



Coleford Town Council

Full Council
Tuesday 31 August 2021
7.00 pm - 9.00 pm

Council Chamber, Coleford

Minutes

At the Meeting of the Coleford Town Council, there were present:

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

Chris Haine Town Clerk

Members of the Public:

Mrs L Baker (see from Item Item 79 onwards, as Cllr. Baker)
Mr J Baker

Note: In Cllr. Penny's absence, as Mayor; Deputy Mayor, Cllr. M Cox took the Chair for this meeting

73. Apologies received from Cllrs. Penny and Drury

74. Cllr. Beard declared a pecuniary interest in Item 80

75. There were no dispensation requests

76. To agree the minutes of 27 July 2021

It was proposed that the minutes of 27 July 2021 be agreed

Proposed: Cllr. Barnham

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed.

Cllr. M Cox, signed the minutes, with the amendments noted below, as a true record of that meeting

Some amendments, in the minutes, were drawn to the Clerk's attention:

- **Location should read Council Chamber**
- **Mrs Getgood should read Ms. Getgood**
- **Cllr. Drury was in attendance, and should not have been noted under apologies.**



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77. Matters arising from the minutes of 27 July 2021

Item 65: Parcels of land at Angel Vale: Cllr. M Cox and J Simister updated with site visit 1, still need to refer to deeds and compare.

Item 22 / 23 Staffing Matters/ Staff Recruitment (of Finance & Asset Management Committee minutes): Cllr. M Cox updated re: Staffing Matters and that a Staffing Review meeting had been scheduled, with external advisers; and the Clerk updated on the appointment of a temporary Administrative Assistant for 3 months, with effect from 1 September 21

78. To take comments from the Public Apart from item 85 noted below, no comment was made from the public

Note: Cllr M Cox proposed, with unanimous agreement, to bring forward Item 85

Item 85: To agree to the co-option of new Councillor for Coleford East Ward)

Cllr. M Cox invited Mrs Gregory to address the Council, in respect of her application to be co-opted as a Councillor for Coleford East Ward, and Mrs Gregory expanded on her submitted application. Cllr. M Cox thanked Mrs Gregory, and stated that there had been two applicants, but the other candidate had not further contacted the Clerk, or was able to be engaged by the Clerk in advance of the meeting. It was, in turn, proposed that a decision was made in absentia, to recommend the co-option of Mrs L Gregory.

Proposed: Cllr Holloway

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

Mrs Gregory was invited to sign her Declaration of Acceptance, by the Town Clerk, and having duly signed, Cllr. Gregory was welcomed, and invited to take her place, as a Member of Coleford Town Council.

79. Reports from District and County Councillors

Dist. Cllr Elsmore reported on a quieter month in August.

Dist. Cllr. Allaway-Martin reported also on a quieter month, although had had a number of enquiries about rubbish collection/recycling, and public toilets, about which she has actively been raising concerns.

GCC Allaway-Martin reported on new contracts having been awarded re: Research & Development. Enquiries with Highways Officers were being pursued with no response as yet.

80. To agree Payments

Cllr. M Cox presented the Payments listing already circulated, and the Town Clerk verbally presented some subsequent additional payments, and revised payment, as follows:



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- Revised amount (taking account of discount): **Parish Online** £180.00
- External Audit Fees: **PKF Littlejohn** £1,200.00
- Postcards for TIC: **David Tinsley** £46.00
- 'Skate Jam' event: **Maverick** £3,000.00
- Grave Preparation Services: **Ernest Heals Ltd** £474.00

Additional Payments Total: £4,900.00

After some clarity re: Corona gas, and further discussion, **the additional payments of £4,900, plus the presented payment listing of** (with the original Parish Online entry of £300.00 deducted) **£24,385.88 Totalling: £29,285.80**, were proposed for agreement to be paid.

