



# 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 31 October 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	
	Mrs E Elsmore	
	Mr T Hale	
	Mr P Kay	
	Mrs H Lusty	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

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

## Public Forum

Mr Williams, on behalf of the Neighbourhood Development Plan committee (NDP), sought Town Council support re: the Lawnstone Square consultation process, and wider issues in respect of the Town Council agreeing to maintain the green space. Cllr Penny endorsed that support. He asked the Town Clerk to advise re the legal position of the maintenance of a plot not owned by the Town Council.

- 122. Apologies were noted from Cllr Holloway  
Cllr Whittington and Cllr Drury did not attend
- 123. Cllr Penny declared a pecuniary interest in item 136.  
Cllr Baird declared a pecuniary interest in item 128
- 124. There were no dispensation requests
- 125. **To approve the minutes of 26 September 2017**  
It was proposed that the minutes of 26 September be agreed.

**Proposed: Cllr Lusty                      Seconded Cllr Baird**

On being put to the vote it was unanimously agreed.

- 126. **To raise matters arising from the meeting of 26 September 2017**  
There were no matters arising. Cllr Penny signed off the minutes

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

GCC Cllr Allaway-Martin reported attendance at various meetings, drawing particular attention to Governor recruitment at Coalway Junior School, and hospital visits at Lydney and Dilke with Mark Harper MP, in light of NHS Consultation Paper. Meetings, as follows:

27 September	GCS, AGM, Oxstalls Campus, Glos,
28 September	Clinical Commissioning Group (CCG) AGM Cheltenham Race Course
29 September	Overviews Scrutiny Management committee (OSMC) Glos,
30 September	Briefing 2gether NHS Foundation (2G)Trust and Gloucestershire Care Services (GCS)Trust, merger



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3 October	Gloucestershire Hosp Trust, AGM Cheltenham,
4 October	Meeting Mile End cross Roads,
5 October	Meeting Coalway Junior School re LA Governor nominee Coleford,
10 October	Briefing GCS Trust, Lydney,
11 October	Interview with Independent Remuneration Panel and discussion re LA Governor Glos,
13 October	Meeting with FLDH and MP,
18 October	Work planning meeting OSMC Glos,+ feedback re Youth Activity Grants,
25 October	IT review + briefing re HCOSC Glos.

GCC Cllr Hale reported attendance at various meetings, drawing particular attention to Berry Hill School Safety Zone, and Berry Hill Clay Group.

Dist. Cllr Allaway-Martin, reported her completion of Licensing Training and encouraged related issues to be raised with her, to take forward. Meetings, as follows:

4 October	Licensing training,
12 October	Cabinet meeting,
17 October	Briefing re Lawnstone site,
19 October	Full Council Meeting,
23 October	Presentation Public at Cheltenham Race Course,
24 October	Meeting planning dept. (EN) re P0093,
27 October	Briefing re substitute role for 1.11.17 and Age Concern AGM, Cinderford.
30 October	Meeting planning dept. (CR) re P0093.

Dist. Cllr R James reported on Pingry Farm planning application outcome, and the benefits to the local community in respect of its economy, employment and business, thanking the Town Council for their part in this.

Dist. Cllr C Elsmore reported attendance at various meetings, planning training and that there was a District Council Planning meeting this week to discuss its core-strategy, including planning to 2050.

## **Cllr Baird left the room**

### **128. To agree payments**

In light of an accounts system error, whereby some payments were omitted from the payments authorisation sheet, Cllr Penny proposed that the Town Clerk was given delegated authority to make these payments and send a summary of missing payments to all councillors.

**Proposed: Cllr Ball**

**Seconded Cllr Thompson**

On being put to the vote eight in favour, with one abstention.

The Town Clerk requested payment of one additional invoice, which arrived subsequent to payment listing presented, as follows:

- Forest Hills Golf & Leisure (£975.00)

**Proposed: Cllr Ball**

**Seconded: Cllr Hale**

On being put to the vote it was unanimously agreed.

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



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## **129. 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.

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

The cash book and reconciliation were noted.

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

The budget codes figures were noted. Cllr Penny pleased to note at seven months, 55% expenditure.

## **132. To make comment on the Electoral Review of Forest of Dean Draft**

After some discussion it was proposed that a response be sent to the Boundary Commission Review opposing the changes and calling for the existing parish boundary to be maintained.

**Proposed: Cllr Kay**

**Seconded: Cllr Ball**

On being put to the vote it was unanimously agreed.

