



Coleford Town Council

**Full Council
Tuesday 30 November 2021
7.00 pm - 9.00 pm**

**Council Chamber
Coleford Town Council Offices**

Minutes

At the Meeting of the Coleford Town Council, there were present:

Cllr. N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Cllr. C Allaway-Martin
Cllr. L Baker
Cllr. M Beard
Cllr. S Cox
Cllr. R Drury
Cllr. M Getgood
Cllr. N Holloway
Cllr. J Simister

Chris Haine Town Clerk

Members of the Public: Debbie Jones
Michael Laban

139. Apologies received from Cllrs. Barnham, Kyne & Allaway-Martin

140. Cllr. Penny declared pecuniary interest in Item 146

141. There were no dispensation requests

142. Michael Laban raised a number of concerns regarding the announced closure of Lloyds Bank, stating that it took no consideration of residents without online access, that Lloyds had stated that it wouldn't leave Coleford without a bank, and the Post Office was not a credible alternative for a range of face-to-face services, and was also not adhering to its 'green' statements, forcing many residents to serve further afield, using cars, to the next nearest bank, hardly good for the environment.

Cllr. Penny thanked Mr Laban for attending and raising these concerns, which the Town Council shared. Cllr. Penny further added that he had a meeting with Lloyd's Bank Management, and would be raising these points with them, and particularly noted Mr Laban's very valid points regarding environmental concern, with an increased use of cars, following closure.

Debbie Jones read a letter, included, and the key points are summarised, as follows:

- concern with the Monthly Market being held in the town centre.



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- support and totally back the Town Council in looking into areas and ideas that could enhance the town for residents, businesses and visitors alike.
- However issues with the current market that we feel need to be addressed and changed by the Town Council before the detrimental effect on the local economy is felt and irreparable
- Challenged rationale re: increased footfall into town and boost local independent businesses, as neither of these are now happening.
- Same market is now in Cinderford monthly and Lydney weekly, along with Chepstow and Ross the idea that people will specifically travel to Coleford for the market is not being born out and town is now far quieter than it has been, especially on Saturday mornings. If anything, the market Saturday is the quietest of the month now for our shop.
- The number of stalls that are run by local businesses, from Coleford / Forest of Dean / Wye Valley is a very small percentage overall each month, which means far more money is leaving our economy than being added to it. If you combine the overall number of markets currently being held in The Forest it adds up to a significant sum of money on a monthly and annual basis.
- Our most significant cause for concern is that Coleford does not have a “no direct compete” clause in the agreement, which other local markets do and their councils have insisted on, with direct impact on our takings.
- The decision of the Council to approve a second market in Coleford in Christmas week indicates that all of the feedback and comments that have been made have been totally ignored. The economics of small retail businesses is that December’s takings have to cover all expenses until Spring, and to have two markets in a small town in the 6 days before Christmas absolutely beggars belief.
- In any business there is the threat of competition, but we never imagined that the competition would be organised by our own Town Council.
- Following on from the meeting earlier in the year, and other conversations, we agree that a market monthly should be a positive for Coleford, but not in the current set up.
- We therefore ask the council to consider and formally respond to the following requests:
- We ask that there is a “No Compete” Clause” is added to the monthly market if it is going to continue into 2022.
- We ask that the December 22nd Market is cancelled as this will have a direct impact to our business and the economy in Coleford, especially after the last two years.
- As always we are available to talk and offer any help we can, but we would like a response as soon as possible as we evaluate our business future in Coleford.

Cllr. Penny thanked Debbie for her comments, explaining that the market in question, was part of a recommendation that had now been agreed by Full Council; and would require, under the Town Council’s Standing Orders, 6 Town Council Members to request for the Town Clerk to ‘call-in’ this



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recommendation to be reconsidered. In turn, Cllr. Penny invited Council Members present to note, and consider.

143. To agree the minutes of 26 October 2021

It was proposed that the minutes of 26 October 2021 be agreed

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote 9 for, with 1 abstention (due to absence from that meeting), the proposal was agreed

Cllr. N Penny signed the minutes, as a true record of that meeting

Some minor typo amendments, in the minutes, were drawn to the Clerk's attention:

144. Matters arising from the minutes of 26 October 2021 2021

Item 120 GCC Cllr. Reports, Page 2: Cllr. Elsmore asked for the 3 Documents referred to by GCC Cllr. Allaway-Martin, esp. Housing Strategy document

Item 128 Lloyd's Bank, Page 3: Cllr. Penny reported that he had a meeting scheduled on Dec 2, with Lloyd's senior managers.

Item 141 Town Clerk Probationary Period, Page 8: The Town Clerk sought clarity on a confirming letter, and Cllr. Penny confirmed it would be sent immediately

145. Reports from District and County Councillors

Dist. Cllr. Elsmore reported that many FoDDC employees are still working from home, and these continuing arrangements are being discussed, regarding desk space now needed, with fewer staff attending FoDDC offices.

