



Coleford Town Council

**Full Council
Tuesday 15 December 2020
Via Zoom
7.00 pm - 9.00 pm
Minutes**

At the Meeting of the Coleford Town Council held via 'Zoom' remote video conferencing facilities, on Tuesday 15 December November 2020, at 7.00 pm, there were present:

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

Public: Mr M Beard
Mrs T Johnson

Chris Haine Assistant Town Clerk (seconded)

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.

401. Apologies were received from Cllr. Lusty and Cllrs. Simister.

402. Cllr. Penny declared a pecuniary interest in Item 408

403. There were no new dispensations requests

404. To approve minutes of 24 November 2020

It was proposed that the minutes of 24 November be agreed.

Proposed: Cllr. Elsmore

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

Cllr. Penny signed off the minutes

405. To raise matters arising from the minutes of 24 November 2020

There were no matters arising

Item 391, page 4: Cllr. Barnham sought clarification that CSP had been notified re: her appointment as the town council representative, and this was confirmed.

406. To take comment from the public

Cllr. Penny welcomed Mr Beard, and Mrs Johnson and invited both, in turn, to address the meeting.



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Mrs Johnson, summarised her time in Coleford, having lived here for 5 years, and gave some background to what she had been involved with, what work she had previously undertaken, and stated that she was keen to become a town councillor; to serve her community, and hoped that her enthusiasm would enable her to be part of making a difference, as a member of the town council.

Mr Beard similarly summarised, and referred to his already submitted letter, with reasons why he had applied, and how he believed he could serve the council, and its residents, in this role, and was keen to get involved, having lived in the area for about 5 years, believing he could usefully bring a range of skills and experience which he believed would be beneficial.

Cllr. Penny thanked both for their commitment, and seeking to join the town council, explaining that their co-option would be considered formally, at Item 414 of this meeting.

407. To note reports from District and County Councillors (for information only)

GCC Allaway-Martin stated that it had been a very busy month, and reported on County Council environment work, and activity, which she thought demonstrated a high commitment to environment matters, having been thoroughly considered. In turn, she would forward on the town council, in light of its newly established environment committee, to hopefully serve, and inform, their aims, and objectives. GCC Cllr. Allaway-Martin also updated on the county councils programme re: Covid-19 vaccinations, and its partnering arrangement with GP surgeries across the county. An update regarding funding having been awarded to the Angus Buchanan Recreation Ground, and that this should significantly assist necessary improvements, which will be evident by the spring of next year.

Dist. Cllr. Allaway-Martin reported a quieter month at district council, reporting on retail planning application in Lydney, which had taken great note of Coleford's recent experience re: Lidl. Also reporting on 2 Full Council meetings which had been lengthy, and had raised a number of issues, which had not been as constructive as they should have been, and a number of matters remained unresolved.

Dist. Cllr Elsmore similarly reported on the two full council meetings, and a quieter month.

408. To agree payments (see attached)

Before leaving the room, Cllr Penny stated that Afan Landscapes invoice, to be paid, subject to reconciling their visit dates; which they have been asked to clarify. Cllr. Penny also stated that the invoice, submitted by Simple Hygiene, was not to be paid. The payroll payments were also noted to be absent from the payment listings, due to Full Council having been convened earlier this month, and salary data not yet provided

Cllrs. Penny left the meeting

Cllr. M Cox took the chair, in Cllr Penny's absence

Cllr. M Cox presented, and summarised payments; the Assistant Town Clerk (seconded) further clarified several payments. It was proposed that all payments listed be made, and the total of payments equals: **£22,277.64**

Proposed: Cllr. Elsmore

Seconded: Cllr. S Cox

On being put to the vote it was unanimously agreed. 8 for, none against (**Cllr. Penny absent from the meeting**).



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Cllr. Penny re-joined the meeting

409. To agree petty cash payments for the Council & TIC (see attached)

Payments were presented. Cllr. Penny sought clarification on the TIC listings, and the Assistant Town Clerk (seconded) clarified, in light of some of the payments pre-dating the closure of the TIC. It was proposed that the payments be agreed for both petty cash books.

Proposed: Cllr. Allaway-Martin

Seconded: Cllr. Elsmore

On being put to the vote, it was unanimously agreed

410. To note the cash books and bank reconciliations

The cash books and reconciliation reports were noted.

411. To note the monthly budget figures (see attached)

Cllr. Penny stated that he was now preparing the budget for consideration, and the figures were noted

412. To agree the Annual Governance & Accountability Return (AGAR)

Cllr. Penny stated that this matter had already been dealt with, at a previous Full Council meeting, and wasn't taken.

