**Full Council**

**Tuesday 13th May 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs N Penny, M Cox, R Drury, S Cox, M Beard, K Robbins D Stevens, M Getgood,**

**R Dix, C Elsmore**

LJ Schroeder – Town Clerk

L Jayne – Assistant Clerk (Minute taking)

1. **Apologies were received from Cllrs J Templeton, A Fullerton and P Kay**
2. **To receive declarations of interest re: items on this agenda**

Cllr N Penny declared a pecuniary interest in item 13 – use of office 1st floor.

1. **There were no new dispensation requests**
2. **To agree the minutes of 29th April 2025**

Cllr K Robbins declared the minutes of the 29th of April to be correct.

Cllr M Beard seconded, and it was unanimously agreed.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 29th April 2025**

**Page 2:** Item 12 Submission of a motion to GAPTC AGM – for the Town Clerk to reach out to the Forest Clerk networking group and request they submit the agreed motion on behalf of CTC. To feed this strategy into GAPTC’s CEO.

**Page 4:** Item 20 Cycle planter location – property owner opposite Kaplans cafe has agreed to the placement of the cycle planter on his land. For the office to continue working on relocation. Cycle planter to remain in situ until this is agreed. To move 90 degrees, against small stone wall, if access for maintenance of Great Oaks wall is needed.

1. **There were no members of public present**
2. **To receive update from Police**

The Town Clerk distributed the recently received Police crime statistics.

Cllr N Penny addressed key points from the report, noting certain percentage drops across specific areas.

Cllr N Penny informed the room of a recent meeting with Nick Cook FoD Police Inspector and Cllr P Kay.

It was stated that the recent crime occurring in Coleford is targeted crime. Police are actively working on addressing this in an appropriate manner.

There has been a noticeable increase in police presence around the town.

To query description ‘messages inc. press release’ with the Police.

1. **To note ongoing potential concerns re: Ambulance services in the Forest of Dean**

There was no update to provide on this.

1. **To receive update re: Citizen Visioning work**

The Town Clerk updated the room on the recent activity from the Citizen Visioning project.

Background was provided to Cllrs on what the project is and what it plans to achieve.

First workshop - 18th of June. Final presentation - 5th of July.

Cllr K Robbins to attend and speak on behalf of CTC.

To feedback disappointment received from Cadet that young people cannot apply.

1. **To receive update re: Active travel consultation**

Cllr N Penny addressed the room.

The consultation began last week.

**Recommendation:**

**To form a working group which will have delegated authority to submit a response on behalf of the Council.**

**Proposed by Cllr M Beard, seconded by S Cox and unanimously agreed.**

For the working group to meet after the Clock Tower Committee meeting on the 20th of May, around 7:15 / 30pm.

1. **To receive update re: Active Travel planning application and agree next steps**

Background to the Active Travel planning application was given by Cllr M Cox.

Cllr M Cox updated the room on a recent meeting that had taken place with Clive Reynolds - Forest of Dean District (FoDDC) Development Manager, Stuart Payne FoDDC Assistant Tree & Countryside Officer, Cllr M and S Cox and the Town Clerk.

Planning permission can be given. However, Coop landowner permission still needs to be sought. An alternative option is that the cycle path could be taken to a certain point, where it does not cross Coop land.

A question was raised around what the cycle path is going to be classed as. To ask questions to GCC Highways, landowners and FoDDC planners.

To look up original Coop plans of where road works are.

**Recommendation:**

**To formally write to the Coop holding company and FoDDC for consent of land use should this scheme or an alternative scheme be agreed.**

**Proposed by Cllr N Penny, seconded by Cllr M Getgood and unanimously agreed.**

1. **To receive an update re: usage of the King George V football field, and consider re-seeding quote**

Cllr N Penny updated the room on this item, stating that a productive meeting had been held with Broadwell FC.

Various issues were raised, including the unauthorised sub-letting of the pitch. An invoice has since been raised for £900.00 reimbursement.

Due to the time of the year and excessive overuse of the pitch, the pitch is now in need of reseeding. A quote has been received.

As the income from the KGV is much lower than the costs to maintain the pitch, it was stated that Broadwell FC are to either contribute towards the cost of reseeding, or CTC will need to increase their rent to cover the reseeding fees.

**Recommendation:**

**To have a discussion with Broadwell FC to find a solution.**

**To state that we are running at a loss, allowing use of our premises for their benefit and reseeding the pitch, which they require. Therefore, we would need a contribution towards costs.**

**Proposed by Cllr R Dix, seconded by Cllr D Stevens and unanimously agreed.**

1. **To agree to continued use of 1st floor office by NP**

**Cllr N Penny left the room.**

**Cllr M Beard took the Chair.**

**Recommendation:**

**To allow Cllr N Penny to use the room as previously arranged, for one year or such a time that another paying user wants the space.**

**Full details to be registered on members interests.**

**Proposed by Cllr M Beard, seconded by Cllr M Getgood and unanimously agreed.**

1. **To agree response to GAPTC consultation**

Covered by Item 24.

