**Full Council**

**Tuesday 10th June 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs N Penny, M Cox, C Elsmore, S Cox, M Getgood, R Drury, R Dix, M Beard,**

**K Robbins.**

L-J Schroeder – Town Clerk

L Jayne – Assistant Clerk (minute taking)

1. **Apologies were received from Cllrs A Fullerton, J Templeton, D Stevens and P Kay**
2. **There were no declarations of interest on items on this agenda**
3. **There were no new dispensation requests**
4. **To agree the minutes of 27th May 2025**

Cllr M Cox declared the minutes of the 27th of May to be correct.

Cllr C Elsmore 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 27th May 2025**

**Page 2:** Item 8. GAPTC AGM. Council’s motion withdrawn due to unavailability to submit.

**Page 4:** Item 18. Current S137 allowance per electorate 25/26 is £11.10.

1. **There were no members of public present**
2. **To consider insurance renewal quote**

The renewal quote had been circulated to Council members. It was noted by the RFO that despite no significant changes to cover or circumstances, the quote shows a substantial cost increase from last year. It was agreed that:

* The Town Clerk to contact the Clerks’ network for information on premium increases and insurers used. To also add the additional premium regarding The Hive.

**Recommendation: for the Town Clerk to use delegated authority to renew Coleford Town Council’s insurance, subject to verification of the increase**

**Proposed by Cllr N Penny, seconded by Cllr M Beard and unanimously agreed**

1. **To consider REPF grant**

After some discussion, the Council agreed to prioritise Active Travel. However, if land ownership or permission issues arise, alternative projects are to be proposed.

Multiple funding applications to be submitted, in order of priority.

**Recommendation: to put together 3 scenarios for submission with different priorities.**

**Priority 1: Active Travel, with pocket park associated**

**Priority 2: Signage and heritage trail enhancements with extra Town Centre map**

**Priority 3: A stand alone pocket park at Pyart Court**

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

1. **To consider further bleed control kits**

Council supported the initiative and agreed to explore locations across the wider Coleford area, focusing on areas near defibrillators. QR codes linking to instructional videos to be added to each box, with relevant information also published on the CTC website.

**Recommendation: review defibrillator sites to agree suitable nearby locations, add QR codes, and update website.**

**Proposed by Cllr N Penny, seconded by Cllr S Cox and unanimously agreed**

1. **To consider first aid training**

The Town Clerk noted her first aid certificate is due to expire and suggested it would be beneficial to also have an additional staff member trained.

Group first aid training (up to 12 people) is available for £695.00 and could include ColEVols, TIC volunteers, and Christmas Lights volunteers.

**Recommendation: to proceed with the first aid training session for up to 12 people.**

**Essential staff priority then offer to others.**

**Proposed by Cllr M Beard, seconded by Cllr M Getgood and unanimously agreed**

1. **To consider CCTV hardware upgrade**

It was noted that the current CCTV hardware is due an essential upgrade to support newer cameras and ensure the system remains effective and reliable.

A quote from CTC’s CCTV provider had previously been circulated.

**Recommendation: to accept the received quote for CCTV hardware upgrade**

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

1. **To consider quotes for Cemetery shed base**

Quotes had been previously circulated relating to the installing of a concrete slab at the Cemetery to serve as a base for a new shed. Current shed is being used but in disrepair.

**Recommendation 1: to accept D.M.Beard quote at £940.00**

**Recommendation 2: for the Town Clerk to use delegated authority to purchase an appropriate shed for the Cemetery, within a budget of £600.00 to £1,200.00**

**Proposed by Cllr M Beard, seconded by Cllr M Cox and unanimously agreed**

1. **To consider designs for the concrete plinth in the Cemetery**

The final design artwork had previously been circulated to Council members.

After some discussion it was agreed to ask the artist to check the plinth for pooling issues on a wet day, darken the lettering, and correct the est. date of the Natural Burial Ground to 2009.

