



# Coleford Town Council

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At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 24 November 2020, at 7.00 pm, there were present:

Cllrs. Mr N Penny (Mayor)  
Mrs C Allaway-Martin  
Mrs H Barnham  
Mr S Cox  
Mrs M Cox  
Mr R Drury  
Mr C Elsmore  
Mrs N Holloway  
Mr P Kyne  
  
Mr C Haine                      Assistant Town Clerk (seconded)

Cllr. Penny opened the meeting, thanking all those who were able to attend via 'Zoom'. Further stating that this meeting was not to be recorded for formal purposes, and that a 5 minute break would be taken at 8.00pm.

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**374.** Apologies were received from Cllr. Lusty

**375.** Cllr. Penny declared a pecuniary interest in Item 389 (as employee related).

**376.** There were no new dispensations requests

**377. To approve minutes of 3 November 2020**

It was proposed that the minutes of 3 November be agreed.

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes**

**378. To raise matters arising from minutes 3 November 2020**

**Item 384:** Cllr. M Cox reported that the Working Group re: environment. Had since met, and that the work is now progressing to form an Environment Committee.

**379. To take comments from the public**

There were no members of the public present.

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

Dist. Cllr. Elsmore reported his attendance at the Audit Committee, where 106 monies had been discussed. Dist. Cllr. Elsmore also reported on being involved in following up vulnerable residents, from the GP registers, and that a number of individuals had been further made aware of the town council services available, during the Covid19 'lockdown.'

GCC. Cllr Allaway-Martin reported a busy month, on County Council business, with a number of additional meetings, reporting on the Emergency Active Travel Fund, and that money had been allocated. Also reported on GCC Climate Change Annual Report, including allocation of a million trees, the timeframe, and locations; of interest to the town council's new Environment committee.



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Cllr. Allaway-Martin also reported on the European Union (EUI) Settlement Scheme, and for town councillors to be aware, that any non-UK status residents; including elderly citizens, and vulnerable young people; must now apply for settled status, by June 30 next year, with additional resources being allocated from the new year, to advise.

Dist. Cllr. Allaway-Martin reported a quieter month at District Council level, also reporting on 106 discussions, and awaiting more information.

## **Cllr. Holloway left the meeting at 7.14pm**

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

Cllr. Penny summarised payments, and the Assistant Town Clerk (seconded) also asked for an additional payment of £199.00 to MCL, due to delayed processing of the town council's photocopying charges, by the company. The absence of satisfactory monitoring data, was also reported, re: Citizen's Advice Bureau (CAB). It was proposed that the CAB payment is referred back to Finance & Office, and that all other payments, including the additional MCL payment, be made. The total of payment equals: **£ 20,172.73**

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed. 8 for, none against (**Cllr. Holloway still absent from meeting**).

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

Payments were presented, and it was proposed: that the payments be agreed for both petty cash books.

**Proposed:** Cllr. Barnham

**Seconded:** Cllr. Elsmore

On being put to the vote, it was unanimously agreed. 8 for, none against (**Cllr. Holloway still absent from meeting**).

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

The Assistant Town Clerk (seconded) explained the current account reconciliation report, in light of unaccounted, but deducted, utilities monies, which had been placed in Suspense Account 501, pending clarification. The cash books and reconciliation reports were noted.

## **Cllr. Holloway re-joined the meeting at 7.20pm**

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

Cllr. Penny summarised, recording thanks for the hard work undertaken, by Assistant Town Clerk (seconded), in loading missing budget data, as well as having corrected code postings and virements. Cllr. Penny further summarised the impending budget forecast exercise timeline, and the figures were noted.

### **385. To make comment regarding the Forest of Dean Hospital Exercise.**

Cllr. M Cox summarised, particularly on population numbers, additional households, impact of Covid19, and concerns re: mental health, and travel implications. After further discussion, it was proposed that a group of 3 town councillors, and the Assistant Town Clerk (seconded), prepare a response after 10 December, to then be submitted by 14 December, at the latest.



