



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday, 30 April there were present:

Cllrs. Mr N Penny (Mayor)
Mr B Thompson (Deputy Mayor)
Mr P Kay
Mr K Ball
Mrs H Lusty
Mr C Elsmore
Mrs E Elsmore
Mrs Carole Allaway-Martin
Mrs M Cox
Mrs N Holloway
Mr I Baird
Ms. A Lapington (Town Clerk)
Mr C Haine (Administrative Assistant)

Mr John Simister

302. Apologies were noted from Cllr. Drury.

303. Cllr. Penny declared a pecuniary interest in Item 309, 310 and 313.
Cllr. Holloway declared a personal interest in item 313.

304. There were no dispensation requests.

305. To approve the minutes of 26 March 2019

It was proposed that the minutes of 26 March 2019 be agreed

307. To raise matters arising from the meeting 26 March 2019

Page 3, Item 296: Cllr. C Elsmore sought clarification on whether the letter to GCC Cllr. Nigel Moore had been sent, following the meeting with him on 1 April. Delegated authority has been given to the Town Clerk to progress this matter, following this Full Council meeting, in consultation with Cllr. C Elsmore and Cllr. Cox.

Page 6. Item 298: Cllr. C Elsmore reported that the planning application re: Poultry Farm, at Clearwell, had been rejected, although he would keep in view subject to any appeal.

306. To make presentations to exiting Councillors

Cllr. Penny stated that, this evening marked the last Coleford Town Council meeting for four of its members, and that he would like to formally thank them for their service given to the community of Coleford. Cllr. Penny added that Cllr. Kay agreed, that they had both felt extremely proud of chairing this council over the last four years and thanked each of the four councillors, for the support that they had shown to them.

308. To note reports from District and County Councillors (for information only)

GCC Cllr. Allaway-Martin reported attendance at the following meetings:

27 March	Cabinet meeting
27 March	2GNHS meeting,
28 March	Commons and Rights of Way meeting (CROW) briefing



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29 March	Clinical commissioning Group (CCG) and Health watch 'NHS ten year plan' consultation
1 April	Interview NHS England)
2 April	Health Reference Group, Sanger House)
3 April	Health Community Overview and Scrutiny (HOSC) work planning meeting
11 April	Gloucestershire Care Services (GCSnhs) meeting
16 April	Gloucestershire Hospitals Acute NHS Trust (GHAnhs) meeting
17 April	Briefing GCC re review and Task group
17 April	2Gether NHS Governors (2Gnhs) meeting
18 April	Briefing and admin GCC)
24 April	Cabinet and briefing
25 April	CCG conference call)
26 April	GCC environment and MP surgery
29 April	GCC admin and meeting CCG

Meetings also reported with GCC. Nigel Moore, Highways, and Oak Quarry HRC, regarding road congestion issues.

Dist. Cllr. Allaway-Martin reported attendance at the following meetings:

4 April	Full Council
9 April	Part site visit
10 April	Planning Committee)
10 April	Full Council meeting
11 April	Cabinet meeting
18 April	Audit committee
26 April	Chairman's request
27 April	Observer postal vote verification

Dist. Cllr. C Elsmore reported attendance at the following meetings, and a relatively quiet month, due to purdah:

2 April	Transport Forum
4 April	Full Council;
15 April	Session with FoDDC

Cllr. Penny left the room.

309. To agree payments (see attached)

The Town Clerk explained several payments that were made within the Financial Year ending 31 March 2019, and also an additional payment for £100.00 to Cllr. Penny relating to Civic Dinner expenditure, and £47.00 to be vied. Cllr. Lusty, and Cllr. Cox, sought clarification on Corona electric charges, and the Town Clerk explained that a number were high, due to estimated bills, and that a full audit trail on charges was to be undertaken. It was proposed that all payments listed be made.

Proposed: Cllr. Ball

Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed

310. To agree petty cash payments for the Council & TIC (see attached)

It was proposed that payments be made.

Proposed: Cllr. Ball

Seconded: Cllr. Kay



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On being put to the vote it was unanimously agreed

Cllr Penny re-entered the room

311. To note the cash books and bank reconciliations

The cashbook and reconciliation were noted.

312. To note the monthly budget figures (see attached)

Cllr. Holloway sought clarification on a committed spend figure of £1000.00 under cost centre code 4253 (Town Centre maintenance) and for Town Clerk to clarify. Cllr. C Elsmore sought clarification on income figure, and Cllr. Penny confirmed that the first precept payment had been received. The figures were noted

Cllr. Penny left the room.

313. To agree to the recommendations of Events & Marketing Committee

Cllr. Holloway summarised, and proposed recommendations en-bloc.

