



# Coleford Town Council

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**Full Council  
Tuesday 30 March 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 30 March 2021, at 7.00 pm, there were present:

Mr N Penny (Mayor)  
Cllr. M Cox (Deputy 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

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.

**499.** Apologies received from Cllrs. Johnson and Simister

**500.** Cllr. Penny declared a pecuniary in Item 506, and 507, and further requested re: item 506, re: FVAF (that his pecuniary interest was associated with), to be taken separately, in order for him to speak about other payments

Cllr. Holloway declared a personal interest re: Item 517 Bale Memorial

**501.** There were no new dispensation requests

**502. To approve minutes of 2 March 2021**

It was proposed that the minutes of 23 February be agreed, with noted amendment re: Cllr. M Cox should be listed as Deputy Mayor, **not** Cllr. S Cox

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes**

**503. To raise matters arising from the minutes of 2 March 2021**

There were no matters arising.

**504. To take comment from the public**

There were no members of the public present



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

GCC Allaway-Martin stated that it had been busy pre-purdah, and that a report would be provided.

### Cllr. Barnham joined the meeting at 7.06

Dist. Cllr. Allaway-Martin reported on another busy month, and that the main focus had been the Scrutiny Committee, with its main focus on the Government's 'Levelling-Up' Fund, with a clear emphasis, from FoDDC, that any bid would work with the four towns, across the Forest, as a collaborative, partnering exercise, and for both her and Dist. Cllr. Elsmore to strongly 'push this'.

Dist. Cllr. Elsmore also reported on meetings he had attended, particularly the Scrutiny Committee, echoing Dist. Cllr. Allaway-Martin's comments re: 'Levelling Up' Fund, and that this town council need to strongly influence this bid.

## 506. To agree payments (see attached)

Before leaving the meeting, for the FVAF payment to be discussed separately (Item 500 refers), Cllr. Penny summarised the position re: Spirit of the Forest, and outstanding Invoices re: P J Engineering, with two Invoices proposed for payment now of £3000 plus VAT) each: **£6000 (plus Vat)** and the 3<sup>rd</sup>, and final, invoice of **£3,000 (plus VAT) to be paid on completion. Also a payment to Diana Gorvin of £1,400.**

Cllr. Penny also presented the outstanding invoice for Heal's Construction re: Cemetery Building, of **£4,370.15 (plus vat)**, to be paid on completion, and 'rolled back' into this Financial Year's accounts.

The Assistant Clerk also presented 2 late payments, as follows:

- **GAPTC: £435 re: Internal Audit**
- **M-Tech: £408.00 re: Bells Field gate repair**

**Note: Payments re: Grant awards, to be considered under Item 517 Finance & Office Committee**

After further summary, and clarification, it was proposed that all payments, excluding FVAF (to be discussed separately) be made, with a total amount of **£75,040.78** to be made

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Lusty

On being put to the vote, it was unanimously agreed

### Cllr. Penny left the meeting at 7.14pm

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

Cllr. Barnham summarised the context of this payment re: Easter youth activities, and it was proposed that the **payment to FVAF for £2000.00** be made.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Barnham

On being put to the vote, it was unanimously agreed



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

Cllr. M Cox summarised the petty cash payments, and these were proposed for payment.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed

There was also then some discussion re: reimbursement rules, and transactional recording: and it was proposed that this is deferred to Finance & Office Committee for consideration, re: consistency of application, in the context of the Financial Regulations review.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed

**Cllr. Penny re-joined the meeting at 7.17pm**

**508. To note the cash books and bank reconciliations**

Cllr. Penny presented the cashbooks, and reconciliation reports, and these were noted.

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

Cllr. Penny summarised, and concluded that the year-end figures were as predicted, having spent less, due to Covid, and that the next Finance & Office Committee meeting, in April, would look at these figures in more detail. The figures were noted.

