



# Coleford Town Council

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At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 26 June 2018 at 7.00 pm there were present:

Cllrs.	Mr N Penny (Mayor)	
	Mr P Kay	
	Mr I Baird	
	Mr C Elsmore	
	Mrs E Elsmore	
	Mrs M Cox	
	Mrs H Lusty	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

Mrs D Gash, Mr W Williams  
Dist. Cllr. R James

## Public Forum

Mrs Gash referred to previous May 18 Full Council Meeting, seeking clarification on comments made in the Public Forum, and Cllr. Penny clarified.

Dist. Cllr. James reported on disability parking in Worcester Walk, and cost implications. Cllr. Penny suggested that there might be funding available at County Council level, and Cllr. James reported that Highways were visiting the site and would hopefully engage with the residents.

**34.** Apologies were noted from Cllrs Thompson, Allaway-Martin, Hale, Holloway, Ball and Drury

**35.** Cllr. Penny declared a pecuniary interest in Items 40 and 41, and a personal interest in item 51 and Ms. Lapington also in item 51.

**36.** There were no dispensation requests.

## **37. To approve the minutes of 22 May 2018**

It was proposed that the minutes of 22 May be agreed.

**Proposed: Cllr. C Elsmore**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

## **38. To raise matters arising from the meeting 22 May 2018**

Cllr. Baird, Penny and Kay sought clarification on Town Council Representatives on other Bodies, and this was clarified. There were no other matters arising.

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

In GCC Cllr. Cllr. Allaway-Martin's absence, the following report was submitted:

- 4 June GP Hub, CCG review and development
- 5 June Child and Family services 'one yr. on'
- 6 June Cabinet meeting and Peer review briefing event
- 8 June Briefing re HOSC
- 12 June Peer review event 4/7,
- 13 June Scrutiny management committee, Peer event and peer review focus group and 1:1 interview, Peer event
- 14 June Skill zone event Glos. Fire and Rescue service, Peer event
- 15 June Peer review event, initial feedback re 4/7 assessment



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- 18 June Briefing economic growth + review model for scrutiny
- 22 June Commons and Rights of Way committee CROW, Officer briefing for 26 June
- 25 June Governor review, Coalway and Ellwood schools and Community Grant admin  
Memory Cafe
- 26 June Health reference group HOSC
- 27 June Full Council

In Dist. Cllr. Allaway-Martin's absence, the following report was submitted:

- 4 June Licensing Committee hearing
- 6 June Planning training
- 18 June Review planning meeting and Lawnstone site
- 25 June Armed Forces Day event
- 26 June Admin
- 29 June Artspace Celebration event (apologies sent-

Dist. Cllr. Elsmore reported on licensing, and that the District Council have toughened up their enforcement on these matters.

## **Cllr Penny left the room**

### **40. To agree payments (see attached)**

Cllr. Kay took the Chair. The Town Clerk request for an additional payment due to CODA, for £1,920, to be added to the payment schedule. It was proposed that the payments be made.

**Proposed: Cllr Baird**

**Seconded: Cllr. E Elsmore**

On being put to the vote it was unanimously agreed.

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

It was proposed that the payments be agreed for both petty cash books.

**Proposed: Cllr. C Elsmore**

**Seconded: Cllr. Cox**

On being put to the vote it was unanimously agreed.

## **Cllr. Penny re-entered the room**

### **42. To note the cash books and bank reconciliations**

The cashbook and reconciliation was noted.

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

Cllr. Penny reported a healthy financial position, and that a full review of budgets would be undertaken at the July Finance & Office Committee meeting. The figures were noted.

### **44. To agree actions regarding the future of the Five Acres leisure site**

Dist. Cllr James summarised the position to date, it has emerged that Homes England appear to have reneged on the commitments in respect of leisure facilities, although Dist. Cllr James reported that the Forest of Dean District Council (FoDDC) are now engaged with Homes England to hopefully resolve this matter, to preserve leisure facilities in the Forest of Dean.

After further discussion, and consideration whether the Town Council should intervene at this point, to offer their support, Cllr. Kay proposed the following recommendation:



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When the District Council need support of the Town Council, in lobbying the MP, Homes England, we will offer support at that appropriate time.

**Proposed: Cllr. Kay**

**Seconded: Cllr. Penny**

On being put to the vote it was unanimously agreed.

**45. To agree to a structure for the regeneration working group and its administration**

Cllr. Penny summarised the background to this working group and that it was now for the Town Council to formalise as a Town Council Committee. The Town Clerk advised on the change to Standing Orders to formalise a new Regeneration Committee, and also confirmed that non-Council Members can be co-opted. It was proposed that a Regeneration Committee is established.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.

**46. To receive an update on Lawnstone development and future engagement**

This Item was deferred.

**47. To receive feedback on the Forest of Dean Youth Services meeting and agree actions**

No further information provided.

