



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford
Tuesday 11th October 2022, 7pm**

Present:

Cllr Chris Witham
Cllr Louise Bent
Cllr Anthony Davies
Cllr Jeremy Charlton-Wright
Cllr Sally Reader
Cllr Di Martin
Cllr Graham Morgan (late arrival 7.45pm)
Cllr Mark Turner

In attendance:

Emma Bennett (Clerk, CTC)
Les Love (Facilities & Estates Manager, CTC)
0 Members of the public

Apologies received:

Cllr Max Coborn
Cllr Roland Pritchard
Cllr Tim Holder
Nigel Taylor
Cllr Roger Sterry
Cllr Chris Brown

Absent:

Cllr Mason Coborn

- 1) **To receive apologies for absence**
Apologies for absence were received, noted and accepted as detailed 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.**
Item 8c and 11f Dockham Road - Cllr D Martin & Cllr G Morgan declared a non pecuniary interest as Trustees of FVAF and would not take part in discussions. .
- 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 public present.
- 4) **Chairman's Urgent Business (information only item)**
Christmas Market - Cllr Turner would discuss arrangements for the event and would seek to obtain stalls from FODDC. Stall holders would be asked to assist with assembling and dismantling stalls.

The Chair thanked staff for organising the local proclamation event. Councillors noted the advance plans had assisted.
- 5) **To confirm the Minutes of the Meeting held on Tuesday 9th August 2022 (copy herewith) (September meeting cancelled)**
The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.

Proposed: Cllr Di Martin, Seconded Cllr M Turner, All Councillors who attended the 9th August 2022 meeting were in favour.

6) Matters Arising from Minutes

Council considered the actions. Council noted:

- Kompan installation - Steam Mills equipment complete but ground works to be undertaken. Latimer Road equipment due to be completed by the end of October 2022.
- Cannop Ponds - await update on consultation & date of public meeting. It was hoped to have further information at the next meeting.
- Phone box use for defibrillator and community books - Cllr Turner to chase.
- Dockham Road Recycling Centre - meeting with Tesco management held who plan to keep facilities. The GW air ambulance clothes bank will move to the rugby club.
- Highways - parking in front of dropped kerbs - Cllr Reader will follow up with County Cllr Morgan about progressing this.
- Rural Market Towns Report - report read in detail by Cllr Charlton-Wright and findings discussed.
- Lloyds Bank - Cllr Morgan now has online access.
- FVAF lease - joint meeting with solicitors held 6/10/2022 to progress content.
- Community Speedwatch Form - JCW to complete locations form.

7) To receive the Climate Action & Cinderford Grows Update

St Johns Community Garden - Councillors received an update on the Volunteer Day and Councillors would visit the site individually to see works undertaken.

Steam Mills Site - work to clear the site had been undertaken ready for the new GCC trees. A further volunteer day is to be held shortly. The date for the trees arrival was not known.

Councillors commented on the positive links with the community group and thanked Cllr Reader for her work with the group.

8) To receive an update on the Community Hospital, Statepark, Dockham Road & Dilke Hospital Community Hospital

- Building foundations are now complete and the steel frame erection is underway. Concrete floor planks are also now being installed. Envelope works are also due to commence towards the end of October.

Skatepark - the deadline for submitting comments relating to the discharge of Condition 12 (Landscaping), condition 11 (External Lighting), condition 08 (waste) and condition 13 (Landscape & Ecological Management Plan) relating to planning permission P1734/21/FUL was 7th October 2022. We are currently waiting to hear from FODDC Planning regarding the discharge of conditions.

Skatepark Lighting - full permission has been granted (P0732/22/FUL). Four conditions set regarding completion date, carrying out work in accordance with approved plans, operating conditions and biodiversity enhancement measures.

Dockham Road - a meeting to discuss the lease was held. The scheduled 5 year fixed wire testing was not able to be started on site and a further date was being arranged. Two replacement fire doors and a patio door to the internal courtyard are required and being ordered. Costs for external works and the boiler are the responsibility of CTC and are due to be in the region of £78k. Internal works would be undertaken by FVAF

Dilke Hospital - no update.

7.45pm Cllr G Morgan arrived.

Skate park meeting - Councillors requested a meeting with NHS (Kevin & Director of Finance), Archus (Management Team) and FODDC (Paul Hiatt & Finance re Playing Fields) and CTC to discuss funding and planning. The Clerk would arrange a meeting.

- FODDC response to CTC** - Councillors received the response from Clive Reynolds dated 25.08.2022 regarding the planning conditions, costs, options and car park. Councillors were disappointed with the response.
- Latest planning correspondence** - Councillors received a copy of the FODDC letter dated 16.09.2022.
- Dockham Road replacement boiler installation update & NHS Property Services reply** Emergency boiler replacement work by T H Haskett & Son Ltd had started. Councillors were disappointed that there would be no financial contribution from NHS Property Services.

