



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford
Tuesday 10th January 2023, 7pm**

Present:

Cllr Chris Witham
Cllr Anthony Davies
Cllr Di Martin
Cllr Graham Morgan
Cllr Nigel Taylor
Cllr Mark Turner
Cllr Jeremy Charlton-Wright
Cllr Chris Brown
Cllr Roger Sterry

In attendance:

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

Apologies received:

Cllr Max Coborn
Cllr Sally Reader
Cllr Roland Pritchard
Cllr Tim Holder
Cllr Louise Bent
Cllr Mason Coborn

Absent:

None.

1) To receive apologies for absence

Apologies for absence were received, noted and accepted for Cllr Max Coborn, Cllr Sally Reader. Cllr Roland Pritchard, Cllr Tim Holder, Cllr Louise Bent, Cllr Mason Coborn.

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.

LGA Finance Act - any councillor who is two or more months in arrears with their Council Tax payments (even if a liability order hasn't been granted) has a legal duty to make a declaration of interest. There were no declarations made.

Item 10(e) Dockham Road - Cllr Chris Brown (CEO, FVAF) declared a pecuniary interest. Cllr D Martin declared a non pecuniary interest as Trustee of FVAF.

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).

Not applicable.

4) Chairman's Urgent Business

No items to raise.

5) **To confirm the Minutes of the Meeting held on Tuesday 13th December 2022**

The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.

Proposed Cllr D Martin, Seconded Cllr N Taylor. All in favour..

6) **Matters Arising from Minutes**

Council considered the actions. Council noted:

- Parking issues - police will undertake patrols in some areas.
- Roundabout sponsorship - awaiting approval from Highways
- Skatepark grant application - submitted.
- Skatepark (fencing, bins & seats) - submit grant application once build starts.
- Rotary Club meeting - to agree on a date for attending.
- Dockham Road banking hub - Lloyds Bank will run sessions. Further sessions may run depending on demand. Details awaited.
- www changes - Chair to progress.
- Phonebox - defibrillator/community bookswop - paint provided to Men's Shed. To start fundraising in Spring.
- FVAF lease - draft version provided to Councillors to review and comment. CTC solicitor to make draft changes shown.
- Community Speedwatch Scheme - Cllr Charlton-Wright to complete location form.

7) **To receive the Police Update**

No report received.

8) **To receive a presentation from Helen Richards GRCC on Community Resilience Support**

Councillors received a presentation advising communities can set up emergency plans for their areas and what to do before statutory authorities and emergency services arrive. Emergency Plans can set out how to help those agencies deal with an emergency and the aftermath. The document would contain details of emergency meeting points, key contact information and volunteer information.

Advice on local flood warnings and to sign up for automatic flood alerts for Cinderford Brook at <https://check-for-flooding.service.gov.uk/>

Prepare for flooding - Find out how to protect yourself and your property online:
<https://www.gov.uk/flood>

Prepare a personal flood plan
<https://www.gov.uk/government/publications/personal-flood-plan>

Floodline - 0345 988 1188

The Clerk would contact GRCC for more information on developing an emergency plan.

7.15pm Cllr R Sterry joined the meeting.

9) **To receive an update on the Levelling Up Fund**

a. The Wesley - scaffolding in place. Part of the small lower roof (green room) has been deemed unsafe and shut off. Building Control and Architect meeting on 11.1.2023 to review. Additional costs and planning issues not known. 152 hours of bookings were received. December bookings lower than previous month due to Christmas week. The budget impact of works is not known until costs are received.

B. 6 Market Street - the planner required new drawings and a new design and access statement for change of use. These have been provided and the decision is pending.

C. Rheola House - 70% off outside works completed. Completion has been impacted by weather and will be finished in the Spring. Changing Places Toilet to be moved to Dockham Road for increased use, access, adjacent to parking, security and increased

opening hours. Upgraded facilities will be installed at Rheola House. Automatic door entry system to be progressed to comply with Disability Act. Advice and plans received.