**48. To agree the FoD Citizens Advice Bureau (CAB), since the merger with Glos CAB**

In light of the merger of Coleford CAB, with Gloucester CAB, it was proposed that the existing Service Level Agreement (SLA) be amended to reflect this merger, and that confirmation that the service will continue before any further payments were made.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**49. To agree to the recommendations of Events & Marketing Committee**

Cllr. Penny summarised and proposed recommendations en-bloc.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.

**50. To agree to the recommendations of the Amenities Committee**

Cllr. Lusty summarised and proposed recommendations en-bloc.

**Proposed: Cllr. Lusty**

**Seconded: Cllr. C Elsmore**

On being put to the vote it was unanimously agreed.

**51. To agree to the recommendations of the Finance & Office**

Cllr. Penny summarised and proposed recommendations for Items 6,7,8 and 9.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.



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## **52. To agree the Annual Governance Statement**

All Councillors studied the statement. Cllr, Penny asked if box 2 should be affirmed as the Council had failed to complete the necessary in house audit checks it was proposed that all but box 2 be affirmed.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Baird**

On being put to the vote it was unanimously agreed.

## **53. To agree the end of year report for the External Auditor.**

Cllr. Penny sought clarification from the Town Clerk and, after some discussion, it was proposed that the end of year report be agreed.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Baird**

On being put to the vote it was unanimously agreed.

## **54. To review the bank accounts and long term investment**

The Town Clerk presented the summary value of investment and the interest rates payable on the bank accounts. Cllr Penny asked if there were any reasons to move banks. The Clerk confirmed excellent service from the organisation. Cllr. Penny asked whether there were any decisions regarding the long term investment needed to be taken in light of Bells Field and, after discussion, it was proposed that this is referred to Finance and Office Committee and that we remain with the bank provider.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.

## **55. To note the decisions of the Bells Implementation Committee**

Cllr. Penny summarised progress and the decisions were noted.

## **56. To note the decisions of the Planning Committee**

The planning decisions were noted.

## **57. To note the minutes of and hear report from the NDP Steering Group**

Cllr. Cox summarised progress, stating that the report by the inspector had been received, there were some errors and comments would be submitted back this week, although it is noted that his report was factual, and not open to interpretation.

## **58. To receive an update on the St John's Church: the Next Generation Project**

Cllr. Cox summarised progress, drawing attention to the need for grant funding, wider consultation and possible need for an extension to the September 18 deadline for submission.

## **59. To note reports from members (for information only)**

### **Cllr. Penny**

Cllr Penny stated that he would be presenting two £3,500.00m cheques to each of his chosen charities: Great Western Air Ambulance Charity (GWAAC) and the Forest of Dean Children's Opportunity Centre. Cllr. Penny also announced his chosen charities for this year as: Severn Area Rescue Association (SARA) and Great Oakes Hospice. Members report, submitted below and Cllr. Penny drew particular attention to his day's sponsored hire at Suntory, reporting on such a positive work environment, and its enormous contribution to the local economy and employment opportunities in Coleford.



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- 23 May Meeting to prepare for Citizens Jury presentation re Community Hospital for the Forest of Dean
- 23 May Building contract site visit and review meeting
- 23 May NDP Steering group meeting regarding examiners queries
- 24 May Coleford Town regeneration working group meeting
- 24 May St John's Church visit with project committee
- 24 May Coleford Twinning Association meeting
- 25 May Covering TIC to allow volunteers to attend briefing session
- 26 May GWAAC 10th anniversary Evensong at Bristol Cathedral
- 29 May Project Management meetings and site visits to Bells Field
- 29 May Coleford Twinning Association meeting re August trip to St Hilaire
- 30 May Meeting with Clive Elsmore re transport connections for proposed new hospital
- 30 May Meeting with Neal Harden re WW1 concert
- 2 June Poppy Concert at Forest Theatre
- 4 June WW1 Meeting
- 5 June Board meeting of Wye Valley and Forest of Dean Tourism
- 5 June Meeting with Tarmac regarding Coleford Grand Prix
- 6 June Workshop with local creative people about provision for youth
- 6 June Meeting with Brockweir CIC re Soapbox Derby
- 7 June Meeting with Marilyn Cox re St Johns Next Generation Business Plan
- 8 June Bells Field site inspection with Barry Thompson
- 9 June Attending Forest of Dean Morris Festival and danced!
- 9 June Opened The Kitcheners fund raising event at Berry Hill
- 10 June Attended the Festival of Brass at Scarr Bandstand
- 11 June Meeting with Marilyn Cox re Hospital Jury
- 12 June Attended FANS meeting at Berry Hill
- 13 June Barista training at le Petit Hibou - Mayors Charity fundraising
- 14 June St John Church - The Next Generation Meeting
- 15 June Attended FOD Rotary Club Dinner as guest speaker
- 16 June Attended Great Oaks Hospice Fete
- 16 June Attended FOD Orchestra 25th anniversary concert at Forest Theatre
- 18 June Laid flowers on the grave of Private Bayton at Coleford cemetery
- 18 June Met with St Johns School re WW1 remembrance activities
- 18 June Attended Coleford Twinning Association committee meeting
- 19 June Visited Great Oaks Hospice
- 20 June Laid flowers on the grave of Private Blanch at Coleford Cemetery
- 20 June Bells Field Building Contract review meeting
- 21 June Meeting re Coleford Green Areas with FODDC
- 21 June Attended the Great Oaks Hospice Gala Dinner at Speech House
- 22 June Meeting with Meg Humphries re potential support with regeneration work
- 23 June Officially opened Skool Fest at Coleford St Johns school and carried out consultation
- 25 June Attended Armed Forces week ceremony at FODDC
- 25 June Bells Field Landscape review and Project Management meetings
- 26 June Day work at LR Suntory including attending their Town Hall meeting