9) To receive an update on Estates/Levelling Up Fund

The Estates Manager updated on:

- Rheola House** - scaffolding was in place with works starting from the top. The new entrance door for wheelchair access was due shortly. External works were being undertaken first.
- 6 Market Street** - the Music Works lease had been signed. Facilities would include soundproof studios, music sensory room and a changing places facility. A planning application for change

of use had been submitted. All parties were working jointly together. Councillors were delighted to welcome Music Works to Cinderford noting the positive opportunities for young people. Music Works also planned to hold events at The Wesley.

- c. **The Wesley-** the planning decision for the listed building consent to re-roof the school rooms, store room, ancillary room and solar panels was due shortly. Gloucestershire Wildlife Trust planned to install a rain garden in the Courtyard. Bookings totalled 175.5 hours of monthly use generating income but utility costs were high. Councillors discussed the building as providing a fantastic community space for groups to meet and provided opportunities locally.
- d. **Finances** - expenditure was on track and being reported quarterly to FODDC. .

10) Correspondence (D) (some items carried over from cancelled September meeting)

- a) **Council Tax Support Scheme** - FODDC have circulated information on the £150 rebate scheme. Details can be found at <https://fdean.gov.uk/150rebate>
- b) **Notes of Chairman & resident meeting 10th August 2022** - notes of the meeting were received which covered the town, events, entertainment, safety, rubbish boar, carnival and christmas. The Chair advised it was a productive meeting and welcomed individual and group contributions to the community.
- c) **Pride in Gloucestershire 2023 event** - successful event held in 2022 the event organisers would like to return on Sunday 16th July 2023. Councillors agreed to the request.
- d) **Internal Auditor correspondence** - copy of letter dated 4th August 2022 received. A number of IT issues had been experienced by the auditor. Communications involved using the postal service which was challenging. .
- e) **Website Accessibility Report** - GAPTC had undertaken a review and updated on the Public Sector Bodies (Website & Mobile Applications) Accessibility Regulations 2018. The Clerk recommended a demonstration or viewing of a specialist local council website provider. Councillors would arrange a meeting with the current provider to discuss potential changes.
- f) **Town centre litter & weeds, resident letter & consideration of signage** - a copy of a letter addressed to the Mayor and Vice Chair was received. Biffa had been undertaking increased work in the town centre and a local group were thanked for volunteering. Councillors discussed displaying a sign to the centre shops on the rear of The Wesley. The Estates Manager would discuss options with the designer. Cllr Turner would remove old outdated signage from the town. The resident correspondence was discussed in detail.
- g) **St White's School pupil correspondence** - letters from the Heron Class had been received regarding road safety issues in the area and forwarded to GCC Highways and County Councillor Morgan. Cllr Morgan would contact Andrew Middlecote regarding the correspondence and contact the school. CTC had submitted an application for funding to the GCC Community Speedwatch Scheme.
- h) **Levelling Up Conference update** - Cinderford West is eligible to apply for funding from the Levelling Up Together Fund. Details of the fund are awaited.
- i) **Fitness Centre entrance** - the green gates that lead towards the fitness centre must remain closed during the school day for safeguarding. Councillors discussed the impact on access to the sports facility and a meeting will be arranged. . .

11) Reports/Minutes from meetings

Written reports were received for:

- a) **Written update from County Councillor** - report noted.
- b) **Written update from District Councillor** - information on struggling with living costs is available at www.fdean.gov.uk/costoflivingsupport. Details will be added to CTC's www and Facebook pages.
- c) **Committee Updates** - Councillors received minutes from the Playing Fields Meeting 9th August 2022, Personnel Committee 9th August 2022 and Estates Meeting 6th September 2022
- d) **Lloyds Bank Meeting** - a meeting with the branch took place. Business customer drop in appointments and drop in sessions for personal account customers prior to closure in January 2023 are available. Visits to office premises can be organised. A community banking service to provide advice and guidance was being explored and a ATM review.
- e) **GRCC Road Safety Event - 6th September 2022** - an update from the event was provided by Cllr Charlton-Wright. Cllr Morgan would circulate the draft GCC Road Safety Policy due to GCC Cabinet in November 2020. Cllr Morgan updated on the FOD Road Safety Liaison Group. Councillors agreed to discuss sending a representative to the group at the November meeting.
- f) **FVAF/CTC & Solicitors 6th October 2022** - Cllr Turner and Cllr Morgan attended the discussion to progress the lease.

12) To discuss Edition Two of the CT newsletter & agree contributions

Council agreed articles and authors for the next edition of the newsletter.

9pm Cllr Reader left the meeting.