Cllr. Penny left the meeting having declared a pecuniary interest in Item 146, and Cllr. M Cox was proposed, and unanimously agreed, to take temporary Chair

146. To agree Payments

Cllr. M Cox presented the payments listing already circulated £21, 824.04, and Cllr. Penny had already sought clarification on several from the Town Clerk. Town Clerk verbally presented a subsequent additional payment, and correction due to duplication, as follows:

- Phillip Howard: £996.00
- Amendment to deduct MCL £162.25
(due to duplication, and DD)

New Revised Total proposed for payment: £ 22657.79

Proposed: Cllr. Holloway

Seconded: Cllr. Getgood

On being put to the vote it was unanimously agreed for payments to be made.

Cllr. Penny re-joined the meeting, and took back the Chair



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Note: In light of concerns having been raised by the Town Clerk re: BT, and the excessively high charge, this matter was presented for discussion

The Town Clerk further summarised, regarding the difficulties following the commissioning of the new upgrade arrangements in August 21, and gave a further breakdown of figures.

After some discussion it was proposed that the Town Council suspend the Direct Debit with BT, and to inform them accordingly, requesting manual, hardcopy invoices, to be paid, if reconcilable.

Proposed: Cllr. Holloway

Seconded: Cllr. Beard

On being put to the vote it was unanimously agreed for payments to be made.

147. To agree Petty Cash payments for the Town Council and Tourist Information Centre (TIC)

Cllr. Penny summarised the Petty Cash payments, seeking clarification re: internal transfer transaction between Cask Book 3 & Cashbook 4; and, after clarification the payments were proposed for agreement to be made.

Proposed: Cllr. M Cox

Seconded: Cllr. Getgood

On being put to the vote it was unanimously agreed.

148. To note Cash Books and Bank Reconciliations

Cllr. Penny summarised, and the Cash Books, and Reconciliation reports, were noted.

149. To note monthly budget figures

Cllr. Penny summarised, explaining that he would be working closely with the Town Clerk, looking more critical at these figures, in preparation for 2021/22 Budget Forecast exercise, to be considered further at next Finance & Asset Management (F & AM) committee meeting, in December. The figures were noted.

It was proposed, and unanimously agreed to move Item 150 into 'in Committee' In-Committee

150. To reconsider the Town Council's response to the planning application for: (P1177/21/FUL Land Off The Gorse Coleford GL16 8QE) Erection of Primary Care Centre

Cllr. Penny summarised, following a meeting with Health Centre and after further, and lengthy discussion, considering all aspects, **it was proposed to uphold the already submitted objection, and comments to this application**

Proposed: Cllr. J Simister

Seconded: Cllr. Getgood

On being put to the vote 9 for, with 1 abstention, the recommendation was agreed.

151. To agree to hold an evening carol singing event in Town Centre on Thursday, 23rd December



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Cllr. Penny summarised and, after discussion, **it was proposed that this event is held, subject to Covid-19 restrictions, and procedures in place at that time, and with an agreed expenditure of £1000.**

Proposed: Cllr. Beard

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed for payments to be made.

152. To agree the Tourist Information Centre enhancement plan

Cllr. Penny presented, and summarised the TIC Coordinator's Enhancement Plan and, after further discussion, including budget considerations, **it was proposed that the Plan, as presented, is approved.**

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

153. To consider Queens Platinum Jubilee Celebrations (request from FoDDC)

Cllr. Penny summarised and, after some discussion, taking note of the period of Celebration (2 – 5 June 2022), it was proposed that:

- **The Town Council partner with FoDDC regarding elements of the celebrations**
- **The Town Council also consider a Schedule of Events, with a budget of £2000 to involve the whole Community, utilising Bells Field, and Amphitheatre, with a children's focus, and also embracing heritage aspects, and the Spirit of the Forest.**
- **A Working Group to be formed to develop this Schedule of Events**

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed

8.32 Cllr. Metgood left the meeting

154. To agree the opening hours for the Tourist Information Centre for Jan - March 2022

Cllr. Penny summarised TIC Coordinator's presented Paper and, after some discussion, **it was proposed that the TIC would be closed from 23 December 2021 and re-opened on Monday, 14 February 2022, the week before half term**

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

155. To agree the Neighbourhood Development Plan Review Process

Cllr. M Cox summarised, and after much discussion it was **proposed that the Town Council agree to the intention to undertake a review of its NDP, and for Planning Committee to take forward re: consideration of all aspects in preparation for this exercise, reporting to Full Council accordingly, and as necessary.**

Proposed: Cllr. M Cox

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

156. To agree the recommendations of the Environment Committee

There were no recommendations to consider



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8.50pm A half hour extension was proposed, and unanimously agreed

157. To agree the recommendations of the Marketing & Regeneration Committee

Note: Cllr R Drury declared a pecuniary interest regarding some items on the agenda.

