



# Coleford Town Council

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At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 25 July 2017 at 7.00 pm there were present:

Cllrs	Mr N Penny	(Mayor)
	Mr B Thompson	(Deputy Mayor)
	Mr C Elsmore	
	Mrs E Elsmore	
	Mrs H Lusty	
	Mr K Ball	
	Mrs C Allaway-Martin	
	Mr I Baird	
	Mr R Drury	
	Mr C Haine	(Administrative Assistant)

Public: PC Thompson

## Public Forum

PC Thompson summarised new arrangements to work with the Town Council, and its Councillors more interactively through engagement and dialogue. Stating that the new Inspector: Mike Hodgetts, was driving these new arrangements and further reported that the new Police & Crime Priorities would be used to address issues more effectively, and summarised the six, as follows (sheet handed out).

**1.** Accessibility & Accountability, **2.** Older but not overlooked. **3.** Young people becoming adults. **4.** Safer days and nights. **5.** Safe & Social driving and **6.** Safe cyber

PC Thompson also introduced Community Speed Watch and handed out two documents: summarising 'Community Approaches to Reducing Traffic Speed', and a new toolkit that was now available, to encourage community engagement. To overall address speeding which has been identified as a problem in the area, particularly the 30/40 mph areas. The introduction of this 'toolkit' to include road awareness training, equipment handling, etc.

Cllr Penny responded with thanks and gave Council support for Community Speed Watch, and proposed that Councillors scheduled a day to receive training, and to work through the toolkit at a convenient time with the Police. PC Thompson confirmed availability to engage with this.

**50.** Apologies were noted from Cllrs Hale, Kay, Holloway. Cllr Whittington did not attend

**51.** Cllr Penny declared a pecuniary interest in Item 56

**52.** There were no dispensation requests

## **53. To approve the minutes of 27 June 2017**

It was proposed that the minutes of 23 May 17 be agreed

**Proposed Cllr Thompson**

**Seconded Cllr C Elsmore**

On being put to the vote it was unanimously agreed.

## **54. To raise matters arising from the meeting 27 June 2017**

Page 2: Cllr C Elsmore stated that with regard to the District Council Core Strategy, there is now two Strategies in place.

There were no other matters arising. Cllr Penny signed off the minutes

## **55. To note reports from District and County Councillors (for information only)**



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GCC Cllr Allaway-Martin reported attendance at Environment & Communities Overview and Scrutiny Committee, and summarised air quality issues which are linked to parking/traffic, etc. Referring to a report (that has since been circulated) that she thought Councillors should note. A summary report on Diversity & Inclusion (training package) was also summarised, and she encouraged councillors to read (copy since circulated) and for Council to consider partaking in the training.

Dist. Cllr Allaway Martin reported that she was now not a DC Cabinet member, in light of the changes at District Council, and that she would now have more time to serve residents.

Dist. Cllr C Elsmore reported that he was waiting on the new District Council cabinet to be formed, to establish roles and responsibilities. Also reported on a planned meeting between Gloscol Five Acres Campus and West Dean Regeneration Board with regard to the future, and other events, as follows:.

29 June	Audit
12 July	Planning training
13 July	Full Council
17 July	Leisure Services
20 July	Scrutiny Training
24 July	Scrutiny Finance

## **Cllr Penny left the room**

### **56. To agree payments (see attached)**

It was proposed that the payments be agreed.

**Proposed; Cllr Thompson**

**Seconded: Cllr Allaway-Martin**

On being put to the vote it was unanimously agreed

## **Cllr Penny re-entered the room**

### **57. To agree the petty cash payments CTC & TIC (see attached)**

It was noted that these had not been reconciled, due to staff absences, and that they would be reconciled by next Full Council meeting.

**Proposed: Cllr C Elsmore**

**Seconded: Cllr Thompson**

On being put to the vote it was unanimously agreed

### **58. To note the cash book & bank reconciliation**

Cash Book and reconciliation was noted.