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**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

**386. To agree actions re: Land at Angel Vale**

Cllr. Penny summarised the context, explaining that 3 town council signatures were required for some formal documents, associated with a transfer of ownership, requested by a local resident, further stating that there were no costs involved, and was an administrative formality. It was proposed that Cllr. Penny, M Cox, and the Assistant Town Clerk (seconded) sign the documents, in the presence of the requesting resident.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed

**387. To agree to close the Bells Field Implementation Committee (transferring outstanding items to the Amenities Committee)**

Cllr. Penny summarised and, after some discussion, it was proposed that this committee is closed, and that outstanding items are transferred to the town council's Amenities Committee.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed

**388. To agree changes to Committee Membership.**

Cllr. Penny summarised, and it was proposed that Cllrs M Cox, and Kyne become members of Finance & Office committee, and Cllr. Kyne also Planning Committee.

**Note: Recommendation of Finance and Office Committee: Item 11 refers.**

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

**Cllr. Penny left the meeting at 7.49pm**

**Cllr. M Cox took temporary Chair**

**389. To agree priority actions relating to the Youth aspects of the 5 Year Plan.**

Cllr. Barnham summarised her report, already circulated and, after further discussion, it was proposed that the town council agree a fund of £2000 (plus up to £500 for 3<sup>rd</sup> party activity costs) to enable the FOD Youth Association to carry out engagement with young people, in line with report proposals, at Point 2. And, to also allocate a budget from 20/21 budget to provide youth activities, in line with summary report proposals, at Point 1

**Proposed:** Cllr. Barnham

**Seconded:** Cllr. Cllr. S Cox

On being put to the vote it was unanimously agreed. 8 for, non against **(Cllr. Penny absent from meeting)**

**Cllr Penny re-joined the meeting at 8.07pm**

**A five minute break was called.**



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**390. To review the secondment of the Administrative Assistant to the position of Assistant Clerk (seconded)**

Cllr. Penny updated on the ongoing absence position, and proposed that the Administrative Assistant's secondment, continues to the end of December, to be reviewed again then.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

**391. To agree new representatives from Coleford Town Council on the following outside bodies:**

- Forest of Dean Community Safety Partnership
- Coleford Twinning Association
- DVSA Forum
- Forestry England Advisory Committee

Cllr. Penny summarised the needs, in light of recent resignations of Town Councillors and, after some discussion, it was proposed that

- Cllr. Barnham represents the Town Council on the Forest of Dean Community Safety Partnership

**Proposed:** Cllr. Penny

**Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed

- Mr Paul Kay, as a former councillor, continues representing the Town Council on Coleford Twinning Association

**Proposed:** Cllr. Penny

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed

- Cllr. Allaway-Martin represents the Town Council on the FoD Domestic Violence Sexual Abuse (DVSA) Form

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Elsmore

On being put to the vote it was unanimously agreed

- Cllr. S Cox represents the Town Council on the Forestry England Advisory Forum

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Elsmore

On being put to the vote it was unanimously agreed.

**Item 392 moved to 'In Committee', at the end of the meeting**



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**Cllr. Penny noted that Amenities and Public Safety Committees had been omitted from the agenda, and recommendations from those committees would be fully considered at the next Full Council meeting in December 20.**

**393. To agree the recommendations of the Events & Marketing Committee**

Cllr. Penny summarised and proposed agreement of recommendation of Item 10.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed

**394. To agree to the recommendations of the Finance & Office Committee**

Cllr. Penny summarised, and proposed recommendation of Items 6, 7, 8, 9, and 10, en-bloc.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed

**Item 12 to be taken 'In-Committee'**

**395. To agree to the recommendations of the Highways Committee**

Recommendations deferred to next Full Council meeting

**396. To agree the recommendations of the Regeneration Committee**

Cllr. Elsmore summarised and after some discussion, the recommendations were proposed for agreement, en-bloc, subject to the following amendments:

**Item: 9.2 re: Market Licensing:** excluding St. Johns Street

**Item 10:** That the Town Council formal approach to FoDDC, seeking clarification re: alternative use of FoDDC offices, and to request that further consideration is given to it being allocated for the Health Centre.

