



## **CINDERFORD TOWN COUNCIL**

**Minutes of the meeting of Cinderford Town Council held at the Council Chamber, Cinderford on Tuesday, 14th September 2021 commencing at 7pm.**

### **COUNCILLORS**

Cllr C. Witham (Chairman)  
Cllr. L Bent  
Cllr C. Brown  
Cllr J. Charlton-Wright,  
Cllr Mason Coborn  
Cllr. E.D. Martin  
Cllr R Pritchard  
Cllr S Reader  
Cllr M. Turner  
Cllr T Holder  
Cllr R. Lewis,  
Cllr G.L. Morgan (Vice-Chair),

**TOWN CLERK** – Mrs E Bennett

**APOLOGIES FOR ABSENCE** - Cllr L.I. Sterry, Cllr R.A. Sterry, Cllr R Lewis, Cllr Max Coborn

**IN ATTENDANCE:** 4 members of the public, 0 police representatives

- 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. Members and Officers are requested to identify the nature of the interest.**  
The Clerk declared an interest in item 25.
- 3. Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person)**
  - **Forest View Park Mobile Homes Site /Boundary Fence off Office Row** - Three residents attended to discuss the issues with the new

installation of fencing by the site owner. Residents detailed concerns in a paper provided to Council. The Clerk would follow up on issues with Highways, Planning and the Police.

- A resident highlighted concerns which had been reported to Council previously. The resident was advised that any issues with Street Wardens would need to be forwarded to FODDC as the employer. Issues relating to high multiple occupancy would need to be addressed by the Landlord. Councillors advised of the littering and weed clearing event due to take place in September. A multi agency meeting would be taking place shortly. Council discussed whether signage could be provided and this would be explored with FODDC. The need to build positive relationships and create a harmonious town was discussed.

#### **4. Chairman's Urgent Business**

- **Fireworks** - Council discussed the funding request from The Opportunity Centre to run a fireworks event in Cinderford. The Council recognised the work by the Centre across the Forest and that the event would be a community event. Council approved a £500 donation towards the firework cost. Proposed Cllr Brown, Seconded Cllr Martin. One Councillor abstained and one objected. Remaining Councillors were in favour.

#### **5. To confirm the Minutes of the Meeting held on Tuesday 13th July 2021 (copy herewith)**

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

Proposed: Cllr Morgan, Seconded: Cllr Brown. Remaining Councillors were in favour. 2 abstentions.

#### **6. Matters Arising from Minutes**

#### **7. Cinderford Methodist Church:**

- a) **to receive an update on the purchase** - the Clerk advised that as the property is a Listed Building there are several Planning Consent posts that date and the Seller's Solicitors have been asked to provide Listed Building Consents to ensure the Council does not "inherit" any Listed Building breaches.
- b) **To note the asbestos survey report** - Report circulated to Councillors. Some asbestos present. The solicitors are still awaiting the return of the Asbestos Report with the correct address of the property.

The estate agents would be asked to change the for sale sign "to sold subject to contract".

#### **8. To consider the Woodside Street Car Park valuation and documentation and agree course of action**

GCC have confirmed that leasing is not possible as they want to dispose of it.

Perry Bishop have undertaken the RICS valuation and the Market Value was discussed. Councillors discussed the risks, liability and access concerns together with concern over future costs and maintenance. Council discussed parking charges and potential for installing Electrical vehicle charging points. Council agreed to explore purchasing at the lowest possible price. The Clerk would contact GCC and Council agreed the matter could be progressed by the Belle Vue/Finance Committee.

Proposed Cllr Turner and Seconded by Cllr Witham. One Cllr objected and one Cllr abstained.

## **9. Climate Action**

### **a) To receive the Climate Action Update**

An update from the Climate Action Working Group was provided. Councillors were advised that the BVC/Finance & HSBC Committee would meet to discuss the building energy options.

### **b) To note the public Consultation- Forest of Dean District Council Climate Emergency Strategy and Action Plan and CTC response**

Forest of Dean District Council are carrying out a public consultation on its new draft Climate Emergency Strategy and Action Plan 2022-25. Cllr Reader had sent a response on behalf of the Council following discussion at the Climate Action Working Group.

## **10. To consider CTC's response to the FODDC Gambling Consultation**

Forest of Dean District Council are carrying out the statutory 3 yearly review of its gambling Policy document. Members of the public and key stakeholders are being invited to comment by 26 September 2021. Councillors had no comments on the documentation.

## **11. Trees:**

### **To receive the Immediate Actions Report and Quotation from the External Tree Arborist Report for insurance purposes and agree any actions**

An inspection of trees has taken place. Council discussed the lack of maintenance and the need to plan for future works. Councillors discussed the survey and agreed that further quotes were necessary to ensure value for money, meet H&S requirements and provide a detailed report showing risks, maps, spread and height. Cllr Reader would contact the FODDC Tree Warden to advise on potential contractors and costs.

Proposed Cllr Reader, Seconded Cllr Morgan. All in favour.

