



# Coleford Town Council

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**Full Council  
Tuesday 26 January 2021  
Via Zoom  
7.00 pm - 9.00 pm  
Minutes**

At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 26 January 2021, at 7.00 pm, there were present:

Mr N Penny (Mayor)  
Mrs C Allaway-Martin  
Mrs H Barnham  
Mr M Beard  
Mr S Cox  
Mrs M Cox  
Mr R Drury  
Mr C Elsmore  
Mrs N Holloway  
Mrs T Johnson  
Mr P Kyne

Chris Haine Assistant Clerk

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.

**443.** There were no apologies received

**444.** Cllr. Penny declared a potential pecuniary interest in Item 454.  
Cllr. Holloway declared a personal interest in Item 454  
Cllr. Beard declared a pecuniary interest in 454

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

**446. To approve minutes of 15 December 2020**

It was proposed that the minutes of 15 December be agreed.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes**

**447. To raise matters arising from the minutes of 15 December 2020**

There were no matters arising

**448. To take comment from the public**

There were no members of the public present.

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



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Dist. Cllr Elsmore reported another quiet month; and updated on District Council training plans, which were to be extended to include parish / town councillors.

Dist. Cllr. Allaway-Martin reported also stated another quieter month, at District Council, and reported on the new major development at Lydney docks, particularly the innovative approach to workers housing on site, and that the building programme is advancing well.

GCC Allaway-Martin stated that it had been another very busy month, at county level, and reported primarily on 3 things, of note: **1.** An innovative Road Safety panel, launched by GCC, joining up resources more effectively with a positive format, to work more collaboratively with communities, and to strengthen contacts at local level. GCC Cllr. Allaway-Martin stated that it was early days, but would hopefully 'push on' with Traffic Regulation Orders (TROs), and overall seek to get things done more effectively. Cllr Penny asked that CTC Public Safety committee are kept informed. **2.** GCC Cllr. Allaway-Martin updated on the Covid 19 Vaccination Programme, and that 80% of over 80s had been vaccinated; and that the over 75s 'roll-out' had begun. **3.** GCC. Allaway-Martin reported on Child / Family Services, and explained the vulnerable period for young people when reaching age 16/18 through to 25, stating that this was being addressed, more effectively, and supportively, which was a significant move by GCC, as a clear obligation to support young people into adulthood, and would keep town council informed.

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

Cllr. Penny summarised Afan position re: outstanding payment currently presented as £5,904 (50% of presented invoice), and that further clarification was being sought re: activities/tasks undertaken. The Assistant Clerk clarified payment listed for T Jones, which was for fencing/post work at Angel Vale; and also presented 2 additional payments for:

- |  |               |
|--|---------------|
| 1. HR Boss: professional services      | <b>£80.00</b> |
| 2. GAPTC: Booklets for new Councillors | <b>£32.70</b> |

After further clarification, Cllr. Penny proposed that delegated authority is deferred to the Assistant Clerk to take forward the outstanding Afan payment, subject to final clarification, with him, and for all other payments to be made, with a total amount of **£25,517.09**

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Drury

On being put to the vote it was unanimously agreed.

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

The one payment of £30 was presented, re: main office petty cash, and there were none presented for No. 4 (TIC), as it is still closed due to Covid-19. This one payment was proposed for agreement

**Proposed:** Cllr. Cox

**Seconded:** Cllr. Elsmore

On being put to the vote, it was unanimously agreed

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

Cllr. Penny, having noted the Cashbook receipts, emphasised the importance of monies received, being cashed immediately, reminding the Assistant Clerk of the cash limits for holding money on the town council premises. This was noted, and also the cash books and reconciliation reports.



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

Cllr. Penny, and the Assistant Clerk summarised several entries and, after some clarification, the figures were noted

**Cllrs. Penny and Beard left the meeting, and were placed in the Zoom waiting room (item 444 refers)**

**Cllr. M Cox agreed to chair the meeting.**

## **454. To agree the Budget FY 2021/22**

Cllr. M Cox summarised Item. 7 recommendation from Finance and Office minutes of 19 January 2021, and it was proposed that budget of **£517,750.00** be agreed

**Proposed: Cllr. Elsmore**

**Seconded: Allaway-Martin**

On being put to the vote it was unanimously agreed.

**Cllrs. Penny, Holloway, and Beard re-joined the meeting**

## **455. To agree the Precept FY 2021/22**

Cllr. Penny, having clarified that the budget had been agreed, proposed agreement to the recommendation at Item 8 of the Finance and Office minutes of 19 January 2021, and a precept of **£444,500**

**Proposed: Cllr. Penny**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

## **456. To note the December 2020 In House Audit Report**

Cllr. Penny thanked Cllr. Allaway-Martin for undertaking this report, and it was proposed that this be deferred to next Finance & Office committee meeting for further consideration.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. S Cox**

On being put to the vote it was unanimously agreed.

