



# Coleford Town Council

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At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 28 July 2020, at 7.00 pm, there were present:

Cllrs. Mr N Penny (Mayor)  
Mrs C Allaway-Martin  
Mrs H Barnham  
Mrs M Cox  
Mr S Cox  
Mr R Drury  
Mr C Elsmore  
Mrs N Holloway

Ms A Lapington (Town Clerk)  
Mr C Haine (Administrative Assistant)

Cllr. Penny opened the meeting, thanking all those who were able to attend via 'Zoom'. Further stating that this meeting was not to be recorded for formal purposes, and that a 5 minute break would be taken at 8.00pm.

**297.** Apologies were received from Cllr. Ball, Cllr. Kay, Cllr. Lusty, Cllr. Simister, and Cllr. Brown. The Town Clerk subsequently reported that Cllr. Brown had tendered his resignation as a Council member, summarising his reasons, which was accepted. Cllr. Penny, on behalf of council members, recorded appreciation to Cllr. Brown for his contributions to the town council's business, and activities, during his period of office, and asked for the Town Clerk to formally write to him, acknowledging his resignation. The Town Clerk further reported that the formal replacement process would commence with the publication of a town councillor vacancy.

**298.** Cllr Penny, declared a personal interest in Item 303 and Cllr. Holloway a personal interest in Item 314.

**299.** There were no dispensation requests.

**300.** There were no members of the public present

**301. To approve minutes of 30 June 2020**

It was proposed that the minutes of 30 June 2020 be agreed.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes.**

**302. To raise matters arising from minutes 30 June 2020**

**Page 3: Item 288:** Cllr. M Cox sought an update on the contribution agreed towards the Wye Dean Tourism website. Cllr. Penny reported that we stood alone', as the only town agreeing to make a contribution and for FoDDC to consider funding.



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**Page 5, Item 295:** Cllr. M Cox sought an update on website accessibility, and Cllr. Penny stated that these websites would need to be worked on separately as they are managed by a different website company.

The Town Clerk reported further information is available re: the 'in committee item' for the Bells Field Implementation Committee, which will be taken 'in committee'.

### **303. To agree the payments for July 2020**

The Town Clerk clarified several payments, The Town Clerk further clarified declaration of interest protocols re: reimbursements of monies to members, for payments they have made, on behalf of the council, which should be recorded as payments to the proprietor, and therefore personal interests, not pecuniary, for members.

It was proposed all payments be agreed. Cllr. Penny explained the reasons behind the correction, and removal of the payment re: North & West Gloucestershire CAB. The total of payments amounting to **£ 18,398.42**

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Barnham**

On being put to the vote it was unanimously agreed.

Cllr. Penny presented petty cash payments and, after some clarification, proposed all payments be noted.

**Proposed: Cllr. Holloway**

**Seconded: Cllr. S Cox**

On being put to the vote it was unanimously agreed.

### **304. To agree the renewal of the insurance policy (retrospective)**

The Town Clerk reported that the Insurance policy had already been agreed, for renewal, and that the town council was fully covered. This now needed to be formally recorded for compliance purposes. Cllr. Penny proposed agreement

**Proposed: Cllr. Penny**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

### **305. To agree to support car parking charges in Coleford for August 2020**

Cllr. Penny summarised, and presented rationale for calculations, contained in his summary report already circulated, for consideration, and proposed agreement for the town council to offer a single payment of £4,263.60 to cover the period of 1st - 31st August 2020 inclusive, noting, within this proposal, that any delay to the first of August, that the town council would seek a pro-rata reduction in that offer.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Holloway**

Cllr. Drury counter-proposed that the period proposed, is delayed, due to other activities within the town.

**Proposed: Cllr. Drury**

**Seconded: None**

In the absence of a seconder, the proposal fell.



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The substantive motion was then put to the vote. On being put to the vote it was agreed with 1 abstention.

## **306. To agree the schedule of meetings for August 2020**

Cllr. Penny summarised, and proposed agreement that, with the exception of Planning committee, and Finance & Office committee (with full delegated powers) all other meetings would be cancelled, noting that any urgent business would, if necessary, require a Full Council meeting to be held.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

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

Cllr. Holloway summarised, and proposed agreement for items 6 - 14 en. bloc.

**Proposed: Cllr. Holloway**

**Seconded: Cllr. M Cox.**

On being put to the vote it was unanimously agreed.

## **Items 15 & 16 to be taken 'in committee'**

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

Cllr. Elsmore summarised, and proposed agreement for items 7 - 11 en.-bloc.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

## **Items 12 and 13 to be taken 'in committee'**

## **309. To agree to the recommendations of the Public Safety Committee**

Cllr. Holloway summarised, and proposed agreement for items 6 - 11 en. bloc.

**Proposed: Cllr. Holloway**

**Seconded: Cllr. Barnham.**

On being put to the vote it was unanimously agreed.

## **310. To agree to the recommendations of the Regeneration Committee**

Cllr. Elsmore summarised, and proposed agreement for items 8 and 9.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. C Allaway-Martin**

On being put to the vote it was unanimously agreed.

## **311. To note the planning decisions**

Cllr. M Cox summarised planning applications, and further emphasised the need for a meeting with FoDDC Planning officers, in light of Government changes to planning guidelines, and also to discuss planning decision making processes, protocols too, and how to work more efficiently together. The decisions were noted.

**Cllr. Penny called a 5 minute break, to reconvene at 8.06pm**



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## 312. To hear members reports (information only)

### **Cllr Penny**

Cllr Penny reported that he had been quiet on formal engagements, but busier, on town council activity, than ever, during the Covid-19 pandemic, and now heavily involved with the Highways' matters regarding re-surfacing in Coleford, and associated matters with residents, in light of the massive impact on the town, culminating with a Full Council meeting to be held on Wednesday, 29 July. Also much activity, liaising with traders in Coleford, which Cllr. Penny reported as time well invested, and is being followed up with a photographer this week, to build the photo library, as part of raising Coleford's profile, which he will also be promoting through a string of key messages on social media.

