**Full Council**

**Tuesday 25th June 2024**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present:** Cllr N Penny, M Cox, S Cox, M Beard, C Elsmore, K Robbins, R Dix**,** M Getgood

Laura-Jade Schroeder – Town Clerk

**Applicants of the co-option:** J Templeton, A Fullerton

**Members of public in attendance:** Public Member 1 (PM1)

Cllr Penny updated that Cllr Kyne had given his resignation with immediate effect.

1. **Apologies were received from Cllr R Drury and P Kay**
2. **To receive declarations of interest re: items on this agenda**

Cllr Penny and Cllr Elsmore declared a pecuniary interest in payments and would leave the room

1. **To receive dispensation requests**

None

1. **Public Forum**

PM1 talked about ASB. Independent people working on graffiti and lack of communication. PM1 has been removing graffiti. Requested CTC to liaise with Damion Collins and Jeff Wheeler to involve restorative work.

Site meeting at Angel Vale has been requested. TPO trees removed a couple of years ago. New trees are being suffocated by brambles. PM1 will cut brambles back if allowed.

Cllr Penny responded that Damion is also part of the multi-agency meeting scheduled for October. Town Clerk will respond re: offer of bramble clearance

1. **To agree the minutes of 4 June 2024**

The minutes were proposed (MB), seconded (MG) and unanimously agreed to be a true and accurate record.

**Cllr Penny signed the minutes of the meeting as a true and accurate record**

1. **Matters arising from the minutes of 4 June 2024**

There were no matters arising.

**19:08pm Cllr Penny suspended Standing Orders to allow co-option applicants to speak.**

**The Co-optees both spoke**

1. **To agree to the co-option of 1 councillor for Coleford Central Ward and 1 councillor for Coleford East Ward. Each candidate to address the Council for up to 2 minutes prior to Councillor ballot.**

**19:14pm Cllr Penny reinstated Standing Orders**

**Cllr Penny proposed to co-opt Anne Fullerton for Coleford Central ward**

**Cllr Penny proposed to co-opt John Templeton for Coleford East ward**

These proposals were seconded and unanimously agreed

**New Councillors signed Declaration of Acceptance of office and witnessed by the Town Clerk**

1. **To discuss and agree CTC Policy re: Graffiti within the Parish**

Cllr Dix updated on his experience as an ex-police officer – “Broken window effect”.

Cllr Penny updated that we have maintenance contracts in place for our assets, e.g. pressure washing bus shelters, and the cleaning of graffiti from this is standard practice, as part of the maintenance regime. Pride of Coleford recognised members of the public who have made ad hoc cleaning efforts. Cllr Dix: There is no criminal intent for someone to remove graffiti or cleaning a window, because you are not criminally minded. Cllr S Cox suggested asking volunteers for photo evidence of graffiti before removing it. If you knowingly interfere with evidence then it is criminal. Town Clerk confirmed that we have a relationship with the police and we communicate with them regularly and they would tell us if there was a particular area they didn’t want graffiti removed from. Cllr M Cox: Highways & Public Safety meeting where we have regular discussions with the police, and now a 6 monthly multiagency meeting to discuss ASB. There is a relationship there that if there is something specific, we would be told. Policy is to work with other agencies. It was proposed (RD), seconded (MB) and unanimously agreed

**Recommendation: Continue multiagency approach, to include any relevant agency, working and sharing information as appropriate and engage with removal on CTC assets through contractors and/or volunteers, and sharing of photos as appropriate**

**19:29pm PM1 left the meeting**

1. **Reports from District and County Councillors**

No report from Cllr Allaway-Martin.

Cllr Elsmore updated that Local Area Plan will be out on 8th July effective until 2041. FODDC worked with Publica. 18th July paper to indicate how to proceed with bringing some services back in-house. Staff in Oxford are too far away to deal with Coleford issues.

**19:32pm Cllrs Penny and Elsmore left the room and it was proposed, seconded and unanimously agreed for Cllr Beard to take the Chair**

1. **To agree Payments**

**The Town Clerk updated on the revised total with 2 verbal payments and 2 errors to be removed.**

**Proposed (MC), seconded (SC) and unanimously agreed**

1. **To note the Cash Books and Bank Reconciliations**

There has been an issue with reconciling. It was proposed and agreed to seek further help from Rialtas and for these reports to be circulated at the next meeting if they are then available.

1. **To note monthly Budget Figures**

To see comments on item 11 above.

1. **To agree next steps re: recruitment for TIC Coordinator role**

**Cllr Beard declared a personal interest**

Town Clerk updated that 7 applications have been received.

It was proposed (NP), seconded (RD) and unanimously agreed:

**Recommendation: Town Clerk, Ella Beard and Cllr Penny to be on the recruitment panel, with a start date asap, and for the Town Clerk to have delegated authority to appoint based on the recommendation of the panel due to time constraints with current employee’s end date.**

Cllrs to feed any questions for interview on to the Town Clerk. Town Clerk to circulate job description.

1. **To receive update re: Town Clerk Appraisal**

Cllr Penny updated that it is now fully signed off. Cllr Penny and Town Clerk have met and agreed. Cllr M Cox, Cllr Robbins and Town Clerk to meet to discuss forward objectives. Cllr M Cox also updated on the appraisal process. TIC Coordinator has formally requested to forego the annual salary incremental point in order to not have an annual appraisal in light of her resignation.