## **457. To agree additional committee members (taking account of new councillors)**

Cllr. Penny presented the existing Committee structure (as below), and each committee was re-considered, in turn, with councillors self-nominating, and existing Councillors confirming their continuing membership, or not, as listed below:

### **Committee Members 2020 - 2021**

**Amenities Committee** (to include Cemetery)

**5 Members (Minimum) meets monthly**

Responsible for the Clock Tower, Town Centre, Grass cutting contracts and parish flowers, King George V Pavilion & playing field other recreation areas.

**Heather Lusty, Clive Elsmore, Marilyn Cox, Nichola Holloway, Nick Penny**

**Recommendation: Cllrs. Johnson, and Allaway-Martin to be added to the membership.**



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## Finance / Office Committee

**6 Members (Minimum)**

**meets monthly**

Responsible for the running & general upkeep of the office, setting the draft budget and making recommendation on grant applications. Acts as HR to staff.

**Nick Penny, Marilyn Cox, Clive Elsmore, Nichola Holloway, Carole Allaway-Martin, Patrick Kyne**

**Recommendation: Membership to remain, as stated.**

## Planning Committee

**6 Members (Minimum) meets bi monthly**

Responsible for planning making comment on parish applications. Liaising with GCC highways on roads & highways issues

**Clive Elsmore, Marilyn Cox, Stuart Cox, Heather Lusty, Roger Drury, Patrick Kyne**

**Recommendation: Cllr Beard to be added to the membership.**

## Public Safety Committee meets ¼ yearly

**5 Members (Minimum)**

Responsible for the community safety, emergency services, fire, police, ambulance

**Nichola Holloway, Marilyn Cox, Clive Elsmore, Carole Allaway-Martin, Helen Barnham, John Simister**

**Recommendation: Membership to remain, as stated**

## Events & Marketing Committee

**6 Members (Minimum) meets ¼ yearly**

Responsible for CTC events and marketing

**Nick Penny, Clive Elsmore, Nichola Holloway, Roger Drury, Stuart Cox, Heather Lusty**

**Recommendation: Cllrs. Barnham, Johnson and Kyne to be added to the membership.**

## Regeneration Committee meets monthly

**6 councillors (Minimum)**

Responsible for working in partnership with the wider community to encourage regeneration within the parish

**Clive Elsmore, Nick Penny, Carole Allaway Martin, Roger Drury, Marilyn Cox, Stuart Cox  
Helen Barnham**

**Recommendation: Cllr. Johnson to be added to the membership, and Cllr. Allaway-Martin to be removed, from this committee, at her request.**

## Highways Committee

**4 CTC Members and 4 others**

**meets ¼ yearly**

To define a closer working relationship with Gloucestershire CC Highways, to ensure maximum benefit to the parish of Coleford, and the focus of the meetings should be driven by data, and evidence, where possible.

**Helen Barnham, Nick Penny, Clive Elsmore, Carole Allaway-Martin, M Cox, Stuart Cox  
Brian Watkins, GCC Highways.**



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**Recommendation: Membership to remain, as stated.**

## **Environment Committee**

**At least 4 Councillors, and at least 4 others**

**meets monthly**

To determine and drive forward actions to reduce environmental impact across the parish of Coleford.

**John Simister, Stuart Cox, Clive Elsmore, Walt Williams (member of the public)**

**Recommendation: Cllrs. Johnson, and Beard to be added to the membership.**

Cllr. Penny thanked members for their commitment to these committees, and the recommendations were proposed en-bloc.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

## **458. To agree to setting a Councillor Training Plan**

Cllr. Penny summarised, and thanked Councillors for their input, at the recent meeting, where this was discussed, particularly Cllr. Beard's perspectives on training within organisations. After further clarification, it was proposed that the town council formally adopt a Training Matrix, and for Cllr. Beard to work with Cllr. Penny on this, and also Cllr. Simister, who offered his availability. The Assistant Clerk was asked to schedule a date for this be taken forward.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Simister

On being put to the vote it was unanimously agreed.

**Item 459 Note: This item was deferred due to Cllr. Simister, Chair of Environment committee, having had problems with IT links**

## **460. To agree the recommendations of the Amenities Committee**

Cllr. Holloway summarised recommendations at Items 8, 9, 10 and 11, and, and the Assistant Clerk reported additionally re: Clock Tower, further to his subsequent site visit with Tony Gwynne, FoDDC, that has identified more specific issues needing to be addressed, in respect of safety, and quinquennial report has been recommended by Tony Gwynne, as the immediate starting point. After further discussion, the quinquennial report was recognised as an important urgent requirement, and with a limit on expenditure of £500 (excl. VAT), it was proposed to commission Tony Gwynne to undertake this report, the other recommendations en-bloc.

