



CINDERFORD TOWN COUNCIL

Minutes of the meeting of Cinderford Town Council held at the Council Chamber, Cinderford on Tuesday, 13th July 2021 commencing at 7pm.

COUNCILLORS:

Cllr C. Witham (Chairman)
Cllr C. Brown
Cllr. E.D. Martin
Cllr G.L. Morgan (Vice-Chair)
Cllr R.A. Sterry
Cllr M. Turner
Cllr T Holder
Cllr L.I. Sterry

Locum Town Clerk – Mrs E Bennett

APOLOGIES FOR ABSENCE:

Cllr Max Coborn
Cllr Mason Coborn
Cllr J. Charlton-Wright
Cllr R. Lewis
Cllr R Pritchard
Cllr. L Bent
Cllr S Reader,

IN ATTENDANCE:

1 member of the public
2 police representatives
Cllr S Stammers

The Clerk attended the meeting remotely due to the requirement to isolate.

1. To receive apologies for absence

Noted as above.

2. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting.

Cllr Brown, Cllr R & L Sterry declared interests in item 10.

3. Public Participation Session

A member of the public followed up on discussions regarding a previously mentioned incident in the High Street. Councillors and the Police briefly advised on their joint meeting commenting the investigation was still ongoing which limited detail

comment. Issues regarding multiple occupancy of rented flats, dumping of food and general rubbish and noise issues during the day and night needed to be raised by the resident with FODDC. The resident was thanked for attending and advised that the Police would continue to progress matters and the District Councillors would follow up on issues with the Environmental Health and Street Wardens Team at FODDC.

The Police raised the issue of graffiti at the Miners Field which would be followed up with the CTC office staff.

A Councillor highlighted to the police an incident regarding inappropriate comments being made to a young resident which would also be followed up on.

4. Chairman's Urgent Business:

Woodside Street Car Park – the Chair referred to correspondence from GCC regarding the potential sale of the car park. FODDC were not renewing their lease. In 2020 CTC previously agreed to purchase the site for car parking but Due Diligence highlighted a wall had not been completed satisfactorily. Work now appears to have been completed. The opportunity to purchase has again been raised. Council discussed whether CTC wished to obtain a price estimate and put an offer in. Council discussed in detail and queried whether CTC could lease it instead of purchasing. Council noted the requirement to keep the land as car parking and the site was well used. Council also discussed the Right of Way over the land. The Clerk would obtain valuations and enquire regarding the leasing possibilities. The matter would be rediscussed at the September meeting.

Cinderford Town Football Club roof – Council considered correspondence and two quotes for roof repair work. Council discussed the roof leaks and the valuable opportunities the club provides to the community.

RESOLVED: Council approved a £500 roof repair donation to be paid when CTFC have obtained the rest of the funding. Council would consider providing an additional £500 once further funds had been raised. Councillors also suggested CTFC consider applying to FODDC, Ecclesiastical and organisations in the Gloucestershire VCS Alliance Funding Bulletin.

Proposed: Cllr Sterry, Seconded: Cllr Martin. All in favour.

Module IT quotes - Council discussed issuing iPad to Councillors to enable agendas and papers to be viewed at meetings and for emails and correspondence to be accessed on the Council devices rather than personal devices and to reduce paper copies being provided. The devices would remain the property of the Council and would be for Council use only. Council noted any decision may be controversial. The need to ensure compliance with GDPR was an important issue. Council received the two quotations from its IT supplier (QU1034 & QU1035) noting these were at market rate. Council also discussed the benefits of staff having remote access to files noting good IT in the office and home was important for staff to work effectively and remotely. IT had been identified as an issue in the external Staffing Review report. A number of local Councils now provided devices to Councillors. Council discussed the costs for each individual iPad 32Gb included set up and links to the gov.uk email accounts via Google Workplace and encryption. Council also discussed the monthly cost per user for Google Workplace on the gov.uk domain,

monthly support and the onetime migration cost. Council discussed the product lifespan and no issues were raised. A Councillor queried how many devices would be purchased and it was confirmed that 15 would be purchased for Councillors initially.

RESOLVED: Council agreed to the purchase of a maximum of 15 iPad plus support costs from Module IT as detailed in quote QU-1034 and 1035.

Proposed: Cllr D Martin, Seconded: Cllr R Sterry. All in favour.