1. **To agree next steps re: St John Ambulance building**

Cllr Penny updated on the state of building. Gas safety certificate and boiler service still required. Main Place could be the place for nurturing support (Year 5&6, and 1:1 direct referral work), upstairs at council office (The Hive) for creativity performance and wider community use, SJA fits with skills and practical work (e.g. Christmas Lights fixing involving youth). Rent of £1200, plus rates and utilities, 5 year term. We need to create identity for these spaces. The Main Place has a full training kitchen. Kitchen is linked to youth area in the evenings, so would be tied into GCC Youth Support Service – 4 evenings a week. It was proposed (NP), seconded (KR) and unanimously agreed:

**Recommendation: To continue to seek to take up a lease on the building, and to check and see if we have a break clause at 3 years, if applicable.**

1. **To agree next steps re: S106 funding**

Cllr Penny updated re: opportunities to spend S106 money. Circa £235k in the pot from Lower Lane for youth and adult recreation activities. It was proposed (NP), seconded (KR), and unanimously agreed:

**Recommendation: To set up a working group to decide on what we would like S106 monies for, to meet later in July to bring to July Full Council.**

1. **To agree next steps re: speeding at Angus Buchanan Recreation Ground**

Cllr Getgood updated.

It was proposed and unanimously agreed:

**Recommendation: CTC to check with KGV users regarding their speed, and to add some signage, posts and installation, 2 each side.**

1. **To agree next steps re: Sylvan Close, including considering quotes for play area flooring and path**

Hedge in current location didn’t best serve the estate. Biodiversity gain could be to move hedge to cover unsightly fence. Was there intended to be a public right of way through? Check planning documents. Was there a path and gate? Is it to Highways standards? Self-closing, off a play area.

Re: surface of play area and path – not a lot of interest in the play area surface, more so in the path. We need to talk to residents about money involved.

We have work to do for further debate. CTC to keep residents informed. Residents want to know which members are voting which way.

Feedback to residents that we are looking at funding strategy.

Needs legal signage that it is our play area, as per Angel Vale and Foxglove.

1. **To consider map artwork and quotes**

After some discussion it was proposed and unanimously agreed:

**Recommendation: To go with the design by Artytype**

1. **To receive update and agree next steps re: Community Regeneration Plan with Chris Jones Consultancy**

Another workshop needs to be scheduled – prioritise within the plan as to what is deliverable in the next 9 months. Help us to become funding ready. CTC to send around the document for discussion in advance of the meeting. Shop frontages in within that plan. Design guides have been done by FODDC. CTC don’t own properties but need to work with landlords.

**20:24pm it was proposed (MB), seconded (RD) and unanimously agreed to move into committee**

1. **To agree to Adobe subscription**

The Town Clerk updated. It was proposed (NP), seconded (MC) and unanimously agreed:

**Recommendation: To open a new CTC Adobe account**

**20:28pm it was proposed to move out of committee**

1. **To adopt Standing Orders for year 2024/25**

There are no changes. Cllr M Cox, wanted to note 21c – office to check that GDPR policy covers personal breach.

It was proposed (CE), seconded (NP) and unanimously agreed:

**Recommendation: To defer for one month**

1. **To adopt Financial Regulations**

It was proposed (NP), seconded (MB) and unanimously agreed:

**Recommendation: To defer for one month and for F&AM to work on the detail in the mean time**

1. **To receive update re: asbestos testing on Clock Tower pipe**

Cllr Beard updated. Leave in place until works commence. It was proposed (MB), seconded, and unanimously agreed:

**Recommendation: To put signage in Clock Tower, and create a document to ensure compliance.**

1. **To consider architect quote for KGV improvements**

Cllr Penny updated. Contractor felt we wouldn’t need planning permission, but recommended informal conversation with planning officer to clarify what he would need. Planning were happy to take the plan if we give them an understanding of what we intend to do. Do items 1,2,3 be sufficient to get planning officer on board and detail to get quote for works. It was proposed (NP), seconded (MG), and unanimously agreed:

**Recommendation: To buy services of architect for 1,2,3, and 4a (if required), reducing based on what is reasonable**

1. **To agree the recommendations of the Finance & Asset Management Committee**

The Town Clerk queried item 10 recommendation.

Amended to 3 areas per year initially and then 2 per annum on a cyclical basis

It was proposed (NP), seconded (RD), and unanimously agreed:

**Recommendation: To accept the recommendations en bloc, with the amendment to item 10 as above**

1. **To agree the recommendations of the Marketing & Regeneration Committee**

It was proposed (NP), seconded (CE), and unanimously agreed:

**Recommendation: To accept the recommendations en bloc**

1. **To note Planning Committee minutes**

Cllr M Cox updated re: Poolway farm application comments, which had disappeared due to the change in application. Planning have checked process this morning and comments are now there again.

Emerging Local Plan 8th July drop-in sessions around the area. Coleford is 15th July.

1. **Member Reports**

Cllr N Penny

* D-Day commemorations community connected very well with. Lead of event fell to CTC rather than the British Legion. The leader of army cadets approached NP to get youth involved.

Cllr M Cox

* Arts Fest – big success lots of people out and all seemed to be enjoying it
* D-Day
* Flood meeting

Cllr Getgood

* Bracken bashing
* St John’s School
* Angus Buchanan
* Sylvan Close public meeting
* Angel Vale walkaround

Cllr S Cox

* D-day
* Angel Vale walkaround
* Walking Festival leaders thanked

Cllr Elsmore

* D-day

Cllr Beard

* FVAF volunteer recruitment day

Cllr Dix

* Facebook profile for The Hive
* Jewson’s community fund

1. **To note the Town Clerk’s Report**

The Town Clerk updated.

1. **To note Correspondence**

It was noted.

**Meeting ended: 20:59pm**