**Full Council**

**Tuesday 19th August 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs N Penny, M Cox, C Elsmore, S Cox, M Beard, K Robbins, M Getgood,**

**J Templeton, A Fullerton, R Dix.**

L Jayne – Assistant Clerk (Minute taking)

1. **Apologies were received by Cllrs, D Stevens, R Drury and P Kay**
2. **Cllr C Elsmore declared a personal interest in item 16**
3. **There were no new dispensation requests**
4. **To agree the minutes of 29th July 2025**

Cllr C Elsmore declared the minutes of the 29th of July to be correct.

Cllr M Beard seconded, and it was carried by majority

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

1. **Matters arising from the minutes of 29th July 2025**

**Page 1, item 5:** an update was provided on the original planning permissions of the Sylvan Close site, stating the height permissions allowed for no more than 1.3m in height.

To update appointed contractor and advise to proceed with works.

**Page 2:** positive feedback had been received and shared on both the Emergency Services event and VJ Day service.

**Page 3, item 18:** Bells Field water butt has been moved into the wildlife area. To investigate next steps to enable the collecting of rainwater.

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

Assistant Clerk L Jayne presented 7 verbal invoices (see attached spreadsheet) alongside the previously distributed payments listing.

**Recommendation: payments were agreed at a grand total of £19,306.95.**

**Proposed by Cllr S Cox, seconded by Cllr A Fullerton and unanimously agreed**

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

Noted by members

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

* It was stated that the second half of CTC’s precept will be received during September.
* For the recently installed pond liner at Bells Field to be recoded to Bells Field improvements budget code and not maintenance.
* Members were updated that CTC’s community grant’s budget is set within the S137 budget code. For transparency, there is a separate S137 spreadsheet that records all expenditure within that code.

Noted by members.

1. **To note External Auditor’s report**

Thanks were given to the office for their work on this.

The External Auditor’s Report was noted by members.

1. **To note Local Government Pay Agreement 2025/26**

It was noted that all paid positions within CTC are to increase by 3.2%, as agreed by the Union. This increase is from the 1st of April 2025, to be backdated within September’s pay.

1. **To consider Poppy Concert request**

A request to hold a Poppy Concert at Coleford’s Baptist Church on the 26th of October, in aid of the Royal British Legion Annual Poppy Appeal had been previously presented to members.

It was stated that there is £4,700 available in unallocated event expenditure within CTC’s budget.

**Recommendation: to support costs as requested, provided branded with CTC name.**

**Proposed by Cllr C Elsmore, seconded by Cllr M Getgood and unanimously agreed**

1. **To consider Girl Guide donation request**

A Coleford resident and member of 1st Bream Guides has requested fundraising support after being selected to represent Girlguiding South West at an international jamboree in Sweden in summer 2026. Council members were in support of the request, but advised it would need to be considered at CTC’s November Community Grants intake, with her letter serving as the application and subject to being within the fundraising time period.

1. **To consider KGV hire charges**

**Recommendation:**

**Bowmen of the Dean: to accept increase of 100% of £500 for this current financial year but ensure they understand we will need to continue to review the costs to close the gap, without pushing beyond it being economical.**

**Broadwell FC: to seek another meeting to understand rationale for offer. To also offer a value for money alternative. If Broadwell youth can’t pay, then we offer to seniors at another rate of payment for adult / seniors.**

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

1. **To consider Natural Burial Ground charges**

The proposed Natural Burial Ground (NBG) charges had been previously circulated to members, alongside a comparison table of other ‘local’ NBG’s charges. These were discussed.

**Recommendation: that the Natural Burial Ground charges be accepted as proposed by the Clerk/office team.**

**For the 100 year ERoB option to be reduced to the traditional 99 year**

**Proposed by Cllr C Elsmore, seconded by Cllr K Robbins and unanimously agreed**

1. **To consider submitting Active Travel Planning Application**

Cllr M Cox updated on this item following receiving the plan re-design.

**Recommendation: for CTC to submit the planning application for the first 2 phases of intended route. To inform all people concerned and indicate all elements of the application**

**Proposed by Cllr M Cox, seconded by Cllr M Getgood and carried by majority vote**

**Cllr C Elsmore abstained**

1. **To review progress against Climate Adaptation Plan**

Cllr M Getgood addressed the room and together the plan was briefly reviewed.

The updated progress was noted by members.

Cllr M Getgood to work with office on Climate Adaptation workshop preparation.

1. **To consider new registrar for gov.uk domain**

After some discussion, several questions were raised around cyber security and finer detail of value for money. It was agreed to bring back to Full Council once these questions were answered.

1. **To consider response to Local Plan consultation**

Cllr M Cox updated the room around this item.

It was agreed that a response from CTC needed to be fully discussed and considered before the submission deadline of the 11th of September.

**Recommendation: to arrange a separate meeting after the 26th of Aug, but before 11th sept to finalise CTC response to the Local Plan consultation**

**Proposed by Cllr C Elsmore, seconded by Cllr M Cox and unanimously agreed**

1. **To consider response to Flood Resilience survey**

It was agreed for Cllr M Cox to support the office with completing the survey

1. **To consider response to electrical infrastructure consultation**

[**https://www.gov.uk/government/consultations/electricity-network-infrastructure-consents-land-access-and-rights?utm\_medium=email&utm\_campaign=govuk-notifications-topic&utm\_source=71bb5f59-5125-422a-94b8-6177e8241054&utm\_content=daily**](https://www.gov.uk/government/consultations/electricity-network-infrastructure-consents-land-access-and-rights?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=71bb5f59-5125-422a-94b8-6177e8241054&utm_content=daily)

No comment was made regarding this item.

1. **To note TIC Coordinator’s report**

The TIC Report was noted, with thanks.

1. **To note Annual Risk Assessment**

The Annual Risk Assessment was noted, with thanks.

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

The Planning & Highways Minutes were noted.

1. **To note Clerks Report**

Birthday wishes were sent to the Town Clerk, and the Town Clerks Report was noted.

1. **To note Correspondence**

Cllr N Penny presented the room with 3 items of correspondence

* + 1. Complaint re. Coleford Health Centre / Dean Medical
    2. A complaint against a retail license
    3. Correspondence received from MP Matt Bishop’s office relating to Coleford Town Council

Items 1 and 2 had been passed onto the relevant people involved. Item 3 will be addressed and returned to the MP’s office.

**Meeting end: 20.50**