5. To confirm the Minutes of the Meeting held on Tuesday 8th June 2021 (copy herewith)

The Minutes of the Meeting, having been previously circulated, were confirmed and signed as a correct record.

Proposed: Cllr. M Turner, Seconded: Cllr D Martin. 1 abstained. Remaining Councillors were in favour.

6. Matters Arising from Minutes

In advance of the meeting Councillors received the Matters Arising chart and noted the following updates:

ACTION	STATUS
Contact Environmental Health re High Street incident for further update/meeting	Contact made. Awaiting reply. Chased 9/7/2021
War memorial repairs	Completion date of on/before 30.07.2021 provided
High Street Bench has been ordered on 10/06/2021	No update on estimated delivery date
Cinderford Health Centre – provide info on project	Update email received & information now available online. Item on agenda.
Danters Fair – receive dates	Arrival 15 July. Fair operating 16, 17 and 18 July.
Contact CT Football Club re further information on roof repairs to consider grant	Information received. Discussed under Chairman's Business.
To complete forms for road closure	Link to forms provided to JCW to complete.
Miners Field – check with FODDC re lease for planting trees in wet corner of field	Contact made. Awaiting reply
The Rewild Project Proposed Open Day – confirm date and advise football team	Chased for date
FOD Wye Valley Men's Sheds Project – make contact re container in car park.	The Chair advised he had with a representative from the group. They are keen to work with Council. Reliant on other projects. Keep discussion going.

Council noted the following closed items:

Litter pick drop off points	Maintenance Team collected rubbish and brought back to BVC.
Circulate slides from police meeting 27.05.21	Circulated to all Councillors
Send documents to External Auditor	Documents sent.
Policies – add to www	Added

7. Cinderford Methodist Church

a. to receive an update on the purchase

The Clerk, when out of isolation, would meet with the solicitor to go through the contract papers.

b. for the Chair to sign the connected person certificate under the Charities Act 2011

Council noted that because this sale is by a Charity, they are required to have the Declaration signed on behalf of the Council to evidence that the sale is a true “arms length” transaction. Councillors and key staff confirmed they were not connected to the Cinderford Methodist Church.

RESOLVED: That the document was signed by the Chair on behalf of The Council.

8. To discuss the Factory Shop Car Park complaints

A communication from a resident was circulated along with a link to a petition. The resident had raised the issue with the Co-operative as the building owners.

Council noted that there were issues with Fly-tipping, syringes, broken glass, dumped cars with smashed windows, untaxed & unregistered vehicles, sofas & food waste.

Council agreed that the area was a hazard.

RESOLVED that:

- The Clerk would write to the Co-operative about installing a gate with a keycode
- District Councillors would follow up with Street Wardens and Environmental Health regarding issues
- The Clerk would make contact with the police and the resident regarding the matter.

9. Climate Action

a. To receive the Climate Action Update

A Climate Action Working Group meeting would be held shortly.

b. to receive details of the Ash Dieback Project submission (due 31/7/2021)

Councillors received details of the project scheme. Cllr R Sterry and Cllr G Morgan would suggest site locations to the Clerk and an application submitted for planting along highways land by the ash die back team and for whips/trees to be donated to the Council to be planted by the community.

10. To consider the Accessibility Statement to ensure compliance with the Website Content Accessibility Guidelines (WCAG)

The Chair updated on the www testing completed so far. It was noted that the www met the minimum requirements. Some of our old information is not accessible. The Chair and Clerk would arrange for the statement to be published asap as this was a legal requirement.

11. To propose writing to GCC Highways requesting a TRO from 30 to 20mph on all side roads in Cinderford for Health & Road Safety, Environmental and Green issues

Councillors noted this followed on from the discussion held at the last meeting.

All Councillors had received a copy of a GCC training pack on Traffic Regulation which had been shared so all Councillors now understand the detailed process if requesting a 20mph on side roads. Detailed procedure charts were also provided. Councillors noted that this was a legal process and must be adhered to comply with the law.

The Clerk had requested Traffic/Speed data from Andrew Middlecote and GCC Highways. Council agreed the data would be considered at the September meeting.

12. To discuss the new skatepark at Miners Recreation Field

The Chair updated on the proposed skatepark and highlighted links with the hospital project. A number of initial designs for the skate park being relocated to Miners Field were available on the www and Facebook. Residents can have their say at <https://www.cinderfordtowncouncil.gov.uk/skate-park-survey/>

It was noted that the Playing Fields Committee would meet and take matters forward which included undertaking a drainage survey and considering planning requirements. 185 responses had been received to the survey so far. Regular communications with local residents were also highlighted. The Clerk queried the costs for the skatepark and whether procurement rules applied.

