**Full Council**

**Tuesday 25th March 2025**

**Coleford Town Council (CTC) Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present:**

**Cllrs: N Penny (Chair), M Cox, S Cox, C Elsmore, J Templeton, M Beard, R Dix, P Kay, R Drury, D Stevens**

Laura-Jade Schroeder – Town Clerk

Laura Jayne – Assistant Clerk (minute taking)

1. **Apologies were received from Cllrs M Getgood, K Robbins and A Fullerton**
2. **To receive declarations of interest re: items on this agenda**

A pecuniary interest was declared by Cllrs N Penny and C Elsmore in item 7. Payments

1. **There were no new dispensation requests received**
2. **To agree the minutes of 11th March 2025**

Cllr P Kay declared the minutes of the 11th of March to be correct.

Cllr J Templeton seconded, and it was unanimously agreed.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 11th March 2025**

**Page 3:**

**Item 17.** An update was provided on the bike shelter, stating that only a partial refund had been offered from the supplier. CTC to proceed with the order.

**Item 18.** Cllr M Getgood has contacted local artist Tom Cousins, who provided a quote for the painting of the plinth in Coleford Cemetery. A war graves theme was suggested.

**Item 19.** An update was provided re. Policing cuts. The 4 Forest Chairs are to proceed with meeting the Police in early April.

**Page 4:**

It was noted that the second round of the HSBC Banking Hub was a success, gaining interest of between 15 – 20 people.

1. **There were no members of public present**
2. **To agree payments**

**Cllrs N Penny and C Elsmore left the room**

The Town Clerk updated members of 10 verbal payments, due to the financial year end.

**Revised totals:**

Total from previously presented payments listing: £62,963.41

Amended expenses: £440.11

**Verbals: £12,524.08**

**Total excl. VAT £75,927.60**

**Recommendation:**

**Payments of £75,927.60 were proposed by Cllr M Beard, as stated above.**

**Seconded by Cllr J Templeton and unanimously agreed.**

**Cllr N Penny and C Elsmore re-entered the room**

1. **To note cash books and bank reconciliations**

It was stated that a re-coding exercise on the financial system had been carried out, due to year end. This was noted by members.

1. **To note income and expenditure reports**

Cllr N Penny provided a summary based on the report.

For NDP funding to go on April’s Full Council agenda.

**Action: for the £34.99 Halls payment to be recoded against Chairmans allowance code.**

Noted by members

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**Items 10 to 16: Cllr N Penny provided members with an update on the awarding of the tender contracts.**

These contracts have been awarded for 2 years with the caveat of a further year extension should CTC wish to.

1. **To note the award of Contract for Parish Maintenance, and Litter and Waste Management**

Awarded to: Forest Equipment Services

Noted by members

1. **To note the award of Contract for Bus Shelter Maintenance, Gateway Signage and Bicycle Shelter Cleaning and Maintenance**

Awarded to: Forest Equipment Services

It was stated that we will only pay for the bike shelter maintenance, if we site the shelter.

Bike shelter cost: £7532.39

Noted by members

1. **To note the award of Contract for Parish Flowers**

Awarded to: Mowtech

Noted by members

1. **To note the award of Contract for Cemetery Maintenance**

Awarded to: Mowtech

Noted by members

1. **To note the award of Contract for Parish Grass Cutting and Landscape Management Maintenance**

Awarded to: Mowtech

Noted by members

1. **To note the award of Contract for Angel Vale Grass Cutting and Landscape Management Maintenance**

Awarded to: Kilmaha Ltd.

Noted by members

1. **To note the award of Contract for Bells Field Soft Landscape Maintenance**

Awarded to: Kilmaha Ltd.

This contract figure is estimated due to quoting per cut and only charging as and when they actually carry out a cut.

Noted by members

1. **To have an update on the GAPTC Devolution working group and agree actions**

Cllr N Penny updated members on recent Devolution activity.

There are several options, of which the timeline to shape a preferred option is the end of November 2025. From mid-2026 the Government will move forward with a decision, with the aim of being fully vested from May 2028.

Further discussion followed, including a question around allowances for volunteers.

**Action: for Cllrs to start thinking about what areas CTC would like to take on (carparks, street cleaning, public toilets, etc.) to feedback to Cllr N Penny and the Town Clerk.**

1. **To agree the draft Coleford Regeneration Plan**

Cllr N Penny updated members on the recently presented Regeneration Plan.

It was stated that although the plan had captured the work that has been completed, there were no clear steps on what actions were to be taken next.

**It was agreed that a clearer executive summary was needed. Punchy items that could be shared easily with others and a road map of suggested next actions (what is needed and how).**

1. **To consider defibrillator request**

Cllr N Penny updated members of the request and recent use of Coleford’s defibrillators.

It was made clear that during an emergency, 999 should be called in the first instance.

It was stated that Kings Meade in Coleford is under warrened control. Therefore, residents are guided to talk to the provider of the service regarding this matter.

1. **To note price increase for Message Link**

Cllr N Penny provided an updated.

It was stated that there had been a 75% price increase over the last 7 years.

**Action: to gain quote from current alarm company that 4 MW use.**

**To explore other options, including a sign stating to make contact and call 999 in emergency.**

Agreed by members.