**510. To agree actions relating to the Clock Tower maintenance.**

Cllr. Penny summarised actions to date, and the Assistant Clerk further updated re: contact, and correspondence, with prospective contractors, who had been invited to bid to undertake the extensive, professional, specialised work. In turn, in light of the fact, that quotations are still awaited, it was proposed that once received, these would have to be considered at an additional Full Council meeting, early April 21 to inform decisions, to take this work forward.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed

**511. To agree actions relating to 2 Ash Trees on Lawdley Road**

Cllr. M Cox summarised and the two quotations received from Trunk Arb, and Forever Green, were discussed, and considered, in detail. It was proposed that that Trunk Arb are commissioned to undertake the work, subject to clarification re: ownership of the land, and adoption of roads, that the plant hire equipment would have to be used for access to the trees

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Lusty

On being put to the vote, it was unanimously agreed

**Note; Cllr. Penny stated that this was unbudgeted money, and would be further considered at the next Finance & Office Committee meeting, in April 21, as to where the money would be drawn from.**



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## **512. To agree to appoint Makinson & Co to handle all Pension matters for Coleford Town Council**

The Assistant Clerk presented this item, explaining the context of pension tasks, and pension enrolment requirements, and Cllr. Penny further explained. A one-off fee of £20 (plus vat) has been quoted by Makinson & Co to take on these pension tasks, and it was proposed that Makinson are formally commissioned to undertake this.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham

On being put to the vote it was unanimously agreed

## **513. To agree actions relating to staff recruitment**

This item was deferred to the additional Full Council meeting scheduled for early April 21.

## **A five minute break was called at 7.55pm**

## **514. To agree the recommendations of the Environment Committee**

Cllr S Cox summarised, and recommendations were proposed, for agreement, re: Items 8, 9, and 11, en-bloc

**Proposed:** Cllr. S Cox

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed

Cllr. M Cox summarised **Item 10 re: enhancing the town gateway** and, after further discussion, it was agreed that this recommendation required more clarification, and information, before being considered in its entirety. It was, in turn proposed that Environment Committee consider it further, to then be passed to Finance & Office committee to consider costings.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed

## **515. To agree the recommendations of the Amenities Committee**

Cllr Penny summarised, and recommendations were proposed, for agreement, en-bloc, with an amendment to Item 7 re: Burial Charges, and for the 5% increase to be rounded to the nearest £5.00

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

**Note: Cllrs. M Cox, and Penny, declared personal interest re: Item 9 of the Amenities meeting minutes, as Twinning Association members**

## **516. To agree the recommendations of the Regeneration Committee**

**Note: Some Councillors had not been passed Regeneration minutes, and Cllr. Penny summarised, and recommendations were then proposed, for agreement, en-bloc.**

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote, 10 for, with one abstention, and the recommendations



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## 517 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.

## 518. To note the minutes of Planning Committee

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.

519. Item duplicated re: Planning Committee

## 520. To note members reports (information only)

Cllr. Penny requested for Members to start submitting their Member's Reports in advance of Full Council members, to assist the Assistant Clerk in capturing these activities within the minutes.

### Cllr. Penny

- 1 March People and Places feedback event with local businesses
- 3 March Meeting between Coleford Town Council and Forest Youth Association re Easter activities
- 4 March Coleford St Johns Church of England School Governors meeting
- 4 March Called out to Bells Field by Gloucestershire Police due to concerns re large gatherings
- 5 March Meeting with Jasmine McWilliams (FoDDC) re Cycle Linkages
- 6 March Attended the Forest Singers virtual concert and presented their 2021 Bursary award
- 8 March Meeting with GAPTC re sector training
- 11 March Meeting with Barnwood Trust re Lets be Clear campaign
- 15 March Coleford St Johns Church of England School Governors meeting
- 15 March Attended meeting between Coleford Twinning Association and Asso EFB
- 17 March Follow up Meeting with Barnwood Trust re Lets be Clear campaign
- 26 March Giving interview to Forest Talk re the Life of a Mayor!
- 27 March Supporting Bale Memorial Play Area with new trust documents
- 29 March Meeting with four towns re Levelling Up Fund
- 29 March Meeting with Forest Youth Association re Easter Activities

Working on project components for the Levelling Up fund submission

### Cllr. M Cox

Establishing ownership of section of Tram Rd for Alex Terrett re Gigaclear: Land Registry parcels no number assigned; CTE unknown; awaiting reply from Ian Standing.