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Penny

On being put to the vote it was unanimously agreed.

## **461. To agree the recommendations of the Finance and Office committee**

Cllr. Penny, noting items 7, and 8 had already been agreed earlier at this meeting, summarised recommendations under Items 9, 10, 11 and 12, and they were proposed for agreement en-bloc.

**Note:** It was also noted that there was a correction required in the minutes of 19 January, in that the personal interests listed under Item 2, for Cllrs. Penny and Holloway, should read Item 7; and the Assistant Clerk was asked to amend the minutes accordingly.



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**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

## **462. To agree the recommendations of the Highways committee**

Cllr. Barnham, as new chair, summarised the recommendations, and they were proposed en-bloc

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

## **463. To agree the recommendations of the Regeneration committee**

Cllr. Elsmore summarised, and recommendations were proposed, en-bloc.

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Barnham

On being put to the vote it was unanimously agreed.

## **459. To agree to the recommendations of the Environment Committee**

Cllr. Simister, as new chair, summarised, and recommendations were proposed en-bloc.

**Proposed:** Cllr. Simister

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed.

## **A five minute break was called at 8.10pm**

## **464. To note Planning minutes**

Cllr. M Cox summarised planning applications, and decisions, and these were noted. Cllr. M Cox also stated that a recommendation had been made to write formally to Andrew Hughes, CCG, Glos, re: Health Centre provision in Coleford, and this was also noted.

## **465. To hear members reports (information only)**

### **Cllr. Penny**

Cllr. Penny submitted his report below, and highlighted having had regular updates with Simon Phelps, Head, 5 Acres High School, and reported on how Covid 19 was being managed, with lessons, and activities still being delivered, and also how there had been a significantly higher attendance, in school, in this second, more recent lockdown, with clear evidence of the positive attitude amongst pupils re: learning. Cllr. Penny also reported on meetings he had had with Wendy Jackson, FoDDC, re: opening High Streets, and also reported on the UWE presentation, recording his thanks, on behalf of the town council, for the impressive work that the UWE students were undertaking, especially with the positive benefits, at no real cost, to the council. Full list of activities/ meetings, as follows:

11 January	Met with Simon Phelps, Head at Five Acres High School for general update
13 January	Attended Reopening the High Street Safety meeting with FoDDC Regeneration team
15 January	Attended UWE Student feedback presentation re: work for Coleford Town Council
21 January	Met with Mr and Mrs Madley re Bale Memorial Trust



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In addition to meetings attended, during the month of January, Cllr. Penny has also been working on:

- Budget and Precept
- Town Centre Manager recruitment
- Councillor Training Programme
- Maintenance contracts
- Support and direction to Council employees
- Discussions with FoDDC re state of the main car park and recycling area on Railway Drive

## **Cllr M Cox**

Cllr. M Cox submitted the following report

### **Regeneration**

Attended zoom presentation by the group of Architectural students from UWE who have been working on a project brief to develop Coleford as a walking and cycling hub for the Forest.  
Attended a zoom presentation by 16 groups of UWE Architectural students each reporting back on their varied projects to see if there were any ideas that could be relevant for Coleford in the future.  
Attended Re-opening High Streets meeting with FoDDC and other local councillors.

### **Planning**

Spoke with planning officers on different topics and gained feedback.

Site visits when out on resilience commissions

Planning considerations issued x 2

### **Resilience**

Devising of master spreadsheet for resilience, arranging buddying for regulars, assisted by Nicky Holloway, Neal Harden, and Ella Beard, with some phone calls. Helping Lydney TC with their template, CRG team members advised.

Linked previous regulars with West Dean PC to engage with Sling resilience

ID for certain volunteers arranged and issued.

Attended meeting with Forest Hub and local links

Subsequently referred several cases for help with mobility/ fitness and technology learning.

A number of shopping trips and collection of prescriptions/pension for residents who are shielding.

### **Environment:**

Drafted document for workgroup for NDP

Sent personal letter to support Aurora project in Forest of Dean

Two tree planting sessions with other councillors and local residents using the Woodland Trust trees

### **Amenities**

Grit bin maps sent to Highways using parishonline and feedback to continue.