Proposed: Cllr Elsmore

Seconded: Cllr. Barnham

On being put to the vote 10 in favour with 1 abstention

Recommendation to make payments, as above was, in turn agreed

81.To agree Petty Cash payments for the Town Council and Tourist Information Centre (TIC)

Cllr. M Cox summarised the Petty Cash payments, and the Town Clerk explained the reasons why Petty Cash for TIC (Cash Book 4) had not been presented, and Payment Petty cash payment for Cash Book 3 was proposed for payment

Proposed: Cllr M Cox

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

Note: It has subsequently been acknowledged, by the Town Clerk, that Petty Cash Book 3's absence of data, should not have not been sanctioned, without agreement from Council, under Standing Orders requirements.

82.To note Cash Books and Bank Reconciliations

Cllr. M Cox summarised, and the Cash Books, and Reconciliation reports, were noted.

83.To note monthly budget figures

The budget figures were noted

84.To note the receipt of the External Auditor Report & Certificate

The External Report was noted, and the Town Clerk stated that he would be publishing the Conclusion of Audit accordingly in the Public Domain, on the Town Council's Public Notice Board, and Website.

Item 85: Taken earlier



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86.To agree to the request from the St John Street Trader's Association for Coleford Town Council to pay for the Faddle Fair stall hire

Cllr. M Cox summarised and discussion ensued regarding VAT implications, and confirmation of date of the Town Council's decision to support. **It was proposed that**, subject to the correct VAT arrangements being undertaken, and communicated, this payment of **£864.00 should be paid. Faddle Fair stall hire and changed position** is to be referred to Finance & Asset Management Committee meeting, to consider future arrangements.

8.05pm Cllr. Getgood left the meeting

Proposed: Cllr M Cox

Seconded: Cllr. S Cox

On being put to the vote: 5 for, 2 against, 3 abstentions.

The proposal as shown above, Recommendation to make the payment of £864.00 was, in turn, agreed

87.To agree, and make recommendations, re: Grant Application from Mount of Olives Church

Cllr. M Cox summarised and, after clarifying the status of the community events not being of religious nature/attendance, it was proposed that this Grant application request for **£1050.00 be made**

Proposed: Cllr M Cox

Seconded: Cllr. S Cox

On being put to the vote: 9 for, 1 abstention

Recommendation to make the payment of £1050.00 was, in turn, agreed

88.To agree, and make recommendations on next steps from the Clock Tower Working Group

Cllr.Beard summarised his previously circulated report, on behalf of the Working Group and, after further discussion, it was proposed that the Town Council:

1. engage Tony Gwynne (as Historic Building Officer FoDDC) to prepare a 'Scheme of Work' suitable for a subsequent tender brief; and to include with funding approaches
2. agree for delegated powers for up to £1000 to enable-fees for meetings of Historic Buildings and Conservation Adviser of FoDDC to be effected. The Clock Tower Working Group, through the Finance & Asset Management Committee, to action, and to be paid by the Town Clerk (in the current absence of the RFO) as necessary to speed progress.
3. to then effect the brief for tender to Project Manage the task to:
 - i. produce ratified costings in line with the Scheme of Works
 - ii. select a choice of specialist contractors for various tasks within the Scheme of Works,



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- iii. set up briefs and tender process for the contractors on CTC behalf,
- iv. oversee works.

4. research appropriate bodies for help with funding: e.g. Architectural Heritage Fund, Heritage Lottery; FoDDC; Gloucestershire Churches.

Proposed: Cllr Beard

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

Note: There was then further discussion **re: Christmas Lights implications** and, after further discussion, it was proposed that, for safety reasons:

- there could be no lights attached to the Clock Tower Christmas 2021
- that the Tower could not be used for Father Christmas 2021, and for the Christmas Lights Committee to be informed accordingly. CTC to help to consider alternative arrangements.

Proposed: Cllr M Cox

Seconded: Cllr. S Cox

On being put to the vote: 9 for, 1 abstention

The recommendation was agreed.

89.To agree to the request from Dean Radio to use No. 4 Lord's Hill, as a transmitter base
Cllr. M Cox summarised and after some discussion, it was proposed that Dean Radio are invited to a meeting to seek further clarity on details, including location, and coverage and financial aspects. The request to then be fully considered.

Proposed: Cllr H Barnham

Seconded: Cllr. Holloway

On being put to the vote: 9 for, 1 abstention

The recommendation was agreed.