13. GCC - Various Road Closures

The GCC roadworks bulletin had been forwarded to Council. A copy is available to the public at <https://www.gloucestershire.gov.uk/highways/roads/roadworks/>

14. Correspondence.

a. To consider sponsoring Cinderford & District Chrysanthemum Society and use of Wesley Church Hall for future events

RESOLVED: Council agreed to provide £75 sponsorship and suggest use of the hall for future years.

Proposed: Cllr D Martin, Seconded Cllr R Sterry. All in favour.

b. To note Dander's Fair set up 6pm 15/7/2021 and fair operating 16, 17 & 18 July at the Skatepark site, to receive the Confirmation of Liability Insurance and to agree the charge rate

Documentation issued did not cover Cinderford and the Clerk would request an updated copy.

RESOLVED: Councillors suggested a charge rate of £350.00 subject to appropriate documentation being received.

Proposed Cllr R Sterry, Seconded Cllr Morgan. All in favour.

c. To consider sponsorship of the Forest of Dean Lions Clubs: Wild Boar Chase MTB 2021

Councillors received details of the annual cycle event on 12th September 2021.

RESOLVED: Council agreed to sponsor a Wild Boar Chase MTB event at a cost of £65.

Proposed Cllr R Sterry, Seconded Cllr L Sterry. All in favour.

d. To approve the GCC Holiday Activity Programme at Miners Field

Council received details of the provision of activities and food for children and young people eligible for Free School Meals (FSM). It was noted that Forest Voluntary Action Forum along with the Forest of Dean Youth Association and GCC would help deliver Holiday Activity with Food (HAF) across the Forest of Dean.

Council considered the request to run sessions from the Miners Field with the risk assessment and insurance being provided by FVAF.

RESOLVED: Council approved the scheme running at Miners Field on Monday's, Tuesday's, Wednesday's and Thursdays during August (w/c 2nd, 9th, 16th & 23rd August). Council agreed the scheme was beneficial and fully supported.
Proposed: Cllr D Martin, Seconded Cllr R Sterry. All in favour.

e. To note the GAPTC AGM on 24/07/2021 and note any Councillor attendance

Councillors noted the event. Councillors would advise if they were able to attend.

f. To consider the quote for purchase/installation from Redhand for the new mobile CCTV cameras

Council received the quotation for the provision of a mobile CCTV camera. Council discussed benefits such as high-quality images being accessible directly from the Council offices over the Internet, making the job of the police much easier and therefore contributing to improved community safety.

The camera meets the weight requirements of Gloucestershire Highways.

Council discussed connection to the CCTV control Room at Gloucestershire Police Headquarters and this would be explored.

Council discussed GDPR and the Clerk would clarify the position.

RESOLVED: Council agreed to the purchase of the camera outright rather than hiring for evidence gathering and for community safety at a cost of £988.50 with data & Internet at £62.71 a month and annual Maintenance at £100 per year.

Proposed: Cllr Martin, Seconded: Cllr Di propose purchase outright. Monthly charge. Tim Holder seconded. All in favour.

g. To consider the litter picking event on 25/09/2021

Council received details of a joint event between Neighbourhood Watch and Foresters Forest. CTC needed to arrange for the disposal of the litter which the Clerk would arrange with the maintenance team.

REOLVED: Cllr Martin proposed, Seconded Cllr R Sterry. Cllr Brown abstained. Remaining Councillors in favour.

g. To receive the ROSPA Reports following Kompan's play equipment installation

Councillors received the Mount Pleasant and Double View Reports received.
Councillors noted the play areas were now open.

h. To receive the latest Hospital update regarding the Business Case and Planning and Online Meeting 15/7/2021

The Chair updated on recent communications which had been circulated to Council. The Chair declared his Forest of Dean Governor role on the NHS Foundation Trust Advising he represents citizens of the Forest and was not involved in decision making for the Forest.

Councillors noted that drawings and designs for the building are made public this week ahead of a Trust board meeting to sign off the final business case for the new hospital. The Trust will then seek planning permission with a view to starting construction early in 2022. The planned building reflected local historical building designs. Consultation is open to the public and residents are welcome to provide feedback.

i. To discuss the Foresters' Forest email regarding the FOD map re a new interpretation panel

Council discussed the correspondence regarding producing a large panel to display in the town centre somewhere to help sign post people to key places in the Forest of Dean. Councillors supported the panel subject to a location and cost confirmation. The Clerk would request further details.

