



Minutes of the meeting of Cinderford Town Council held at the Council Chamber, Cinderford on Tuesday, 9th November 2021 commencing at 7pm.

COUNCILLORS

Cllr C. Witham (Chairman)
Cllr. L Bent
Cllr J. Charlton-Wright
Cllr. E.D. Martin
Cllr R Pritchard
Cllr L.I. Sterry
Cllr R.A. Sterry
Cllr R Lewis
Cllr M. Turner
Cllr T Holder
Cllr G.L. Morgan (Vice-Chair) (arrived at 7.30pm)

TOWN CLERK – Mrs E Bennett

APOLOGIES FOR ABSENCE - Cllr Max Coborn, Cllr S Reader, Cllr C. Brown, Cllr Mason Coborn,

IN ATTENDANCE: 0 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.**
Cllr Martin declared she was a member of the Royal British Legion (Item 14h)
Cllr L:Sterry declared she was a member of the FODDC Planning & Licensing Committee and would not comment on item 20.
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)**
No members of the public or police were in attendance.
4. **Chairman's Urgent Business**
None.
5. **To confirm the Minutes of the Meeting held on Tuesday 12th October 2021 (copy herewith)**
The minutes of the meeting, having been previously circulated, were confirmed and signed as a true record.
Proposed: Cllr Charlton-Wright, Seconded Cllr Turner. Remaining Councillors were in favour.
6. **Matters Arising from Minutes**
Members received the Actions Matrix Chart and noted the following:

ACTION	STATUS
Remembrance Parade - to check insurance and risk assessment	Risk assessment completed. Copy provided to RBL. Insurance cover in place.
Dilke Hospital - send any viable option ideas for site	Options discussed included a burial/memorial site, hospice. Ideas to be forwarded.
To meet and consider TNL/Together for our Planet ideas & complete grant form	CW and SR to meet.
Submit location ideas and agree location for Jubilee Tree	Form submitted.
Worksafely Ltd: 1. meet re risk assessments 2. discuss issues raised by CW re policies 3. Councillors to review policies	Worksafely Ltd met with staff. Risk Assessments drafted and policies discussed and amended where necessary.
Community cohesion agenda item - carry forward to November agenda.	On agenda. Next external meeting 11/11/2021.
Land rent at Steam Mills	Discussed. Allotment position to be followed up with Charity Commission & Allotment Associated and other local Councils
FOD Climate Action meeting - SR or CW to attend	Unable to attend Clerk attended. Second meeting to take place.
Signage options re littering	"Do not drop litter. Place all rubbish in bins provided" signage to be created by FODDC. Eligible for funding under Welcome Back Fund activity. (Requested 28/10/2021). MT has requested local forest dialect is also added to sign.
Contact GCC to enquire re Woodside Street Car Park for information on previous work undertaken, whether there are any guarantees and to clarify the position with the buddleia before submitting low offer.	GCC visited the site. Buddleia being removed. Details of works provided. On agenda.
Community Speedwatch Scheme - JCW, CW, RS to receive training.	10,30am on 15/11/2021. Further Councillors to attend if free.
FOD Active Travel Group - JCW to attend on: 8/11/2021- 3- 4.30pm 11/1/2022 - 2 - 4pm 7/12/2021 - 2-4pm	Not able to attend 8/11/2021 session.
Clerk contract to be drafted by Roy Balgobin	On agenda
Issue statement for compliance with WCAG	CW taking forward.
To complete forms for resident road closure for jubilee	JCW progressing.



Miners Field – check with FODDC re lease for planting trees in wet corner of field	Contact made. Awaiting reply. DM following up with FODDC.
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7. To receive an update on the Levelling Up Fund

Council received the FODDC press statement advising on the Government's Levelling Up Fund success which will be used to improve leisure and community facilities, introduce new education opportunities, repurpose vacant buildings and grow the local economy across the Forest. Council agreed this was positive news and further details were awaited from FODDC.

8. Cinderford Methodist Church (N) - to receive an update on the purchase

CTC are ready to proceed with the purchase. Final documentation for CTC to sign is awaited from the Church solicitors.

