



Coleford Town Council

At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 27 October 2020, at 7.00 pm, there were present:

Cllrs. Mr N Penny (Mayor)
Mrs C Allaway-Martin
Mrs H Barnham
Mr R Drury
Mr C Elsmore
Mr J Simister

Public: Mr P Kyne
Mr C Haine Assistant Town Clerk (seconded)

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.

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Cllr. Penny also welcomed Mr Patrick Kyne, as a member of the public, attending seeking co-option, to the town councillor vacancy in Coleford Central Ward and, in turn stated that agenda Item 364 would be brought forward, after the Public Forum at Item 357, to consider that.

352. Apologies were received from Cllrs. M Cox, S Cox, Holloway, Lusty.

Cllr. Penny also acknowledged receipt of Cllr. Kay's resignation, with immediate effect, and wanted to place on record, personally, and on behalf of the town council, appreciation for Cllr. Kay's longstanding public service, having served as a Coleford town councillor for 21 years, with commitment, dedication, and such sterling support throughout his period of office, and played his part in some of the successes over that period. Members present agreed, and wished him well.

Cllr. Penny also stated that, in light of Cllr. Kay's resignation, there would be a need to elect a Deputy Mayor, which would be an agenda item, at next week's Full Council meeting, and for members to consider, and for the assistant town clerk to instigate the vacancy advertisement process, also.

353. There were no declarations of interests

354. There were no new dispensations requests

355. To approve minutes of 13 October 2020

It was proposed that the minutes of 28 July 2020 be agreed.

Proposed: Cllr. Elsmore

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

Cllr. Penny signed off the minutes

356. To raise matters arising from minutes 13 October 2020

There were no matters arising.



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357. To take comments from the public

Cllr. Penny invited Mr Kyne to address the meeting, and Mr Kyne summarised his already submitted letter, with reasons why he had applied, and how he believed he could serve the council, and its residents, in this role, was keen to get involved, having lived in the area for over 40 years, and would usefully bring a range of skills and experience which he believed would be beneficial. Cllr. Penny thanked Mr Kyne for his address, and closed public forum, moving immediately into Item 364.

364. To agree the co-option of a Councillor for the Coleford Central Ward

Cllr. Penny thanked Mr Kyne for his comments, and having invited members to comment, Cllr. Penny proposed for agreement to co-opt Mr Patrick Kyne, as a Coleford town councillor.

Proposed: Cllr. Penny

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

Cllr Penny welcomed Cllr. Kyne, as a member, invited him to sign his Declaration of Office, and then took his place as a Coleford Town Councillor, with immediate effect. Cllr. Kyne to attend the office, this week, to complete other forms.

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

GCC. Cllr Allaway-Martin reported on the Infection Control Grant, and stated that all Coleford based care homes were applying for additional funds. GCC Cllr. Allaway-Martina also reported on the Housing for Care Strategy, and had been passed through Cabinet, and was being pushed with developers, as part of enabling individuals to stay at home, with improvements to existing properties. GCC Allaway-Martin also updated on the hospital consultation, and encouraged members to engage, and for local residents too. It was reported that Caroline Smith, CCG, was a contact for more information, and publicity, for the town council to utilise, to promote the consultation process further through its social media platforms. Various issues re: roadworks, were also reported upon.

Dist. Cllr. Allaway-Martin reported on the FoDDC Full Council, and that a new District Plan was being prepared.

Dist. Cllr. Elsmore reported that the FoDDC Viability Study was out for consultation, having attended a meeting last week, and included assessment of increased housing needs, and was a very thorough, detailed exercise. Dist, Cllr. Elsmore also reported on his attendance at the Climate Action Day meeting, with Cllr. S Cox, and Drury, and to be fully reported upon, and discussed, at next week's Full Council meeting.

359. To agree payments (see attached)

Cllr. Penny summarised payments, stating that Mowtech's monthly grass cutting/town centre flower contract payment of **£2030**, had been omitted, and the Assistant Town Clerk clarified several other payments. It was proposed that this additional payment, and all other payments be made. The total of payment equals: **£ 18,458.36**

Proposed: Cllr. Elsmore

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.



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Note: Grant Award payment, for Fod Sea Cadets, for proposed agreement, under Item 367.

360. To agree petty cash payments for the Council & TIC (see attached)

Payments were presented, and Cllr. Simister queried Item 76 of TIC petty cash listings, and its correction re: transaction detail, was noted. It was proposed: that the payments be agreed for both petty cash books.

Proposed: Cllr. Allaway-Martin

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

361. To note the cash books and bank reconciliations

Cllr. Penny took the opportunity, for new councillor present, to explain this item, and both the cash book and reconciliation were noted.

362. To note the monthly budget figures (see attached)

Cllr. Penny summarised, and reported that work was planned, with the Assistant Town Clerk (seconded) next week, to review figures, as some codes were high, and to make possible adjustments/corrections, in advance of the impending budget forecast exercise. The figures were noted.