**Recommendation: final design accepted, subject to above enhancements**

**Proposed by Cllr R Dix, seconded by Cllr M Getgood and unanimously agreed**

1. **To consider Sylvan Close fence quotes**

The Town Clerk updated members on the current condition of the fence, noting recent damage was reported as being caused by young children. It was suggested that a conversation with the children, led by Street Wardens, PCSO’s, or the Youth Association, could be beneficial.

**To defer this item to next month subject to obtaining quotes for a 6ft wooden fence, with concrete posts and concrete gravel boards. To also check planning consent of the site.**

1. **To receive update on KGV improvements**

The Town Clerk informed members that the contractor has begun installing the three disabled parking bays. She also reported that, with delegated authority and the Chair’s agreement, the damaged wooden fence was replaced with metal barriers matching those on the ramp.

* To ask the Contractor if he requires any additional hardcore that was offered by the Angus Buchanan bowls club & generated by the work being undertaken there.

1. **To consider KGV field use proposal - Items 16 and 29 were discussed together.**

**Item 16:**

Cllr N Penny provided background and addressed the two proposals received for pitch usage.

* To go to Gloucestershire Playing Fields Association for clarity on ‘playing fields’.

**Recommendation 1: Broadwell FC exclusive use proposal**

**Exclusive not supported, as the playing fields are intended to remain a shared community space, accessible to all members of the Coleford community.**

**Proposed by Cllr R Dix, seconded by Cllr S Cox and unanimously agreed.**

**Recommendation 2: Bream Amateurs FC pitch hire proposal**

**Agreed wording agreed, to respond that, as the land is held in trust for the Coleford community and the pitch is already heavily used, the request cannot be accommodated; alternative venues outside the parish should be sought.**

**Proposed by Cllr M Cox, seconded by Cllr R Dix and agreed by majority.**

**Cllr C Elsmore abstained from voting.**

A full review of charges will now be undertaken through the formation of a working group, which will include representatives from all user groups to ensure a fair and inclusive approach.

**Item 29: To agree the re-seeding quote for KGV playing field**

The Town Clerk clarified that the KGV maintenance contract includes only goalmouth re-seeding. The additional quote received was for full pitch drill seeding, which is not covered.

**Recommendation: to re-seed the KGV pitch, in line with the quote received.**

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

1. **To consider FoD map and guide re-print proposal**

After some discussion, the below recommendation was agreed:

**Recommendation: to come back to us once they have exhausted all other avenues, including reaching out for support to businesses featured within the guide**

**Proposed by Cllr N Penny, seconded by Cllr S Cox and unanimously agreed**

1. **To consider bus shelter proposal**

After discussion, it was agreed to confirm CTC ownership of the shelter, to check with the Wombles about using a different artist, and to verify the structure’s stability.

**Recommendation: Council expressed support of the proposal, recognising the passion shown by residents. This is subject to cost concerns being addressed and having sight of design ideas.**

**Proposed by Cllr C Elsmore, seconded by Cllr S Cox and unanimously agreed**

1. **To adopt the resilience plan**

The Resilience Plan lists only one ‘Out and About’ rep. instead of two, a second rep. will need to be appointed. The Risk Assessment will also need updating accordingly.

1. **Recommendation: to adopt the resilience plan subject to the above tweaks**

**Proposed by Cllr M Cox, seconded by Cllr M Getgood and unanimously agreed**

1. **To receive update from the police**

**Noted by members**

1. **To note the TIC Coordinator’s report**

**Noted by members**

1. **To note the TIC Handbook**

**Noted by members, with thanks**

1. **To note the in-house audit**

**Noted by members and thanks given to Cllrs C Elsmore and M Beard**

1. **To adopt the Accessibility Statement**

**Recommendation: to adopt the Accessibility Statement**

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

1. **To adopt the Privacy policy**

**Recommendation: to adopt the Privacy policy**

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

1. **To consider FoDDC’s Privacy Notice**

**Recommendation: Coleford Town Council to note the existence of this policy**

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

1. **To adopt the CCTV policy**

**Recommendation: to adopt the CCTV policy**

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

1. **To adopt the Publication Scheme**

**Recommendation: to adopt the Publication Scheme**

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

1. **To agree the re-seeding quote for KGV playing field**

**See Item 16.**

**Meeting end: 8:45pm**