number of practical and operational matters, including parking arrangements, stallholder set-up, contingency planning for adverse weather, and other event management requirements. Members also noted that in the past, with larger events of this nature, it was necessary to consult with nearby residents, and that

due to the short timescale of the proposed event, there was insufficient time for the necessary planning and risk assessment process to be carried out. It was noted that Bubble and Brew were granted permission to start trading in Bussage Pleasure Ground in March but that this was yet to commence. After a lengthy debate Cllr Woodfine proposed **“we thank Bubble and Brew for their proposal, but permission for the family picnic event be declined for the reasons discussed”** This was seconded by Cllr Humberstone. There was one abstention.

The Committee asked the Clerk to reiterate its offer of three complimentary trial trading sessions for Bubble and Brew at Bussage Pleasure Ground. **ACTION: Clerk**

W.9.06.26 Charity Governing Documents – The Clerk reported that there was one governing document for two of the Council's charities and that it had not been reviewed since it was created in 1922 and contained very little procedural or governance guidance. She advised that no governing document was registered with the Charity Commission for the third charity and that it was necessary for each charity to have its own governing document.

The Clerk informed members that the Assistant Clerk had undertaken a comprehensive review of the governance arrangements for all three charities and, following extensive consultation with the Charity Commission, had prepared a draft governing document for each charity. These were included with meeting papers for members consideration.

The Clerk noted that this had been a lengthy process and thanked the Assistant Clerk for her considerable work. The Clerk also thanked Cllr Woodfine for his support in assisting with the preparation of the draft governing documents. Cllr Woodfine commented that the clerks had done an excellent job.

Cllr Samaroo also thanked the Clerks and Cllr Woodfine for his assistance.

The Clerk drew members' attention to the current requirement to give 21 days' notice of an Annual General Meeting, noting that a shorter notice period would be more practical. Cllr Woodfine suggested that the Committee recommend to the Charity Committee that the notice period be reduced to seven days.

The Clerk reminded members that any recommendations made by the Works Committee would need to be considered and ratified by the Charity Committee. Subject to approval by the Charity Committee, the draft governing documents would then be submitted to the Charity Commission for review and approval.

Following a brief discussion, Cllr Woodfine proposed **“the Committee recommend approval of the draft governing documents to the Charity Committee and recommend that the notice period to call an AGM be reduced from 21 days to seven days”** This was seconded by Cllr Gardiner and unanimously agreed. **ACTION: Clerk**

W.10.06.26 Band Hut Track/Parish Bank Signage – The Clerk advised that the temporary signage installed at the entrance to Band Hut Track had received positive feedback and appeared to be helping to reduce parking issues in this area. She suggested that the current laminated sign which was intended as a temporary measure be replaced with a permanent Dibond sign at a cost of £55.00.

Members reviewed a draft design prepared by the Clerk and agreed that the proposed design was preferable to a sign consisting solely of text. Cllr Gardiner suggested that, as the sign was intended to prohibit parking, the no parking symbol should be displayed within a red circle. Cllr Samaroo suggested that the Parish Council's contact details be added. Subject to these amendments, members were happy with the design of the sign.

Cllr Humberstone proposed **“we approve the design for the sign provided by the Clerk to help address parking issues in the Parish Bank area”** This was seconded by Cllr Golding and

unanimously agreed. Cllr Samaroo suggested that if possible, the text was fluorescent so that it could be read in the dark. **ACTION: Clerk**

W.11.06.26 Footpath Working Group – A report was included with meeting papers.

The Clerk advised that she had arranged for the Public Rights of Way (PRoW) Officer to meet with two members of the FWG and Chris Attwood to discuss the potential for a project to improve accessibility at the Middle Hill allotment site. The meeting went well and once the proposal is finalised, the FWG will be submitting a task. There is a query about the ownership of one of the gates. The Clerk will contact the landowner. **ACTION: Clerk**

W.12.06.26 Chris Attwood's report – A copy of Chris Attwood's report was circulated to the Committee prior to the meeting. There were no questions. Cllr Golding thanked Chris for doing an excellent job of cutting the greens and keeping the area tidy.

W.13.06.26 Ward Matters –

Cllr Gardiner raised concern with the planned six-month closure of Cowcombe Hill, noting how important it will be for clear signage to be in place, and for Highways to consider the impact this closure will have on Hyde Hill especially given that the closure is through the winter months and therefore vital that this road is regularly gritted/cleared. The Clerk advised that County Cllr Turner is pursuing this with National Highways. She is continuing to lobby for a public meeting where concerns of this nature can be raised.

Cllr Samaroo advised members that she had received a concern from a parishioner about poor visibility when pulling out onto the A419 from the area opposite to Lavendar Bakehouse due to the green triangle being overgrown and noted that the management strip hasn't been cut. When Highways gave approval for this area to be managed by ChalCAN, it was agreed that a one metre management strip should be cut. The Clerk will contact ChalCAN. Cllr Woodfine will discuss the management of this area further with members of the Climate and Nature Working Group. **ACTION: Cllr Woodfine, Clerk**

W.14.06.26 Any Other Matters –

Cllr Samaroo thanked everyone for their contribution. There being no further business, the Chair closed the meeting at 7:01pm.