363. To agree priorities for the 5 Year Plan

Cllr. Penny summarised the work undertaken so far, and was encouraged that there was good evidence of work already undertaken, since the initial planning meetings, and despite of Covid-19 disruption. After further discussion, it was proposed that this plan is adopted (up until 2023), with the following 6 areas to be agreed, as the town council's priorities:

1. Communications (incl. Training and Development)
2. Green Spaces (incl. those not owned by the town council)
3. Climate/ Environment issues
4. Young People
5. Unique Selling Point (USP), and overall Marketing/Promotion of Coleford
6. Town Centre Management

Cllr. Penny further stating that activities, under these headings, would be driven by committees, through specific agenda items, and for recommendations to be brought to Full Council for agreement.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

365. To agree to defer the Neighbourhood Development Plan (NDP) monitoring report, to a separate Full Council meeting (Nov 3) to include wider environmental considerations

Cllr. Penny summarised, and proposed agreement that this item is deferred to next week's 3 November 2020, Full Council meeting

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed.



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366. To agree to the recommendations of the Events & Marketing Committee

Cllr. Penny summarised and, after further discussion, and clarification, proposed agreement for items 7, 8, 9, 10 and 11 en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed

Cllr. Penny called a 5 minute break, to reconvene at 8.07pm

367. To agree to the recommendations of the Finance & Office Committee

Cllr. Penny summarised, and proposed agreement for Items 7, 8 and 9 en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

368. To agree to the recommendations of the Highways Committee

Cllr. Barnham summarised, and proposed agreement for items 6, 7, 8 and 9 en-bloc.

Proposed: Cllr. Barnham

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed

Cllr. Penny further requesting that the Assistant Town Clerk (seconded) takes necessary action, in light of this new Committee, to incorporate Highways Committee into Standing Orders.

369. To agree the recommendations of the Regeneration Committee

Cllr. Elsmore summarised and, after further discussion, and clarification, proposed agreement for Items 7, 8, 9, 10 en-bloc.

Proposed: Cllr. Elsmore

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed

370. To note the planning decisions and agree the planning recommendations

Cllr. Penny summarised, and further reported re: Full Council 3 November meeting, to focus more on NDP, and environmental/climate change issues, where it would be for the town council to establish its priorities, and remit first, before seeking to engage wider participation. Planning decisions were noted.

371. To hear members reports (information only)

Cllr Penny

Cllr. Penny reported on his attendance at a 'socially distanced' Licensing Service for Deb Orriss, as a Forest-based Church Army, Evangelist, and also on his new appointment work, with Forest Voluntary Action Forum (FVAF), and was particularly encouraged by some of the work across the Forest, in respect of young people.

Cllr. Penny also shared his suggestion (not for discussion) to consider, this year, a more focussed budget half day workshop, to focus more collectively, as opposed to the Committee-led focus that is usually undertaken.



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Cllr. Elsmore

Cllr. Elsmore reported on his planned assessment of Rights of Way, across the parish, and to then report any issues to GCC Highways, as necessary. Cllr. Elsmore also reported on some encouraging meetings with UWE students, and their planned visit to Coleford next week.

Cllr. Allaway-Martin

Cllr. Allaway-Martin reported having held a Bench Surgery, at Bells Field, having positively engaged with a number of residents, across the age groups. Also reporting on engagement with residents, and their issues re: Giga clear, installation, and disruption. Cllr. Allaway-Martin also reported on a positive visit to a new Gloucester-based Youth project, and suggested that a visit by members would be worthwhile, and beneficial, and it was recognised that this sat well with the town councils 5 Year plan, and its focus on young people.

Cllr. Drury

Cllr. Drury expressed his disappointment re: Lidl, and concerns still about disabled access, and wider environmental issues.

Cllr. Barnham

Cllr. Barnham reported on a busy month, having attended a lot of meetings, and engaging with residents. Also mainly having focussed on regeneration aspects, including the setting up of a Focus Group Re: USP, and marketing of the town, to report back to Regeneration Committee. Also attended a Bells Foundation meeting, and having been actively engaged in exploring the viability of markets, in Coleford. Cllr. Barnham also reported on young people's work, and a planned visit to the Lydney Youth Hub, with Cllr. Drury, which had established itself as positive young people's resource

Cllr. Penny further commented that he was seeing positive focus, and increasing provision across the Forest, for young people, through his work now with FVAF, and felt that this was now the time to engage more positively, on youth provision, and sat well within the 5 year plan priorities.

Cllr. Simister

Cllr. Simister reported on his activity re: The Bale Memorial Trust, and updated.

Cllr. Kyne

Cllr. Kyne stated that he had appreciated the opportunity to observe proceedings tonight, and looked forward to hopefully making a positive contribution to the town council's activities, and business, as a member of its council.

372. To note the Assistant Clerk's report

The Assistant Clerk's report, already circulated, was further clarified, and summarised. Cllr. Penny expressed appreciation, on behalf of CTC members, for the Assistant Clerk's undertaking of additional duties, and hard work, in managing the administration of the town council's business in the absence of the Town Clerk. The Assistant Clerk's report was noted.

373. To note correspondence

The Assistant Town Clerk clarified various pieces of correspondence and, after some discussion, some actions were identified, as well as items to be taken forward through appropriate committees.

Meeting ended at 8.53 pm