Proposed: Cllr. Holloway

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed

Cllr. Penny re-entered the room

314. To agree to the recommendations of the Amenities Committee

Cllr. Lusty summarised and, in respect of Item 9, Cllr. Kay emphasised that installed defibrillators must be approved by South West Ambulance Service Trust (SWAST). The Town Clerk confirmed that this would be the case. Cllr. Lusty proposed recommendations 5, 6, 7, 8 and 9 en-bloc, with item 10 to be taken 'in committee'.

Proposed: Cllr. Lusty

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed

315. To agree to the recommendations of the Finance & Office Committee

Cllr Penny summarised, and proposed recommendations 5, 6, 7, 8 and 9 en-bloc, with item 10 taken 'in committee'.

Proposed: Cllr. Penny

Seconded: Cllr. Baird

On being put to the vote, it was unanimously agreed.

316. To note the decisions of the Planning Committee

Cllr. C Elsmore summarised, and planning decisions were noted. Cllr. C Elsmore also reported on an emerging variation of condition re: Lidl application, in respect of 'soft landscaping' and the need for the Town Council to be on top of this.

317. To note reports from members (for information only)

Cllr. Penny

28 March Led Tourist Information Centre volunteers tour of Coleford

29 March Attended Charity Dinner in St Hilaire de Riez

6 April Hosted charity dinner for Great Oaks Hospice and SARA



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Cllr. Penny reported on a successful evening, having received such positive feedback and also having raised in excess of £5000 on the night for his nominated charities.

8 April Attended Angus Buchanan AGM

Cllr. Penny reported positively on how this committee has flourished, and the good work it is doing.

10-15 April Various activities connected with visitors from St Hilaire de Riez

13 April Opened Platinum World Travel - Coleford's latest new business

13 April Attended the international rugby match between St Hilaire and Berry Hill U15 sides and presented prizes

16 April Attended Consultation event at Stepbridge estate

Cllr. Penny reported on a positive turnout, both children and adult residents, with much feedback collected. Cllr. Penny also expressed thanks to Art Space for providing entertainment which enhanced the children's activities on the day

18 April Attended Coleford Area Walking Festival planning meeting

22 April Interviewed by BBC Radio Gloucestershire re Carnival of Transport

23 April Attended Bells Field with Cllr Kay to inspect work to Post and Rail fencing

23 April Attended St George's Day Service at Glos Cathedral

24 April Hosted Charles Berkley, Sheriff of Gloucestershire for a tour of Bells Field

Cllr. Penny reported on more positive feedback received in respect of Bells Field, and how impressed the Sheriff had been.

25 April Coleford Area Walking Festival walk leaders briefing

25 April Attended Coleford Twinning Association meeting

27 April Held Annual Parish Assembly at The Main Place

27 April Visited the Coleford Town FC charity event at King George V playing fields

Cllr. Penny reported on a positive event, and how impressed he had also been in respect of improvements made to the facilities, under Rob Merry's chairmanship, which have the additional benefit of further room hire potential. Thanks and appreciation also shown to Katie Hughes, who carries out cleaning duties, on behalf of the town council, each week to such a high standard.

28 April Scouts St Georges Day event at Bells Field

Cllr. Penny reported on another great event, and such a great sight of 120 plus young people gathering on Bells Field, which was hoped would be repeated next year, including a march to Bells Field from the centre of town.

Cllr. Thompson

Cllr. Thompson expressed his appreciation to the councillors who had supported him during his term as Deputy Mayor and, although stepping down, remained available to support the council as a resident of Coleford, particularly keen to see regeneration matters taken forward.

Cllr. Kay

29 March Charity Dinner St Hilaire de Riez.

30 March Twinning meeting St Hilaire de Riez.

23 April Meeting with contactors bells field.

25 April Twinning meeting.

27 April Town Council Annual Meeting.

Cllr Kay also reported on concerns that had been raised, following the Carnival of Transport event in Coleford, in respect of the Council's commitment to the 'plastic free' town initiative, in light of traders having used excessive plastic, and the need to be mindful with future CTC organised events.



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Cllr Holloway

Cllr. Holloway congratulated Cllr. Penny on his Garden party invitation.

Cllr. Cox

Meeting re: Locality Plan

Cllr. Cox reported on a positive meeting, and that Coleford had been the first town to be consulted.

Cllr Cox expressed disappointment in respect of Regeneration Committee item omitted from this agenda, and Town Clerk acknowledged omission, although emphasised to councillors that agenda was published in time to be amended. In respect of actions from Regeneration meeting, Cllr. Cox to capture foot fall data, as a resident of the parish, at the Faddle Fair.

