



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford,
Tuesday 8th August 2023, 7 p.m.**

Present:

Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Carol Marsh
Cllr Di Martin (Chair)
Cllr Tim Holder
Cllr Lynn Sterry
Cllr Roger Sterry
Cllr Mark Turner
Cllr Nigel Taylor

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
7 Members of the public
5 Members of the Police

Apologies received

Cllr Louise Bent
Cllr Matthew Bishop
Cllr Graham Morgan (Chairman)
Cllr Karen Turner

Absent:

Cllr Chris Brown

1) To receive apologies for absence

Apologies were accepted from Councillors L Bent, M Bishop, K Taylor & G Morgan.

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 14(c) Dockham Road - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF. It was confirmed item 14c was for information only.

3) Public Participation Session – A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council. (ii) Questions may be answered but not debated by the Council. (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.

Residents spoke regarding anti-social behaviour, noise and property concerns and highlighted inadequate responses from multi agencies and landlords. The residents comments were noted by the Police and it was agreed that a joint meeting of residents, Police, Housing & ERS Team at FODDC and District Councillors would take place to discuss matters.

4) Chairman's Urgent Business (for information only items)

FODDC will hold quarterly meetings regarding Public Conveniences. It was agreed that Cllrs Flower, Turner, L Sterry, Charlton-Wright & Martin would attend. Cllr Martin updated on the FODDC Council meeting resolution (02.08.2023) to undertake the refurbishment and security enhancement required to reopen the conveniences within 12 months.

5) To confirm the Minutes of the Meeting held on 12th July 2023

The Minutes of the meeting were accepted and signed as a true record.
Proposed: Cllr Martin, Seconded Cllr Flower. All in favour.

6) Matters Arising from Minutes (for information only)

- Insurance claim bus stop damage - details of car involved forwarded to insurers to attempt recovery of monies
- Community Safety Partnership meeting scheduled for 11.11.23
- Solicitors contacted re drafting of leases
- New alarm monitoring contract in place.
- EVCP at FODDC owned sites - requested to be installed
- PACT Bleed kits - infrastructure for access to kits be developed and training in use of kit required. Advised to hold off purchasing currently.
- Visit to new hospital site arranged for September 2023
- St Whites Bus Stop request - permission being sought from FODDC Planning and GCC Highways on Forestry England and CTC's suggested location
- Steam Mills Phone Box - Menshed, CTC and residents working on restoration. Council would relocate the defibrillator at the Steam Mills Pavilion to a more central location if FODDC were in agreement.

7) Police Update

a) To receive and note the written monthly report

Received and noted. The Police highlighted the decrease in incidents and the proactive work being undertaken. Further information on comparison data would be requested to enable a reply to be sent.

b) To receive the Radar vehicle speed and volume survey report for St White's Road

Report received and noted.

c) To discuss any recent issues

Steam Mills Lane was often blocked with parked cars, car sales and refuse issues were also highlighted. The Police requested regular reporting, obtaining registration numbers and photographic evidence.

A Councillor highlighted parking on pavements. Details regarding times and locations and photographs were requested by the Police.

Incidents can be reported using <https://www.gloucestershire.police.uk/ro/report/>

8) Cllr Sally Reader

a) To note the resignation and give thanks from Council

Council received the written update and thanked former Cllr Reader for her work especially relating to the Climate Emergency and links with Cinderford Grows.

b) To receive the Notice of Vacancy from FODDC and note its publication

The Casual Vacancy Notice had been published and expires 09.08.2023. FODDC will advise of any requests for an election or if we can co-opt after this date.

c) To consider the appointment of a further member to the Climate Action Group

To consider at the next meeting.

