



Coleford Town Council

At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 30 June 2020, at 7.00 pm, there were present:

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

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.

275. Apologies were received from Cllr. Lusty, and Cllr. Kay
The Town Clerk reported a request, from Cllr. Kay, for an exemption from the 6 month rule of attendance due to technical difficulties.
The Clerk explained should any other councillor need to apply on health, age or technical grounds individual requests must be submitted.
Cllr Penny thanked the Town Clerk, for clarification, and proposed that Cllr. Kay's request is agreed, until the 31 October 2020.

Proposed: Cllr. Penny

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

276. Cllr Penny, M Cox, S Cox & Allaway-Martin declared a personal interest in Item 291 Cllr. Allaway-Martin also declared a personal interest in Item 293.

277. There were no dispensation requests.

278. To allow input from the public (5 minutes)

An unidentified member of the public was noted to have joined the meet, and Cllr. Penny sought identification, and comment, on several occasions, without success. Due to constant background noise where the person unmuted themselves, Cllr. Penny moved this member to the 'Zoom' waiting room.

279. To approve minutes of 19 May 2020

It was proposed that the minutes of 19 May 2020 be agreed.

Proposed: Cllr. Ball

Seconded: Cllr. Brown

On being put to the vote it was agreed with 1 abstention.



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Cllr. Penny signed off the minutes.

280. To raise matters arising from minutes 19 May 2020

There were no matters arising

281. To note weekly reports from 24 May 20 to 28 June 20

Cllr. Penny invited comment, on his weekly reports and, after some clarification, these reports were noted.

282. To agree the payments for June 2020

The Town Clerk clarified several payments, and it was proposed all payments be agreed, with the proviso for Afan Landscape' payment to be further clarified, against contract specification, and subject to final agreement of Cllrs. Penny & Kay and the Town Clerk. The total of payments amounting to **£ 50,489.55**

Proposed: Cllr. Simister

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

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

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

283. To agree the appointment of the internal auditor (retrospective).

Cllr. Penny explained the arrangements re: the appointment of the internal auditor, in consultation with GAPTC, and proposed agreement to this appointment retrospectively, noting that the audit had since been undertaken.

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

284. To review the internal auditors report

The Town Clerk summarised the auditor's report. She reported the areas where the Council did not comply had been actioned and items of best practice were being reviewed.

Cllr. Penny stated that this was the best audit the Council had received, in his time in office, and placed on record his particular thanks to the Town Clerk, and Administrative Assistant.

285. To agree the annual governance statement

Cllr. Penny presented the annual governance statement, formally reading out each suggested entry and proposed agreement.

Proposed: Cllr. Penny

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

Note: In light of the 'Zoom' arrangements, it was recorded that Cllr. Penny had signed off the statement, and would formalise with the Town Clerk in the office.

286. To agree the year end of year figures



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The Town Clerk summarised and, after some clarification, particularly in respect of assets, including land, and value, it was proposed that the figures are agreed.

Proposed: Cllr. Ball

Seconded: Cllr. S Cox

On being put to the vote it was unanimously agreed.

287. To agree to the response to the external auditor

Cllr. Penny summarised and, after some clarification from the Town Clerk, the response to the external auditors, was proposed for agreement.

Proposed: Cllr. Holloway

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

288. To have an update from the Revitalising the town working group and agree the actions to move things forward.

Cllr. Penny expressed thanks to Cllr. M Cox, S Cox and Cllr. Elsmore, for their work on this exercise, particularly their extensive consultation activities over 8 weeks. In turn, Cllr. M Cox summarised her distributed report, which included proposed draft recommendations and, after further discussion, the following recommendations were proposed:

That this working group now falls back to the Regeneration Committee which should recommence its regular monthly meetings, which should be driven by the Revitalising our Town Action Tracker (v4 attached). Recognising that there may be need for further working groups or additional meetings to meet funding deadlines.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

That a budget of up to £10,000 is allocated from the Covid-19 contingency pot for marketing activities, £2,500 of this amount is earmarked as a contribution towards the Wye Dean Tourism website on the proviso that the 3 other Forest of Dean towns make their contributions, otherwise for the FoDDC to fully fund.

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

Re: St John Street 'safer pedestrian movements':

Initial closure of the linked on street parking bays for up to 4 weeks with continual review.(excludes the disability parking bay) and, if additional measures are required, to implement the pedestrianisation of St John Street in line with the TRO. To accompany this pedestrianisation, to lobby GCC Highways to include provision for access for delivery vehicles to that street or with a formal bay at the end of the street

Note: Cllr. Penny asked for this to be a named vote.

Proposed: Cllr. Ball

Seconded: Cllr. M Cox



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In favour: Cllrs. Brown, Simister, S Cox, Barnham, M Cox, Ball, Elsmore, Holloway & Drury.

Against: Cllrs. Penny & Allaway Martin.

The recommendation was carried

Re: Car Parking Charges: To work with FoDDC to explore ways to deliver free parking (Monday to Friday) in respect of FoDDC owned car parks, in Coleford, during the summer period.

Proposed: Cllr. Penny

Seconded: Cllr. M Cox

On being put to the vote eleven were in favour, and one against.

For there to be low key entertainment as and when guidelines permit, and for a budget allocation of £1,000, to allow the booking of 'scheduled' buskers on Saturdays, throughout the summer, as and when the weather permits.

Proposed: Cllr. Ball

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

289. To agree to the recommendations of the Public Safety Committee

Cllr. Holloway summarised and proposed the recommendation is agreed.

Proposed: Cllr. Holloway

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

290. To note the planning decisions

Cllr. M Cox, and the Town Clerk further clarified planning application process, and protocols. The decisions were noted.

291. To agree to the request from Twinning Association for the reallocation of unspent funds 2019/20

Cllr. Penny summarised and, after further discussion, the recommendation to re-allocate funds, as requested, was proposed.

Proposed: Cllr. M Cox

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

292. To agree the installation of tarmac footpaths at the Foxglove Way play area

The Town Clerk summarised and, after further discussion, the installation was proposed.

Proposed: Cllr. Penny

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Cllr. Holloway proposed a 10 minute extension

Proposed: Cllr. Holloway

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed



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In light of a declared personal interest, Cllr. Penny placed Cllr. Allaway-Martin in the 'Zoom' meeting waiting room.

293. To agree to the request from Newland PC to continue support re Stowe Hill Quarry planning application

Cllr. Penny summarised and it was agreed to continue supporting Newland PC

Proposed: Cllr. Ball

Seconded: Cllr. S Cox

On being put to the vote: 6 for, 2 against and 3 abstentions

The proposal was carried.

Cllr. Allaway-Martin re-entered the meeting

294. To give information re the 6 month attendance rule for councillors

Item already taken under Item 275.

295. To note correspondence

The Town Clerk summarised, and explained that the correspondence re website accessibility regulations was in hand. it was suggested that the Coleford Town Plan & Coleford Town Net websites should also be included.

In Committee

Cllr Ball proposed a 10 minute extension

Proposed: Cllr. Ball

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed

295 To agree to the possible changes to the Bells Field cleaning contracts

The Town Clerk summarised and it was proposed her report be agreed.

Proposed: Cllr. Penny

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

Meeting ended: 9.20pm