### **59. To note the budget figures**

Cllr Penny drew attention to some budget changes, which had been discussed at Finance & Office Committee meeting, and to be explained under that agenda item. Budget figures noted

### **60. To request representatives onto the Halls Charity Committee**

Cllr Penny proposed Cllrs C & E Elsmore

**Proposed: Cllr Penny**

**Seconded: Cllr Thompson**

On being put to the vote it was unanimously agreed



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## **61. To agree that Cllrs C & E Elsmore are co-opted onto the Bells Implementation Committee**

Cllr Penny proposed Cllrs C & E Elsmore be co-opted onto the committee, further emphasising the importance of this Committee - particularly through these key stages of the Bells Field development

**Proposed: Cllr Lusty**

**Seconded: Cllr Allaway-Martin**

On being put to the vote it was unanimously agreed

## **62. To agree the annual diary of committee & Council meetings**

Cllr Penny summarised and, after some discussions, a proposed Annual Diary was amended and agreed. Some discussion with regard to the next Annual Assembly being held in a more accessible venue, in order to promote and attract increased attendance from residents.

**Proposed: Cllr Penny**

**Seconded: Cllr Lusty**

On being put to the vote it was unanimously agreed

## **63. To agree the meetings for August 2017**

Cllr Penny summarised and, after further discussion, in recognising the needs of the Council and each Committee, a proposed August Schedule was amended and agreed.

**Proposed: Cllr Penny**

**Seconded: Cllr Thompson**

On being put to the vote it was unanimously agreed

## **64. To review the Council Website & agree the steps for its promotion**

Cllr Penny summarised, and was pleased to report that the new website is now 'live', registering thanks to the Town Clerk for the coordinating work undertaken - to get it to this stage. On the Town Clerk's return, training to be arranged to equip staff being able to maintain the site, etc.

## **65. To agree the annual governance statement**

In light of Town Clerk's absence, Cllr. Penny proposed to defer this item, due to governance requirements, and responsible officer signatories being required

**Proposed: Cllr Ball**

**Seconded: Cllr Allaway-Martin**

On being put to the vote it was unanimously agreed

## **66. To agree the recommendations of the Finance & Office Committee including the end of year submission to the External Auditor**

Cllr Penny summarised discussions, drawing particular attention to proposed budget allocation proposals, and proposed the recommendations en bloc.

**Proposed: Cllr Penny**

**Seconded: Cllr Holloway**

On being put to the vote it was unanimously agreed

## **67. To agree the recommendations of the Events & Marketing Committee**

Cllr Penny summarised recommendations and, after some further discussion with Cllr. Ball leading in respect of the proposed MSA Workshops, it was agreed for the schedule of activity to be finalised and agreed at next week's Events & Marketing Committee meeting. The recommendations were proposed en bloc.

**Proposed: Cllr Penny**

**Seconded: Thompson**



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On being put to the vote it was unanimously agreed

## **68. To agree to the recommendations of the Amenities Committee**

Cllr Lusty summarised recommendations and, after further discussion, recommendations proposed en bloc.

**Proposed: Cllr Lusty**

**Seconded: Cllr Ball**

On being put to the vote it was unanimously agreed

## **Pc Thompson and Cllr Lusty left the room at 8.40pm**

## **69. To note the decisions of the Bells Implementation Committee**

Cllr Thompson provided an update on progress so far, explaining the three elements of the tender process: **1.** Building Contractor, **2.** Landscaping and **3.** Skate Park, and the overall objective to complete within the time frame set.

## **70. To note the decisions of the Planning Committee.**

Cllr C Elsmore summarised discussions and decisions, drawing particular attention to the progress made in respect outstanding matters with David Wilson Homes. The decisions were noted.

## **71. To have an update on the proposed changes at Lakers School**

Cllr Ball reported on progress, noting the improved cultural shift in respect of discipline, uniforms and felt that the school appeared to be moving forward positively. Cllr Ball proposed that, in light of this progress, this item should be removed as a standing agenda item. To be raised, as necessary in the future.