- 10) **To receive an update on the Community Hospital, Skatepark, Dockham Road & Dilke Hospital**
Hospital Update - to view the construction to date see <https://youtu.be/eEJLk4PYd6c>

Skatepark:

- a. **Latest planning correspondence** - FODDC are awaiting the report from SP Associates.
- b. **Update from SP Associates for trial pitting, lab testing & report generation** - The lab testing and report generation has been chased by Archus.
- c. **Mavericks update** - still retaining Cinderford as their next build once planning conditions have been discharged. .
- d. **Car park update** - CTC have gone out for tender for the car park, drainage and footpath works. See <https://www.cinderfordtowncouncil.gov.uk/tender/>
- e. **Dockham Road & FVAF Lease update** - draft lease circulated to Councillors. Clerk chasing solicitors to progress. FVAF had spent considerable sums on the building to date for utilities, upgrades, cleaning and rates. A fire alarm system upgrade is required and estimated to be in the region of £25-£35k. Additional expenditure will be required to repair the flat roof.

- 11) **Climate Action (N/D) - to receive the Climate Action Update**

The written update was received. Cllr Reader would attend the Tree Council toolkit information session on 16.01.2023. An update on the planting of trees in Miners Welfare was received. The maintenance team would review planting locations.

- 12) **Correspondence (D)**

- a) **To receive the Greenway Road water issue update**

The channel exposing the blocked culvert is unblocked and water is now draining away freely. Works under the responsibility of the FODDC are complete who are liaising with Severn Trent to manage the surcharging manhole covers down Greenway Road.

- b) **To receive the GPFA Annual Reports, Minutes & Newsletter**

Council received the information from the Gloucestershire Playing Fields Association.

- c) **To receive the Wye Valley Classic Road Cyclo Sportive Event details 22.10.2023**

UK Cycle Events had provided the Event Plan for The Wye Valley Classic Road Cyclo Sportive event that they are organising to take place on Sunday, 22nd October 2023. Details noted.

- d) **To receive the Tree Assessment 1.11.2022**

The annual tree assessment had been completed. Two recommendations were received:

Monkey puzzle tree (T1) at the council offices should have the dead branches removed and a quote had been requested. The hawthorn tree (T22) near Miners PlayArea is the responsibility of Forestry England.

- e) **To receive the Grit Bin requests**

New grit bins had been installed by CTC in Danby Close, Cedardean, Freeminers Way, Westfield Court, Requests had also been received for Stockwell Green/Woodside Avenue junction and Westerley Close and these were being reviewed for locations to site.

Further requests had been received for a grit bin to help residents in Miners Walk. A grit bin near the junction of Hastings and Lantern Close had been moved by residents near Lantern Close Junction. Grit bins locations are mapped with GCC and movement of bins can result in them not being refilled by GCC.

- f) **To receive the FOD Health Forum letter of thanks**
Noted.
- g) **To receive details of the Community Food Support Grant**
Details of the grant fund to support groups who wish to start a lunch/supper/food club was received. See.
<https://www.fdean.gov.uk/communities-health-and-leisure/community-grants-and-funding/>
- h) **To receive a metal detecting request**
Cllr Turner had been contacted by a resident to undertake metal detecting. This had previously been agreed by Council. .

13) Reports/Minutes (N)

- a) **Written update from County Councillor**
GCC budget scrutiny meeting held.
- b) **Written update from District Councillor**
Draft produced and Councillors or residents can provide feedback. See
<https://www.facebook.com/FODDC/videos/forest-of-dean-news-bulletin-january-2023/5925215947559452/>
- c) **Committee Updates**
None held.
- d) **CTC, Archus & NHS minutes 22.12.2022 & 5.1.2023**
Minutes provided.

