**Full Council**

**Tuesday 8th July 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs: N Penny (Chair), P Kay, M Cox, J Templeton, K Robbins, S Cox, M Beard, A Fullerton, R Dix, M Getgood, C Elsmore.**

L-J Schroeder – Town Clerk

L Jayne – Assistant Clerk

1. **Apologies were received from Cllr R Drury**
2. **There were no declarations of interest declared on the agenda**
3. **Cllr N Penny declared a personal interest in item 22 – GGP Community Builder**
4. **There were no new dispensation requests received**
5. **To agree the minutes of 30th June 2025**

**Amendments:**

**Page 2, item 16.** For wording to be amended to state the addition of refresher training on safe equipment use.

**Page 3, item 21.** A correction was made to the spelling of Gorsty Knoll.

**Cllr M Cox declared the minutes of the 30th of June to be correct.**

**Cllr M Getgood seconded, and it was agreed by majority.**

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

1. **Matters arising from the minutes of 30th June 2025**

**Page 1: Item 7.** Clarity was provided on the additional costs from Lydbrook and Drybrook Brass Band stating they had facilitated the day by providing percussion equipment and stands.

**Item 9.** Cllr N Penny presented an invoice for medical cover at Coleford Music Festival (CMF). The £3,694.96 was within the agreed budget. The invoice was noted, and agreement given to the Town Clerk to use delegated authority to process payment, should it be appropriate.

**Item 10.** Cllr N Penny agreed to have sight of M Smith’s appraisal.

1. **There were no members of public present**
2. **To receive update re: staff appraisals**

The Town Clerk updated the room that appraisal meetings had been carried out with L Jayne (Assistant Clerk) and L Olley (Administrator).

**Recommendation:**

**To increase both L Jayne and L Olley’s salary by one scale point, following the recommendation of the Town Clerk and in line with the terms of the contract.**

**Proposed by Cllr P Kay, seconded by Cllr M Cox and unanimously agreed.**

To look into an appropriate review process for K Hughes (Admin).

1. **To consider flag flying request**

A request from County Cllr Leigh Challis had been received regarding the review of CTC’s flag flying schedule during Armed Forces Week, ensuring that the Union flag is flown for the entire duration of Armed Forces Week. After some discussion, Councillors agreed that honouring Armed Forces Week, by flying the Union flag for the duration of the week rather than on the day itself, was the most appropriate thing to do.

**Recommendation: for future years, the Armed Forces flag is to be flown on the Clock Tower for the duration of Armed Forces Week. The Pride flag is to be flown on the Clock**

**Tower either side of this week, during June. Additionally, the Pride flag is to be flown at Bells Field for the entirety of June.**

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

It was noted that this request appears to be part of Reform’s political agenda.

1. **To receive update on progress of Active Travel**

The Town Clerk provided members with an update, stating that land permissions had been sought, with FoDDC open to collaborating, subject to planning conditions. A quote had been received from Laurence Rae for making amendments to the plans based on FoDDC Planners comments. It was added that wanting to proceed with correspondence and works on Coop land meant having to pay high legal fees.

Councillors agreed to split the works into 3 different phases of the same scheme, to include the section on Coop land for possible action in the future.

Phase 1: From Old Station Way to edge of Pyart Court, before Coop service road.

Phase 2: From Coop service road to trolley bay within car park.

This work ties in with the Rural England Prosperity Fund (REPF) funding application, which cannot be applied for until specifics are agreed upon and costings have been gathered.

**Recommendation 1:**

**To look at self-funding the amended version of the plan, to cover the whole distance.**

**To include this in our thoughts for the REPF funding**

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

**Recommendation 2:**

**To respond to the Coop, stating that we appreciate the offer of a meeting. However, we are now looking to complete works in phases, so are not in a position to continue correspondence at this time**

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

1. **To consider ongoing maintenance of Active Travel path**

Cllr N Penny addressed the room and after some discussion it was agreed that implementation of the path was to be by CTC, with the ongoing maintenance being covered by FoDDC.

**Recommendation: to go back to FoDDC to confirm CTC will be funding the project but ongoing maintenance is to stay with the landowner**

**Proposed by Cllr N Penny, seconded by Cllr P Kay and unanimously agreed**

1. **To consider REPF applications**

The Town Clerk addressed the room stating that guidance is needed on the 3 REPF applications, 1 of which being a pocket park.

The idea behind a pocket park was explained, with the suggestion of a theme being around industrial-meets-nature, linking to the railway museum. This project links to active travel.

Photos of example were shared, and a suggestion of contacting local artists was made.

It was also added that local Schools could help guide the decision of which scheme to use.

**Recommendation: to** **allow the CTC team delegated authority to put together a concept to use in REPF application**

**Proposed by Cllr M Beard, seconded by Cllr R Dix and unanimously agreed**

1. **To consider quotes for DEC assessment**

The Town Clerk explained the need to renew the Display Energy Certificate (DEC) for 4 Mushet Walk, stating that it expires in September and is on the leaseholder to arrange, not the landlord. It was noted that the DEC is specifically for public buildings.

**Recommendation: to appoint Quote 2 Cotswold Energy for the DEC assessment**

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

1. **To consider quotes for levelling of Cemetery plinth**

The Town Clerk updated on progress with the Cemetery plinth, stating that the artist had great concerns over the pooling of rainwater on the surface and gathering underneath the land, despite best efforts to cut channels into the plinth to help disperse the water. It was stated that the mural would not last very long in such poor conditions.