413. To agree the response to the External Auditor re: AGAR

Cllr. Penny summarised, and acknowledged the unprecedented year, due to Covid-19, which the external auditors had also acknowledged, with the late notice of audit. Cllr. Penny also acknowledged the staff shortages, and absence of the Responsible Finance Officer (RFO) had created some slippage and, whilst disappointed, recognised the circumstances surrounding the late publication, of the audit return to the public, by 9 days. This was noted, with an instruction for the external actions to be diarised for next year. It was proposed that no further action was needed to be taken, and that the audit report be accepted. .

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

414. To agree the co-option of 2 Councillors; one for the Coleford East Ward, and 1 for the Coleford Broadwell and Mile End Ward

Cllr. Penny clarified the positions re the two vacancies, and it was proposed subject to the two applicants being content, that the Coleford East Ward seat should be considered first, and whoever is not successful, will then be proposed for the Coleford, Broadwell, and Mile End Ward seat: and that Standing Orders should be suspended, to engage the two applicants, re: preferences, from the public forum.

Proposed: Cllr. Holloway

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

Cllr. Penny sought comment from the two applicants, re: preferences, and both Mr Beard and Mrs Johnson both stated that they had no preference, and would be led by the council's proposals.

Cllr. Penny brought the meeting back into Standing Orders



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After further discussion, it proposed that Mr Beard should be co-opted to the Coleford East Ward seat

Proposed: Cllr. Holloway

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

Cllr. Penny, on behalf of members congratulated Mr Beard on his co-option to be a member of Coleford Town Council, although stated that due to the Declaration of Acceptance Form not available to sign, he would not be able to join the meeting as a member, until that Declaration had been signed, which would be arranged asap, by the Assistant Town Clerk (seconded).

It was proposed that Mrs Johnson should be co-opted to be the Coleford Broadwell and Mile End Ward seat.

Proposed: Cllr. M Cox

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

Cllr. Penny, on behalf of members congratulated Mrs Johnson on her co-option to be a member of Coleford Town Council, although stated that due to the Declaration of Acceptance Form not available to sign, he would not be able to join the meeting as a member, until that Declaration had been signed, which would be arranged asap, by the Assistant Town Clerk (seconded).

Cllr. Penny explained that the Assistant Town Clerk (seconded) would take forward the administrative actions re: completion of forms, information, etc. and would make contact, with both, outside this meeting

415. To review the secondment of the Administrative Assistant to the position of Assistant Clerk

Item 415 moved to 'In Committee', at the end of the meeting

Note: The Assistant Town Clerk (seconded) drew to the attention of the Chair, the incorrect Agenda numbers after 415, and it agreed that the correct numbers should be adopted for the rest of this meeting

416. To agree response to the Local Plan Strategic Options Consultation

Cllr. M Cox summarised her draft response (already circulated) and, after further discussion, it was proposed that all members should feed back to Cllr. M Cox with any comments, by the end of this week, and that the town council response should then be finalised, and submitted, after the planning meeting of Tuesday, 22 December, 2020.

Proposed: Cllr. Penny

Seconded: Cllr. S Cox

On being put to the vote it was unanimously agreed.

A five minute break was called at 8.08pm

417. To agree recommendations of the Public Safety Committee, November meeting

Cllr. Holloway summarised and, after some discussion, the recommendations were proposed for agreement, en-bloc.

Proposed: Cllr. Cllr. Penny

Seconded: Cllr. Barnham



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On being put to the vote it was unanimously agreed.

418. To agree the recommendations of the Amenities Committee (both November and December meetings)

Cllr. Penny summarised, in Cllr. Lusty's absence, and, after some discussion, the recommendations were proposed for agreement, en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

419. To agree the recommendations of the Environment inaugural meeting

Cllr. M Cox summarised and, after further discussion, it was proposed that the first Environment committee meeting should be called, for 5 January, and that the role & remit for this committee, as presented, for Standing Orders, is agreed.

Proposed: Cllr. M Cox

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed.

Cllr Allaway Martin left the meeting around 8:30pm

420. To agree the recommendations of the Finance and Office committee

Cllr. Penny, in light of this committee having just met, before this meeting, presented the recommendations verbally re: the awarding of contracts, as follows:

Recommendations:

1. Bells Field:

To award the Bells Field contract to Kilmaha

2. Coleford Cemetery:

To award the main Coleford Cemetery contract to Mowtech and to consider asking Sarah Cheese to manage the Natural Burial Ground (NBG), due to her evident expertise in that area, and for the proposed main Cemetery Contractor to be asked to reflect this in the Contract formalisation re: fees/charges.