9. To receive an update on the Woodside Street Car Park

GCC have provided a copy of the Acceptance of Building Notice, Remedial Work Plans to the Gable End and details of the damp repairs. Copies were provided to Council. The Clerk has queried any work guarantees.

Council agreed to wait to hear from GCC on the guarantee position before submitting the offer.

10. Climate Action (N/D)

a. To receive the Climate Action Update

Cllr Reader is hoping to engage a community member to pick up the community gardening planter project. A meeting of the climate action group is due to be arranged.

b. 20 actions Town Councils can take for the climate emergency

Council received and noted the report available at <https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>
This would be considered by the climate action group.

11. Health & Safety - To receive from Worksafely Ltd the updated policies for approval

The Clerk met with Worksafely Ltd to address the queries raised by the Chair at the last meeting. Risk Assessments were also provided following the review of staff working practices.

Resolved: Council approved the policies and risk assessments. Proposed Cllr Charlton-Wright, Seconded Cllr Martin. All in favour.

12. Community Hospital, Statepark & Dilke Memorial Hospital - To receive the latest update

Maverick would meet with the skate park focus group on 10/11/2021 to discuss the design. Skate park users and residents are welcome to attend.

13. To discuss how the Town Council can positively engage with the community and improve overall community cohesion

Council received the written report which covered staffing, incidents and crime data in Cinderford East & West from 1/1/2021 and an update on the community initiatives. Council considered the report and received an update from Cllr L. Sterry on the previous community cohesion group meeting. Details of the next meeting were discussed and attendance noted. An update on the Council and police meeting on 1/11/2021 was also provided. The rise of welfare and mental health issues was noted. Cllr Martin would provide details of the Neighbourhood Watch details and Cllr Turner would share dates of police community initiatives and communications with residents.

14. Events/Activities::

a. To receive an update on the monthly Market



More successful than the first event. Local businesses also reported a good day. Different traders attended. 21 stalls in total. 1 local trader commented negatively on the road closure.

b. To receive latest information on Remembrance Day

Arrangements were noted. Additional volunteers were required to assist with the road closure.

15. GCC - Various Road Closures (N)

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

16. Correspondence (D)::

a. Cinderford Town Football Club - request for 2nd roof donation

Council discussed the request for funding for the Lounge Roof to be made watertight. Council had previously donated £500.00 with the possibility of another £500. Council agreed to the second instalment following fund raising by the club. Resolved: Cllr Sterry, Seconded Cllr Charlton-Wright. All in favour.

b. Ruspidge Halt wetland progress

Severn Trent Water have started excavating the wetland adjacent to the Crumpmeadow sewage works. A joint visit between STW, Wildlife Wetland Trust & Cinderford TC and a press release is planned.

c. Dean Heritage Centre - request for stories/themes

Councillors are requested to input into the planning of future exhibitions at the Dean Heritage Centre. Ideas should be submitted to the centre.

d. FODDC invitation for Mayor to attend Magical Owl Evening

Council received an invitation on behalf of the Chairman of FODDC. The Mayor and Cllr L Sterry would attend. FVAF is the chosen charity.

e. Cinderford Drugs Partnership - request for support

Council noted the event planned for Spring 2022. Council noted the request for support in principle for borrowing market stalls/gazebos and also potentially use of Belle Vue Centre car park. Council agreed to support the event in 2022.

Resolved: Cllr Martin, Seconded Cllr L Sterry. All in favour.

f. FODDC/FEP Survey re Biosphere Reserve

A survey has been launched by FODDC to discover if residents want the Forest of Dean to become a UNESCO Biosphere Reserve. The Clerk will submit the response on behalf of the Council.

g. Stall request for Christmas Wreaths

A local resident requested permission to sell Christmas wreaths in the Market Triangle. Council discussed the request and agreed that this would impact negatively on other businesses who had premises.

h. 20mph motion letter from Brockworth PC

Council discussed the 20mph motion letter from Brockworth PC. Council support Brockworth's initiative and Cinderford TC would also submit a letter to GCC.

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

i. Canopy Event Funding Application

Canopy plans to develop an arts festival for the local communities in and around Cinderford. Council agreed this would be a great event for the town which Council support in principle. Further information on the event date and request for funding would be followed up by the Events and Budget Committee and with Artspace. The parade & road closures would need to be discussed with FODDC.

