



# Coleford Town Council

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**Full Council  
Tuesday 23 February 2021  
Via Zoom  
7.00 pm - 9.00 pm  
Minutes**

At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 23 February 2021, at 7.00 pm, there were present:

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

Member of Public: Mr David Barnham

Chris Haine Assistant Clerk

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.

**469.** Apologies received from Cllr. Johnson

**470.** Cllr. Penny declared a pecuniary in Item 476.  
Cllr Beard declared a pecuniary interest in Item 476

**471.** There were no new dispensations requests

**472. To approve minutes of 26 January 2021**

It was proposed that the minutes of 26 January be agreed, with noted amendment regarding Cllr. Holloway having not left the meeting, so couldn't have re-joined.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Drury

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes**

**473. To raise matters arising from the minutes of 26 January 2021**

**Item 460:** Cllr.M Cox sought an update re: Clock Tower report, and the Assistant Clerk confirmed that this work was in the process of now being commissioned, following clarification re: liability.

**Item 464:** Cllr. M Cox reported that she had spoken with Andrew Hughes, following the CTC letter having been sent, re: Health Centre, but no formal response had subsequently been received.



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## 474. To take comment from the public

Mr David Barnham stated that he was representing Thurstan Rise Resident's Association (TRRA), and wanted to update the town council on a number of matters, as follows:

### 1. Re: Cycleway, between Thurstan estate and the neighbouring estate:

Mr Barnham asked whether the town council would support the 'dropping of a kerb' to make disabled access easier, as it is beyond the Thurstan estate boundary.

### 2. TRRA AGM: Mr Barnham stated that their AGM was scheduled for 16 March, at 7.30pm, and an invitation was extended to all councillors.

### 3. Extended TRRA membership: Mr Barnham reported that membership had been extended to all residents of Stonewater Housing Association, in order that they are better represented, and not disadvantaged.

### 4. Enforcement support: Mr Barnham reported that TRRA had now raised an enforcement notice re: David Wilson Homes, with FoDDC, and was seeking the town council's support in this matter.

Cllr. Penny thanked Mr Barnham, and commended Mr Barnham for the work that TRRA had undertaken, on behalf of its residents, and stated that appropriate issues would be addressed through the town council's committees, accordingly.

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

GCC Allaway-Martin stated that it had been another very busy month, at county level, and the main focus had been the agreement of budget, which had been passed with significant amendment, although was thought to be fair, and balanced, reporting that it would be heavily scrutinised throughout the forthcoming year. GCC Allaway-Martin was particularly keen to monitor budgets pertaining to her portfolio of social care.

GCC. Allaway-Martin also reported on her attendance at Dockham Road GP Hub for her covid vaccination, and how impressed she had been with the efficiency, and warmth, of the staff on all levels there, and overall how well managed the centre was; stating that it was 'a heart-warming credit to the people of the Forest'. Re: Vaccination Programme, GCC. Allaway-Martin also reported that it was planned for the Forest of Dean to have its own Testing Centre, which would serve people more locally, especially those that were asymptomatic, and this was thought to be positive for the Forest of Dean.

GCC. Allaway-Martin also reported that the Kingsmead estate had, had, its roads adopted by Highways.

Dist. Cllr. Allaway Martin reported attendance at meetings re: new hospital provision, and that planning application was likely to be submitted before Christmas 2021, with a planned completion in 2023. It was reported that there were plans for expansion of services, within this provision, as part of the package, which was thought to be positive. Very informative meetings, esp. re: timetable, and also confirmation that monies from the sale of existing estates, at Lydney, and Cinderford, would be allocated towards the funding of the new hospital.

Dist. Cllr. Elsmore echoed Dist. Cllr. Allaway-Martin's comments re: budget, and health provision.



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Dist. Cllr. Elsmore also reported on meetings he had attended re: flooding, and although Environment Agency, and GCC, are responsible, it was helpful to focus on issues of safety pertaining to local residents, and what support was available.

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

Before leaving the meeting, Cllr. Penny summarised the ongoing problems with Corona Energy, and the 'rogue amounts' deducted, which aren't able to be properly reconciled. In turn reporting that the Assistant Clerk has posted these amounts into the town council's 'creditors suspense account (501), and proposed that members consider suspending all direct debits pertaining to Corona Energy, forthwith and, in turn, requesting that payments revert to manual invoice-based arrangements

**Cllr. Penny left the meeting at 7.23pm**

## **Cllr. M Cox chaired this item in Cllr. Penny's absence**

Cllr. M Cox carried forward discussion re: Corona Energy, and it was proposed that the town council suspend all direct debits, pertaining to Corona Energy, forthwith and, in turn, request that payments revert to manual invoice-based arrangements, specific to each meter.

