**Full Council**

**Tuesday 28 March 2023**

**Council Chamber, Coleford**

**7.00 pm - 9.00 pm**

**Agenda**

**Attendees:**

**Cllr. N Penny (NP)**

**Cllr. M Cox (MC)**

**Cllr. M Beard (MB)**

**Cllr. C Elsmore (CE)**

**Cllr. S Cox (SC)**

**Cllr. M Getgood (MG)**

**Cllr. P Kyne**

**Cllr. Holloway (NH)**

**Cllr. H Lusty (HL)**

**Cllr. J Simister (JS)**

**Chris Haine, Town Clerk**

**Laura Jayne Administration Assistant (LJ)**

1. **To receive apologies**

Apologies received from Cllrs. Drury, Baker and Cllr. Allaway-Martin

Also Laura-Jade Schroeder, RFO/Assistant Clerk

1. **To receive declarations of interest re: items on this agenda**

Cllr. Penny declared a pecuniary interest in Item 281

1. **To receive dispensation requests**

No new Dispensations received

1. **Public Forum**

Cllr. Penny welcomed Rob Olins, and Sarah Rickard, from Canopy Arts, who gave a presentation, seeking support from Coleford Town Council

Key points, as follows:

* 3 year rolling programme for an Arts festival, with two a year in different towns.
* Creative walks, building partnerships.
* Core funded post, via Lottery. 2/3 year post, 2/3 days a week

**Cllr. Penny took Item 287, proposing, with unanimous agreement to suspend**

**Standing Orders, inviting Councillors to comment, and seek further clarification from Rob and Sarah.**

**Item 287. To consider request for Support from Canopy Arts, and to make**

**recommendations, as necessary**

 After further discussion, and clarity, it was proposed, and unanimously agreed:

**Recommendation: for Town Clerk to write a letter of support, on behalf of Town Council, in support of Canopy Arts**

**Proposed: Cllr. M Cox  Seconded : Cllr. Beard**

 **7.15pm Rob Olins & Sarah Rickard left the meeting**

 **It was proposed, and unanimously agreed to re-instate Standing Orders**

1. **To agree the minutes of 28 February 2023**

The Town Clerk placed on record his appreciation of Laura-Jade Schroeder, and Laura Jayne, covering his absence at February 23 Full Council, and Cllr. Penny echoed with thanks.

 It was proposed, and agreed to accept the minutes, as a true record of the meeting.

 **Proposed: Cllr. Elsmore  Seconded : Cllr. Getgood**

 **9 in favour, 1 abstention, Minutes were agreed**

 **Cllr. Penny signed the Minutes, as a true record**

1. **Matters arising from the minutes of 28 February 2023**

**Page 1: Speed Watch Cameras** now progressing (Delays due to GCC emails down)

**Page 3: Item 258**  Cllr. Penny stated that Cllr. S Cox had been refused as a representative, by Coleford Welcomes Walkers (CWW)

**Page 5: Item 267** Cllr N Penny stated that he had shared Newsletter on Social Media

**Page 5:** Clock is now working, on the Clock Tower

1. **Reports from District and County Councillors**

Dist. Cllr. Elsmore reported that there is lots going on, but due to Election, and Purdah, issues cannot be discussed.

1. **To agree Payments**

**7.23 Cllr N Penny left the room**

**Note: It was proposed, and unanimously agreed, for Cllr. Beard to take temporary Chair**

**Cllr M Beard (Chair)**

 The Town Clerk clarified various Payments, and after some discussion, the Payments, including verbally presented were proposed for agreement, totalling: **£ 39, 687.38**

 **Proposed: Cllr. Beard   Seconded : Cllr. M Cox**

**2 Abstentions, 8 in Favour Payments were agreed**

 **7:38pm Cllr. Penny re-entered the Meeting**

1. **To agree Petty Cash payments for the Town Council, and Tourist Information**

**Centre (TIC)**

Cllr. Penny proposed payment of Petty Cash for TIC, Cash Book 4 to be paid, as

presented, and with 1 abstention, 9 in favour, payments were agreed.

**Note: No payments for Cash Book 3 (Main Office)**

1. **To note the Cash Books and Bank Reconciliations**

The Cash Books and Reconciliations were noted, and the Town Clerk explained the differences on Cash Books, as follows:

* Cash Book 1 (£00.20: overpayment to HMRC)
* Cash Book 3 (£00.65 payment to CJH, and not cleared system)
* Cash Book 4 (00.4.10 Office Correction)

Which demonstrated good practice, as these were accounted for, even as ‘differences’ as opposed to £00.00 (zero) Balances, and would be corrected.

1. **To note monthly Budget Figures**

Cllr. Penny summarised Figures and, after further discussion, these were noted.

**Note:** Consideration re: £8,000 for Bus Shelter works, and it was proposed, to delegate decision to Chair, Town Clerk, and RFO re: allocation expenditure this year, or next.

 **Proposed: Cllr. Penny   Seconded : Cllr. Lusty**

1. **To receive update re: King Charles III Coronation Event Schedule, and to make recommendations, as necessary**

The Town Clerk updated on Coronation activity, and events, and these were noted.

