**Full Council**

**Tuesday 28th November 2023**

**Coleford Town Council Chamber**

**7.00 pm - 9.00pm**

**Minutes**

**Present:**

Cllr. N Penny (Mayor)

Cllr. M Cox (Deputy Mayor)

Cllr. C Elsmore

Cllr. M Beard

 Cllr. S Cox

 Cllr. M Getgood

Cllr. K Robbins

Cllr. P Kay

Cllr. P Kyne

Cllr. R Drury

Town Clerk Laura-Jade Schroeder

Seconded Assistant Clerk Laura Jayne, Minute taking

1. **Apologies received from Cllr. D Starr and H Lusty**
2. **To receive declarations of interest re: items on this agenda**

Cllr N Penny declared a pecuniary interest in Item 8 - Payments

1. **To receive dispensation requests**

District and Town Cllrs. P Kyne and C Elsmore have completed dispensation requests, regarding Forest Leisure planning application

1. There were no members of the public present
2. The Minutes of 31st of October 2023 were proposed for agreement, and were unanimously agreed

**Cllr. N Penny signed, as a true record of that meeting**

1. **Matters arising from the minutes of 31 October 2023**

Item 13: Office has received Invoice from Youth Hub, re. October Church hire

Item 16: Forward Planning meeting rescheduled to the 5th of December

Item 22: Cllrs. P Kyne and C Elsmore have submitted dispensation requests

Item 36: Complaint procedure has been explained and is in progress

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

District Cllr P Kyne attended Forest of Dean District Council (FoDDC) Planning meeting

Also stating that FoDDC have now made a commitment to join a Marketing & Regeneration meeting every quarter

District Cllr C Elsmore updated that the Cabinet are working on a programme to cover main upcoming issues over the following year

1. **To agree Payments**

Cllr N Penny left the room

Cllr M Cox and the Town Clerk addressed members

November 23 Payments Schedule (already circulated) was considered, alongside additional verbal payments presented in the room of £6195.20

A revised total of **£33,518.57**, including verbal payments was proposed and unanimously agreed for payment

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

Cllr N Penny re-entered the room

Petty Cash payments were proposed, and unanimously agreed, for payment

1. Members noted Cash Books and Bank Reconciliations
2. Members noted the monthly Budget Figures
3. **To formally agree to the recommendation of the Pride of Coleford Awards Panel**

**Recommendation: Cllr N Penny moved to formally agree the Pride of Coleford recommendation**

Seconded by Cllr M Beard and unanimously agreed

1. **To set the scene for the 5 Year Plan workshop to be held on the 5th December**

Meeting now rescheduled to 5th of December, due to needing to be held before Finance & Asset Management meeting in December

Cllr N Penny suggested brainstorming around the following headings:

* What are we already committed to delivering?
* What do we think the communities top priorities are?
* Why are my top priorities to deliver whilst I am a Councillor?
* What MUST we deliver in the next 12 months?

Headings to be emailed out beforehand to allow all to contribute

1. **To have an update on the 2024/25 Budget setting process**

The Town Clerk gave an update regarding Budget setting; projecting costs up until the end of the year and estimating future costs for 2024

This will be overlayed across committee budget requests, to create a first draft. First working draft to then go to December Full Council, ahead of January’s F&AM Committee meeting

Due to Committees needing to help structure the budget and knowing that we will be receiving additional needed information from FoDDC in December / January, we may not meet the initial deadline set by FoDDC, therefore, a potential extra Full Council meeting may need to be held in January, if an extension to deadline is not allowed

**Note:** Any disagreement to the budget, to be brought to January Full Council, with a counterbalance objection

1. **To consider the potential of the introduction of a Forest of Dean Tourism Tax**

Cllr P Kay gave an update regarding a potential new Tourism Tax, noting that as Coleford Town Council has an invested interest in the current Tourist Information Centre, that any monies gained should come back to the Town and Parish Councils and not to District Council

After further debate the following recommendation was proposed:

**Recommendation: we are keen to be actively involved in any discussions or policy setting around this matter. We are not in a position to comment further due to more information needed**

**Amendment to recommendation: for a letter to go to the leader of the FoDDC around this**

Proposed by Cllr M Beard, seconded by Cllr M Cox. Unanimously agreed

1. **To agree Councillors to assist with Asset register completion, and make recommendations**

Cllr N Penny summarised that volunteers are needed to work on counting and updating items on Coleford Town Council’s Asset Register

To map where each asset is, using What3Words, for completion by Jan F&AM

**Recommendation: to break down current Asset register and maps of area and delegate to Councillors for feedback on what’s found**

Seconded by Cllr P Kay and Unanimously agreed

1. **To agree 2 representatives for GAPTC Executive Committee, and make recommendations**

After some discussion, the following recommendation was made:

**Recommendation: for Cllr Tasha Saunders and Cllr Daniel Starr to be put forward as Forest of Dean representatives for GAPTC’s Executive Committee**

Proposed by Cllr P Kay. Seconded by Cllr C Elsmore and unanimously agreed

1. **To note feedback from Highways re: surfacing of High Street/ Market Place scheduled for January, and consider response, and make recommendations as necessary**

Cllr M Cox gave an update on Gloucestershire County Council (GCC) Highways proposal around the surfacing of pavements in the town

**Recommendation: to delegate authority to Cllr M Cox, Chair of CTC Highways Committee, to respond to GCC Highways**

Proposed by Cllr N Penny, seconded by Cllr P Kay, unanimously agreed

1. **To consider and adopt model biodiversity policy, and make recommendations**

**Recommendation: to adopt model biodiversity policy and ‘colfordise’ it**

Seconded by Cllr M beard and unanimously agreed

**Amendment to recommendation by Cllr M Cox: to ensure the importance of wording around heritage and Conservation Area**

Unanimously agreed

**Second recommendation: Coleford Town Council to write to FoDDC and recommend that all parish councils should be trained on their system of Net Biodiversity Gain**

