**Full Council**

**Tuesday 29th April 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present:**

**Cllrs: N Penny, P Kay, M Cox, S Cox, M Beard, K Robbins, J Templeton, C Elsmore,**

**R Drury, D Stevens, M Getgood**

L-J Schroeder – Town Clerk

L Jayne – Assistant Clerk (Minute taking)

1. **Apologies were received from Cllrs A Fullerton and R Dix**
2. **To receive declarations of interest re: items on this agenda**

Cllr N Penny declared a pecuniary interest in item 7 – Payments, and a personal interest in item 17 – FoD Travel Map.

1. **There were no new dispensation requests received**
2. **To agree the minutes of 15th April 2025**

Cllr C Elsmore declared the minutes of the 15th of April to be correct.

Cllr J Templeton seconded, and it was unanimously agreed.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 15th April 2025**

**Page 2:** A quote has been accepted by the Town Clerk for lighting in the Clock Tower.

Cemetery mural artwork is progressing.

**Page 3:** VE Day service in hand.

**Page 4:** Standing orders to come back to mid-month Full Council.

1. **There were no members of public present**
2. **To agree payments**

**Cllrs N Penny left the room.**

Cllr P Kay took the Chair. The payments listing had been previously presented to members.

Purchase Ledger payments: £29,692.60

Cashbook payments: £327.65

Total April Payments: 30,020.25

**Recommendation:**

**Payments of £30,020.25 were proposed by Cllr M Beard, as stated above.**

**Seconded by Cllr M Cox and unanimously agreed.**

**Cllr N Penny re-entered the room.**

1. **To note cash books and bank reconciliations**

Noted by members.

1. **To note income and expenditure reports**

Noted by members.

1. **To receive NDP update, and agree revised budget for the NDP review**

Thanks were given to Cllr M Cox on the report produced around the CNDP Review.

Cllr M Cox spoke to the room providing a further update.

An additional theme group of ‘Historic Environment’, to be confirmed for the 15th of May.

Market Towns Officer to be in post for 16th of June, subject to recruiting process.

Administrative problems have been faced due to no laptop being available. A quote for a laptop and onboarding has been received. To come from the Equipment budget code of £2,000.00.

**Recommendation: to purchase a laptop in line with the quote received**

**Proposed by Cllr M Beard, seconded by Cllr K Robbins and unanimously agreed.**

A reminder was given to Cllrs to complete the CNDP Review survey.

1. **To agree response to GAPTC questionnaire on devolution of powers**

[**https://gaptc.org.uk/devolution**](https://gaptc.org.uk/devolution)

Cllr N Penny updated members around this item.

Responses can be submitted from the Council as a whole, from officers and as individual members, each of these options carry different weights.

It was agreed to form a working group to agree the response on behalf of the Council.

**Recommendation:**

**To delegate authority to the Town Clerk to submit the agreed response**

**Proposed by Cllr M Beard, seconded by Cllr P Kay and unanimously agreed.**

1. **To consider submitting a motion for GAPTC AGM**

Cllr N Penny updated members around this item.

After some discussion it was agreed that members would check availability to attend the AGM.

For Cllr N Penny and the Town Clerk to draft words and bring back to the next Full Council meeting, subject to availability of a Cllr attending.

Agreed.

1. **To receive update from Clock Tower working group**

Cllr M Beard updated members on the recent Clock Tower working group.

Biffa funding was suggested.

Noted by members.

1. **To receive update re: FoDDC Active Travel Strategy**

Cllr N Penny updated members.

To take this item at the next available meeting.

Noted by members.

1. **To consider Citizen Visioning Guest speaker(s)**

Cllr N Penny and M Getgood updated members regarding the Citizen Vision and the request for guest speakers.

For all members to feed into Town Clerk with suggestions.

(Cllr N Penny declared an interest when stating FVAV suggestion).

1. **To consider request for representation at Our Forest**

Cllr N Penny updated members, stating he has availability to attend.

All other members welcome to attend.

Noted.

1. **To agree to the installation of a Forest of Dean (FoD) travel map in Coleford Town Centre**

Cllr N Penny declared a personal interest in this item.

After some discussion the below recommendation was agreed:

**Recommendation: to install FoD travel map on the bus shelter in Town Centre**

**Proposed by Cllr C Elsmore, seconded by Cllr M Beard and unanimously agreed**

1. **To consider upgrade to website**

The Town Clerk updated the room on the proposed website upgrade.

**Recommendation: to add the widgets to the website, as proposed**

**Proposed by Cllr K Robbins, seconded by Cllr M Getgood and unanimously agreed**

1. **To consider pre-renewal insurance review queries**

The Town Clerk updated members on this item.

Re. valuating of buildings: where we own the asset to look at carrying out this exercise.

