



# Coleford Town Council

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**Full Council**  
**Tuesday 28 September 2021**  
**7.00 pm - 9.00 pm**

**Council Chamber**  
**Coleford Town Council Offices**

## **Minutes**

At the Meeting of the Coleford Town Council, there were present:

Cllr. N Penny (Mayor)  
M Cox (Deputy Mayor)  
Mrs C Allaway-Martin  
Mr M Beard  
Mr S Cox  
Mr R Drury  
Mr C Elsmore  
Ms M Getgood  
Cllr. Kyne

Chris Haine Town Clerk

### **Members of the Public:**

**94.** Apologies received from Cllrs. Baker, Barnham, Holloway, and Simister

**95.** Cllr. M Cox declared a pecuniary interest in Item 102

**96.** There were no dispensation requests

**97.** There were no members of the public present

### **98. To agree the minutes of 31 August 2021**

It was proposed that the minutes of 31 August 2021 be agreed

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. Kyne

On being put to the vote 8 for, with 1 abstention.

### **Cllr. N Penny signed the minutes, as a true record of that meeting**

Some minor typo amendments, in the minutes, were drawn to the Clerk's attention:

### **99. Matters arising from the minutes of 31 August 2021**

There were no matters arising raised

### **100. Reports from District and County Councillors**

GCC Allaway-Martin reported on 20mph Campaign, and also on a recently commissioned Drainage Report, which was considered a significant survey, covering Coleford area, with briefing from Brian Watkins, GCC Highways, with findings of 'no full blocking', and 'partial drainage'. Also evidence of utility companies work activity, which has caused disruption, and had no permission.



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GCC now looking at next steps, including repair, rebuilding, and costings are being sought. This would then have implication for roadworks, and GCC Allaway-Martin reported having had conversations with senior GCC Highways personnel, including having raised the opportunities for major resurfacing, and to include consideration of cycle ways. Also reporting that South Road had been commissioned through GCC Highways Committee.

Dist. Cllr. Allaway-Martin updated on Social Care in the area, including Section 106 issues with a Care Home in Lydney.

Dist. Cllr. Elsmore provided an update on the Local Plan, and also on Scrutiny Committee, and a meeting re: Northern Quarter, and would report back further, when more information was available. Also reporting on a presentation meeting re: new hospital in Cinderford, with lots of questions having been asked.

## 101. To agree Payments

Cllr. Penny presented the Payments listing already circulated, and the Town Clerk verbally presented some subsequent additional payments, as follows:

- Neal Harden £110.00
- Tindle Newspapers £36.00
- David Whyman Maps £278.21
- Main Place £30.00
- Sammy' Walks £42.00

**Additional Total: £496.21**

**Presented Total: £20,264.55**

**Total presented £20760.76**

**minus £207.61 (Corona August 21 Electric charges, which were deferred, following a request for this to be further clarified)**

**New Revised Total  
proposed for  
payment:**

**£20,553.15**

After further clarity re: Corona, and further discussion, **the additional payments of £496.21, plus the presented payment listing of** (with the Corona entry of £207.61 deducted)

**Totalling: £20, 553.15** were proposed for agreement to be paid.

**Proposed:** Cllr Beard

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

**7.17pm Cllr. M Cox left the meeting**

**102. To agree Petty Cash payments for the Town Council and Tourist Information Centre (TIC)**



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Cllr. Penny summarised the Petty Cash payments, and sought further clarification re: TIC postings, as July had been duplicated, and a **revised figure of £149.48 was agreed, and proposed.**

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Getgood

On being put to the vote it was unanimously agreed.

## 7.29pm Cllr. M Cox re-entered the meeting

### 103. To note Cash Books and Bank Reconciliations

Cllr. Penny summarised, and the Cash Books, and Reconciliation reports, were noted.

### 104. To note monthly budget figures

Cllr. Penny summarised, and it was noted that £5000 provision for Youth Activity, should be moved from Budget Code 4305, to Budget Code 4147, and the budget figures were noted,

### 105. To consider, and make recommendations, as necessary, re: the request from Thurstan's Rise Residents Association (TRRA), to take responsibility for the Telephone box located on Sunny Bank

Cllr. Penny summarised and, after some discussion, this matter was proposed to be considered further, as part of the wider Parish telephone kiosk exercise, at the next Finance & Asset Management Committee meeting.