17. Reports/Minutes

Council received written reports on items 17a to 17e and verbal updates on items 17f and 17g:

a) Written update from County Councillor -

Councillors discussed the Children's Services support for FOD children with Child Protection Plans. Council discussed local properties at risk of flooding and issues would be raised with GCC.

b) Written update from District Councillors



- c) **Estates Minutes - 21/10/2021**
- d) **Events Minutes - 19/10/2021**
- e) **Playing Fields 4/11/2021**
- f) **Police meeting 1/11/2021**- covered above and written report provided
- g) **Cinderford Northern Scrutiny Inquiry 5/11/2021 (verbal update)** - Cllr Holder provided an update from his attendance.

18. Finance (N/A)

- 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:
October/November 2021 (since last meeting) - £14,458.35 (the discrepancy was due to an underpayment the previous month)
November 2021 CTC - £5169.82
November 2021 BVC - £2821.34
Payroll October 2021 - £12,735.30
Proposed: Cllr Charlton-Wright, Seconded Cllr Martin. All in favour.
- b) **To update on progress with moving to internet banking**
Cllr Martin and Cllr Holder had access. Cllr Turner is to follow up on access arrangements.
- c) **To receive the actual expenditure against budget report**
A number of reports were provided which also included the Income and expenditure, Comparative Profit & Loss, Profit & Loss, Balance Sheet and Bank Statement. The reports and latest financial position were noted. The Sage budgeting software had been purchased and the Finance Officer will have online training in this.
- d) **To consider items of expenditure for the next budget and agree meeting**
Council are asked to identify and forward any items for adding to the 2022/23 budget. Councillors highlighted they encourage the community to run community events with Council funding.
- e) **To receive the Internal Control Checklist**
Cllr Tim Holder undertook an internal control financial check as detailed in the report. The Asset Report will be reviewed by the Clerk and Finance Officer.
- f) **To appoint the independent internal auditor**
The Clerk would contact Iain Selkirk regarding his appointment as the Council's Internal Auditor for 2021/22.
RESOLVED that Iain Selkirk be appointed as the Independent Internal Auditor for the 2021/22 financial year.

19. Policies:

- Council received two policies:
- **Internal Control Policy**
 - **Safeguarding Policy**
- The above policies were approved.
Resolved: Cllr Martin, Seconded Cllr Bent. All in favour.

20. Planning Applications

- Council considered the planning applications and supported the following:
- **P1744/21/FUL - 92 Littledean Hill Road Cinderford Gloucestershire GL14 2BL**
 - **P1680/21/OUT - 34 Dockham Road Cinderford Gloucestershire GL14 2AQ**
 - **P1439/21/COU - 15 Market Street Cinderford Gloucestershire GL14 2RT**
 - **F/21/00493/PRMA - 43 - 47 High Street Cinderford Gloucestershire GL14 2SL**

Council commented on the following applications as follows:

- **P1618/21/FUL - 19 St Whites Road Cinderford Gloucestershire GL14 3DA**
Councillors were concerned about the parking situation with parking for the new dwelling taking parking from the existing dwelling. The Town Council wish GCC Highways are consulted on the impact of a new dwelling in St Whites Road.



- **P0971/21/FUL - St Anthony's School 93 Belle Vue Road Cinderford Gloucestershire GL14 2AA**

Councillors previously objected to this application and Councillors concerns still remain on the issues previously highlighted.

- **P1734/21/FUL - Playing Field Steam Mills Road Cinderford GL14 3HY**

The Town Council wish to advise that they are the current landowner and are involved with the planning application. Following a vote the majority (8 Councillors) supported the application, 1 Councillor abstained from voting (Cllr Turner) and 1 objected (Cllr Charlton-Wright).

21. Staff Contracts (Schedule 12A of the Local Government Act 1972, the public and press be excluded)

See Confidential Minute retained by the Clerk.

22. Date of next Meetings (N)::

- **Council Meeting – Tuesday 14th December 2021**
- **Budget Setting Meeting - To be agreed**
- **Estates/BVC/Finance/Market Street Committee - To be agreed**
- **Playing Fields Committee - To be agreed**

Signed:.....

Date:.....10/01/2022.....