



**Minutes of the Annual Cinderford Parish Council Meeting
The Council Chamber, Cinderford,
Tuesday 23rd May 2023, 7 p.m.**

Present:

Cllr Graham Morgan (Chairman)
Cllr Matthew Bishop
Cllr Louise Bent
Cllr Chris Brown
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Di Martin
Cllr Carol Marsh
Cllr Graham Morgan
Cllr Karen Turner
Cllr Mark Turner
Cllr Tim Holder
Cllr Lynn Sterry
Cllr Roger Sterry

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
Cllr Sanders, FOD District Councillor
1 Member of the public
Chris Miller, Chairman, FODRCCC
Megan Melaton, Member, FODRCCC

Apologies received:

Cllr Sally Reader

1) Election of Chairman/Mayor of the Council, noting this is one position, and completion of Declaration of Acceptance of Office Form

The Clerk advised the role of Chairman/Mayor is a position in law and the role cannot be split.

Council discussed the historical position at Cinderford where the Chairman and Mayor have been separate roles since 1998. The Clerk re-iterated the position that the role cannot be split and read from Arnold-Baker on Local Council Administration.

Cllr Turner proposed and Cllr Holder seconded that the roles remain separate. 7 Councillors were in favour. 6 Abstained. 1 member did not vote.

The Council unanimously agreed to appoint Cllr Graham Morgan as its Chairman only, he duly signed his acceptance of office and assumed the Chair.

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

Council discussed the Mayor role. Cllr M Turner nominated Cllr R Sterry and Cllr Morgan seconded. Cllr Charlton-Wright proposed Cllr Holder who declined the role. Councillors voted in favour of Cllr R Sterry. One Councillor abstained.

2) Election of Vice-Chairman and completion of Declaration of Acceptance of Office Form

The Council unanimously agreed to appoint Cllr Di Martin as Vice Chairman.

Proposed Cllr Sterry, Seconded Cllr Turner. All in favour.

3) To receive apologies for absence

Apologies were accepted from Cllr Sally Reader.

- 4) **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**

Any discussions relating to FVAF & Dockham Road - Cllr D Martin declared a non pecuniary interest as Trustee of FVAF. Cllr C Brown declared a pecuniary interest as Trustee of FVAF.

- 5) **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).**

Cllr Sanders and Cllr Bishop introduced themselves as newly elected District Councillors. .

- 6) **Chairman's Urgent Business (for information only items)**

None.

- 7) **To confirm the Minutes of the Meeting held on 11th April 2023**

The Minutes were accepted and signed as a true record.

Proposed: Cllr Charlton-Wright, Seconded Cllr Sterry. Agreed. 1 abstained.

- 8) **Matters Arising from Minutes (for information only)**

Council noted:

- A. Bus stop request - actions from meeting being progressed with GCC.
- B. Sourcing of a second hand stage - ongoing.
- C. Naming request - Council discussed options for 6 Market Street, The Wesley and Rheola House. The Estates Manager would consider the logistics of any change and Council agreed to discuss next meeting.
- D. Wildlife camera purchased.
- E. Fire brigade data still awaited.

- 9) **Appointment of Committee Members**

The Council selected its Committee Representation as follows:

- Events Committee: Cllr Morgan, Cllr R Sterry, Cllr Holder, Cllr Charlton-Wright, Cllr Flower, Cllr Brown, Cllr M Turner.
- Personnel Committee: Cllr Morgan, Cllr Bishop, Cllr Martin, Cllr L Sterry.
- Estates & Finance Committee: Cllr Morgan, Cllr M Turner, Cllr Brown, Cllr Flower, Cllr R Sterry, Cllr Holder, Cllr Charlton-Wright
- Playing Fields Committee: Cllr Marsh, Cllr R Sterry, Cllr T Holder, Cllr M Turner, Cllr C Brown, Cllr D Flower.
- Planning Committee: Cllr D Flower, Cllr L Sterry, Cllr D Martin, Cllr R Sterry, Cllr T Holder, Cllr Charlton-Wright.

The Chairman of the Council is automatically on all Committees and all Committees will select their own Chairman and Vice Chairman.

Working Groups:

- Climate Action: Cllr Reader, Cllr Brown, Cllr Flower, Cllr Martin, Cllr Charlton-Wright.
- Town & Traders Working Group – Cllr Flower, Cllr M Turner, Cllr Charlton-Wright, Cllr Marsh (+ Town Traders 1 to be appointed by each Town Councillor).
- Emergency Plan (new group) - Cllr Charlton-Wright, Cllr M Turner, Cllr Flower.