Cllr. Penny also stated that, on reflection, over the last 4 months, how immensely proud of the town council's members, staff, and the wider community of residents, and volunteers, in the way the community has 'pulled together', serving those most vulnerable, through such unprecedented times.

### **Cllr. Drury**

Cllr. Drury echoed Cllr. Penny's comments in respect of how the community has 'pulled together'. Re; Lidl, Cllr. Drury, whilst pleased to see Lidl now establishing itself in town, had been disappointed by the seeming lack of integration, and regard for the culture of Coleford, for such a multi-National, especially as there was still discourse in respect of some of the issues that haven't properly been addressed, or resolved, particularly in respect of the neighbourhood Development Plan (NDP). Cllr. Drury also reported on his increased use of Bells' Field, with family members, of all ages, and how impressed he had been, although was keen to see it being further utilised and promoted with increased activities. Cllr. Drury also keen to see, in light of the demise of community, through this pandemic, for consideration to be given to a future event, perhaps at Christmas, bringing the 'town together' again, more anticipatively.

### **Cllr. Elsmore**

Cllr. Elsmore also echoed comments, already made, about the community having 'pulled together' thanking everyone that has been involved. Cllr. Elsmore reported on a scheduled Police Liaison meeting, and invited members to let him have any issues that needed to be raised, as well as CCTV, speeding checks already on the agenda.

**Note:** The Town Clerk reminded members that any meetings must be arranged through the office, as part of town council protocol, and procedures.

Cllr. Elsmore also reported on the Main Place re-establishing itself, and open for business, where he had been spending most of his time.

### **Cllr. Holloway**

Cllr. Holloway also commended the delivery of services by the town council, and wider community, through the past four months.

Cllr. Holloway also reported attendance at the Bells Field open mic events, and how successful they had been.

### **Cllr. M Cox**

Cllr. M Cox also commended the work of the town council, and wider community, serving the residents of Coleford, particularly placing on record how impressed she had been with Lena



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Maller, FoDDC for her conscientiousness, and above and beyond commitment to her role through the past 4 months.

Cllr. M Cox reported increased activity on planning matters, and how they had become more complex, in light of changes in Government policy, and more relaxed planning policies, with a need to keep an eye on the impact on Coleford NDP.

Cllr. M Cox also stated that it is the 4<sup>th</sup> year of twinning with St Hilaire de Riez, and to be celebrated with ongoing, and developing engagement, and activities, inc. French conversation classes, with some St. Hilaire de Riez residents now participating.

## **Cllr. S Cox..**

Cllr. S Cox also reported increased activity in respect of planning matters, reinforcing Cllr. M Cox's comments. Cllr. S Cox also reported on regeneration meetings, and was ongoing.

Cllr. S Cox also commended the work, and activities of the council through the last 4 months, and had personally discovered areas of the parish, he hadn't previously appreciated, in his delivering prescriptions, and undertaking errands to residents.

## **Cllr. Barnham**

Cllr. Barnham reported on the impact on work/life balance with new working arrangements, and has enabled her to engage with town council activities with this flexibility.

Cllr. Barnham reported on increased activity on Thurstan's Rise, in light of the Resident's Association now fully established, and is particularly active with this current issue in respect of re-surfacing issues, including profile on local, and national media.

Cllr. Barnham also reported on attendance at regeneration meetings, and whilst encouraged by some of the issues being discussed, recorded disappointment at the seeming absence of full engagement by FoDDC.

Cllr. Barnham reported on resident engagement in respect of play parks, footpaths, and stiles, and also a lot of complaints about a property on Sunny Bank Road. The Town Clerk asked Cllr. Barnham to refer to the main office to investigate further

## **Cllr Allaway-Martin**

GCC Cllr. Allaway-Martin reported on involvement with Leisure Services, work on homeless/rough sleepers activity, including funding agreed to increase work resources on these issues

Dist. Cllr. Allaway-Martin also reported on correspondence re: Lidl, and matters relating to the Foyer Project, Bowens Hill Road, which the Town Clerk will discuss further with Cllr. Allaway-Martin, outside this meeting. Also Cabinet changes reported, in light of Dist. Cllr. Martin's departure.

Cllr. Allaway-Martin also reported attendance at Police Liaison meetings.

## **313. To note Clerk's report**

The Town Clerk reported another busy month, and summarised the Covid-19 activity report already circulated, referring to other activities, including the distribution of a letter to Foxglove Way residents, activity at King George V recreation ground. . The Clerks report was noted.

## **314. To note correspondence**

The Town Clerk clarified various pieces of correspondence, including 30 people expressing an interest for an allotment in the parish, and are in discussions with Angus Buchanan Memorial Trust, possibly to be accommodated on their land. The Town Clerk also reported on



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correspondence with the local Equalities Commission officer, Khadyu Gueye, seeking to look at equality issues, across the Forest of Dean, and a meeting will be scheduled. Cllr. Penny also asked that the correspondence from Richard Wakeford is circulated to members in respect of regeneration, and also the correspondence relating to the pump track, from Cai Dodds. All other correspondence was noted.

## **In Committee**

Following from matters arising, Item 302, the Town Clerk further updated, summarising new arrangements for the Bells Field cleaning contracts, and these were noted.

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

Cllr. Penny summarised Items 15 & 16, and these were proposed for agreement.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

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

Cllr. Penny summarised Items 12 & 13, and these were proposed for agreement.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

**Meeting ended: 8.48 pm**