



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 19 December 2017 at 7.00 pm there were present:

Cllrs	Mr N Penny	(Mayor)
	Mr B Thompson	(Deputy Mayor)
	Mrs C Allaway-Martin	
	Mr I Baird	
	Mr K Ball	
	Mr C Elsmore	
	Mr P Kay	
	Mrs H Lusty	
	Mr N Holloway	
	Mr R Drury	
	Mr T Hale	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

Public: Mr W Williams and Dist. Cllr. R James

Public Forum

There were no comments from the Public Forum

177. Apologies were noted from Cllr E Elsmore

178. Cllr Penny declared a pecuniary interest in item 183.
Cllr Baird declared a pecuniary interest in item 183.

179. There were no dispensation requests

180. To approve the minutes of 28 November 2017 and 9 December 2017
It was proposed that the minutes of 28 November be agreed.

Proposed: Cllr Ball

Seconded Cllr Kay

On being put to the vote it was unanimously agreed.

It was proposed that the minutes of 9 December be agreed.

Proposed: Cllr Lusty

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed.

181 To raise matters arising from the meeting of 28 November and 9 December 2017
Cllr Baird (Chair of NDP) reported an update on Item 157 of 28 November minutes re: Lawnstone House Development. A letter has been received from Wendy Jackson (FoDDC) to the letter that he sent to Claire Hughes. Also verbal information that the NDP might be invited to meet with the Architect and the FoDDC. Cllr Penny requested that Dist. Cllr James pursued, in his District Councillor capacity.

Cllr Thompson proposed the inclusion of the word 'landscape', before contractor, in proposal 2 of Item 148 of 9 December minutes.

There were no other matters arising from either sets of minutes. Cllr Penny signed off the minutes



Coleford Town Council

182. To note reports from District and County Councillors (for information only)

GCC Allaway-Martin reported attendance at the following meetings:

- December Commons and Rights of Way Group
(completion of training linked to these issues)
- December Health Service Working Group (Cllr Allaway-Martin keen to meet CTC Councillors to provide an overview on Health & Social Care issues). The Town Clerk suggested that the Health Service Consultation Working Group would be a good forum for this proposal)

GCC Hale reported activity across the 7 parishes he is responsible for, and attendance at the following meetings:

- December Air Quality Working Group
- December Hospital Working Group
- December Home to School Meeting
- December Planning Committee
- December Full Council Meeting
- December Stowfield Quarry, Staunton Liaison Meeting
(This forum has been re-instated)

Dist. Cllr Allaway-Martin reported attendance at various meetings, drawing attention to the following meetings:

- December Cabinet Support Group
- December Leisure Services Working Group

Dist. Cllr R James reported attendance at various meetings, drawing attention to the following meetings:

- December Advisory Group Meeting
Budget out for consultation)
Financial support for British Legion WW1 event(s) this coming year for District-wide activity.
Cllr. Penny, on behalf of the Council, expressed thanks for this generous support.

Dist. Cllr Elsmore reported cancellation of meetings due to adverse weather.

Dist. Cllr. R James reported on the Town's car park snow clearance activities, and that there had been problems with the District Council's contractors. In turn, the previous contractors had now been reappointed, and that there should not now be a repetition of delay/confusion in responding to adverse weather in the future.

Cllrs Penny and Baird left the room.

183. To agree payments

Cllr Thomson summarised payments, and proposed that the payments be agreed.

Proposed: Cllr Ball

Seconded: Cllr C Elsmore

On being put to the vote it was unanimously agreed.

Cllrs Penny and Baird re-entered the room



Coleford Town Council

184. To agree petty cash payments for CTC & TIC

It was proposed that the payments be agreed for both petty cash books.

Proposed: Cllr Ball

Seconded: Cllr Thompson

On being put to the vote it was unanimously agreed.

185. To note the cash book & the bank reconciliation

The cash book and reconciliation were noted.

186. To note the budget figures

Cllr Penny summarised the position at 9 months, and pleased to report that expenditure was on schedule. The budget figures were noted.

187. To agree the Town Council's role in adverse weather conditions

Cllr Penny led the discussion, in response to last week's adverse weather conditions acknowledging, without blame, that overall the collective response for Coleford Town could have been more efficient and joined-up. In turn, It was proposed that CTC's Community Winter Action Plan was reviewed and that, in the meantime (if there is any further adverse weather), through an agreed arrangement with CTC's local service provider (subject to capacity), to grit the centre of town areas (inc. St John's Street, Newland Street, Mushet Walk (up to the Co-op), High Street, Market Place, Lords Hill Walk and pavements immediately outside the Tourist Information Centre (TIC). The Town Clerk confirmed that more grit was to be collected from Gloucestershire County Council (GCC) and that grit would be made available to any residents who requested, beyond the centre of town areas. In respect of grit bins, temporary bins would also be placed in Thurstan's Rise and Angel Vale (until these roads had been adopted).