- 10) **Appointments of representatives on other bodies**

The Council agreed to its nominations on other bodies as follows:

- Community Cohesion - Cllr M Turner and Cllr Flower.
- CANDI - Cllr Marsh, Cllr K Turner, Cllr Reader.
- Forest Health Forum - Cllr R Sterry, Cllr M Bishop, Cllr L Sterry, Cllr D Flower, Cllr J Charlton-Wright.
- Forest Enterprise - Cllr R Sterry, Cllr G Morgan.
- Local Area Action Group - Cllr D Flower, Cllr Charlton-Wright.
- Town & Parish Liaison – Cllr D Flower, Cllr D Martin, Cllr R Sterry. .
- Rural Market Town Group – Cllr Charlton-Wright.
- FODDC Climate Adaptation & Resilience Project- Cllr Reader, Cllr Flower, Cllr Charlton-Wright.

- 11) **To adopt the General Power of Competence**

The Council having confirmed that it meets the criteria and unanimously agreed to adopt the General Power of Competence.

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

12) Climate Action:

- a. **To receive a presentation from FODDC's Community Energy Project Officer on the Forest Energy Community Initiative/Aurora Project and agree any actions**
Not attended. Move to next meeting.
- b. **To receive the CTC Climate Action Update and agree any actions**
No update received.
- c. **To receive and note the FODDC written update on UKSPF Climate Resilience Project - Overview for Town Council's**
Received.
- d. **To receive and note the Forest Climate Network's Meeting Notes 5.4.2023**
Received.

13) To receive a presentation from the Chairman of the Forest of Dean Radio Controlled Car Club (FODRCCC) regarding re-opening the former Steam Mills club site

The Chairman and Member gave a detailed presentation of potential plans to re-build a racing track in the Steam Mills area on the site of a former off-road track. Details of the club, sport and plans were provided and discussed. Council welcomed the initial proposal. FODRCCC would investigate planning requirements with FODDC and develop plans and update CTC on progress.

14) To receive an update on the Levelling Up Fund and note and agree future works

The Wesley - repairs to the roof of the Green Room roof had been discussed with the main roof contractor (Central Roofing). Works would start w/c 6.6.23 for two weeks to enable all the roof work to be complete. Works included Ceiling Joists Jacking and full repairs less deductions for roof slates not fitted on the main roof and non-use of the Traffic Warning Control System. There would be additional scaffolding hire costs.

6 Market Street - Contractor making good progress and scheduled to finish at the end of July 2023 with Music Works then to complete specialist fit out.

Rheola House - works to the co-working room were underway. Furniture has been gifted by QAA. A quotation for internal redecoration had been requested. Prospect Training had now moved into the former FVAF room. Details for 4 x Electric Vehicle Charging Points from GSM of Newent was considered noting this linked to their previous solar panels installation.

The Estates Manager update on access, parking and safety improvements planned.

Council noted the work detailed above would be met from the Levelling Up Project.

An update on the LUF Project was provided for new Councillors.

Proposed by Cllr Sterry, Seconded Cllr Brown to proceed with the EVCP installation by GSM Ltd at a cost of £6531. 1 Councillor abstained. Remaining Councillors in favour.

Proposed by Cllr Turner, Seconded by Cllr Charlton Wright to proceed with the Green Room roofing repairs at a cost of £16,463.22 less deductions. Unanimous.

15) To receive the FODDC Survey Report on the The Wesley which has been surveyed as part of the Buildings at Risk Register process and agree any response

Report received. The outcome of the survey is that the building can now be taken off the Buildings at Risk Register. Sufficient appropriate work has taken place on the building to ensure its longevity.

The Chair highlighted the importance of the Levelling Up Fund to provide monies to fund the works and thanked Cllr Brown for assisting in submitting the application and the Estates Manager for driving the project repairs.

16) To agree the Town Council insurance at a cost of £21,597.45 and note review of supporting documentation

To agree the Personal Accident Insurance at a cost of £437.69 and note review of supporting documentation

Agreed.

Proposed Cllr Charlton-Wright, seconded Cllr Sterry. All in favour.

17) To receive designs and costings from Gloucestershire College Art Students regarding painting a mural on Steam Mills bus shelter and agree way forward

Council considered the designs and costings and agreed on a design subject to a minor design change and the inside of the shelter being painted white and confirmation that this was the school bus stop.

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

18) To receive and agree the Health and Safety Risk Assessments following the annual review by CTC's H&S Advisor

Risk Assessments received and noted and circulated to staff on 13/4/2023.