Cllr. Cox also sought clarification in respect of a forthcoming meeting re: Historic England, and the Town Clerk confirmed that Councillor declaration forms would need to be signed before attendance in any formal Councillor capacity.

Cllr. Cox also reported that the Walking Festival was going well

Cllr. Lusty

16 April Attended Consultation event at Stepbridge estate

Cllr. Lusty also reported on this being a positive event, with good turnout and constructive feedback

Cllr. C Elsmore

1 April Highways meeting

2 April NDP review

6 April Civic Dinner

9 April Police meeting

Cllr C Elsmore summarised, with an update on disposal notices, and CCTV activity, also seeking clarification from the Town Clerk on the agreed arrangements in respect of retrieval of CCTV data, which was confirmed to still be for the police to undertake

16 April Milkwall Play Area

18 April CAP meeting

22 April Carnival of Transport

25 April Cap Steering Group

24 April High Sheriff of Gloucester meeting at bells Field

24 April Regeneration meeting

27 April Annual Assembly

28 April Scouts St George parade

Cllr. E Elsmore

6 April Civic Dinner

22 April Carnival of Transport

28 April Scouts St George parade

Cllr. Baird

Cllr Baird expressed his appreciation to councillors, that he had worked with, in respect of a range of activities, including the Coleford NDP, Twinning Association, King George V Recreation Ground, Angus Buchanan, Tourist Information Centre and more recently Bells Field, under the ably led chairmanship of Cllr. Penny and previously Cllr. Kay.

Cllr. Baird wished the Town Council well in its new term, and hoped to still be available in support of its activities, particularly in respect of 'single use plastic' initiatives, twinning, and schools partnership working. Attendance at the following meetings:



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27 March Meeting with St Hilaire de Riez. Visitors at 5 Acres High School
6 April Civic Dinner

Cllr. Ball

Cllr. Ball reported on attempts to engage with licensed premises in the town centre, in respect of improvements to buildings, with some level of engagement in respect of maintenance, but disappointed not to have heard further from those that he had consulted.

Cllr. Ball also reported on traders using excessive plastic at Carnival of Transport event, and Cllr. Penny confirmed that this matter had been brought to the organising committee's attention, and would be raised at their review meeting in June.

Cllr. Ball raised concerns again, in respect of speeding at Palmers Flats, and a near miss incident. The Town Clerk reminded councillors of the training that had been scheduled in respect of this matter. Cllr. Ball stated that there were reasons why he would not be participating in that exercise, as he believed this should be a statutory led initiative.

Cllr. Ball reported, again, on caravans parked in the area and that he would be taking up further with the statutory authorities.

Cllr Ball reported on having spoken with protesters in respect of the proposed poultry farm.

Cllr ball reported on Ewan Ball's activities, on behalf of the Town Council, and that he would be reporting back further after he had completed his forthcoming exams.

Cllr. Allaway-Martin

25 March Parish Walk Thurstons Rise and visit Dora Matthews House

26 March Planning and Full Council meetings

1 April Meeting with Cabinet Member GCC re: highways

3 April Prep Clerk appraisal

4 April Appraisal

5 April Admin

6 April Civic Dinner

8 April Cathedral Liaison re visit

12 April Hosting/guide Twinning group

22 April Carnival of Transport

23 April Finance and Office meeting

27 April Annual Assembly meeting

29 April Admin.

30tApril Planning and Full Council meetings

318. To note the Clerks Report

The Town Clerk reported another busy month, and was pleased to report positively on the Civic Dinner, a number of other activities, and also positive feedback from the auditor today, with a report following. The Town Clerk also reported on a live dispute re: trees on land between Cupola Drive/Crucible Close which she is in consultation with FoDDC.

319. To note correspondence (for information only, see attached list)

Cllr. Ball sought clarification in respect of the listed complaint, and Cllr. Penny confirmed that this had been formally dealt with. All other correspondence was noted.

Mr John Simister left the meeting

In Committee

320. To agree to the recommendation of the Finance & Office Committee



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Item 10: Cllr. Penny summarised, and the Town Clerk further explained her report. Cllr. Penny proposed that the recommendation of a donation payment of £100 be made to Great Oaks Hospice, as agreed.

Proposed: Cllr. Kay

Seconded: Cllr. Penny

On being put to the vote, it was unanimously agreed.

321. To agree to the recommendation of the Amenities Committee

Item 10: The Town Clerk reported that the staged payment schedule will be provided, and would then be discussed at the next Amenities meeting.

The meeting ended at 8.15pm