



# Coleford Town Council

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**Full Council**  
**Tuesday 26 October 2021**  
**7.00 pm - 9.00 pm**

**Council Chamber**  
**Coleford Town Council Offices**

## **Minutes**

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

Cllr. N Penny (Mayor)  
Cllr. M Cox (Deputy Mayor)  
Cllr. C Allaway-Martin  
Cllr. L Baker  
Cllr. M Beard  
Cllr. S Cox  
Cllr. R Drury  
Cllr. M Getgood  
Cllr. N Holloway  
Cllr. Kyne  
Cllr. J Simister

Chris Haine Town Clerk

### **Members of the Public:**

**114.** Apologies received from Cllrs. Barnham, and Elsmore

**115.** There were no declarations of interest

**116.** There were no dispensation requests

**117.** There were no members of the public present

**118. To agree the minutes of 28 September 2021**

It was proposed that the minutes of 28 September 2021 be agreed

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Allaway-Martin

On being put to the vote 9 for, with 2 abstention (due to absence from that meeting), the proposal was agreed

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

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

**119. Matters arising from the minutes of 28 September 2021**

There were no matters arising, other than the Town Clerk providing an Update re: Item 106 (page 3) BT Upgrade



# Coleford Town Council

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## 120. Reports from District and County Councillors

GCC Allaway-Martin reported on 20mph Campaign, and also further on a recently commissioned Drainage Report, which was considered a significant survey, covering Coleford area. (Cllr. M Cox confirmed a meeting with GCC Water representatives was scheduled for 3 November).

Dist. Cllr. Allaway-Martin updated on Social Care in the area, including Section 106 monies. GCC Allaway-Martin also referred three Papers (which she left with the Town Clerk to circulate) re: Strategic Housing land Availability Assessment, GCC Recycling Centre arrangements, and a Briefing Note re: Gloucestershire Partnership Rough Sleeping Services.

Dist. Cllr. Allaway-Martin reported further re: South Road roadworks. Also further reporting on potential carriageway upgrade works, following proposed drainage works in Coleford Town Centre.

## 121. To agree Payments

Cllr. Penny presented the payments listing already circulated **£28,032.57**, and the Town Clerk verbally presented some subsequent additional payments, as follows:

- Awards of Distinction: £594.00 (Pride of Coleford Awards)
- Trunk Arb: £234.00 (Tree work at Cemetery)
- Festival Lighting: £6282.00 (Christmas Lights)

### **New Revised Total**

**proposed for payment: £ 35,142.57**

**Proposed:** Cllr Kyne

**Seconded:** Cllr. S Cox

On being put to the vote it was unanimously agreed for payments to be made.

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

Cllr. Penny summarised the Petty Cash payments, and these were proposed for agreement to be made.

**Proposed:** Cllr. Allaway-Martin

**Seconded:** Cllr. Getgood

On being put to the vote it was unanimously agreed.

## 123. To note Cash Books and Bank Reconciliations

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

## 124. To note monthly budget figures

Cllr. Penny summarised, and it was noted that £5000 provision for Youth Activity had been moved to Budget Code 4147, and for the Town Clerk to look more critically at Stationery spend. The budget figures were noted,

## 125. To agree to hold a Councillor Development Workshop

Cllr. Penny summarised, and placed this item in further context re: succession planning, and maximising the skills of all Members also. Cllr. Beard further summarised, having agreed to



# Coleford Town Council

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facilitate a two hour workshop, and it was proposed that a workshop be scheduled one Saturday in November 21

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

## **126. To receive an update re: Clock Tower works**

The Town Clerk update re: emergency works, and that supporting documents regarding liability insurance, and risks assessments had been received, with work scheduled from November 21. Cllr. Beard also update re: Tender activity, and this was still to be progressed, once further help had been provided in posting spec, etc. on GCC Portal. Advice also to be sought from GAPTC

## **127. To agree Programme of Events for Christmas 2021**

Cllr Penny summarised Cllr. Barnham's proposed December Schedule (in her absence) of events and, after further discussion, and an update from Cllr. Drury confirming that the 'Spirit of the Forest' event, would not be happening, it was proposed that the schedule is agreed, with the additional possibility of a Cinema event, and the hire of the Cinema for a children of Coleford event.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote it was unanimously agreed.

## **128. To agree actions relating to the proposed closure of Lloyd's Bank**

Cllr. Penny summarised re: Lloyds Bank announcement to close the Coleford Branch, and further updated on information had obtained regarding rationale, with supporting data, that he had registered his concerns with Lloyds Bank already, and was waiting a response. He had also had conversations with his counterparts in the other 3 Forest of Dean market Towns. After further discussion, it was proposed that this Town Council write to Mark Harper, MP, seeking a meeting with a senior representative of Lloyds re: challenging their decision, raising concerns about closure, and legacy services, to also publish a statement in the local press regarding the Council's position.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Simister

On being put to the vote it was unanimously agreed.