13) Finance (N/A)

- a) **To receive an update on the new finance system** - Clerk & Finance Officer have received training and are now undertaking historical inputting. April and May 2023 have been input so far.
- b) **To agree the the Accounts for Payment (including urgent payments, already made, for ratification)**
Members were circulated with the figures for the accounts requiring payment and it was resolved that the accounts and wages totalling the following payments be paid:
Payroll - August 2022 £10364.36
Payroll - September 2022 £10736.91
August 2022 £13903.01
September 2022 £52965.65
October 2022 £67057.73
Approved Cllr Turner, Seconded Cllr Charlton-Wright. All in agreement.
- c) **To receive the Internal Control Checklist**
The July 2022 report was received.
- d) **To receive the Notice of Conclusion of Audit**
The Clerk advised that the External Auditors had completed their review for the year ended 31/03/2022 and provided an update. The Notice of Conclusion of Audit had been published on the website and noticeboards and the required EA fee paid.
- e) **To consider and agree donation requests for sponsorship of Cinderford and District Chrysanthemum Society, Cinderford Rugby Club, St Johns Church**
The grant payment to St Johns Church had been budgeted for and £1000 was agreed.
The donation to Cinderford Rugby Club was considered and £375 was agreed.
Proposed payments as detailed above by Cllr Charlton-Wright, Seconded by Cllr Martin. All in favour.
The donation request to the Chrysanthemum Society was considered noting the event was no longer held in Cinderford. Councillors noted this was a fantastic event but requested further information on the number of attendees. .
- f) **To agree the payment of grants as detailed in the 2022/23 budget**
Payments are now paid electronically. Some account details were awaited still and Councillors noted the grants still to be paid.
- g) **To agree the appointment of Ian Crowe as a new Internal Auditor for 2022/23**
It was agreed to appoint Ian Crowe as Internal Auditor for 2022/23.
Proposed Cllr Martin, Seconded Cllr Charlton-Wright. All in favour
- h) **To consider and agree purchasing a further livestream camera**
Cllr Turner had considered a number of options and recommended the Mevo Start Wireless Live Streaming Camera (£389.00) and Logitech Mevo Start Floor Stand (£76.00). Viewing figures were unknown.
Proposed to purchase Cllr Turner, seconded Cllr Morgan. All in favour.
- i) **To start considering priorities for 2023/24 budget and estimated costs**
The Clerk advised that a first draft of the budget would be prepared shortly. Additional items to be budgeted for included: wheelchair accessible play equipment, increased utility costs. Wesley & Dockham Road, inflation. A company had offered to meet with Councillors and residents to discuss wheelchair accessible equipment and the Clerk would arrange a meeting.

14) Highways:

- a) **To receive GCC - Road Closures** - Details of works can be found at <https://www.gloucestershire.gov.uk/highways/roads/roadworks/>
- b) **To agree the Winter Action Plan**
Councillors were provided with a copy of the Cinderford Winter Action Plan dated October 2011 and asked to advise of any changes. Councils discussed the policy noting GCC priorities are main roads. CTC have a small snow blower for clearing footpaths. A small number of floodsaxs are available for flooding. Flood and Snow Wardens are in place. District Councillors will also be attending a flood information event. The Estates Committee would discuss potentially storing emergency supplies and a storage location. .

15) Planning Applications

Council considered the applications and agreed the following responses:

- 16 Woodville Road Cinderford Gloucestershire GL14 2AY (P1145/22/FUL) - No objections
- 12 Woodgate Road Cinderford Gloucestershire GL14 2RA (P1211/22/FUL) - FODDC to decide.
- Penrose Victoria Street Cinderford Gloucestershire GL14 2EU (P1206/22/FUL) - No objections.
- Cinderford Methodist Church Belle Vue Road Cinderford Gloucestershire GL14 2AB (P1148/22/LBC) - Cinderford Town Council are the applicant and support the application.

- Former St Whites Primary School , St Whites Road, Cinderford, Gloucestershire (P2204/20/FUL) - FODDC to decide.
- Sandpits The Ruffit Littledean Cinderford Gloucestershire GL14 3LF (P1234/22/FUL) - No objections.
- Playing Field Steam Mills Road Cinderford Gloucestershire GL14 3HY (P0062/22/DISCON & P0089/22/DISCON) - Cinderford Town Council are the applicant and support the application.
- 45 Woodside Street Cinderford Gloucestershire GL14 2NU (P1233/22/FUL) - No objections.
- 50A Church Road Cinderford Gloucestershire GL14 2EA (P1304/22/OUT) - No objections
- 17 Boseley Way Cinderford Gloucestershire GL14 2JH (P1322/22/FUL) - No objections
- Acorn House 12 Belle Vue Road Cinderford Gloucestershire GL14 2AB (P1352/22/TPO) - support tree management work.

16) Policies

- **Donations Policy** - separate policy drafted and would be reviewed by the Finance Committee.
- **Risk Management Policy**- policy approved. Proposed Cllr Martin, Seconded Cllr Charlton-Wright.

17) To receive information & software demonstrations from Worknest on Provision of Employment Law/HR and Health & Safety Support and Compliance and agree purchase of services

The Clerk advised of a service used by a number of Councils who act as a Competent Person, Health & Safety Department, Trainer, HR Department and provide legal HR and health & safety support. Two video links were provided and would be viewed by the Personnel & Estates Committees.

18) Date of next Meetings (N)::

- Council Meeting - 8th November 2022
- Events Meeting - 1 November 2022
- Estates/BVC/Finance/Market Street Committee - TBC
- Playing Fields Committee - TBC
- Freedom Leisure - 25th October 2022

Signed:.....

Date:.....