19) Correspondence (D)

a) To consider the buskin request and agree any associated actions

Council considered the request and Council agreed to support further requests to encourage use of the Triangle area.

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

b) To receive the play area/trees weekly inspection checklist reports and note and agree any associated actions

Reports received and noted.

20) Reports/Minutes (N)

Council received the following written reports/minutes and noted:

- a) Written update from County Councillor
- b) Written update from District Councillor
- c) Committee Updates - Events Meeting 26.04.2023. Council wished to thank organisers who helped with the event and the Clerk would make contact.

21) To receive an update on the Community Hospital, Skatepark, & Dilke Hospital including:

Community Hospital - commenced with the First fix Electrical and Mechanical installations. The roof and cladding works are now nearing completion and the main focus will be on progressing with the internal works.

Skatepark -

- a. Latest planning correspondence - the drainage consultant has been instructed to submit the S106 consent to Severn Trent and to update the plans accordingly.
- b. Archus update - Barnsley Marshall have been instructed to proceed with the S106 and construction issue drawings.

Dilke Hospital - it is anticipated commencing the formal disposal process early 2024.

22) Finance (N/A)

a) To agree the Accounts for Payment as per the list circulated prior to the meeting

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:

Payment made since last meeting April 2023 - £97761.26 which included LUF expenditure of £38376.67. Payroll £11,650.83.

Expenditure to be approved: £5479.13.

Approved Cllr Turner, Seconded Cllr Sterry All in agreement.

b) To receive the Internal Control Checklist

March 2023 received and noted.

c) To receive the latest financial reports

Bank reports circulated. Year end close down taking place with Rialtas on 30.05.2023. Further reports to be provided post meeting.

d) To agree that grant application forms are considered and agreed by the Finance Committee

Agreed.

e) To agree to a review of Council land to ensure registration by Land & Property Registration

The Land Registry wants all land in England registered. GAPTC is working with LPR to ensure that all councils in Gloucestershire have the right support and that all land is registered. Council agreed to seek further information from LPR on the process.

f) To consider the renewal of the Dean Wye Partnership Membership at a cost of £150

CTC currently have a small business silver partnership and to continue with this for the coming year would be £150 + VAT,

<https://www.visitdeanweye.co.uk/information/products/cinderford-from-mining-to-tourism-p1312771>

Council discussed the membership. Following a review Council agreed to defer the decision to identify costs to develop marketing information to the same level as a neighbouring Council.

Proposed Cllr Turner, Seconded Cllr Charlton-Wright. All in agreement.

g) To discuss the PWLB option to finance the skatepark drainage, car parking, footpath and lighting

Council originally agreed to fund this aspect through a PWLB which would be linked to Dockham Road rental. The application had not been submitted as the Dockham Road lease had only been signed but not yet completed due to NHS Property Services position with regard to a Certificate of Compliance. The Clerk would seek advice on progressing. A further meeting with the solicitors and Councillors to resolve outstanding issues would be arranged.

23) Planning Applications

Council considered the applications and agreed the following responses:

Variation of condition 02 (approved plans) of P2067/21/APP to allow for conversion of garage to annexe ancillary to main dwelling.

31 Dockham Road Cinderford Gloucestershire GL14 2BG

Ref. No: P0393/23/FU

No objections.

Erection of 3 no. dwellings with associated parking and landscaping. Construction of new vehicular accesses. Demolition of existing outbuildings.

Land Adjacent To 16 Parragate Cinderford GL14 2LT

Ref. No: P1525/22/FUL

Decision already made by FODDC. Noted decision as Granted.

Approval of reserved matters (appearance, layout, drainage, landscaping, access and scale) to P1304/22/OUT for the erection of a detached dwelling. Demolition of existing building

50A Church Road Cinderford Gloucestershire GL14 2EA

Ref. No: P0430/23/APP

No objections.

Change of use of land and erection of a private use stable block. (Retrospective)

Land Parcel Behind 45 Steam Mills Gloucestershire GL14 3JD

Ref. No: P0422/23/FUL

Support.

Conversion and subdivision of an existing house back into 2 x dwellings with internal alterations.

3 Fairplay Cottages Plump Hill Mitcheldean Gloucestershire GL17 0HB

Ref. No: P0586/23/FUL

No objections

24) Planning - to approve 'Emergency Delegated Powers' to the Clerk to respond to urgent Planning

The Council agreed to approve delegated powers with the proviso that the Members are fully consulted.

25) Date of next Meetings (N):

- 13th June 2023, 7pm.

The meeting closed at 9.02 pm

Signed:.....

Date:.....