Completed planting of 210 Woodland Trust trees, with others, in cemetery, Angus Buchanan. (Need to report back to Woodland Trust?)

Resilience continues, connected with DEPLO at FoDDC and Police re help with volunteers for missing child Tuffthorn; boy found OK. Report forwarded to Council ready for Public Safety

Revised Resilience Plan post review and included exit strategy



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Chaired Coleford Twinning officers meeting with St Hilaire de Riez officers. Difficult to progress, given Covid, but plans made.

Buttying as part of resilience, fetching prescriptions.

Appraisal group progress, documents produced, for F&O

Data collection group, audit evidence progress for Environment

Site meeting and follow up for Lords Hill trees for Highways application

Site meetings at Lawdley Rd with Paul Rutter Plantlife, Forever Green, Trunkarb

## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin had left the meeting

## **Cllr. Drury**

Cllr. Drury reported on 'Stories Together' activity, with plans for a story telling project this Summer

Cllr. Drury raised concerns re: broadband services, across the parish, and was keen to see improvements, and consistency of service, with some areas of the parish still not served well

Cllr. Drury also raised concerns that some of the outlying smaller venues didn't appear to be supported, as much as they should, although the Evergreen grant application was noted, to be discussed at additional Full Council meeting next week.

## **Cllr Holloway**

Cllr. Holloway reported on her work, as part of the Appraisal Working Group, and Resilience Planning.

## **Cllr. Kyne**

Cllr. Kyne reported on having been busy moving house, relocating to the centre of town, and now more able to walk around more, familiarising himself with the town; visiting parks, etc. engaging with traders, and keen to develop these links, especially coming out of Covid lockdown.

## **Cllr. Lusty**

Cllr. Lusty reported on having been busy with the tree planting exercise across the parish.

## **Cllr. S Cox**

Cllr S Cox reported on several tree planting sessions at various locations: Coleford Cemetery, Coleford Natural Burial Ground, Angus Buchanan Recreation Ground. A Cemetery visit to begin this year's recording and mapping of grave locations, and attendance at Forest Environment Group Meeting via Zoom. Also a number of shopping, and dog walking sessions, as part of the Resilience Programme.

**8.54 pm Cllr. Holloway proposed a ten minute extension, which was agreed**

## **Cllr. M Beard**

Cllr. Beard reported on attendance at a zoom meeting with Citizens Advice Bureau (CAB) with Cllr. Penny, as well as various walks around the parish familiarising himself more.

## **Cllr. Elsmore**

Cllr. Elsmore reported on Main Pace activities, as it prepares to 'start up' coming out of 'lockdown'.



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## **Cllr. Barnham**

Cllr. Barnham reported on a busy month, with her work too. Key activities included: Market Licence application work, attendance at Bells Foundation meeting, 're-opening High Street' meeting, and youth work activities / preparatory work. Also reported on a number of parish visits, including KGV Recreation Ground, and is keen to see site more utilised.

It was noted for discussion at next Amenities Committee meeting, and activity with residents, as part of the Resilience Plan.

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

The Assistant Clerk reported that he is keen to introduce a more effective 'Task Tracking System', from April 21. His report was summarised, with another busy month, with all 'bases' covered, with some key activities re: auditing, Clock Tower, tendering work, and financial preparation for end of year accounts, as well as facilitating the Internal Audit exercise, working with the external auditor.. Further clarifying matters relating to resourcing, training and headline activities. The Assistant Clerk's report was noted, and Cllr. Penny was pleased to note the use of the 'Tracker System', from next month, providing a steer re: the level of detail to report.

## **522. 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 9.03 pm**