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. Beard

On being put to the vote it was unanimously agreed.

### 106. To receive an update, and make recommendations, as necessary re: BT Telephone/Broadband arrangements

The Town Clerk updated, with frustration, the delays with BT in progressing the upgrade order and, after some discussion, the Town Clerk was encouraged to persist in securing the upgrade, as agreed.

### 107. To agree the recommendations of the Environment Committee

- additionally agreeing the Town Council's Response re:

*Forest of Dean District Council public consultation on its new draft Climate Emergency Strategy and Action Plan 2022-25.*

Cllr. S Cox summarised, and the recommendations, including agreement to the circulated draft CTC response letter re: FoDDC Draft Climate Emergency Strategy and Action plan, were proposed en-bloc.

**Proposed:** Cllr. S Cox

**Seconded:** Cllr. Ellsmore

On being put to the vote it was unanimously agreed.

### 108. To agree the recommendations of the Marketing & Regeneration Committee

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



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**Proposed:** Cllr. Penny

**Seconded:** Cllr. Kyne

On being put to the vote it was unanimously agreed.

## **109. To agree the recommendations of the Finance and Asset Management Committee**

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

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

## **8.15 pm Cllr. Getgood left the meeting**

## **110. To note the Planning Committee minutes of 31 August, and 14 September**

Cllr. M Cox summarised, and updated on unresolved Section 106 enquiry, with FoDDC and, after some discussion, it was unanimously proposed that the Town Clerk, on behalf of the Town Council, formally wrote to FoDDC seeking clarification on the 5 points raised. The minutes of both meetings were noted.

## **111. Member Reports**

### **Cllr. Penny**

Cllr. Penny reported on the following meetings, and activities:

- |                    |  |
|--------------------|--|
| <b>3-7 Sept 21</b> | Coleford Area Walking Festival   |
| <b>7 Sept 21</b>   | Meeting with Glos. Police and Forest Youth Association re Youth ASB<br><b>A positive meeting</b>   |
| <b>7 Sept 21</b>   | Attended the Forest Health Forum meeting   |
| <b>20 Sept 21</b>  | Met with Neil Williams, Ernst Heal and Sons re Sextons Contract  |
| <b>21 Sept 21</b>  | Working session with GAPTC re staffing structures<br><b>A productive, constructive, 'two-way' discussion, which has helped CTC further scope its recruitment plans</b> |
| <b>22 Sept 21</b>  | Attended OPCC Roadshow event at Forest Hills Golf Club   |

### **Cllr. M Cox**

Cllr. M Cox reported on a number of meetings, and activities, including the promotion of a Twinning Association Quiz Night, in October

### **Cllr. Elsmore**

Cllr. Elsmore reported on his attendance at a number of Heritage Open Days (HOD)

### **Cllr. S Cox**

Cllr. S Cox updated on a number of events/activities, including a Zoom meeting with new UWE intake, also reported on scheduled Walkers are Welcome AGM, in light of their official status. Also attendance at the FoD Climate Group, and participation with the Walking Festival, which had, had good footfall, and also an archaeological 'dig' at Mile End, as part of Forester's Forest

### **Cllr. Beard**

Cllr. Beard reported on Clock Tower activity and preparation of tender documents, as well a meeting with contractor to undertake emergency, safety works.



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## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin reported on a number of activities, including a meeting with Police & Crime Commissioners (PCC), with an informative presentation. Also reporting on meetings relating to anti-social behaviour, 'Build Back Better' Fund, and engagement with residents re: energy / meter issues, which have been raised with Mark Harper, MP. Cllr. Penny encouraged contact with Salvation Army, who are supporting a number of individuals regarding these matters, and have expertise.

## **Cllr. Kyne**

Cllr. Kyne reported on a quieter month, having been away.

## **112. To note the Town Clerk's report**

The Town Clerk summarised his Monthly Report of activities, and the tasks were noted. Highlights, including the addition, and training, of a temporary administrative assistant, which has alleviated some of the pressures; enabling him to progress a number of actions, including the repair of the gravel track at KGV; which volunteers, and FES, have now undertaken successfully..

## **113. To note correspondence**

The Town Clerk provided some clarification, and context, to a number of correspondence items, and these were noted.

**Meeting ended at 8.58pm**