### **To note Western Power Distribution require essential powerline maintenance works to be undertaken at Steam Mills due to the proximity to the power lines**

Council received the communication from Western Power Distribution regarding essential maintenance to ensure that the powerlines near vegetation have necessary safety clearances. All necessary reduction works will be undertaken by fully qualified Western Power operatives at the expense of WPD.

Proposed to authorise works: Cllr Witham, Seconded: Cllr Brown. All in favour.

## **12. Grant Opportunities**

- **To consider project ideas for FODDC re the Welcome Back Fund ( deadline 30/09/2021)**
- **To consider project ideas for GCC Market Towns Fund (deadline 26/09/2021)**
- **To consider submission under the Changing Places Expression of Interest Scheme (deadline 26/09/2021)**

Councillors discussed potential ideas and opportunities noting that a meeting to discuss grants would take place 22/09/2021. All Councillors were welcome to attend.

## **13. Health & Safety:**

### **a. To note staff training undertaken by WorkSafely Ltd to date**

On 5/8/2021 staff received training on the H&S at Work Act 1974, PPE, Display Screens, Working at Height, Safe Use of Steps/ladders, Asbestos Awareness, Fire Safety, Manual Handling, COSHH, Lone Working & Construction (Design and Management) Regulations 2015 by Worksafely Ltd. An annual training programme is in place.

### **b. To consider the proposal from Worksafely Ltd to provide external specialist advice concerning the review of H&S policies, review Maintenance Team working practices, Council meeting attendance and assistance**

Council received the quotation and noted the proposal. The need to receive specialist advice was noted.

Proposed Cllr Martin, Second Cllr Witham. All favour.

## **14. To discuss how the Town Council can positively engage with the international community and improve overall community cohesion**

A multi agency meeting was taking place on 15/09/2021 and an update provided at the October meeting..

## **15. To discuss traffic data monitoring equipment is set up on a number of side roads in Cinderford for Health & Road Safety, Environmental and Green issues**

Council discussed the installation of the monitoring equipment and the cost of 3 surveys and GCC report. Council discussed the best location of the equipment. Councillors would forward proposed detailed locations and advice would also be sought from Highways and the police for location suggestions. It was noted that the Forest Road Safety Team had not met for a number of months.

The Clerk would obtain information on the Community speedwatch scheme.

Proposed Cllr Charlton-Wright, Seconded Cllr Reader. All in favour.

## **16. Statepark**

### **a. To receive an update from the Playing Fields Committee Chair**

The Committee meeting was attended by the planning adviser from the NHS Trust and covered results from the recent online consultation, procurement options and advice received.

Councillors noted that the NHS would lead on the project due to resources and expertise available. The percolation test results were being reviewed and options, design and apparatus to be used would be based on the result findings. Due to the rise in material costs there could be additional funds available for the skatepark project. The Trust assistance with planning support was welcomed.

## **Events:**

### **a. To receive an update on the monthly Market**

Councillors discussed the first market noting that this was well received by residents and shop traders. Cllr Turner would follow up with FODDC and Highways re road closures for future events. It was noted that the market would not sell anything which competes with local shops. Council discussed parking issues.

Council voted for the event to continue until the end of the year with a review in 2022 and for road closure options to be investigated.

Proposed Cllr Holder, Seconded Cllr Morgan. All in favour

### **b. To discuss Remembrance Day**

Council were updated on discussions from the local RBL branch Chair. It was noted that the branch were low on volunteers and would require assistance for the event which would follow current Covid regulations. The live streaming of the event would be repeated as there were many positive comments on this. Further details were awaited.

## **17. 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/>

## **18. Correspondence.**

### **a) Community Celebration Walk with Wyldwood Arts and Forester's Forest Partnership**

Council noted the event would take place on the 25/09/2021 and details of the event were received.

### **b) Stakeholder Consultation - Forest Management carried out by Forestry England**

Council noted the consultation. No comments were received.

**c) Further correspondence on the fly tipping/anti-social behaviour at Co-op/TOFS site**

The FODDC Street Warden had updated on the locking of the site, camera installation and parking fee charges together with the planned removal of vehicles. Councillors highlighted that relevant camera notices would need to be installed.

**d) Thank FVAF for the summer art bags and GCC for the veg growing kits**

Council thanked organisations who provided resources which had been well received by residents.

**e) To note the update on FUSE/HSBC and agree any action to be taken**

Council noted the limited progress made by FUSE. Council discussed options, the Levelling Up Fund, the number of good causes looking for space, the option for co-working space & changing places toilet together with alternative options. Council discussed writing to FUSE and closing the arrangement. Proposed Cllr Brown, Seconded Cllr Holder. All in favour.

**f) To receive the path plans for The Green from Gloucestershire Wildlife Trust**

Council received written information on the proposed routes of the paths. The Clerk would confirm CTC had no objections to the proposal.

**g) To receive two letters regarding seagull issues**

Council agreed to refer the matter to the Environmental Health Officer at FODDC.

**h) To agree Council representative of the Forest of Dean Active Travel Group**

Clerk to forward details of meeting dates.