3. Floral Displays:

To award the Flowers Displays contract to Mowtech

4. General Maintenance:

To award the General Maintenance contract to Forest Equipment Services

5. Grass Cutting:

To award the Grass Cutting contract to Company Mowtech

6. Litter & Waste Management:

To award the Litter & Waste Management contract to Forest equipment Services

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed



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Note: Cllr. Penny, in turn, In light of these agreed recommendations, instructed the Assistant Town Clerk (seconded) to inform the successful companies, verbally, and to explain that contracts would be formalised in the New Year.

421. To note Planning minutes

Cllr. M Cox summarised planning applications, and decisions were noted.

422. To hear members reports (information only)

Cllr. Penny

Cllr. Penny reported on the Shop window competition, and having award first prize to the TIC, second prize to Soul Magic, and third prize to Keith Morgan; stating what a high standard it was. Cllr. Penny reported on the 'Shop Local Video', and how pleased he was to report 1,400 views already, with positive benefits from a traders already being reported, that members of the public had come to Coleford, to spend money, on seeing the video. Cllr. Penny also reported positively on the youth engagement event, at the Clock Tower, with positive feedback from young people, and also reported on his work this month on the tender exercise, and budget preparation.

Cllr M Cox

Cllr. M Cox reported on the various consultation papers she had been working on, work with UWE, and reported positively on their event in Coleford, engaging with the public. Cllr. M Cox also reported on an enquiry she had made to the diocese re: St. Johns, following an enquiry she had received from a resident, and that there were no further developments, in respect of plans for that building. Cllr. M Cox reported on tree planting activity, re: Woodland Trust trees, and also updated on safety work planned for Angel Vale. Re: Resilience Plan. Cllr. M Cox stated that she was working on a full report, summarising activities, feedback, suggested improvements, esp. how to engage volunteers more effectively.

Cllr. S Cox

Cllr S Cox also reported on UWE activity, tree planting and Angel Vale work. A well as having attended an environment meeting, hosted by West Dean parish council, reporting positively on the issues discussed, particularly joined up, partnering work across the Forest.

Cllr. Kyne

Cllr. Kyne reported that he had found his attendance at most committees very useful, in this first month of having taken up his position, and was now clearer about the areas he would like to be more involved in; including business engagement and was keen to engage businesses, and traders more, to see how the town council can support, particularly in the context of the impact of Covid-19 upon them, and spoke positively about the town council's plans to establish a market in Coleford, as a positive benefit.

Cllr. Penny agreed, and emphasised the role of the regeneration committee, and the soon to be appointed Town centre manager, who would be focussing on these key areas, seeking to work more closely with businesses, and traders.

Cllr. Elsmore

Cllr. Elsmore reported a quieter month also, and feedback on environmental issues, the banning of helium balloons from FoDDC, and the banning of glyphosate herbicides, and pesticides and chemical slug pellets on council land for food growing, making public more aware of Firework



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noise and impact on animals, support the Climate and Ecological Emergency Bill. Also reporting on talking to NHS on position of Forest Hospital in relation to extra service to the Forest, and attendance at the UWE student's resident engagement day in Coleford, and a meeting at Stowfield Quarry re: lorries through town, and Section monies.

Cllr. Holloway

Cllr. Holloway reported attendance at a Dementia Awareness Training event, zoom meeting, which she fed back very positively upon, encouraging other councillors to access.

Cllr. Drury

Cllr. Drury reported positively on the work progressing with Cllr. Barnham, re: youth provision, and funding.

Cllr. Barnham

Cllr. Barnham reported on progressing the market application, youth activities, particularly youth engagement event, with good feedback, confirming the need to consider provision, and further planned activities/events, constructively working with Cllr. Drury, and has had meetings with FVAF, and also reported on funding opportunities.

Cllr. Barnham also reported on Thurstan's Rise, and sought clarification re: Section 106 monies, and Cllr. Penny advised.

423. To note the Assistant Clerk's report

The Assistant Town Clerk (seconded) summarised his report, and further clarified matters relating to resourcing, training and headline activities. The Assistant Clerk's report as noted.

Mrs Johnson left the meeting around 8:50pm

424. 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. Cllr. Penny noted the Twinning Association newsletter had been received second hand, and asked for the town council to receive directly.

The Assistant Town Clerk (seconded) left the meeting, along with Mr Beard at 8.55pm

Cllr. Holloway proposed a 10 minute extension

In-Committee

415. To review the secondment of the Administrative Assistant to the position of Assistant Clerk

Cllr Penny proposed the creation of the Assistant Clerk position with a salary range of SCP 18-23. He proposed that this position be offered formally to Mr Haine for 32 hours per week at SCP 21 effective 1st January 2021. Profile of working hours to be discussed and agreed with Mr Haine".

Proposed: Cllr. Cllr. Penny

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

Meeting closed at 9:10pm.