1. **To consider Mushet Walk Lighting, as part of a wider proposed Mushet Walk**

**development, and to make recommendations, as necessary**

Cllr. Penny summarised and, after further discussion, noting resident’s correspondence, it was proposed, and unanimously agreed that:

**Recommendation:**

**Planning Committee would consider further, and include comments, seeking further information re: lighting**

**Item 287 To consider request for Support from Canopy Arts, and to make**

**recommendations, as necessary**

**Note: This Item already taken**

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

Cllr. Getgood summarised and proposed for recommendations to be moved en-bloc

 **Proposed: Cllr. Getgood   Seconded : Cllr. M Cox**

 **Unanimously agreed**

1. **To agree the recommendations of the Marketing & Regeneration Committee**
2. **To agree the recommendations of the Highways & Public Safety Committee**

Cllr. M Cox summarised, and proposed recommendations en-Bloc

**Proposed: Cllr. M Cox   Seconded : Cllr. Beard**

 **Unanimously agreed**

1. **To agree the recommendations of the Finance & Asset Management Committee**

Cllr. Penny summarised, and proposed en-Bloc, bar Item 10. B, proposing this is referred back to Environemnt Committee for further clarification, with Contractor, and Item 9, now to exclude purchase of lapel badges, in light of Town Clerk advice re: profit, and Public Money

**Proposed: Cllr. Penny   Seconded : Cllr. Beard**

 **Unanimously agreed**

1. **To agree the recommendations of the Clock Tower Reparation & Restoration**

**Committee**

Cllr M Beard summarised and proposed recommendations en-bloc.

 **Proposed: Cllr. Beard   Seconded : Cllr. Penny**

 **Unanimously agreed**

The Town Clerk presented Quotations for Ecological Survey, as this needed to be carried out urgently, and read the Quotations in Order. After some discussion, it was proposed, to

**Recommendation: Proceed with Company A.**

 **Proposed: Cllr. Beard   Seconded : Cllr. Simister**

 **Unanimously agreed**

1. **To note Planning Committee Minutes**

Cllr M Cox summarised, inc. an update on Poolway Development, and Appeal Hearing Re: Tufthorn Avenue, stating that appeal will remain open, due to questions on specific document (One relating to CTC). Date to be conveyed to FODDC, then circulated to the Town Coiuncil. Cllr. M Cox also stated that Nigel Gibbons would be attending the next Planning Committee meeting re: Local Green Spaces. Planning minutes were noted.

1. **Member Reports**

**Cllr N Penny**

2 March Attended Coleford Twinning Association meeting

7 March Attended Forest Health Forum

8 March Supported a University of Gloucestershire student by giving an interview about

Coleford crime statistics

11 March Attended Defib and CPR training at Mount of Olives Church

12 March Attended Mayor of Gloucester's Civic Service at Gloucester Cathedral

16 March Attended the inaugural Five Acres Community Stakeholder group meeting

19 March Attended Ross on Wye Civic Service

20 March Attended the funeral of Dr JJ Camp, past Councillor

22 March Met with Geraint Williams, Minister of the Baptist Church re Easter events

23 March Met with members of the Angus Buchanan VC Recreation Ground Trust re

access to the King George V playing fields

23 March Attended meeting re Angus Buchanan VC Recreation Ground re their Centenary

celebrations

28March Visited the Great Western Air Ambulance base at Almondsbury

**Cllr. M Cox**

March Attended Road Safety Partnership (40mph statutory to be considered)

Away in France, representing Town Council on Twinning activities

**Cllr J Simister** Campbell Road lighting. Situation with 3 youths re. Stanley knives.

Cllr. Penny stated that any crime needs to be reported to Police

**Cllr H Lusty** Stated that she is standing down, and wished Council well

**Cllr P Kyne** Undertaken some Regeneration activities, including consultations with

Traders

**Cllr N Holloway** Stated that she is standing down, and wished Council well

**Cllr M Getgood**

1 March Forest Climate Network

2 March Dean Green Team conservation at the Arboretum

3 March Worcester Walk conservation

5 March Worcester Walk conservation

6 March Mett David Cox re: cut and collect and Cyril at Bells Field

          AONB joint advisory committee meeting

          Coronation ideas meeting

7 March Highways and Public Safety meeting

        Environment meeting

8 March Meeting at KGV

10 March Worcester Walk conservation

14 March Dean Green Team conservation at Oakenhill

          Met with Shaun Freeman re: raised beds by library

           Angus Buchanan monthly meeting

16 March Enhancing water catchment through innovative land management

          Five Acres Development forum by Zoom

18 March Litter pick organised by FE in Sling

21 March Dean Green Team at Flaxley Woods

          The future of Cannop Ponds consultation

          F&AM meeting

23 March Easement meeting re access to KGV

24 March Worcester Walk conservation

26 March Volunteers at Cemetery

28 March Conservation work with DGT

**Cllr S Cox** Attempted Speed watch (Failed due to weather)

Away in France, representing Town Council on Twinning activities

**Cllr C Elsmore** Halls Charity meeting, Cllrs should promote

 Sheep liaison activity, a further meeting scheduled, and consideration of a Sheep warden, rounding up sheep, with problem shaving been reported on A48

**Cllr M Beard** Clock Tower activity, now working on Nomination form.

1. **To note the Town Clerk’s Report**

The Town Clerk summarised, and Cllr. Penny further endorsed the hard work of the Clerk, and his team, stating how far the Council had come, this with increased administrative resources

1. **To note Correspondence**

Correspondence was noted, and Cllr. Penny, raised concerns re: signage around town, and Cllr. M Cox informed that this has already been taken up with enforcement.

**Meeting end: 8.59 pm**

**6 | Page**