



Coleford Town Council

Full Council
Tuesday 27 July 2021
7.00 pm - 9.00 pm

The Baptist Church
Newland Street, Coleford

Minutes

At the Meeting of the Coleford Town Council, held on Tuesday 29 June 2021, at 7.00 pm, there were present:

Mr N Penny (Mayor)
Cllr. M Cox (Deputy Mayor)
Mrs C Allaway-Martin
Mrs H Barnham
Mr M Beard
Mr S Cox
Mr R Drury
Mr C Elsmore
Cllr. Kyne
Mrs N Holloway
Mr J Simister

Chris Haine Assistant Clerk

50. Apologies received from Cllrs. Kyne and Drury

51. Cllr. Penny declared a pecuniary interest in Item 57
Cllr. Allaway-Martin declared a personal interest in Item 63
Cllr. H Barnham declared a personal interest in Item 67

52. There were no dispensation request received.

53. It was proposed that the minutes of 29 June 2021 be agreed

Proposed: Cllr. S Cox

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

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

54. Matter arising from the minutes of 29 June 2021

There were no matters arising

55. Reports from District and County Councillors

Dist. Cllr. Elsmore reported on an eventful month, and reported on 5 Acres site, the proposed plans, and levelling-up fund.

Dist. Cllr. Allaway-Martin also reported on 5 Acres site, Bowens Hill, and meetings regarding amenities/utilities, and attendance at Bells Field, for brass band performance.



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GCC. Allaway-Martin reported on Robin Hood junction, night time working and diversion issues. Also reported on money available, now that GCC money has been allocated. GCC Allaway-Martin also reported on 20mph signs, which will be going to scrutiny committee, and would have implications for Coleford.

56.To agree Payments

Cllr Penny, prior to leaving the payment, for this Item, presented a payment request, from his Mayoral budget, for Bell's Golf Club, Youth Section for £200, explaining its context.

7.15pm Cllr. Penny left the meeting

It was proposed, and unanimously agreed that Cllr. M Cox took the Chair

The Assistant Clerk also presented an additional payment of £30.00 for David Tinsley.

After further discussion, it was proposed that all payments on payment listing, plus the 2 additional payments presented for payment for £30 (D Tinsley) and £200 (Bells Golf Club) should be paid totalling **£20,647.29**

Proposed: Cllr. Holloway

Seconded: Cllr. Allaway-Martin

On being put to the vote, it was unanimously agreed.

7.19pm Cllr. Penny re-entered the meeting

57.To agree Petty Cash payments for the Town Council and Tourist Information Centre

Cllr. Penny summarised the petty cash payments, and these were proposed for payment.

Proposed: Cllr. Kyne

Seconded: Cllr. Beard

On being put to the vote, it was unanimously agreed.

58.To note Cash Books and Bank Reconciliation

Cllr. Penny summarised, and the Cash Books, and Reconciliation reports were noted. The Assistant Clerk was asked to clarify the bank charges of £18.00 linked to Unity Bank arrangements

59.To note monthly budget figures

Cllr. Penny summarised, and stated that this would be reviewed more closely by him, and the Town Clerk, as part of the Town Council's Quarterly Review (recommendation under Item 10 of the Finance & Asset Management committee meeting July minutes). The budget figures were noted

60.To agree to the co-option of Mrs Melanie Getgood onto Coleford Town Council

In light of Melanie Getgood not being in attendance, Cllr. Penny presented this Item and Melanie Getgood's application, for co-option was considered, and her co-option was proposed, as a new Councillor.

Proposed: Cllr. Penny

Seconded: Cllr. Drury

On being put to the vote, it was unanimously agreed



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61.To agree next steps re Clock Tower conservation project

Cllr. Beard summarised the discussions from the Clock Tower Working Group, and updated on the agreed actions agreed: to seek further clarification from the structural engineers regarding their survey, and to further consider the laser survey, once the full data has been received, reporting to the next Clock Tower Working Group meeting, in advance of August Full Council meeting. To then consider a 'scope of works', as part of a formal tender process, to appoint a project management company. This update was noted.

7.42 Cllr. Allaway-Martin left the meeting

62.To note the Planning Committee's response to application (new Health Centre)

Cllr. M Cox summarised, and the response was noted. After further discussion, particularly in the context of NDP, and the need for the Town Council's position to be made more public, a press release was suggested, for Cllr. M Cox to take consider, and take forward, with unanimous agreement.

7.59pm Cllr. Allaway-Martin re-entered the meeting

63.To receive an update re: Annual Risk Assessment, and to make recommendations, as necessary

Cllr. Holloway summarised, thanking other councillors involved with this exercise and, after further discussion, it was proposed that this assessment was considered in more detail at the next Finance & Amenities Management Committee meeting.

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote, it was unanimously agreed

64.To agree the meeting schedule for August 2021

Cllr. Penny summarised, and explained Standing Orders ruling for August Full Council meeting, being pulled forward, although it was proposed, on this occasion, for the Full Council to be scheduled for the last Tuesday, e.g. 31 August, with the only other August meetings scheduled being Planning committee.