## **129. To receive the NDP Monitoring, and make recommendations, as necessary**

Cllr. M Cox summarised, and explained the report she had already circulated, which raised a number of issues, and questions and, after further discussion it was proposed that Planning Committee are asked to prepare a NDP Review Timeline, to inform Full Council decision further, regarding this important exercise.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Simister

On being put to the vote it was unanimously agreed.



# Coleford Town Council

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## **130. To agree office and TIC Christmas Working arrangements**

Cllr. Penny summarised, and it was proposed that the Town council Offices, including the Tourist Information Centre (Tic) were closed from Christmas Eve, until 3 January (inclusive), and open to the public again from Tuesday, 4 January, 2022.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote 10 for, 1 abstention, and the proposal was agreed.

## **131. To make recommendations re: note-taking at Full Council meetings, through Transitional Arrangements**

Cllr. Penny summarised, and it was recognised that the Town Clerk needed to be released from 'note-taking' at Full Council meetings, to more fully participate and exercise his role as Proper Officer. After some discussion, it was proposed that the Town Clerk seeks 'locum' arrangements through this transitional period, until the appointment of a new Assistant Clerk/Responsible Finance Officer (RFO) to provide that support.

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

## **8.35pm Cllr Getgood left the meeting**

## **132. To agree actions re: Graffiti in the Parish**

Cllr. Penny summarised and updated re: innovative ideas, and plans, working with youth organisations, UWE students, street wardens, and PCSOs and, after further discussion, it was noted that this was a positive, enhancing improvement, and to include bus shelters. It was proposed that this work continues, in collaboration with UWE, and the Youth Association, to further inform the Town Council, in order to make decisions regarding actions.

**Proposed:** Cllr. Simister

**Seconded:** Cllr. M Cox

On being put to the vote it was unanimously agreed

## **8.55pm A half hour extension was proposed, and unanimously agreed**

## **133. To agree the recommendations of the Environment Committee**

Cllr. Simister summarised recommendations and these were proposed en-bloc, subject to a 'friendly' amendment, proposed, and unanimously agreed re: TPOs being submitted by the Planning Committee (Item 12: Recommendation 3 refers).

**Proposed:** Cllr. Simister

**Seconded:** Cllr. Kyne

On being put to the vote it was unanimously agreed

Cllr. Penny further stated that the work of this Committee had been noted, and the Action Plan was good example of 'tracking', progression, and delivery



# Coleford Town Council

---

## **134. To agree the recommendations of the Marketing & Regeneration Committee**

Cllr. M Cox summarised recommendations and these were proposed en-bloc. subject to a proposed amendment re: Newsletters, which should be deferred to the Comms. Working Group, and possibly a commitment to 2 Newsletters a year.

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

## **135. To agree the recommendations of the Finance and Asset Management Committee**

Cllr. Penny summarised recommendations and these were proposed en-bloc

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Holloway

On being put to the vote 10 for, 1 abstention, and the proposal was agreed.

## **136. To note the Planning Committee minutes of 28 September, and 12 October 21 (additionally agreeing the Town Council's Response re: Section 106 monies)**

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

Cllr. M Cox further summarised the proposed draft letter, to be sent to FoDDC, and prepared by this Committee, re: Section 106 monies. After some discussion this was proposed to be sent, and unanimously agreed.

## **137. Member Reports**

### **Cllr. Penny**

Cllr. Penny reported on the following activities:

- 29 Sept. Attended the GAPTC Exec committee meeting
- 30 Sept. Attended Citizens Advice Board meeting
- 4 Oct. Joined Cllrs M Cox and Holloway for Chris Haine's appraisal
- 5 Oct. Attended Forest Health Forum meeting
- 6 Oct. Met with Cllr Beard re Councillor training
- 8 Oct. Met with Cllrs M Cox and Holloway re Town Clerks objectives
- 13 Oct. Held Pride of Coleford Community Awards Panel
- 14 Oct. Met with Paul McMahan and Sarah Bick re Remembrance events
- 14 Oct. Attended Coleford Christmas Lights meeting
- 18 Oct. Meeting with UWE studies re this years Architecture project brief
- 19 Oct. Meeting with FoD Youth Association and Gloucestershire Police re Operation Chili
- 19 Oct. Met with Cllrs M Cox, Holloway and Town Clerk to complete objective setting
- 22 Oct. Met with County Councillors Allaway-Martin and Hale, along with the Barnwood Trust re: mental health and wellbeing support in the community
- 25 Oct. Attempted to set up a meeting with Lloyds Bank re closure of Coleford Branch

**Cllr. M Cox**



# Coleford Town Council

---

Cllr. M Cox reported on the following activities:

- 3 Oct. Attended Forest Showcase
- 4 Oct. Meeting with Alex Digby useful to gain insight into relationships and progress with youth activities. Also relates to UWE Live Project about to start
- 5 Oct Meeting with active travel GCC by googlemeet failed
- 5 Oct. Appraisals carried out. Also some follow up actions
- 14 Oct. Meeting with K Thoday and J Lack at Forestry England re active travel
- 14 Oct. Planning workshop re Health Centre meeting
- 15 Oct. Twinning Assoc quiz night : over 60 attended, good night had by all: wine tasting £15 Main Place Nov 12 from Tom at Fingal Rock & Forest Deli cheese
- 18 Oct. Meeting re brief with UWE Live Project students Adam Cross, Anne-Marie McGee, NP and AD. Site visits and resources prepared and sent.
- 18 Oct. Flowers: parish inspection completed
- 18. Oct. Visited Digibus
- 18 Oct. Draft monitoring report NDP and relevant conversations
- 21 Oct. Resident query re Bowen's Hill Rd
- 21 Oct. Feedback from resident re community forum on FoDDC Local Plan
- 21/2 Oct. Discussion with NG re developer/ community and parish council consultations re LP and their status
- 22 Oct. Ash trees (and other varieties) inspected Lawdley Vale and Cemetery with M Harris
- 25 Oct. Meeting with UWE and AD, revision of brief, site visits, prep of resources and sent.
- 25 Oct. Blog on Twinning quiz done for social media

**Looking ahead:** Nov round of community/developer L Plan consultation  
Planning Conference Nov 15<sup>th</sup>  
Usk GMTF visit 10/11 Nov

## Cllr. S Cox

Cllr. S Cox reported on the following activities:

- 3. Oct. Attended Forest Showcase at Speech House. Very good turnout despite the weather.
- 3 Oct. Attended Walkers are Welcome meeting. Committee now been formed to move the initiative forward.
- 11-18 Oct. Spent several days at the Worcester Walk archaeological excavation. Engendered a lot of local interest and information. Produced a 400 word report for Town Council social media.
- 14 Oct. Meeting with two representatives from Forestry England at Bank House to discuss land ownership and Route of possible cycle way to Christchurch.
- 15 Oct. Meeting at Main Place to plan meeting with doctors re the new health centre
- 16 Oct. Attended Coleford Twinning quiz at Berry Hill Rugby Club.
- 18 Oct. Meeting with U.W.E. students and rep from Youth Services re project brief
- 22 Oct. Visited two sites in the parish with tree surgeon to assess condition some of the Ash trees on Town Council land.
- 25 Oct. Spent much of a day with one of the U.W.E. students familiarising him with the



# Coleford Town Council

---

parish and discussing the brief that they are working to this year.

Cllr. S Cox also updated on a number of events/activities, including a Zoom meeting with new UWE intake, also reported on scheduled Walkers are Welcome AGM, in light of their official status. Also attendance at the FoD Climate Group, and participation with the Walking Festival, which had, had good footfall, and also an archaeological 'dig' at Mile End, as part of Forester's Forest

## **Cllr. Simister**

Cllr. Simister updated on the following activities:

- Glos, Fire & Rescue Service (Risk Management Plan)

**Note: To be referred to Highways & Public Safety**

- Lloyds Bank : Engagement with parishioners
- Engagement with local photographer

## **Cllr. Kyne**

Cllr. Kyne reported on the following activities:

- Cock Tower meetings
- Engagement with Traders re: late night shopping

## **Cllr. Holloway**

Cllr. Holloway reported on the following activities:

- Staff Appraisal meetings
- Forest Showcase

## **Cllr. Drury**

Cllr. Drury reported on the following activities:

- TPO activity
- Spirit of Forest activity
- Coleford Arts Trail

**Note: Some events cancelled due to Covid, emphasised the importance not to be complacent**

## **Cllr. Beard**

Cllr. Beard reported on the following activities:

- Clock Tower activity and preparation of tender documents, as well a meeting with contractor to undertake emergency, safety works
- Training & Development planning meetings

## **Cllr. Baker**

Cllr. Baker reported on the following activities:



# Coleford Town Council

---

Cllr. Baker reported attendance across the range of Committee meetings, and still 'settling in', gauging what Committees she might join.

## **Cllr. Allaway-Martin**

Cllr. Allaway-Martin reported on the following activities:

- Contact with residents
- Funding matters
- Forest Showcase

**It was proposed, and unanimously agreed to defer Items 138 and 139, due to time, and to go into a 'closed session'**

## **In-Committee**

### **140. To make recommendation re: temporary Administrative Support arrangements**

The Town Clerk summarised the current position, and it was proposed for him to pursue a further temporary Administrative Assistant replacement, for another 3 months.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Simister**

On being put to the vote it was unanimously agreed

### **141 To review Town Clerk's Probationary Period**

**Cllr. Penny** summarised, and the Town Clerk's probationary period was agreed, as successful

**Meeting ended at 9.23pm**