15. Reports

a. Written update from County Councillor

Report circulated and taken as read.

b. Written update from District Councillor

Report circulated and taken as read.

16. Planning Applications

Councillors considered the following applications:

P1206/21/FUL - 1 & 2 Horseshoe View, Littledean Hill Road, Cinderford, Gloucestershire.

New vehicular access, driveway and parking. Installation of cladding to external walls, installation of decking area.

No objection

121 Belle Vue Road, Cinderford, Gloucestershire, GL14 3BL.

Two storey and single storey extension to side and rear of house

No objection

5 Hollydean, Cinderford, Gloucestershire, GL14 2LW.

Change of use of outbuilding to a beauty salon

Ensure neighbours have been consulted.

Council raised parking concerns. Request conditions regarding parking location and hours of operation.

Linear Business Park, Valley Road, Cinderford, Gloucestershire.
Re-development of existing industrial site to form new office and general industrial uses (Use Class E(g) and B2)
No objections.

The Old School House, Highview Road, Cinderford, Gloucestershire.
Erection of a two-storey side extension. Erection of a two-storey garage.
No objections

Engelhard Complex, Proposed New Building Valley Road Cinderford
Outline application for proposed mixed use development and site clearance. (Some Matters Reserved).
No objections. Support.

St Anthony's School, 93 Belle Vue Road, Cinderford, Gloucestershire
(numerous letters of objections received and circulated)
Change of use from school to 7no self-contained 2-bedroom apartments, 1no self-contained 1 bedroom apartment and 1no 5 room HMO with associated alterations.
Strongly object due to concerns over lack of parking and over development of site. There is no public parking area and no vehicle access to the site. Concern for large vehicle and emergency vehicle access down Belle Vue Road.
GCC Highways should be consulted on this application.
Please also ensure local residents have been consulted.

31 Springfield Drive, Cinderford, Gloucestershire, GL14 2TE.
Removal of condition A (occupation) from planning permission DF1880/1/A to allow for use as a holiday let.
Objections - Issue about privacy, parking concerns and impact on neighbours.
Issue about suitability for wooden building with kitchen. Drawings are not to scale and misleading as on boundary (as per photo on portal).

17. Finance

a. To agree the Accounts for Payment

Members were circulated with the figures for accounts requiring payment and it was RESOLVED that the accounts and wages totalling the following amounts be paid:

BVC/CTC - £12905.40

CTC - £23922.90

BVC - £3738.59

Payroll - £10405.52 (including PAYE)

Council queried why figures differed for payroll. (Post meeting this was confirmed as the lower figure provided to Councillors did not include PAYE).

b. To update on progress with moving to internet banking

Three Councillors who were cheque signatories had completed the relevant forms with Lloyds Bank for online access.

18. Policies

In advance of the meeting Councillors were provided with proposed policies for:

- a. Employee Induction Programme
- b. Councillor Induction Programme
- c. Training Programme Policy

Proposed: Cllr C Brown, Seconded Cllr Martin. All in favour.

The Clerk advised that the Social Media Policy required further review following the GAPTC external training. Councillor training led by the Monitoring Officer and Communications Specialist from FODDC would also take place on Social Media. Cllr Martin had already attended the session.

19. Date of next Meeting – Tuesday 14th September 2021 (due to August recess)

20. CONFIDENTIAL ITEM: To receive recommendations from the Personnel Committee following the Staffing Review

Council received a detailed paper. The report was considered. Council agreed that the recruitment of a new Clerk was a priority. Council considered the salary for the Deputy Clerk/Facility Manager position and recommended a change of wording with the salary “up to £..”. Council also requested comparison salary figures from local Councils.

RESOLVED: Council endorsed the report subject to the change detailed above.

Proposed: Cllr R Sterry, Seconded: Cllr Brown. All in favour.

The Clerk advised that GAPTC offered a recruitment service and would seek details of the service provided.

RESOLVED: Council agreed that GAPTC could be employed to offer recruitment services if the Chair and Locum Clerk thought the service would be beneficial upto a maximum cost of £1,500.

Proposed: Cllr Brown, Seconded: Cllr R Sterry. All in favour.

The meeting closed at 21.55

Signed:.....

Date:.....