



# Coleford Town Council

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At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 29 September 2020, at 7.00 pm, there were present:

Cllrs. Mr N Penny (Mayor)  
Mrs C Allaway-Martin  
Mrs H Barnham  
Mrs M Cox  
Mr S Cox  
Mr R Drury  
Mr C Elsmore  
Mrs N Holloway

Ms A Lapington (Town Clerk)  
Mr C Haine (Administrative Assistant)

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.

**321.** Apologies were received from Cllrs. Kay and Simister

**322.** Cllr Penny, declared a pecuniary interest in Item 332

**323.** There were no dispensation requests

**324.** There were no members of the public interest.

**325. To approve minutes of 28 July 2020**

It was proposed that the minutes of 28 July 2020 be agreed.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes**

**(Note: To correct minute references, on Final Copy, in the office)**

**326. To raise matters arising from minutes 28 July 2020**

**Page 1 Item 297:** Cllr. M Cox sought an update on the town councillor vacancy, and the Town Clerk confirmed that no bi-election had been called and that she would, in turn prepare a co-option notice for next Full Council meeting.

**Page 1 Item 298:** Cllr Holloway corrected her personal interest reference, which should be Item 315, and this was noted.

**Page 2 Item 305:** Cllr. Barnham sought clarification on car parking proposals, and Cllr. Penny clarified.

**327. To approve minutes of 29 July 2020**

It was proposed that the minutes of 28 July 2020 be agreed.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham



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On being put to the vote it was unanimously agreed.

## **Cllr. Penny signed off the minutes**

### **328. To raise matters arising from minutes 29 July 2020**

**Page 2 Item 304:** Cllr. Barnham sought an update on the formal complaint, and the Town Clerk reported.

### **329. To agree the payments for September 2020**

Cllr. Penny, before leaving the meeting, stated that the Payment listed, for Stoneway Payment was higher than agreed budget, by 36.3%, and the Town Clerk confirmed that this was due to the increased work to include a disabled access footpath.

## **Cllr. Penny left the meeting**

It was proposed that Cllr. M Cox chair this item.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham

On being put to the vote it was unanimously agreed.

The Town Clerk clarified several payments, and also explained a new system regarding direct debits, and this was noted. Two additional payments were presented for GAPTC (£435, and Rospa, Play Safety (£128.40). It was proposed that all payments be agreed. The total of payments amounting to: £43,859.95.

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Lusty

On being put to the vote it was unanimously agreed.

Cllr. Elsmore stated that the 6 grant award payments, were still subject to their agreement at Item 338, and this was noted.

## **Cllr. Penny re-entered the meeting**

Cllr. Penny stated that the petty cash payment listings were not included, and bank reconciliations should be put back on Full Council meeting agendas. This was noted.

### **330. To note the recent in house audit**

Cllr. Elsmore reported positively, on his recent audit, and this was noted. It was proposed that this audit is agreed.

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. Drury

On being put to the vote it was unanimously agreed.

### **331. To agree to the creation of a Highways Committee**

Cllr. Penny summarised, stating that it should be separated from Public Safety, to bring more focus and, after some discussion, in respect of membership (to include Glos CC, Highways), and clarification from the town clerk, it was proposed, that a Highways Committee should be formed, and formalised.



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**Proposed:** Cllr. Penny

**Seconded:** Cllr. Barnham

On being put to the vote it was unanimously agreed.

**332. To agree to formally adopt the 5 year plan**

Cllr. Penny summarised, referencing both documents that make up this plan: 1. the Road Map, and 2. the excel spreadsheet, outlining the project work streams, and acknowledged the Covid-19 pandemic's affect upon activities, budgets, etc. After further discussion, it was proposed that the 5 year plan should still be formally adopted, and it was also agreed that it would need to be looked at afresh, in light of Covid disruption, re: priorities, and budget planning, and emerging climate emergencies issues too, to be included on October Full Council meeting agenda.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

**333. To agree a response to the Forest of Dean District Council Housing Strategy**

Cllr M Cox led on this item, and summarised her summary note (already distributed), seeking members comment, and agreement, on the questions asked, and Cllr M Cox's summary comments were discussed. It was proposed that the summary report was progressed, as prepared, and for the town clerk to distribute for final comment.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Drury

On being put to the vote it was unanimously agreed.

**334. To note the utility costs for all Town Council premises for the year ending March 20**

The town clerk lead on this item (summary note circulated), explaining the historical context, and the reasons for this exercise, primarily for budgeting purposes, and forecasting. It was proposed that these costs were agreed.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Lusty

On being put to the vote it was unanimously agreed.

**335. To agree to the recommendations of the Events & Marketing Committee**

Cllr. Penny summarised and, after further discussion, and clarification, proposed agreement for items 9, 10 and 11 en-bloc.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Elsmore

On being put to the vote 7 for, 1 against.

**336. To agree to the recommendations of the Bells Implementation Committee**

Cllr. Allaway-Martin summarised and, after further discussion, and clarification, proposed agreement for items 7, 8, 9, 10, 11, and 12 en-bloc.

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

**Cllr. Penny called a 5 minute break, to reconvene at 8.05pm**



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## **337. To agree to the recommendations of the Amenities Committee**

Cllr. Elsmore summarised, and proposed agreement for items 10, 13, 14, 15, and 16 en-bloc.

**Cllr. S Cox re-joined the meeting at 8.07pm**

**Cllr. M Cox re-joined the meeting at 8.09pm**

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. Holloway

On being put to the vote: 6 for, and 2 abstentions.