## **133. To update regarding the Student voice links with Five Acres High School**

Cllr Kay reported that there was now an established relationship with Five Acres High School, following the sessions held at the Council Offices with students, and subsequent visits to the School and meetings with the new Head, Mr Parnell. In turn it was proposed that, to further build this relationship, Head Boy and Girl should be invited to a Full Council meeting

**Proposed: Cllr Penny**

**Seconded: Cllr Thompson**

On being put to the vote it was unanimously agreed.

## **134. To have an update on the visit from St Hilaire de Riez Twinning Association##**

Cllr Baird reported that the visit had been a great success, and that stronger links with a number of Community Groups and Sports Clubs had been established, with exchange visits already scheduled. School links were also established with Five Acres School, and with Dene Magna School beyond the Parish. Cllr Penny wished to record thanks to all involved in this visit, and to also note the economic benefits to the Town. Also a note of thanks to Forest Equipment Services member of staff (Colin) who went beyond the call of duty to ensure the newly installed twinning road signs were clean for the press photo call.

## **135. To have an update on the Community Hospital Working Group.**

Cllr Penny reported on the inaugural meeting of this group, its objectives and clear understanding of the NHS Consultation Paper, process, with recognition also that it should fully consider resident views. Cllr Penny proposed that the decision reached by the working party that a single new hospital was the best option be endorsed by the Council.

**Proposed: Cllr Penny**

**Seconded: Cllr Lusty**

On being put to the vote nine were in favour with one abstention.

**Cllr Penny left the room**



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**136. To agree the recommendations of the Events and Marketing Committee**  
Cllr Thompson, in Cllr Penny's absence, summarised discussions, and proposed recommendations en bloc.

**Proposed: Cllr Thompson    Seconded: Cllr Kay**

On being put to the vote it was unanimously agreed.

**Cllr Penny returned to the room**

**137. To agree the recommendations of the Amenities Committee**  
Cllr Lusty summarised discussions, and proposed recommendations en bloc.

**Proposed: Cllr Lusty                      Seconded: Cllr Ball**

On being put to the vote it was unanimously agreed.

**137. To agree the recommendations of the Finance & Office Committee**  
Cllr Penny noted that requested amendments to minutes had not been actioned. He stressed the need for clarification re publishing the audited accounts be sought and if a potential training need is identified that this is addressed. Cllr Penny summarised discussions, and proposed recommendations en bloc.

**Proposed: Cllr Penny                      Seconded: Cllr Ball**

On being put to the vote it was unanimously agreed.

**138. To note the decisions of the Bells Implementation Committee**  
Cllr Thompson summarised meetings and emphasised that it is now a key stage of the project with the tendering processes underway, and imperative that this key phase of meetings should be well attended. The decisions of the Committee were noted.

**139. To note the decisions of the Planning Committee**  
Planning decisions were noted, and it was also recorded that recent negotiations with DWH had established a good relationship with a positive outcome.

**140. To note the minutes of and hear report from the NDP Steering Group.**  
Cllr Baird summarised, and that it had been a busy period finalising policies following the July consultation process. Report was noted, and Cllr Penny asked whether Members were content that NDP, in reporting to District Council, is representing the Town Council, in that it was important to be seen that the Town Council/NDP are as one. To note that this extends to the Lawnstone House consultation too. All agreed.

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

**Cllr Penny**

- |              |  |
|--------------|--|
| 27 September | FOD Opportunity Centre AGM (Cllr Penny announced, following visit that this is now one of his chosen Charities for the year, along with the Great Western Air Ambulance Charity) |
| 29 September | St John Street Traders re: Faddle Fair events  |
| 3 October    | Meeting with Foresters Forest re Heritage App  |
| 3 October    | Fred Plus Launch event in Cinderford   |
| 4 October    | TIC Strategic brainstorm with Ella Beard   |
| 5 October -  | Meeting with potential Building Contractor for Bells Field   |
| 5 October -  | Meeting with NDP Steering Group and FODDC re Lawnstone Square  |