## **Cllr. Kay**

- 4 May Soap Box Derby Sponsorship.
- 6 May Faddle Fair.
- 7 May Soap Box derby Sponsorship.



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- 10 May DASV Forum.
- 11 June TIC am.
- 16 June TIC am.
- 18 June Visit cemetery wreath laying war graves and inspect grass cutting.
- 18 June Twinning meeting.  
Cllr. Kay positively reported on the exchange trips that had taken place, and others already scheduled, including sporting events. Cllr. Penny further adding the economic benefits that these trips brought to the local economy.
- 23 June S'kool Fest.

## **Cllr. Allaway-Martin**

- 5 June Events and Marketing + Bells Committee
- 9 June Morris' celebration + Parkside Fete
- 10 June Scarr bandstand, Brass' celebration
- 11 June Great Oaks Hospice
- 12 June Planning Committee
- 16 June Great Oaks fete
- 19 June Finance and Office and Contract Management Committees
- 21 June Great Oaks event Speech House
- 23 June St John School PTA event
- 28 June Regeneration Working Group

## **Cllr Baird**

- 23 May NDP meeting
- 24 May Twinning meeting
- 24 May Coleford Regeneration meeting
- 25 May Meeting with Glos. High Sheriff at Dean Heritage Centre
- 29 May Bells Field visit
- 6 June Arts event at Library
- 18 June Twinning meeting
- 21 June Coleford Town Centre Regeneration meeting
- 22 June NDP meeting
- 23 June Skool Fete at St. Johns School

## **Cllr. Cox**

- 24 May St Johns visit day for interested clients
- 29 May Bells Field Town Council progress meeting
- 29 May Coleford Twinning meeting, for people travelling
- 30 May St Johns meeting re: drawings with Rev. A Wearmouth and Alison Stoddard at Church on the Street
- 2 June Poppy Concert
- 5 June St Johns Committee re: draft business plan
- 7 June Finance check forecast for St Johns with Cllr. Penny
- 11 June Hospital and Coleford as a location (slide set-up)
- 12 June Coleford TC planning
- 12 June Parish on-line map for Town Council sculpture application
- 14 June St Johns Glos. Diocese, Church Commissioners and FoDDC
- 18 June Visited hospital bus in Market Place
- 21 June Visit to St Johns, with FoDDC conservation and buildings, architect
- 21 June FoDDC meeting re: green ways, footpaths, cycle tracks



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22 June Dementia Training, Coleford Fire Station  
25 June St Johns Committee

## **Cllr E Elsmore**

June Forest Group  
Cllr. C Elsmore reported that the Forest Routes funding was coming to an end but the four groups will be continuing to cooperate after the finish under a different name

June SCARR Bandstand  
Cllr. C Elsmore asked whether the Town Council could further support their activities

June Parish walk with Brian Watkins, Highways  
Cllr. C Elsmore reported that there is lots that could be done, if money was available

June Area Partnership meeting

June Glos. Market Towns Forum at Burford

## **Cllr. C Elsmore**

June Glos. Market Towns Forum at Burford  
Cllr. E Elsmore reporting an impressive Community Hall having been built, showing what local Councils can do

## **60. To note the Clerks Report**

The Clerk's Report was noted. The Town Clerk reported on the delay from FoDDC, Legal Services, in advising on a Bells Field section agreement, and Cllr. Penny expressed concerns that this could lead to a halt construction with major financial implications.

## **61. To note correspondence (for information only, see attached list)**

The correspondence was noted.

## **In Committee**

### **62. To agree to the recommendation from the Contract Management Committee**

This committee did not occur due to a medical emergency

## **Cllr. Penny and The Clerk left the room**

**Cllr. Kay took the chair.**

## **51 Finance & Office Committee**

Cllr. Kay summarised Item 16 and, after further discussion, with a slight amendment, it was proposed that the recommendation be agreed.

**Cllr Baird left the room before vote was taken.**

**Proposed: Cllr. Cox**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**The meeting ended at 9.00pm**