9) To receive an update from the Estates Manager on the Levelling Up Fund & Changing Places and note and agree future works:

A. The Wesley - roof works will finish shortly. Grants for internal works would be sought.

B. 6 Market Street - roof works had commenced.

C. Rheola House - the co-working room had been painted. New flooring was required. Council approved the quote from Ab Fab Flooring for £2835 plus VAT to be funded by the Levelling Up Fund. Proposed Cllr Sterry, Seconded Cllr Flower. All in favour.

10) Climate Action:

a) To receive an update from the Climate Action Working Group

Group to meet and consider a way forward. No items to report.

b) To receive and note the FODDC Climate Action newsletter

Received.

c) To receive a presentation on the Aurora Project

Clerk had contacted the FODDC Climate Emergency Officer regarding a date for attending.

11) To receive an update from the Cinderford Community Emergency Plan Working Group

Initial meeting held. Councillors were updated on progress to date.

12) Correspondence (N/D/A)

a) To receive the GAPTC AGM supporting papers and receive an update

Cllr Sterry updated on the event on 22.07.2023.

- b) **To receive correspondence on Catherine Drew, consider the suggestions and agree a response**

Council received correspondence on the renaming suggestion for Linear Park and the alternative suggestion for a Green Plaque. Cllr Turner would investigate the Clock Tower location.

- c) **To receive the Winter Action Plan 2022 and agree any changes**

Report received and noted. The WAP would be updated with grit bins installed last year. Cllr Sterry would remain as snow warden. Cllr Turner was investigating storage containers for the sand and sandbags. It was noted that The Wesley hosts a warm spaces session in the Winter. Resolved to approve the WAP. Approved Cllr R Sterry, Seconded Cllr L Sterry. All in favour.

- d) **To consider and agree appointing Deputy Flood Wardens and sharing of historical flooding knowledge**

Cllr Morgan is currently the flood warden. Agreed to appoint Cllr Taylor, Charlton-Wright and Marsh as Deputy Flood Wardens who would work with Cllr Morgan to understand the historical issues of areas and start documenting issues to ensure a written record was kept.

- e) **To receive and agree the proposed signage for the Royston Mills Room and receive any update**

The draft design of the plaque was received and approved.

The Clerk and Estates Manager would meet the FOD branch President of the Gloucestershire Regiment Association to discuss arrangements for the event.

- f) **To receive and note the photograph of the Triangle de-pave project and thank Gloucestershire Wildlife Trust for works undertaken**

GWT had been thanked for the work. Council commented positively on the Triangle and thanked everyone involved with the de pave project and flowers.

- g) **To receive and note The Wesley FODDC Transfer of Premises Licence**

The application for the above licence has been granted under the Licensing Act 2003. A copy of the notice was provided and is displayed in The Wesley. It was confirmed that there was no alcohol licence held.

13) Reports/Minutes (N)

- a) **Written update from County Councillor** - no items to report.
b) **Written update from District Councillor** - Details of the Cinderford toilets re-opening information was awaited from FODDC.
c) **Committee Updates - Estates Minutes 25th July 2023** - received and noted.
d) **Highways Meeting - 27th July 2023** - received and noted. Cllr R Sterry would attend a meeting regarding overgrown vegetation at the Westbury railway bridge.

14) To receive an update on the Community Hospital, Skatepark, & Dilke Hospital including (N/D):

Community Hospital - visit arranged for 7th September 2023.

- a. **Latest planning correspondence** - approval from Severn Trent for the drainage works has been received and FODDC have discharged the planning condition.
b. **Archus update** - Archus, MFF Freeman, Mavericks & CTC Clerk were meeting to discuss the works programme moving forward. An update will be provided later this week.
c. **Dockham Road lease position update** - delayed as FVAF required sign off from funders for additional legal fees to support with the overage variation. FVAF will update once a further meeting is held.

Council agreed to works for the carpark, drainage and footpath works to proceed with MFF Freeman and Mavericks for the skatepark at a cost of £138,527.77 and £293,240 respectively and for skatepark lighting at £21,240.