Proposed: Cllr Penny

Seconded: Cllr Kay

On being put to the vote it was unanimously agreed.

188. To agree the recommendations of the Finance & Office Committee

Cllr Penny summarised Items 5 and 6 from last meeting and recommendations for both were proposed

Proposed: Cllr Penny

Seconded: Cllr Kay

On being put to the vote unanimously agreed.

189. To note the decisions of the Planning Committee

The planning decisions were noted

190. To note the minutes of and hear report from the Neighbourhood Development Plan Steering Group.

Cllr Baird summarised that the NDP Report had now been finalised and had been submitted, with this stage of the process to be overseen by an appointed person.

191. To note reports from members (for information only)

Cllr Penny

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| 1 December | Attended the Coop Service of Remembrance at the Forest of Dean Crematorium |
| 2 December | Coleford Christmas Lights Switch On. Ran event side of things and presented prizes on behalf of the Council. |



Coleford Town Council

Cllr Penny expressed thanks to all involved this successful event, having written to the press too.

- 4 December Meeting with Bob Watter re LAG Funding
- 4 December Meeting with Paul McMahon re WW1 commemoration events
- 11 December Meeting with C Elsmore and B Thompson regarding regeneration initiatives
- 12 December Meeting with landscape contractor re Bells Field
- 16 December Attended the TIC Volunteers Christmas evening at Ella Beard's
- 19 December Attended Rollercoaster Christmas event

Cllr Thompson

- December Bells meetings.
- 2 December Coleford Christmas Lights Switch On
Cllr Thompson also recording thanks to all involved with this well-attended event, with its benefits to traders and the Town.

Cllr Kay

- 2 December Coleford Christmas Lights Switch On
Cllr Kay also recording thanks to all involved with this great event
- 14 December Meeting with GWAAC

Cllr Holloway

- December Meeting with Paul McMahon re: WWI Events.
Cllr Holloway reported on a constructive and very positive meeting

Cllr Hale

Stowfield Quarry, Staunton Liaison Meeting

Cllr Lusty

- 2 December Coleford Christmas Lights Switch On
Cllr Lusty recording appreciation for all involved with this event.

Cllr Drury

Coleford Christmas Lights Switch On
Cllr Drury recorded appreciation to all those involved, hoping that subsequent years could build on this success, with more workshops and engagement.

Cllr C Elsmore

- December Coleford Christmas Lights Switch On
Cllr C Elsmore recoded thanks and particular pleased to see how much children had engaged with activities
- December Halls Charity Meeting
(Cllr Elsmore keen to promote and to identify applicants for available monies, although recognised the limitations of the Charities Constitutional conditions).

Cllr Ball

- December New Forest of Dean College Presentation meeting
(Cllr Ball reported on a positive meeting and, although attended as a parent of a prospective student, disappointed to note that Coleford Councillors had not been invited).

Cllr Baird

- 2 December Coleford Christmas Lights Switch On
Cllr Baird recorded thanks to all those involved, particularly Cllr Roger Drury and the team of artists and volunteers involved with the Lantern Project.
- 6 December NDP Meeting



Coleford Town Council

8 December Bells Field Meeting
12 December Finance & Office Committee Meeting
13 December NDP Meeting

Cllr Allaway-Martin

2 December Coleford Christmas Lights Switch On
Cllr Allaway-Martin expressed appreciation to all involved, noting the success and great advert the event was to the wider area, with so many visiting.

192. To note the Clerk's Report

The Town Clerk reported a busy month, and with the adverse weather conditions recorded particular thanks to Cyril Hinton of Forest Equipment Services (FES) for his work in responding to the needs of Coleford, with the extreme conditions. Thanks also recorded for PCSO Mike Shuttleworth for his work in clearing the snow and ice. Cllr Penny proposed letters of thanks to both, with PCSO Mike Shuttleworth's being sent to Insp. Andy Hodgetts. The Clerk's Report was noted.

193. To note correspondence (for information only)

The correspondence was noted.

In Committee

194. To agree to the recommendations of the Bells Field Implementation Committee

No recommendations presented.

195 To be updated on the budget proposals

Cllr Penny presented summary papers, and options, in respect of the projected budget for next year, taking account of costs relating to Bells Field Project, with rationale, and explanations. After some clarifying discussion, Cllr Penny requested that all Councillors considered the proposed budget, and presented any alternative budget proposals in advance of the next Finance and Office Committee meeting on Tuesday, 16 January 2018.

Meeting ended at 8.25pm