## **338. To agree to the recommendations of the Finance & Office Committee**

Cllr. Penny summarised, and confirmed, with the town clerk, that the 2 grant awards, deferred in Item 8, were still subject to further information, and to be considered further at next Finance & Office committee meeting. Cllr. Penny proposed agreement for both Items 7 and 8.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

**Items 10, 11 and 12 to be taken 'In-Committee'.**

## **339. To agree the recommendations of the Regeneration Committee**

Cllr. Elsmore summarised and, after some further discussion, and clarification, the minutes were noted.

## **340. To note the planning decisions and agree the planning recommendations**

Cllr. M Cox summarised recent planning minutes, NDP activity and to be reported upon further at October Full Council meeting and, also, reported positively on the meeting with FoDDC Planning officers. Decisions were noted.

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

### **Cllr Penny**

Cllr. Penny stated how appreciative he was, of every member's endurance, with Covid 19 disruption, especially in respect of zoom meeting engagement, and commended everyone for attendance at meetings, in order to maintain, and manage, town council business, through such unprecedented, and, difficult times.

Cllr. Penny reported on his new employment, with Forest Voluntary Action Forum (FVAF), stating that, although he might now sometimes be less available during the day, in respect of town council business, he is no less committed, and to bear with him in respect of responses, etc.

### **Cllr. M Cox**

Cllr. M Cox reported that planning matters had taken up most her time, this month.

Cllr. M Cox also reported on her work on the Resilience Plan, that this was progressing, and that she had, had, some good conversations with Lena Maller, FoDDC, who was leading on this at District Council level. This work to then be brought back to Public Safety committee for discussion, and consideration.

### **Cllr. Elsmore**



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Cllr. Elsmore reported on meetings with police, and drew attention to the data report (already circulated), and sought to engage member's comments, encouraging them to let him have issues to raise with the police, at their next meeting.

## **Cllr S Cox**

Cllr. S Cox reported on Climate Emergency Partnership matters, and also had been involved with speed checking exercises.

Cllr. S Cox also stated that he is attending the Climate Action Day event next week.

## **Cllr. Allaway-Martin**

Cllr. Allaway –Martin reported positively, on Bells Field activity, and the 'walk around' meetings held this month, with developers.

Cllr. Allaway-Martin reported on Thurstan's Rise play area, and flooding issue, which needed to be kept an eye upon.

Cllr. Allaway-Martin also reported on Clinical Commissioning Group (CCG) meetings, and that this was still moving forward, with viable structures. Further consultation planned, stating that it was important for people to engage with this consultation process.

Cllr. Allaway-Martin also reported attendance at District Council planning meetings, and updated on the Lower Lane development.

## **Cllr Holloway**

Cllr. Holloway reported a quiet month, although had attended meetings, and was active, re: Town Clerk's appraisal

## **Cllr. Drury**

Cllr. Drury commented on the Lidl development, stating that he felt there could have been more community partnership, stakeholder engagement, etc. especially with key businesses, and the 200 trees to be planted in the parish, is one such example, where perhaps local businesses could sponsor trees, and improve the landscape on the Lidl boundary. Cllr. Penny agreed, and suggested this was referred to amenities committee. Cllr. Cox also stated, that the services of a local ecologist could be useful, as part of this work.

## **Cllr. Lusty**

Cllr. Lusty stated that she had been away for the best part of this month, and Cllr. Penny welcomed her back.

## **Cllr. Barnham**

Cllr. Barnham thanked everyone for their good wishes, having been unwell for part of this month.

Cllr. Barnham stated that she had some good engagement with FVAF, and their youth outreach worker, and was keen to look at ways this council could develop youth activities, looking at other projects in the Forest, e.g. Lydney youth café. Cllr. Barnham also reported on meetings planned with Info Lab, in respect of free workshops for young people and, in respect, that FoDDC were also interested in developing a Youth Council, but developments on this had been disrupted by Covid-19. Cllr. Barnham also stated that she had met with Cllr. Drury, and they were keen to 'scope' out some youth work proposals, and Cllr. Penny stated that he was keen to meet with Cllr.



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Barnham, to discuss further and that any funding, would need to be discussed within the 5 Year Plan, and to be put on agenda for Full Council.

Cllr. Barnham also reported on the progress of the Thurstan's Rise Resident's Association (TRRA) and that there was a meeting scheduled with David Wilson Homes this week, to discuss matters, including: drainage on estate, and particularly the play area, roads adoption, in light of illegal parking, speeding, safety issues, and that she had also had conversations with Brian Watkins, Highways, Glos. CC about this, and that this had been referred to their legal department.

Cllr. Barnham enthusiastically reported on attendance, at Chepstow market, where she had made contact with a market organiser company, who were keen to establish a market in Coleford, and Cllr. Penny suggested that this is referred to Events & marketing committee, for further consideration.

Cllr. Barnham also reported that she was now established, as a representative, on the Bells Foundation.

## **342. To note Clerk's Report**

The Town Clerk reported another busy month, and summarised her activities, with some updates, and also further clarification provided in respect of the direct debit new system, and facilities checks. The Clerks report was noted.

## **A 10 minute extension was proposed**

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Penny

On being put to the vote it was unanimously agreed

## **343. To note correspondence**

The Town Clerk clarified various pieces of correspondence and, after some discussion, no further actions were required. All correspondence was noted.

**Chris Haine and Annie Lapington left the meeting at 9.05pm**

## **In Committee**

## **344. To agree the recommendation of the Finance & Office Committee**

**Further time extensions were agreed until 9.45pm.**

The recommendations of Cllrs Holloway, and Penny were unanimously agreed

**Meeting ended at 9.43 pm**