1. **To agree working group’s recommendations re: Grant applications**

**Recommendation:**

**To grant £3750.00 over 5 organisations, as agreed by the working group.**

**Proposed by Cllr N Penny, seconded by Cllr R Dix and unanimously agreed.**

1. **To adopt the Grant Policy for 2025/26**

**Recommendation:**

**To adopt the Grant Policy 25/26, subject to removing the wording ‘must’ around the sponsorship of a Cllr for each application, and to update the scoring to a more robust scoring system.**

**Proposed by Cllr M Beard, seconded by Cllr S Cox and unanimously agreed.**

1. **To note the TIC Coordinator’s report**

Cllr N Penny summarised key points from the previously distributed report, produced by TIC Co-ordinator M Smith.

To ask volunteers for a breakdown of the summary of queries where it states ‘other’, provide more meaningful descriptions.

Noted by members.

1. **To consider plans for the concrete plinth in the Cemetery**

A quote had been obtained to continue the hedged laurel at a 90-degree angle to close the gap at the entrance of the Cemetery.

The Town Clerk presented various designs that had been worked on with Tom Cousins, local artist.

**Recommendation:**

* 1. **To proceed with the laurel quote of £200.00.**
  2. **For the Town Clerk and Cllr M Getgood to continue working with the local artist on a final design, to canvas Cllrs agreement and use delegated authority to commence the works within the set budget of £1250.00**

**Proposed by Cllr N Penny, seconded by Cllr R Dix and unanimously agreed.**

1. **To consider quotes for Bells VC memorial bench**

Cllr N Penny addressed the room with the two presented schemes. Both quotes indicative.

Cllr M Beard advised that the quote received where the original timber was being used, was not feasible.

A newly designed bench was quoted at £1450.00 plus installation.

This could be funded from Bells Field improvements or by grant funding.

**Recommendation:**

**To go with the newly designed quote of £1450.00, plus installation.**

**Proposed by Cllr M Beard, seconded by M Getgood and unanimously agreed.**

1. **To consider quotes for re-painting railings and bench around the Clock Tower**

Both quotes received are like for like.

After some discussion the following recommendation was agreed:

**Recommendation:**

**To use Forest Equipment Services for the painting of the railings.**

**Proposed by Cllr D Stevens, seconded by Cllr R Dix and unanimously agreed.**

1. **To agree cut and collect quote and schedule for Bells Field and Cemetery**

Cemetery and Natural Burial Ground: this has traditionally been carried out once a year at a similar price. To remove half and spread the other half.

Bells: this is cut twice a year.

**Recommendation:**

**To go with Monmouthshire Meadows option for the Cemetery, with the majority being placed around the sides and excess removed.**

**Proposed by Cllr M Getgood, seconded by Cllr S Cox and unanimously agreed.**

1. **To consider request from Coleford Grows re: Phone box**

**Recommendation:**

**We approve their request of painting the telephone box window panes.**

**Proposed by Cllr M Getgood, seconded by Cllr C Elsmore and carried by majority.**

1. **To note the ROSPA reports, including Bells pump track**

Cllr N Penny addressed the room on the recently received ROSPA reports.

CTC contractor has requested one Ton of aggregate to address works to the pump track.

**Recommendation 1:**

**For CTC’s Contractor to carry out maintenance works, addressing items needed from the ROSPA report.**

**Proposed by Cllr C Elsmore, seconded by Cllr M Getgood and unanimously agreed.**

**Recommendation 2: Coalway reports:**

**To formally write to Coalway stating that we accept no responsibility for any matters arising from the reports and accept no liability.**

**Proposed by Cllr N Penny, seconded by Cllr M Beard and unanimously agreed.**

1. **To note the devolution response sent to GAPTC**

Noted by members.

1. **To adopt the IT policy for 2025/26**

The Town Clerk updated members on the newly updated IT Policy, which is now legally required.

**Recommendation:**

**To adopt, subject to:**

1. **Either having an opening statement at the start of the policy, stating it’s CTC’s Policy, or to remove the GAPTC logos and ‘Colfordise’.**
2. **Item 6 – emails to be kept in line with the document retention policy.**

**It was noted emails do not currently have a disclaimer on.**

**Proposed by Cllr M Beard, seconded by Cllr K Robbins and unanimously agreed.**

1. **To adopt Standing Orders for 2025/26**

**Recommendation:**

**To adopt Standing Orders for 2025/26**

**Proposed by Cllr C Elsmore, seconded by Cllr M Getgood and unanimously agreed.**

1. **To adopt Finance Regulations for 2025/26**

**Recommendation:**

**To adopt Finance Regulations for 2025/26**

**Proposed by Cllr C Elsmore, seconded by Cllr M Getgood and unanimously agreed.**

1. **To note the internal audit report**

Cllr N Penny updated the room on the recently received Audit report, with praise and thanks given to the Town Clerk and office.

To address the two Audit recommendations, noting No. 2 has already been addressed:

* + 1. Internal control checks had been carried out but are to be noted within the minutes of future meetings.
    2. Financial regulations have since been updated, following the meeting restructure, to state that all internal control checks are to be reported to Full Council and not Finance & Asset Management.

Noted by members.

1. **To consider Community Climate Change Fund application**

It was stated that this could toe in with the Citizen Vision work.

There is a deadline of 6pm on the 9th of June.

To explore the deadline date / possible extension and working with Citizen Vision group.

To submit something by email if allowed.

**Meeting End: 20.46**