Cllr. Penny summarised and after some discussion, proposed agreement moved en-bloc

Proposed: Cllr. Penny

Seconded: Cllr. S Cox

On being put to the vote 9 for, 1 abstention, the recommendation was carried

158. To agree the recommendations of the Finance and Asset Management Committee

Cllr. Penny summarised and after some discussion, including a revised quotation figure, to include an additional fee of £27.50 re: Trunk Arb tree work on Lawdley Road, recommendations were proposed for agreement en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed

Note: Minutes to be amended to include Cllr. Baker in attendance

159. To note the Planning Committee minutes of 26 October, and 9 November 21

Cllr. M Cox summarised, and Members noted.

160. To agree the recommendations of the Highways & Public Safety Committee

Cllr. Penny summarised, and proposed recommendations en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed

161. Member Reports

Cllr. Penny

27 October Attended GAPTC Exec committee meeting

28 October Attended FoD Scouts AGM

30 October Attended Cinderford's Hidden Heritage App launch event

1 November BEM Presentation at Highnam Court

4 November Met with Five Acres High School re Twinning links

4 November Attended Coleford Twinning Association meeting

5 November Met with Goals Beyond Grass re accessible cycling at Bells Field

8 November Meeting re Community Mental Health support organised by Barnwood Trust

11 November Armistice Day Service

12 November Met with local primary schools re Twinning links

13 November Visit war graves and placing posies and wreath

14 November Remembrance Sunday Service

15 November Meeting with TIC Coordinator, Town Clerk and Deputy Mayor re Job Description

18 November Meeting with Imjim memorial committee

20 November Pride of Coleford Awards

20 November Judging the traders Christmas Window competition

22 November Attended FoDDC Covid training course

25 November Attended workshop re Youth engagement with Gloucestershire Police



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25 November Attended Five Acres Levelling Up Fund information event
25 November Coleford Area Partnership AGM
27 November Supported the setting up of a resilience hub in the Main Place during power outage
30 November Meeting with Glos Police, FoDDC and young offenders re graffiti in the Parish

Cllr. M Cox

30 Oct Attended Walkers are Welcome AGM and event Kington
3 Nov Met with GCC Flood Authority re water infrastructure
3 Nov UWE link with students re brief
4 Nov GP meeting at Health Centre
4 Nov Twinning committee meeting
11 Nov Attended minute's silence at Clock Tower
12 Nov Winetasting at main Place for Twinning Association
14 Nov Attended Remembrance service Clock Tower
16-18 Nov Planning Conference all week. Not very useful, difficult to get in was free
16 Nov Clarified LP consultation with NG at FoDDC: later email not till Jan 22
17 Nov Met with Foresters' Forest surveyor
20 Nov Attended Pride of Coleford Awards
21 Nov Made enquiries re entry and current use of Milkwall Hall
22 Nov Two pre-application meetings with developers
23 Nov Resident contacted re Highways and Health Centre enquiries
24 Nov Pre-application meeting
24-30 Nov Grit bin placement, maps amended, contractor installed, Highways info updated
27 Nov Coordinated others opening up Main Place for Resilience Plan – power cut

Looking ahead Usk GMTF visit 2 Dec be there for 11am

S Cox

Attended Walkers are Welcome Annual Event in Kington, Herefordshire. Aim to network with representatives from other WaW towns and get ideas on how to develop Coleford as a centre for walking.

Attended a meeting with representatives from GCC re flooding and drainage in Coleford. Received some useful information re the findings of the recent survey on the drainage infrastructure in the centre of Coleford and took the opportunity to take them around the town to acquaint them with some of the concerns and issues we have.

Attended the Remembrance day event and the service at the Clock Tower on the Sunday. Public were appreciative on both occasions that there was an event they could be part of

Attended a meeting of the Twinning Committee.



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Attended a zoom meeting of the Forest Climate Group. Some interesting possibilities being discussed including a public event in the Forest to explain the pros and cons of heat pumps and a possible trip to the waste facility at Javelin Park, hopefully with spokespeople from the District and County Councils.

Cllr. Simister

1 Nov South Road repairs
3 Nov Angel Vale Resident's Group
23 Nov Climate Action Group
24 Nov Parishioner meeting re: Titanic Works, at Gorsty Knoll
28 Nov Feedback to GCC re@ GFRS
30 Nov Website work

Cllr. Elsmore

Stowfield Quarry Tonnage limits discussions
Bells Charity December meeting
Main Place Work in partnership with NHS

Cllr. Baker

Attendance at number of Committee meetings, to consider becoming a Member, registering an interest in Marketing & Regeneration, and Finance & Office Management

Note: Cllr. Penny stated for this to be placed on the December Full Council Agenda

Cllr Beard

Work on Training Workshop
Clock Tower discussions

162. To note the Town Clerk's Report

The Clerk summarised headline activities, and the Report was noted

163. To note correspondence

Correspondence was noted.

IN COMMITTEE:

163. To have an update on staff recruitment

Cllr. Penny updated on the Recruitment exercise, and this was noted.

Meeting ended at 9.18pm