**Proposed: Cllr Baird**

**Seconded: Cllr Penny**

On being put to the vote it was unanimously agreed

## **72. To note the minutes of and hear report from the NDP Steering Group**

Cllr Baird referred to the latest submitted NDP report, and summarised progress to date. Drawing particular attention to discussions regarding planning matters and developers. In turn, proposing that the Town Council write to FODDC requesting that the Town Council are included in any preliminary consultations in respect of proposed planning applications.

**Proposed: Cllr C Elsmore**

**Seconded: Cllr Penny**

On being put to the vote it was unanimously agreed

## **73. To note reports from members (for information only)**

### **Cllr Penny**

- |          |  |
|----------|--|
| 2 July   | Attended Youth and Cadet Tattoo, Quedgeley, Gloucester<br>He explained that much to learn from their arrangements in respect of next year's St. George's Parade  |
| July 3   | Attended the opening of the Festival of Words, Town Centre<br>He expressed thanks to Cllr Drury for organising   |
| July 5   | Attended funeral of Mike Weston, participated in the Guard of Honour   |
| July 6/7 | Lakers School Student Engagement days<br>He was impressed by level of engagement and enthusiasm of students and a possible pre-cursor to a Youth Council, and a positive way to get young people involved, 'with a voice'. |



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July 14 - Invited to the Launch of Great Escape Flying Club who will be offering Tourism from the air.

July 15 Volunteering in TIC

July 17- 25 Final preparations and management of Coleford Music Festival

## A 5 minute extension was proposed

**Proposed by: Cllr. Thompson**

**Seconded: Cllr Penny**

On being put to the vote it was unanimously agreed

## Cllr. Thompson

May/ June Monmouth Civic Event

Newent Civic Open Day

Bells Meetings and associated work

6/7 July Lakers School Student Engagement days

Coleford Regeneration Group

Police Liaison Group

That it was very positive, in addition to PC Thompson's summary earlier, new arrangements to collaborate with Police and raise matters earlier and as part of Police & Crime Commissioner Priorities. Cllr Penny requested this Police Forum will be led through the Public Safety Committee

## Cllr E Elsmore

July 4 Health Forum

5 July Police Meeting

7 July Festival of Words

21/22 July Coleford Music Festival

## A 15 minute extension was proposed

**Proposed by: Cllr. Thompson**

**Seconded: Cllr Penny**

On being put to the vote it was unanimously agreed

## Cllr C Elsmore:

4 July Town Centre Update

4 July Health Forum

5 July Police Meeting

7 July Festival of Words

10 July Scar Bandstand

20 July CAP Meeting

21/22 July Coleford Music Festival

20 July Scrutiny Training

24 July Scrutiny Finance

## Cllr Drury

21/22 July Coleford Music Festival

He thanked and well done to Cllr Penny for organising Festival of Words

**Cllr Ball** MSA event planning

21/22 July Coleford Music Festival.



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He agreed that this was an excellent event – well done Cllr Penny, although concerns were expressed (not directly linked to the Festival) in respect of underage drinking in town centre. Cllr Thompson said that he would ensure that the Public safety committee raised this with the police.

## **Cllr Baird**

10 July	NDP Meeting
12 July	FoDDC Allocations Plan (further changes) Meeting
14 July	FoDDC Allocations Plan (further changes) Meeting
15 July	Bells Field Meeting
17 July	Twinning Association Meeting
20 July	Twinning Association Meeting

On being put to the vote it was unanimously agreed

## **Cllr Allaway-Martin**

July 5 Attended funeral of Mike Weston, participated in the Guard of Honour

## **74.. To note the Clerks Report**

It was understandably noted that, in light of the Town Clerk's absence, no report was available.

## **75. To note correspondence (for information only, see attached list)**

The correspondence was noted.

**The meeting closed at 9.19 pm**