Proposed: Cllr. Penny

Seconded: Cllr. Simister

On being put to the vote, it was unanimously agreed

65.To agree actions regarding miscellaneous parcels of land at Angel Vale

Cllr. Penny summarised and, after further discussion it was proposed that further investigation re: size, nature, and ownership was undertaken, and Cllr. M Cox volunteered to take forward, to then engage land owners.

Proposed: Cllr. Penny

Seconded: Cllr. M Cox

On being put to the vote, it was unanimously agreed

66.To agree the recommendations of the Environment Committee

Cllr. Simister summarised and proposed recommendations en-bloc.

Proposed: Cllr. Simister

Seconded: Cllr. Kyne



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On being put to the vote, it was unanimously agreed

67.To agree the recommendations of the Marketing & Regeneration Committee

Cllr. Barnham summarised and proposed recommendations en-bloc.

Proposed: Cllr. Barnham

Seconded: Cllr. Simister

On being put to the vote, it was unanimously agreed

68.To agree the recommendations of the Finance and Asset Management Committee

Cllr. Penny summarised and proposed recommendations for Items 9-21 en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote, it was unanimously agreed

Items 22 and 23 to be taken ‘in-Committee’ at the end of this meeting

69.To note planning minutes

Cllr. M Cox summarised, and planning minutes of 13 July, and comments were noted

70. Members Reports

Cllr. Penny

Cllr. Penny reported on the 4 Forest Towns Mayoral Forum, with Sustrans, and GCC re: cycle ways/walking trails. Also meetings with GAPTC, and Winchcombe Council re: development of their recreation ground, similar to Bells Field.

Cllr. M Cox

Cllr. M Cox reported on a number of meetings, including one with FoDDC planning re: multi-occupancy, planning infra-structure and also Twinning Association AGM.

Cllr. S Cox

Cllr. S Cox reported on a number of environment associated meetings he had attended, across the District, including the Forest Climate forum. Cllr, S Cox also reported on the Twinning Association AGM, and attendance at a brass band event at Bells Field.

Cllr. Elsmore

Cllr. Elsmore reported that he had mainly been involved with Dist. Councillor matters, also attendance at brass band event at Bells Field, and Coleford Market.

Cllr. Allaway-Martin

Cllr. Allaway-Martin reported on attendance at planning infra-structure meeting, and also Twinning Association AGM.

Cllr. Barnham

Cllr. Barnham on further market activity, liaison with traders, and preparation for next market, encouraged by increased footfall at subsequent market.

Cllr. Beard

Cllr. Beard reported on Clock Tower activity and preparation of summary report, as well as being involved with Cllr. Holloway in carrying out the Annual Risk Assessment.



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Cllr. Holloway

Cllr. Holloway reported on Annual Risk assessment meetings, having now completed this exercise, and attendance at Coleford Market, which she reported positively upon. Cllr. Holloway also reported on being invited to be a Trustee of Bale Memorial Trust.

Cllr. Simister

Cllr. Simister reported attendance at a number of meetings, including a range of meetings, and activities associated with environmental matters, and website activity.

Cllr. Drury

Cllr Drury reported on a quieter month due to family matters, also a 'Walking the Wye' event, raising awareness, with good community involvement, raising pollution awareness, and further emphasised the need to empower community to get engaged, campaigning, promoting services, including library.

Cllr. Kyne

Cllr. Kyne reported on Website Working Group activity, Clock Tower activity, with Cllr. Beard, TIC volunteering, and also reported positively on Coleford Market, engagement with public, etc.

71.To note the Assistance Clerk's report

The Assistant Clerk updated on VAT position, and monthly summary report of activities, and tasks was also noted, with recognition of specific monthly highlights. Cllr. Penny also, on behalf of the council, thanked the Assistant Clerk for the work undertaken through the last year, on his own, and congratulated him on the new appointment as Town Clerk, w.e.f. 1 August.

8.55pm An extension of 20 minutes, to 9.15pm, was proposed and unanimously agreed

72.To note correspondence (for information only, see attached list)

The Assistant Town Clerk clarified various pieces of correspondence and, after some discussion, some actions were identified, as well as items to be taken forward through appropriate committees. All other correspondence was noted.

It was proposed, and unanimously agreed, to take the meeting into 'closed session'

In-Committee

Items 22 & 23 of Finance & Asset Management July 21 Committee meeting

Item 22: Staffing Matters

Cllr. Penny summarised and, after further discussion actions were unanimously agreed to progress outstanding staffing matters.

Item 23: Staff Recruitment

Cllr. Penny summarised recruitment / resourcing issues and, after further discussion, actions, including the involvement of GAPTC in a resourcing/structure review, and the appointment of a temporary administrative assistant, for 3 months, were unanimously agreed.

Meeting ended at 9.15pm



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