Seconded by Cllr M Beard and unanimously agreed

It was added that awareness around environmental and climate related issue, could be communicated to local residents, within a Spring newsletter

1. **To consider backing Climate and Ecology Bill, and make recommendations**

After some discussion, the following recommendation was proposed by Cllr M Getgood:

**Recommendation: to support the Climate and Ecology Bill**

Seconded by Cllr S Cox and unanimously agreed

1. **To consider letter of support for Litter Legislation, and make recommendations as necessary**

After some discussion the following recommendation was proposed by Cllr M Getgood:

**Recommendation: to support Litter Legislation with a letter, once clarity sought around enforcement**

To contact GAPTC for clarity

Seconded by Cllr N Penny and unanimously agreed

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

There were 6 recommendations from the Environment Committee, 2 of which have been taken under Item 21

Regarding Bells Field pond: For Cllr N Penny to confirm the depth of top soil, from paperwork of pond, to be able to inform contractors on how far down to dig

**Recommendation: All remaining recommendations proposed en bloc**

Proposed by Cllr M Getgood, seconded by Cllr S Cox, unanimously agreed

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

There were 11 recommendations from F&AM, including 1 in Committee

**Recommendation: All recommendations proposed en bloc**

Proposed by Cllr N Penny, seconded by Cllr P Kay and unanimously agreed

1. **To agree the recommendations of the Marketing & Regeneration Committee**

There were 4 recommendations from the Marketing & Regeneration Committee

**Recommendation: All recommendations proposed en bloc**

Proposed by Cllr P Kyne, seconded by Cllr M Getgood and unanimously agreed

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

There were 6 recommendations from the Clock Tower Restoration & Reparation Committee

**Recommendation: All recommendations proposed en bloc**

Proposed by Cllr M Beard, seconded by Cllr P Kyne and unanimously agreed

1. **To note Planning Committee minutes**

Cllr M Cox stated that there is a Community Forum Event relating to Five Acres, Forest Leisure, taking place on Monday 11th of December at 5:30pm at Berry Hill Rugby Club

1. **Member Reports**

**Cllr N Penny:**

2/11 Update meeting with UWE students

4/11 Attended Coleford Community Choir Anniversary concert

5/11 Responding to concern from resident re tree limb in Angel Vale play area. Park securely closed and handed to office.

9/11 Laying posies and wreath at Coleford Cemetery with Year 6 pupils of Coleford St Johns School

9/11 Attended Coleford unit Police Cadets presentation evening

10/11 Attended the Orchard Trust AGM

11/11 Act of Remembrance - Coleford Town Centre

11/11 Volunteered in the Tourist Information Centre

12/11 Attended rededication to War Memorials at Coleford Baptist Church

12/11 Attended the Remembrance Parade and Service of Remembrance

16/11 Attended Coleford Christmas Lights planning meeting

20/11 Site visit to St John Ambulance building re remedial works

22/11 Attended visioning workshop with UWE Students

25/11 Hosted the Pride of Coleford Awards

**Cllr M Getgood:**

1/11 Attended Forest Climate Network

2/11 Attended FE Forum on changing silvicultural practices

3/11 Interview by Teams re the Pine Marten introduction

6/11 Attended AONB meeting

7/11 Environment meeting

10/11 Speedwatch in Clearwell

12/11 Post Remembrance service refreshments

14/11 Angus Buchanan Cttee Meeting

15/11 Zoom Meeting climate project

21/11 Caring for Gods Acre talk on Natural Progression in Environment

22/11 Tree policy meeting

           UWE student’s meeting

          Tree Warden meeting

28/11 CfGA Running guided walks in a burial ground- Zoom meeting

29/11 Full Council

**Cllr P Kay:**

Attended Armistice day and Remembrance events

**Cllr M Beard:**

Clock Tower work

Attended Pride of Coleford Awards Ceremony

Helped organise Tourist Information Centre window display

Unable to attend CWW AGM 29th November 6:30 for 7:00pm at Fire Station

**Cllr C Elsmore:**

Attended Forest Commission meeting, which included Cannop Ponds discussion. - Report due in Spring, as to what they are going to do next

Attended UWE Students meeting

**Note:** AGM OF Coleford Area Partnership is on December 4th at 6pm at the Main Place

**Cllr R Drury:**

Last Thursday event: 100 people attended, which made a profit so a donation to the Garas has been made

Working with Schools on the Lantern Project for Christmas Lights parade

**Cllr S Cox:**

Attended Forestry England event at Speech House regarding issues linked to climate change, specifically in the Forest of Dean (FoD)

Attended the Community Choir anniversary concert

Attended FoD Camp meeting which was encouraging to see new partnerships forming

Attended Remembrance events

Attended UWE Students meeting

Attended Pride of Coleford Ceremony

Delivered newsletters to key areas around the town

**Cllr K Robbins:**

Gathering ideas for 5 year plan

**Cllr P Kyne:**

Attending ongoing meetings with Chris Jones Regeneration

Postponed Traders meeting due to lack of response

**Cllr M Cox:**

Visited Army Cadets for collection of a Remembrance Poppy which they had created under their sustainability theme

Attended UWE Students meeting

Attended Pride of Coleford Ceremony, noting that a photo of all attendees (with permission first sought) to be taken next year

1. Members noted the Town Clerk’s report, with thanks given to staff by Cllr N Penny, for the amount of progress made so far
2. There was no correspondence

**Meeting End: 20:53pm**