(Bells Field, KGV, Clock Tower).

To ask ICCM if the Cemetery needs valuating.

For the Town Clerk to bring insurance renewal back to next relevant Full Council.

1. **To consider cycle planter location**

The Town Clerk updated the room regarding the location issues with the cycle planter.

To consult with neighbouring traders on their views for location.

After some discussion the below recommendation was agreed:

**Recommendation: to put forward possible locations to landowners and businesses.**

**Proposed by Cllr M Getgood, seconded by Cllr K Robbins and unanimously agreed.**

1. **To note minutes from Planning and Highways Committee**

Cllr M Cox addressed the room on this item.

Noted by members.

1. **To note District and County Councillor reports**

There was no update at this time from Cllr C Elsmore.

1. **To note Members reports**

**Cllr N Penny:**

26th March Meeting with Mayors Cadets re St Georges' Day

27th March Welcomed members of Les Musicales Variations to Coleford

28th March Attended joint concert between Coleford Community Choir and Les Musicales Variations - for every £1.00 spent, £4.19 was put back into Coleford’s economy.

29th March Attended concert with Berry Hill Band, Forest Flute Choir and Les Musicales Variations

29th March Attended farewell dinner for Les Musicales Variations

1st April Met with Gloucestershire Brass Bands Association re Coleford Festival of Brass

3rd April Met along with other Forest Town Council with senior officers of Gloucestershire Police re proposed restructuring

3rd April Attended Coleford Twinning Association committee meeting

4th April Met with Angus Buchanan VC recreation Ground Secretary re St George's Day event

4th April Attended Chair of the FoDDC's Charity Dinner at Bells Hotel

8th April Met with Town Centre traders re concerns with ongoing Anti Social Behaviour within the town

8th April Attended GAPTC Devolution and Local Government Reform working group meeting

9th April Met with Ian Blyth regarding a potential larger Battle of Coleford / Sealed Knot event in 2026

11th April Attended (along with the Town Clerk) a meeting to discuss developing a Youth Strategy for Coleford

14th and 15th April Attended selection panels for the Forest of Dean Market Towns Officer

17th to 20th April Hosted group of U16s rugby players from Rugby Club St Hilaire Ocean – this visit put roughly £5000.00 into Coleford’s economy.

19th April attended international game between Berry Hill RFC U16s and RC SHO U16s and presented awards

21st April attended the Coleford Carnival of Transport

23rd April attended online meeting with GAPTC Devolution working group

26th April hosted the annual St George's Day parade and activities – thanks given to Angus Buchanan on the location.

29th April joined online meeting with LJS and Wendy Jackson re MTO induction process

29th April attended the Angus Buchanan VC Recreation Ground AGM

**Cllr P Kay:**

28th March French Gospel choir concert.

29th 2nd French Gospel choir concert.

2nd April meeting with Coleford community choir.

3rd Twinning meeting.

4th FODDC civic dinner.

18th Meet with St Hilaire rugby team.

19th Rugby match between Berry Hill and St Hilaire.

26th St Georges day parade.

**Cllr M Getgood:**

Continued conservation work in and around the Parish.

Attended the Angus Buchanan VC Recreation Ground AGM

**Cllr M Cox:**

Attended the Coleford Carnival of Transport from a CNDP review capacity – The festival had a good turn out in the afternoon.

* Something missing, possible auto jumble / model car exhibition?

Attended FoDDC's Charity Dinner at Bells Hotel

Attended Coleford Welcomes Walkers meeting – they will be partaking in the Coleford Walking Festival.

**Cllr S Cox:**

Attended FoDDC's Charity Dinner at Bells Hotel

Attended NDP steering group meeting

Attended the various Twinning events

Has been organising Coleford Walking Festival.

**Cllr R Drury:**

Continued work with various volunteering organisations.

The question was raised on how to engage more with volunteers and have important conversations, bringing people together.

**Cllr D Stevens:**

Attended Traders meeting, of which 4 traders were in attendance. Various subjects were covered. However, there is the need for the traders to move forward with a more specific goal.

**Cllr J Templeton:**

Attended Traders meeting. The suggestion of having an events calendar where traders could sponsor an event was proposed.

**Cllr M Beard:**

Ongoing Clock Tower works.

Attended CCoT

1. **To note Clerks Report**

Noted by members.

1. **To note Correspondence**
   1. To check with M. Monk to see if he is satisfied with answers to recent correspondence since attending the Traders meeting.

The idea of surgery sessions was mentioned. For every level, Town / District / County to be present for residents / traders to speak with.

* 1. To agree to the placement of a Geocache within Bells Field and thank the requester for asking permission.
  2. Signage: for FoDDC to look at suitable access to restore original signs rather than add new ones.

**Meeting end: 8:38pm**