14) 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 totalling the following payments be paid:
Payroll - December 2022 £11523.37.
December 2022 £151921.71 (Council noted payments relating to the Wesley roof, Dockham Road boiler, Hilldean playarea, skatepark and large utility bills).
To be approved: £1961.47
Approved Cllr Charlton-Wright, Seconded Cllr D Martin. All in agreement.
- b) **To receive the Internal Control Checklist**
The reports for October and November 2022 were received.
- c) **To receive the latest financial reports**
Reports received.
- d) **To receive and approve the Budget for 2023/2024 and agree the precept**
Meeting held on 6.1.23 to discuss draft budget. It was agreed to await costings for the skatepark car park works and Dockham Road fire alarm system before agreeing on the final budget. Council to meet on 25.01.2023 to receive relevant information.
- e) **To agree the appointment of Iain Crowe as Independent Internal Auditor 2022/23**
Council appointed Iain Crowe as the Independent Internal Auditor for 2022/23. The Clerk would arrange for a pre audit check.
Proposed Cllr Charlton-Wright, Seconded Cllr N Taylor. All in favour.
- f) **To receive the PWLB Statement**
The statement dated 10.11.2022 was received showing a balance of £74,067.14.
- g) **To note the banking financial controls**
Information on the Direct Debits and Bank Account Access was received. Council agreed to the reappointment of Cllr Holder as Internal Checker.
Proposed: Cllr D Martin, Seconded Cllr Charlton-Wright. All in favour.

15) Documentation/Policies (A):

- **To review and approve the Risk Assessment and Financial Regulations 2023**
Proposed: Cllr Charlton-Wright, Seconded: Cllr D Martin. All in favour.
- **To review and approve the Standing Orders.2023**
Proposed Cllr D Martin, Seconded Cllr Charlton-Wright. All in favour.
- **To review and approve the Asset Register**
Reviewed and updated to reflect the acquisition of Dockham Road

Proposed Cllr Charlton-Wright, Seconded Cllr N Taylor (Two abstentions - Cllr Brown & Cllr D Martin regarding FVAF)

- **To review and approve the Model Publication Scheme**

Proposed Cllr M Turner, Seconded Cllr D Martin. All in favour.

- **To receive and approve the Metal Detecting Policy**

New policy considered and approved.

Proposed Cllr M Turner, Seconded Cllr D Martin. All in favour.

16) Planning Applications - Council considered the following applications:

Garden Of 31 Dockham Road, Cinderford, Gloucestershire, GL14 2BG.

Discharge of Condition 5 and Condition 6 (Land Contamination Assessment and Remediation Works) - P1636/20/OUT

CTC Comment: FODDC Planning Officer to decide.

Erection of two storey side extension, change to boundary treatment and installation of PV panels.

36 Meadow Road Cinderford Gloucestershire GL14 2PX - P1698/22/FUL

CTC Comment: No objections.

Application under section 191 to establish whether the erection of a Juliette balcony and construction of driveway is lawful.

72 High Street Cinderford Gloucestershire GL14 2SZ - P1597/22/LD1

CTC Comment: No objections. FODDC to decide.

Erection of a two storey side and rear extension and associated works.

16 Newtown Steam Mills Cinderford Gloucestershire GL14 3JE - P1696/22/FUL

CTC Comment: No objections.

Erection of a single storey side extension and a rear two storey extension with associated works

28 Cedardean Cinderford Gloucestershire GL14 2XW - P1573/22/FUL

CTC Comment: Cllrs concerned regarding over development issues. Concern with impact on street scene and design not in keeping.

17) To receive the GCC Road Closure Notices (N) and GCC Snow Warden & Snow Plough Operators Role & Responsibilities

Details of works and closures can be found at

<https://www.gloucestershire.gov.uk/highways/roads/roadworks/>

The snow warden & snow plough roles & responsibilities were received.

18) Date of next Meetings (N):

- Events Meeting - Tuesday 7th February 2023 - Coronation.
- Finance Committee - 25th January 2023 (budget discussion/car park tender)
- Council - 25th January 2023 (appoint contractor & approve budget & precept)

Signed:.....

Date:.....