**i) To note receipt of the FODDC Street Trading Licence**

Licence received - number F/20/00112/STC.

**j) To receive the Cinderford Footfall Report**

Report received showing data upto April 2021.

**k) To receive the High Street letter**

Council received the communication and noted that works to improve the issues raised were in place.

**l) Christmas Tree Festival - 3/12/2021 to 5/12/2021.**

CTC would submit an entry.

**19. Reports/Minutes**

**a) Written update from County Councillor & consider the GCC Build Back Better Grant Scheme**

Council received an update on the GCC Cabinet meeting of 22/09/2021 which was available for viewing at

<https://www.gloucestershire.gov.uk/council-and-democracy/online-meetings/cabinet-wednesday-22-september-2021-1000-am/>

Councillors were advised that there were five motions up for debate. Cllr Morgan updated on funding requests.

**b) Written update from District Councillor**

The District Councillors updated on:

- a planned enquiry into the Future of the Northern Enquiry site.
- Work on the Local Plan.
- Presentation to Planning on the hospital application

**c) Playing Field Minutes 24/08/2021**

The minutes were circulated.

**20. Planning Applications**

Members considered the planning applications as follows:

F/21/00234/PRMA - Units 4 - 6 Broadmoor Park Broadmoor Road Cinderford Gloucestershire GL14 2YF	No objections.
P1024/21/FUL - 10 Flaxley Street Cinderford Gloucestershire GL14 2DJ	No objections providing garage and work space not too high and cannot overlook the garden of No 12 Flaxley Street in any way and neighbours have been consulted.
P1236/21/OUT - 19 St Whites Road Cinderford Gloucestershire GL14 3DA	No objections provided ample parking and access is provided to both properties. This must be a condition.
P1308/21/FUL - Land North Of Gilnor The Branch Drybrook Gloucestershire	No objections.
P1327/21/FUL - 7 Causeway Road Cinderford Gloucestershire GL14 2BU	No objections.
P1299/21/FUL - Land At Whimsey Industrial Estate Rd Cinderford GL14 3JA	No objections.
F/21/00264/STC - Private Address	The majority of Councillors supported the application. One Councillor commented the application would be a public nuisance and create an annoyance.
P0811/21/FUL - Rock House 89 St Whites Road Cinderford GL14 3ER	Objection. Councillor comments focused on overdevelopment of the site and the lack of adequate parking. Parking has not been addressed in the application which is a concern. Local residents have also highlighted outstanding planning issues which need further investigation by FODDC.

P0089/21/DISCON - Railway Tavern Station Street Cinderford Gloucestershire GL14 2LG	No objections.
P1206/21/FUL - 1 & 2 Horseshoe View Littledean Hill Road Cinderford Gloucestershire GL14 2BT	No objections.
P1359/21/FUL - 59 The Keelings Cinderford Gloucestershire GL14 2NG	No objections
P1362/21/FUL - Sculpture Speech House Gloucestershire	No objections
P1299/21/FUL - Land At Whimsey Industrial Estate Rd Cinderford GL14 3JA	No objections
P1458/21/FUL - 27 Woodside Street Cinderford Gloucestershire GL14 2	No objections
P1508/21/FUL - 8A Station Terrace Cinderford Gloucestershire GL14 2	No objections
P1513/21/FUL - 53 Woodside Avenue Cinderford Gloucestershire GL14 2DR	No objections
P0904/21/FUL - 15 Springfield Drive Cinderford Gloucestershire	No objections

## 21. Finance

### a) To agree the Accounts for Payment

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

:

August 2021 CTC - £52,674.72

August 2021 BVC- £1163.56

September 2021 CTC - £3543.33

September 2021 BVC - £1910.93

Payroll August & September 2021 - £21,458.28

Proposed: Cllr Brown, Seconded Cllr Morgan. All in favour.

### b) To update on progress with moving to internet banking

Councillors were updated on individual access of Councillors who were bank signatories.

### c) To agree the Clerk having a Business Debit banking card for online purchases

Councillors were in agreement with the proposal.

### d) To receive the Notice of Conclusion of Audit

The Clerk advised that the External Auditors had completed their review for the year ended 31 March 2021 and provided an update. The Notice of Conclusion of Audit would be published on the website and

noticeboards and the required fee paid. Staff were congratulated on the clean opinion.

**22. Policies:**

- 1) **Ipad Agreement Policy** - Councillors approved the Policy and Councillors received the signed version.
- 2) **Social Media Policy** - Clerk to review.

**23. Date of next Meetings:**

- **Council Meeting** – Tuesday 12th. October 2021
- **Belle Vue Committee** - Thursday 16th September 2021
- **Staff & Council Equality & Diversity Training** - Tuesday 21st September 2021

**24. CONFIDENTIAL ITEM**

**To receive an update on the recruitment of a Clerk**

The Chair advised on the recruitment of Emma Bennett to the permanent Clerk role at the advertised rate. A member of the GAPTC Staffing Review Team would issue the necessary staff contract.

**Signed:**.....

**Date:**.....