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Barnham Holloway

On being put to the vote: 8 for, and one abstention.

**397. To note the decisions of the Planning Committee**

Cllr. M Cox summarised planning applications, and decisions were noted.

**398. To hear members reports (information only)**

**Cllr Penny**

Cllr. Penny updated, and summarised the People & Places Report report that had now been received, and had confirmed that the town council were on the 'right path', and now had more helpful data/information to build upon, and validate its 5 Year Plan. Cllr. Penny sought feedback from other councillors, by end of that week, as this would also feed into the FoDDC Forest Towns Audit Report,

**Cllr. M Cox**

Cllr. M Cox reported her attendance at the Coleford Area Partnership, AGM, and annual report is available. Cllr. M Cox also updated on the 2 visits from UWE Students, to Coleford, and also



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feedback on the resilience plan questionnaires; identifying some areas to develop, including buddy system, utilising volunteers.

## **Cllr. Drury**

Cllr. Drury reported on meetings with Cllr. Barnham, and was positive re: engagement with wider FoD network with regard to developing youth activities, and provision.

## **Cllr. Holloway**

Cllr. Holloway reported a quiet month; noting, with appreciation, the Remembrance commemoration events, but declined to attend in respect of the limited numbers permitted.

## **Cllr. S Cox**

Cllr. S Cox reported on the UWE visits, and also his involvement still, in serving the resilience plan needs, across the parish, delivering prescriptions, and groceries, for isolated, vulnerable, residents.

## **Cllr. Elsmore**

Cllr. Elsmore reported on main Place activities, including the planting of acorns initiative, in partnership with schools across the community. Cllr. Elsmore also raised concerns in respect of Licensing applications having not been received, and that this needed to be raised, as concern, if the town council were to be properly engaged with the consultation process.

## **Cllr. Kyne**

Cllr. Kyne reported attendance across the council's committees, and had now joined both; planning, and finance & office committees.

## **Cllr. Barnham**

Cllr. Barnham reported on the UWE visits, which she thought were very positive, and engaging. Also her activities on regeneration aspects, including her work on licensing of markets, and promotion of the town/marketing work. In respect of youth development, Cllr. Barnham reported that she was keen to engage more fully with other youth organisations, and also has a meeting scheduled, with Cllr. Drury, to meet with Wendy Jackson and Richard Morgan, FoDDC. Cllr. Barnham had observed, through discussions so far, that, in her opinion, Coleford had not being given as much attention, re: youth provision, which she hoped to address, through these meetings.

## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin reported on her visit to the cemetery, and would be providing a summary report on her observations. Cllr. ALLAWY-Martin also reported on her attendance at a mental health first aid course, which was very informative, and would circulate details, recommending other councillors to attend.

Cllr. Penny reinforced the mandatory requirement for all councillor to attend the published dementia training, as part of the council's commitment to its 'Dementia Friendly' status, within Coleford.

## **399. To note the Assistant Clerk's report**

The Assistant Clerk's report, already circulated, was further clarified, and summarised. Cllrs. Penny, and M Cox expressed appreciation, on behalf of CTC members, for the Assistant Clerk's undertaking of additional duties, and hard work, in managing the administration of the town council's business in the absence of the Town Clerk. The Assistant Clerk's report was noted.



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## **400. To note correspondence**

The Assistant Town Clerk clarified various pieces of correspondence and, after some discussion, some actions were identified, as well as items to be taken forward through appropriate committees.

**Cllr Penny stated that the meeting was to now move 'In-Committee'; and closed to members of the public, and press.**

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed

## **In-Committee**

### **Item 12 of Finance and Office 17 November 2020 minutes:**

#### **To make recommendation re staff appraisal process and performance related pay reviews**

It was proposed that this recommendation is agreed.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed

#### **Cllr. M Cox proposed a 10 minute extension to the meeting**

## **392. To review any urgent staffing matters**

Cllr Penny's report was noted.

**Meeting closed at 9:10pm.**