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Holloway

An amended recommendation was proposed, to state that the town council suspend all direct debits, pertaining to Corona Energy, forthwith and, in turn, request that payments revert to manual invoice-based arrangements, specific to each meter, but also deferring to Finance & Office committee, for further consideration re: elevating a formal complaint to the industry ombudsman, in light of the unresolved, and longstanding issues, and the Corona Energy accounts.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

Cllr. Barnham sought clarification re: window cleaning payment arrangements and, after further discussion, it was proposed that the presented window cleaning payment be approved, but that this matter re: window cleaning payment arrangements, be deferred to Finance & Office committee for further scrutiny, and consideration.

**Proposed:** Cllr. Banham

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

**It was noted that the Assistant Clerk's wifi connection had been disrupted during elements of this discussion.**

## **The Assistant Clerk presented 2 additional payments for:**

1. **Travis Perkins for £1,431.00 (inc. vat)**, for cherry pickers re: Christmas Lights
2. **FoDDC for £480.00 (inc. vat)**, which the Assistant Clerk already had delegate authority to pay) but was reported for the record.



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Cllr. Cox further summarised all other payments, and it was proposed that, alongside the more specific payment recommendations, already listed, all other payments be made, with a total amount of **£37,966.61** to be made

**Proposed:** Cllr. Beard

**Seconded:** Cllr. Kyne

On being put to the vote it was unanimously agreed.

## **Cllr. Penny re-joined the meeting**

### **477. To agree petty cash payments for the Council & TIC (see attached)**

Cllr. Penny presented the payments, and the Assistant Clerk drew to Cllr. Penny's attention, the recommendation under Item 476 pertaining to window cleaning, stating that for consistency this should apply to this petty cash payment too. Cllr. Penny agreed, and proposed that the presented window cleaning, petty cash payment, also be approved, and that this matter re: future window cleaning payment arrangements be deferred to Finance & Office committee for further scrutiny, and consideration, and that all other petty cash payments be agreed

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham

On being put to the vote, it was unanimously agreed

### **478. To note the cash books and bank reconciliations**

Cllr. Penny further summarised suspense account posting arrangement re: Corona Energy, and the cash books and reconciliation reports were noted.

### **479. To note the monthly budget figures (see attached)**

Cllr. Penny summarised and, after some clarification, drawing to the attention of the Assistant Clerk a miscoding re: TCM advertisement, for this to be reallocated to recruitment advertising, the figures were noted

### **480. To review, and make recommendations re: the Town Council's Burial Charges**

Cllr. Elsmore presented this item and, after further discussion, it was proposed that this item be deferred to the Finance & Office committee meeting, with supporting comparative data, to inform discussion, and decisions.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Barnham

Cllr. Penny presented a counter proposal, to defer this item to Amenities committee.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote, it was unanimously agreed

**Note:** Cllr. Barnham sought to clarify re: Natural Burial Ground (NBG), and Cllr. Penny asked Dist. Cllr. Elsmore to seek clarification from FoDDC re: their latest plans, and position.

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

Cllr. Penny summarised, and, with proposed amendment re: Item 10, in light of continuing covid restrictions, and uncertainty, for promotional campaign to move to May 21, proposed recommendations, for agreement, en-bloc.



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**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote, it was unanimously agreed

**482. To agree the recommendations of the Environment Committee**

Cllr S Cox summarised, and recommendations were proposed, for agreement, en-bloc

**Proposed:** Cllr. S Cox

**Seconded:** Cllr. Elsmore

On being put to the vote it was unanimously agreed

**483. To agree the recommendations of the Amenities Committee**

Cllr S Cox summarised, and recommendations were proposed, for agreement, en-bloc

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed.

**Note: I**

1. Cllrs. M Cox, and Penny, declared personal interest re: Item 5 of the Amenities meeting minutes, as Twinning Association members
2. It was further noted, that Cllr. Penny had since met with the Assistant Clerk, to consolidate, and summarise, outstanding actions re: Item 11 parish Phone Boxes, to progress asap.

**484. To agree the recommendations of the Finance and Office committee**

Cllr Penny summarised, and recommendations were proposed, for agreement, en-bloc

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Cllr. S Cox

On being put to the vote it was unanimously agreed.

**Note:** Cllr Barnham declared a personal interest re: Item 9 of the F & O minutes, as a member of TRRA

**485. To agree the recommendations of the Public Safety Committee**

Cllr Holloway summarised, and Cllr M Cox further clarified re: Item 7 Resilience Exit Strategy, and the fluidity, of these arrangements, due to uncertainties still re: covid restrictions, and coming out of lockdown, was noted. Cllr. Holloway proposed recommendations, for agreement, en-bloc

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Cllr. M Cox

On being put to the vote it was unanimously agreed.

**486. To agree the recommendations of the Regeneration Committee**

Cllr. Elsmore summarised, and recommendations were proposed, en-bloc.

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.