### **Coleford Twinning Association**

Chaired committee meeting. NB AGM by zoom on 25 Feb 2021

## **Cllr. S Cox**

Cllr. S Cox submitted the following report:

Two tree planting sessions with other councillors and local residents using the Woodland Trust trees



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Attended zoom presentation by the group of Architectural students from UWE, who have been working on a project brief to develop Coleford as a walking and cycling hub for the Forest.

Attended a zoom presentation by 16 groups of UWE Architectural students each reporting back on their varied projects to see if there were any ideas that could be relevant for Coleford in the future. A site meeting with Cllr. Nick Penny, and a representative from Complete Utilities, to discuss the location of the Spirit of the Forest in relation to Gigaclear cables.

A number of shopping trips and collection of prescriptions for residents, who are shielding.

## **Cllr Drury**

Cllr. Drury reported on meetings with FVAF re: developing communities, and also Green Hall Trust, and raised concerns re: maintenance costs on that hall. Cllr. Drury, in turn, asked whether the town council should be helping halls, and trusts, such as this, with their maintenance costs, as they are an essential part of the community. The town council grant scheme was referenced as an available grant, in principle. Cllr. Drury also reported on his frustration with what appeared to be an 'enlightened new company', such as Lidl, establishing themselves in Coleford, but had not materialised, in that they had not recognised, or engaged satisfactorily with, the community needs of Coleford.

## **Cllr. Kyne**

Cllr. Kyne stated that his focus was very much to support businesses, especially in light of Covid 19 pressures / re-establishing themselves post covid, and was seeking to develop links across local traders, and businesses. Cllr. Kyne also reported on having been 'buddied' with a resident in isolation, and would be visiting him each week, to collect his pension, and undertake associated tasks.

## **Cllr. Elsmore**

Cllr. Elsmore also reported positively re: UWE presentations, which he thought were very impressive, and that he had also had his vaccination this week.

## **Cllr. Sinmister**

Cllr. Simister reported on having assisted Cllr. Penny re: Bale Memorial, and was pleased to report that this now seemed 'back on track'. Cllr. Simister also reported on assisting with Woodland Tree Trust planting, with some of his children, and having attended Forest Health Forum zoom meetings. Also reporting that he was now a member of the Gloucester Rescue Group.

## **Cllr. Barnham**

Cllr. Barnham reported that she was now 'buddying' as part of the town council's resilience plan, and had also been active with various youth activities, and other regeneration matters.

## **Cllr. Holloway**

Cllr. Holloway reported on being part of the contacting volunteers, checking availability exercise re: town council resilience plan, and had also scheduled to undertake an in-house audit, with Cllr. Simister next month.

## **Cllr. Johnson**

Cllr. Johnson reported attendance at a number of committee members, and had learnt a lot, still finding her feet, and very keen to get involved, having now formally signed up to be member of a number of committees.





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## **Cllr. Beard**

Cllr. Beard reported that he had read a lot, to familiarise himself with his new councillor role, as well as having looked around town, to learn more about the parish. He had also attended a number of meetings, and was now signed up as a member of a number of committees

## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin reported having been maximising this time, by walking around the parish and, respecting 'social distancing', had engaged with many residents, and was picking up anxieties across the parish re: covid, and the future, etc. although some positive things too, and will report back to the town council, as necessary.

## **466. To note Assistant Clerk's report**

The Assistant Town Clerk (seconded) summarised his report, and stated that it had been another busy month, but all 'bases' were covered. Further clarifying matters relating to resourcing, training and headline activities. In particular pleased to report VAT returns were up to date, having had to resolve some transactions within the system, dating back to last year. Also reporting on the emerging, nearly completed, new filing system, and having sorted out old papers, etc. Placing on record his recognition of Ella Beard, for her work on this, and wider support covering the office on Fridays, which had been greatly appreciated. Cllr. Penny, on behalf of the town council, recorded his thanks to Ella also. The Assistant Clerk's report as noted.

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

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. Barnham referenced the Thurstan's Rise Resident's Association (TRRA) email (inadvertently omitted from the list) re: section 106 monies, and Cllr. Penny stated that this will be deferred to the next Finance & Office committee meeting. All other correspondence was noted.

**Chris Haine left the meeting at 8:53pm**

**Cllr Holloway proposed a 10-minute extension to the meeting at 8:58pm.**

## **In- Committee**

## **468. To make recommendation re: Staffing Items**

Cllr Penny updated new members on the current staffing situation, whilst also providing an update regarding latest advice from the HR company.

**Cllr Cox proposed a further 10-minute extension to the meeting at 9:08pm.**

Members agreed that no specific actions needed to be taken at this time.

**Note: Cllrs. Barnham, M Cox and Holloway were not present during the member's questions and debate.**

**Cllr Johnson left the meeting at 9:12pm**

**Meeting closed at 9.15pm**