90.To agree the remit for the Highways and Public Safety Committee

Cllr. N Holloway summarised, and presented a slightly amended Role & Remit version. This amended, version was further amended to change to Resilience, not Emergency Plan, and omit the infrastructure paragraph (to stay with Planning) was proposed

Proposed: Cllr Holloway

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed

9.47pm: A ten minute extension was proposed, and unanimously agreed

91.To agree, and make recommendations, re: next steps to move forward the rebuild of the www.colefordtowncouncil.gov.uk website.



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Cllr. Simister summarised and, after some discussion it was proposed that the identified provider, following discussions, and presentations with them, was formally invited to prepare, and submit, a detailed quotation to develop a new Town Council website, including transition work, and ongoing maintenance specification.

Proposed: Cllr. Simister

Seconded: Cllr. Kyne

On being put to the vote it was unanimously agreed.

9.58 pm: A fifteen minute extension was proposed, and unanimously agreed

92.To note the Planning Committee minutes of the 17th August

Cllr. M Cox summarised, including an update on Lower Lane and section 106 letters. The Planning minutes of 17 August were noted.

93.Member Reports

Cllr. Elsmore

Cllr. Elsmore reported a quieter August, and attended a Heritage Open day event.

Cllr. Beard

Cllr. Beard reported on Clock Tower activity and preparation of summary report, as well as visiting the Spirit of the Forest sculpture.

Cllr. Barnham

Cllr. Barnham reported attendance at the Angus Buchanan AGM, as the Town Council's representative, as well as being involved with the Thurstan Rise Family Fun Day, thanking the Town Council for their Community Grant.

Cllr. Allaway-Martin

Cllr. Allaway-Martin reported a quieter August, and had held a number of Street Surgeries, with good engagement with residents, and a number of issues having been identified.

Cllr. Simister

Cllr Simister reported his involvement in developing the new website, and engagement with potential provider, and other Town/Parish Councils re: advice on website and costings. Also attendance at the Faddle Fair, having been disappointed with this month's number of stalls and position.

Cllr. S Cox

Cllr. S Cox reported attendance at a number of environment related forums: including meeting Monmouthshire Meadows botanist who was enthusiastic about both the Cemetery and Bells Field in terms of her identification reports, of species the species diversity, and level of significant species was notable at the Cemetery, and for a new area, good diversity at Bells Field. He also attended the Town Council facilitated Bells Field 'Skate Jam' event, in partnership with Maverick and noted how positive it was for young people and other residents.



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Cllr. Kyne

Cllr. Kyne reported on his concerns regarding the state of the town centre, with boarded up windows, and rubbish gathering around some centre of town premises, and this was suggested should be deferred to the Regeneration & Marketing Committee, to look at further.

Cllr. Holloway

Cllr. Holloway reported attendance at the 'Skate Jam' event, as a first aider, as well as positively at the success of the event. Also, in respect of Bells Field, raised concerns about the state of the Angus Buchanan, Victory Cross bench. Cllr. Holloway also attended the Busking Festival, and congratulated all that took part, making the event such a great success.

Cllr. Gregory

Cllr. Gregory having joined the Council, as a Member this evening, stated she was excited to be part of the Council, and look forward to getting involved. In turn, stated that she planned to attend a range of Committee meetings to get a feel of what she might then become more part of, more specifically.

Cllr M Cox

Cllr. M Cox reported on a busy month, and a range of activities, including food parcel deliveries, as part of the FVAF exercise across the parish; further initial work toward a brief for UWE Live Project 2021, as well as noting comments from residents re: the proposed new Health Centre. Cllr. M Cox also reported activity distributing the Town Council Newsletter, and asked others for their update, which identified some Councillors who needed some assistance to complete. Cllr. M Cox stated that these needed to be completed swiftly, and would liaise accordingly, to complete the task.

94.To note the Town Clerk's report

The Town Clerk summarised his monthly summary report of activities, and the tasks was also noted,

95.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 and through the office. Action trackers to be updated. All other correspondence was noted.

Meeting ended at 9.13pm