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## **487. To note the Planning Committee minutes held on 22 December 2020, 26 January, and 9 February 2021**

Cllr. M Cox summarised planning applications, and decisions, listed in these three sets of minutes, and these were noted. Cllr. M Cox also updated on outstanding issues re: Lidl, and also reported having raised some wider planning issues, with FoDDC. This was noted.

## **488. To note members reports (information only)**

### **Cllr. Penny**

- 27 January Preparing new Grass Cutting, Flower and General Maintenance contracts
- 8 February Meeting with Forest of Dean Youth Association re Easter activities programme
- 15 February Meeting with GAPTC re local council sector training
- 16 February Meeting with Gloucestershire Police and Forest of Dean Youth Association
- 17 February Meeting with Debbie Orriss, Church Army re community engagement in Coleford

Cllr. Penny reported on a positive meeting, with churches looking to re-energise communities

- 19 February Discussions re digital connectivity in the parish and the potential for the Digibus to offer free session in the Town Centre (late summer)

Cllr. Penny reported positively on this facility, seeing it as a great resource hub, looking at, amongst other things, digital connectivity.

- 19 February Discussions with Pastor Phil Worthington re youth activities and job clubs via Mount of Olives Church

- 21 February Shortlisting with Cllr Elsmore for the Town Centre Manager (TCM)role

Cllr. Updated on the TCM recruitment, and interviews were scheduled for Monday, 1 March 21, with an additional Full Council meeting scheduled for Tuesday, 2 March, to make decisions.

### **Cllr. M Cox**

Cllr. M Cox reported on Tree Preservation Order (TPO) activity, at Lawdley Road, following a site visit.

Cllr. M Cox also reported on her updating work, establishing new resilience plan arrangements, with new 'buttying' arrangements, with volunteers allocated more specifically to already identified residents in need of support, across the parish. These arrangements were several weeks established, and were working effectively, with less call on the office.

Cllr M Cox reported on the Twinning Association, having moved their AGM, from February, now scheduled for a future date, when it will be possible to meet in person, once lockdown restrictions were lifted, and it was safe to do so.

### **Cllr. Holloway**

Cllr. Holloway raise concerns re: clock tower water leakage, and this was noted, and to be covered with commissioned work with FoDDC.

### **Cllr. Drury**



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Cllr, Drury raised concerns re: potholes, and broadband connectivity.

Cllr. Penny suggested that pot holes should be raised through Highways committee, and broadband through Regeneration committee.

## **Cllr. Barnham**

Cllr Helen Barnham reported on the following activities:

Town Centre market licence now having been applied for and is in the 28-day consultation period, with a response due mid-March.

Cllr Barnham reported positively on youth activity planning with activities that were planned for , now hopefully being delivered in the Easter break (April), reporting on a positive meeting with youth association, and plans to progress the weeklong activities, identifying providers and putting together a timetable, that can be worked to.

Cllr. Barnham reported on her activity continuing to support a resident through the newly established buddying ('buttying') arrangements, as part of the resilience plan.

Cllr. Barnham also reported concerns having been raised from residents about the number of cars parked on pavements around Sunnybank area, and in the vicinity of Staunton Road, and this was to be taken forward through Highways committee.

## **Cllr. S Cox**

Cllr. S Cox reported on the following activities:

Meeting in Old Station Way at proposed site of The Spirit of the Forest to confirm grid co-ordinates for the location of the plinth.

Some Resilience Plan shopping and dog walking

Zoom meeting with councillors, from other Forest of Dean parishes, to discuss climate and environmental issues. Group aiming to meet monthly informally for exchange of ideas and actions. Agreed name: The Forest Climate Group.

Met with a parishioner at his home, re concerns over trees with TPOs impacting on his garden, which may be a safety issue that needs to be addressed, as earlier reported by Cllr. M Cox.

## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin reported on her 'polarised time', as very busy on GCC, and Dist. Cllr. activities, although had spent time across the parish, speaking with residents, and had also noted kerbs, potholes, and rubbish on paths, which had all been reported. Cllr. Allaway-Martin also reported on having visited 'Spirit of the Forest', and having conversations with utilities providers re: location of base.

## **Cllr. Elsmore**

Cllr. Elsmore reported on a meeting at the Main Place, re: funding from central Government.

## **489. To note Assistant Clerk's report**

The Assistant Clerk summarised his report, and stated that it had been another busy month, but all 'bases' were covered. Further clarifying matters relating to resourcing, training and headline activities. In particular pleased to report on a number of things progressing, inc. phone boxes, and



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welcomed town council intervention re: Corona Energy, in light of the disproportionate time it has been taking him, to reconcile, and still seeking to resolve. The Assistant Clerk's report was noted, and Cllr. Penny placed on record, on behalf of members, his acknowledgment re: progression with CILCA study programme.

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

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. All other correspondence was noted.

**Meeting closed at 8.38pm**