1. **To note minutes from Clock Tower Reparation & Reparation Committee**

**Recommendation: to proceed with the war memorial refurbishment, subject to quote being acceptable by the 8th of May, VE Day.**

**Proposed by Cllr N Penny, seconded by Cllr M Beard and unanimously agreed.**

1. **To receive update re: National Lottery response for Clock Tower funding**

Cllr M Beard updated members, reading a loud an email received from the National Lottery.

Cllr N Penny added to the update.

It was also added that Cllr M Cox had met with David Stuart of Historic England, who emphasised the need for something vibrant to be within the town centre to bring people in and to be seen from the active corridor and all other streets off of the centre.

**Recommendation:**

**Clock Tower Committee to have a meeting without DHVA, to work on strategy**

**Proposed by Cllr M Beard, seconded by Cllr N Penny and unanimously agreed.**

Date of meeting during April, to be confirmed.

1. **To receive update re: water ingress in Clock Tower**

Cllr M Beard provided an update, stating that the hopper was blocked but has now been cleared. It was noted that further channels need clearing.

An update was provided on the crack within the tower, with measurements being sent to Mann Williams. There has been no significant change.

1. **To receive update on NDP**

Thanks was given to Cllr M Cox for her work on this.

Cllr M Cox updated members.

* Survey: for Cllr M Cox to explore with Barbara Pond how much data is needed to inform the review. The question was raised over how to gain more consultation feedback.
* 5 people on steering group.

CTC to ask them to sign up to a declaration of interest form. Declaring to the steering group.

* For a social media update to be posted after the first NDP meeting. To look at inputting into newspaper article / the Town Council’s website.

1. **To receive update on UWE report**

Previously circulated.

Members to look at and bring back to mid-Full Council meeting.

To go back to UWE with formal thank you.

Noted by members.

1. **To note minutes from Planning and Highways committee**

Poolway Development not yet discussed.

St Johns Church to be added to the next Planning & Highways Committee agenda.

Slides now distributed from Forest of Dean District Council.

Training to go on next Full Council Agenda.

Noted by members.

1. **To note District and County Councillor reports**

Cllr C Elsmore provided an update on the funding for Five Acres, stating that the works will go ahead.

1. **To note Members reports**

**Cllr N Penny** (e-mailed in prior to meeting)

Twinning Association: Gospel Choir performing with Colford Choir on Fri 28th + Sat 29th March.

27th February - Attended 7 parishes meeting re Planning hosted by Coleford Area Partnership.

5th March - attended meeting with Coleford Businesses re Regeneration plans

led by Chris Jones.

6th March - Met with representatives from Grassroot Podcast / Broadwell Youth AFC re. 24-hour football-athon.

6th March - Attended Coleford Twinning Association meeting.

7th March - Reviewing tenders for maintenance services.

11th March - Met with the 4 town Mayors/Chairs re proposed cuts to PCSO numbers in the Forest of Dean.

12th March - Attended Market Towns regeneration meeting with Wendy Jackson and team.

13th March - Attended NDP review launch workshop.

17th March - Reviewing tenders for maintenance services.

18th March - Attended GAPTC Devolution working group meeting.

19th March - Attended Gloucestershire VCSE workshop re devolution.

20th March - Attended Halls Charity meeting.

24th March - Attended GAPTC workshop on Devolution.

**Cllr P Kay** (e-mailed in prior to meeting)

It was stated how the Twinning Association is good for Coleford’s economy, due to the Choir spending locally during their visits.

5th March - Traders regen meeting.

6th March - Twinning meeting.

7th March - Contracts meeting.

17th March - Contracts meeting.

**Cllr S Cox:**

Attended English Heritage LUC meeting.

Attended NDP meeting.

Attended the Joint Advisory Council AONB as advisor.

**Cllr R Drury:**

Attended the Regeneration Consultation.

Attended a Wlydwood festival drama project. Great atmosphere and inclusive theme.

Which raised the question, ‘how do we connect people?’.

**Cllr C Elsmore:**

Reported that the bench at Mile End needs replacing.

This is in progress with the office.

**Cllr M Beard:**

Continued work on the Clock Tower.

Attended the NDP meeting.

**Cllr M Cox**

Attended a Coleford Welcomes Walkers meeting. Organisation progressing well.

Question around ’how to link in other walking groups?’.

**Cllr m Getgood:** (e-mailed in prior to meeting)

4th March - Work at cemetery with children from Heart of Forest school.

6th March - DGT Work Arboretum.

7th March - Work at Worcester Walk.

9th March - Work at Cemetery.

11th March - DGT Work at Marian’s Enclosure.

14th March - Meeting with Piers re climate.

16th March - Worcester Walk sheep arrival.

18th March - Beaver fence check.

20th March - AONB Seminar in a FREEZING Paddocks Hotel.

21st March - Work at Worcester Walk- prep for Fringe.

22nd March - Worcester Walk Fringe Event singing, guided walk by Ed Drewitt and nettle soup at Hopewell Colliery Café - I spent a lot of time planning and coordinating this Fringe event - 33 participants & positive feedback, helped by good weather.

1. **To note Clerks Report**

Noted by members.

It was added that the Tourist Information Centre (TIC) is celebrating 9 years, with next year being its 10th year anniversary. The TIC has been a huge success, creating job roles and volunteering hours.

To ringfence under Events on under spend. Chanel thoughts into M Smith, TIC Co-ordinator.

1. **To note Correspondence**

To look at the King George V playing field as an option for a free cycle rack.

**Meeting End: 20.46**