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- 8 October - Attended Mayor of Ross' civic service
- 10 October - Meeting with Clerk and BT re Bells Field project manager
- 11h October - Meeting with NDP Steering Group and FODDC re Lawnstone Square
- 11 October - Wye Valley & Forest of Dean Tourism Board Meeting -co-opted to Board
- 12 October - Meeting with NDP and Coleford Doctors re GP Hub/Primary Care provision
- 13 October - Meeting with Foresters Forest re Heritage App
- 14 October - Press call re Public Art competition
- 14 October - Attended Forest event at Royal Forest of Dean Theatre
- 17 October - Meeting with Ben Parnell, Head of Five Acres High School
- 18 October - Meeting with Foresters Forest re Hidden Heritage App
- 19 October - Launch meeting re Hospital Consultation
- 19 October - Attended FODDC meeting
- 21 October - Attended Mike Weston Memorial concert at Coleford Baptist Church
- 23-26 October - Visitors from St Hilaire de Riez, inc official welcome/unveiling of 'Twinned with 'signs
- 30 October - WW1 Working group meeting (positive meeting)
- 31 October - Visit to Dean Heritage Centre with TIC Volunteers

Cllr Penny also requested that Chairs of Committees, at November meetings, focussed on budgets as a principle agenda item.

## **Cllr Thompson**

- October Various Bells Field architects meetings
- October District Council meeting (very positive to formulate policy)
- October Police Liaison Meeting (very positive, to inform Police, raise issues)

## **Cllr Kay**

- 29 September TIC Volunteer (AM)
- 9 October Twinning Association
- 10 October TIC Volunteer (AM)
- 13 October TIC Volunteer (PM)
- 17 October Five Acres High School.
- 19 October New hospital working group.
- 20 October Tidy up War Graves.
- 21 October TIC Volunteer (AM)
- 23 October Meet French visitors re Twining
- 24 October Visit Five Acres High School with French teachers
- 25 October View accommodation for French schools and dinner dance with French
- 26 October Meeting with French members re events next year

## **Cllr Hale**

- October New Air Quality Group
- October Road safety Liaison Group

## **Cllr Lusty**

- October Twinning Association French Visit Dinner

## **Cllr E Elsmore**

- October Planters/Flower Display activity
- October Health Forum
- October Five Acres Theatre (concerns expressed over continued ownership)



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## **Cllr C Elsmore**

- October Coleford Area Partnership AGM
- October Police Liaison Group (agreed with Cllr Thompson very constructive forum)

## **Cllr Ball**

- October Cllr Ball expressed concern re: Gloucester Fire & Service consultation recently, in his opinion discriminative.  
Concerns expressed about Coleford Traffic lights  
Concerns expressed about Palmers Flats Road closures and access.  
Concerns raised on safety matters associated with cycle path at Stepbridge, and Cllr Penny advised Cllr Ball to raise directly with the FoDDC & Glos CC, Highways.

## **Cllr Baird**

- 1 October Forest Showcase
- 2 October Lantern Workshop
- 3 October Bells Field Meeting
- 5 October Lawnstone Site meeting with FoDDC
- 11 October Lawnstone Site Meeting
- 12 October Health Centre, NDP meeting
- 19 October Hospital, NDP meeting
- 19 October Hospital-Drop-in meeting
- 19 October FoDDC Council meeting
- 22 October NDP meeting
- 23 – 26 October Twinning Visitors events
- 31 October Lantern Project meeting

## **Cllr Allaway-Martin**

- 27 September Children's Opportunity Centre AGM (sleep courses, support and training grant CTC),
- 3 October Bells field Committee,
- 4 October Meeting re Mile End Cross Roads,
- 17 October End of OaF meeting plus feedback re Lawnstone briefing at FoDDC,
- 18 October Discussion re 'Youth Activity Funding' re 2 submissions (Coleford) with GCC officers,
- 18 October CAB, AGM at Cinderford (SLA with CTC) feedback and documents to CTC
- 19 October Meeting with Mayor re Health reference group and apologies (pm today)
- 21 October Memorial event for Cllr. Mike Weston at Baptist Church Coleford,
- 25 October Twinning Event Forest Hills,
- 26 October Twinning visitors, farewell, CTC
- 26 October Parish and Town Council Forum FoDDC

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

Clerks Report was noted, and notes of thanks recoded to Gill & Neal Harden for their co-ordination, and Coleford residents for their knitted poppies, making such a fantastic poppy display in Coleford Town Centre. Cllr Penny noted the need for Public Safety Committee to address the risk assessment process.

## **143. To note correspondence (for information only)**

The correspondence was noted.



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## **In Committee**

### **144. To agree to the recommendations of the Finance & Office Committee**

Cllr Penny asked for the recommendation re the TIC Administration Assistant to be amended (previously requested following publication of F&O minutes) to include the payment of accrued TOIL as at 1 October 17. Cllr Penny proposed both recommendations.

**Proposed: Cllr Penny**

**Seconded: Cllr Ball**

On being put to the vote it was unanimously agreed.

**Meeting ended at 8.55pm.**