Quotes had been sought to resurface the plinth. However, Councillors agreed the project was now starting to become more costly than first anticipated.

**Recommendation: to rethink the project, with the possibility of stopping it, subject to artists guidance and agreement**

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

1. **To consider request for bench in Garden of Remembrance**

Cllr N Penny summarised the request, and after some discussion the following recommendation was agreed:

**Recommendation: to place a bench within the Garden of Remembrance as per the request, providing the family are made aware of the potential for relocation should the Garden of Remembrance need to be extended in whatever way**

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

1. **To consider a Cemetery noticeboard and costs**

Quotes had been previously distributed with the following recommendation being agreed:

**Recommendation: to accept Quote 3 from Wonderwall Products, with Oak frame and dark green background. To first check if there is a suitable noticeboard stored at Bells**

**Proposed by Cllr P Kay, seconded by Cllr M Beard and unanimously agreed**

1. **To consider request for Town Centre memorial bench**

Cllr N Penny addressed the room, stating that a precedent has been set by only allowing memorial benches to be placed within Coleford Cemetery.

**Recommendation: to respond and explain CTC’s policy of memorial benches being places in the Cemetery and not within the town centre. To add that CTC is open to looking at surrounding areas**

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

1. **To consider quotes for Sylvan Close fencing**

Quotes had been previously distributed with the following recommendation being agreed:

**Recommendation: to accept Quote 2 - TEK Fencing, with the addition of anti-vandal wire**

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

1. **To consider Phone box requests**

An update was provided, with the following recommendations being agreed:

**Recommendation 1: for the Coalway phone box in principle to be allocated and moved elsewhere in the parish. Cllr N Penny to chase verbal request.**

**Recommendation 2: to sell Sunnybank phone box to Greenacres for a charge of £250.00. For Greenacres to arrange the removal and delivery to site and make good and safe of the land leftover within 6 months.**

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

1. **To note the EICR for the KGV**

The recent completion of the EICR for the King George V pavilion had previously been presented, noting that all urgent items had been addressed.

It was added that the lower-side clock face was half an hour out on time and was to be looked at and fixed by the same electrical contractor.

**Noted.**

1. **To consider Angus Buchanan bust**

Information relating to the bust had been previously circulated. After some discussion the following recommendation was agreed:

**Recommendation: CTC unable to support due to the expense**

**Proposed by Cllr M Getgood, seconded by Cllr A Fullerton and unanimously agreed**

1. **To consider Speed Limit Engagement Letter from GCC**

The Speed Limit Engagement letter had been previously distributed to Council members.

**Recommendation: CTC would consider supporting a 20mph zone at particular locations if evidence / statistics could be provided to back up the need**

**Proposed by Cllr R Dix, seconded by Cllr M Beard and unanimously agreed**

1. **To consider GGP Community Builder**

Information relating to the GGP Community Builder scheme was discussed.

**Recommendation: this is more District wide, not for CTC to look at around this time**

**Proposed by Cllr P Kay, seconded by Cllr M Beard and carried by majority, with 1 vote against**

1. **To consider Forest Review Local Heroes Mayors Award sponsorship**

Cllr N Penny provided the room with background information around this item.

**Recommendation: whilst CTC supports the event, we feel torn spending public money on something that duplicates an event that CTC already holds that supports our Parish and its residents. It was added that Cllr N Penny is happy to attend on the night.**

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

Cllr N Penny to speak with Carol from the Review.

To nominate Erin Burke as Sporting Hero.

1. **To nominate a councillor to speak at Climate Adaptation Workshop**

After some discussion, the below recommendation was agreed:

**Recommendation: to nominate Cllr M Getgood to speak at the workshop**

**Proposed by Cllr P Kay, seconded by Cllr M Cox and unanimously agreed**

To review progress of Climate Adaptation plan at next Full Council.

1. **To receive update on Citizen Visioning**

Cllr N Penny updated the room around this item, stating that 6 Cllrs attended the final Citizen Visioning presentation. Although Cllrs were not overwhelmed with the process, the passion and commitment of those in the room was evident. It was also added that communication between CTC and residents / trader needs to continue to be improved.

To have feedback from Citizen Vision by Wednesday and a formal report by the end of July.

To put report on Full Council agenda once report received.

1. **To receive update from the police**

Statistics received from the Police had been previously distributed and were noted.

It was stated that general feedback from traders and residents is the concern around drug users / dealers within the town. The Town Clerk updated on information provided by SLCC, that Coleford has been added as 1 of 500 towns under the Summer Blitz scheme.

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

The report was noted.

1. **To update Document Retention Policy in line with Safeguarding requirements**

The Town Clerk updated the room of the amendment needed to the Document Retention Policy in light of insurance requirements.

**Recommendation: to amend Document Retention Policy in line with safeguarding requirements of keeping records for 30 years**

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

1. **To adopt the Expenses Policy**

To look into HMRC mileage incentive offer for 2nd and 3rd passengers. For this to be added to the policy to reflect CTC’s desire of environmental awareness where practically possible.

**Recommendation: to adopt the Expenses Policy, subject to additions of mileage incentive**

**Proposed by Cllr M Beard, seconded by Cllr J Templeton and unanimously agreed**

**Meeting end: 20:46**