15) 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 July 2023 - £30804.70

Payroll £11,275.19

Expenditure to be approved: £4850.00

Approved Cllr .RS. , Seconded Cllr JCW... All in favour.

- b) **To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 31.07.2023 (mth4)**

Reports received and noted



The E&F Committee recommended that the EMR reserve pot 321/General Play Equipment for £55,164.80 was transferred to the skatepark fund
Proposed Cllr R Sterry, Seconded Cllr Taylor. All in favour.

c) To receive an update on the change to O365 from Google Drive and receive and approve the quotations

One quotation was still awaited. To agree once final quotation received. Council agreed to the Finance Committee reviewing quotations and approving.

d) To receive the Internal Control Checklist

July check to be undertaken and provided at September meeting.

e) To note the receipt of the Business Debit Card and consideration of the Financial Regulations

Received. The financial regulations had been checked. Item 6.18 was noted as "Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £2000 unless authorised by council or finance committee in writing before any order is placed". Council noted this regulation.

Council discussed having a second staff account card holder and the Clerk would investigate.

f) To note the date of the accountant meeting to discuss the skatepark financing

Clerk provided information on monies held and reserves and will shortly meet with the accountant to progress the PWLB application. Council agreed that a PWLB would be the best way to finance CTC's contribution with the exact amount and timeframe to be confirmed once discussions with the accountant had taken place.

16) Planning Applications - see list attached

**P1013/23/OHL - National Grid/Overhead Lines, Cannop, Coleford, Gloucestershire
Installation of new H Pole mounted Transformer to replace existing single pole mounted transformer and addition of a third line along existing overhead line. Replacement of several existing poles along the overhead line route.**

No objections to essential works.

Erection of two storey rear extension

116 High Street Cinderford Gloucestershire GL14 2TD - P0877/23/FUL

No objections.

Erection of double storey rear extensions with roof alterations and associated works.

9 Stockwell Green Cinderford Gloucestershire GL14 2EH - P0950/23/FUL

No objections.

**Discharge of condition 04 (detail and full surface water scheme) relating to
P1696/22/FUL**

16 Newtown Steam Mills Cinderford Gloucestershire GL14 3JE - P0070/23/DISCON

No objections.

**Erection of a dwelling with associated works. (Revised scheme to previous permission
P1633/21/FUL)**

Land At Rear Of 22 Flaxley Street Cinderford Gloucestershire GL14 2DH - P0962/23/FUL

No objections.

17) Date of next Meetings (N):

- 12th September 2023, 7pm.

The meeting closed at 20.20pm.

Signed:.....

Date:.....



Mrs E. Bennett

Last logged on 08 August 23 at 12:45 PM

Cinderford Town Council

[Switch business](#)

Review and authorise payments @ ~~12.00pm~~ 08.08.2023 MEETING

Cinderford Town Council

three to authorise ¹

Payment control

The number of users needed to authorise each payment depends on the payment control service set up for your business.

Payments you can't authorise

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorised them.

Previous Next Latest

Recipients	Type	Payment date ¹	Amount ¹	
HALE & CO DRYBROOK	Payment New	ASAP	GBP143.38	View
MISS C COOPER	Payment New	ASAP	GBP24.00	View
PCC ST JOHN CINDER	Payment New	ASAP	GBP1000.00	View
ROSPA PLAY SAFELY	Payment New	ASAP	GBP450.00	View
SCREWFIX DIRECT T/	Payment New	ASAP	GBP16.99	View
SEVERN COOLING & E	Payment New	ASAP	GBP1056.00	View
SLCC	Payment New	ASAP	GBP72.00	View
STARK BUILDING MAT	Payment New	ASAP	GBP2018.38	View
TRAVIS PERKINS	Payment New	ASAP	GBP69.25	View

Previous Next Latest

£4850.00

EPH
08/08/2023

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RECEIVED @ 08.08.2023 MEETING.

Transaction Date	Transaction Type	Transaction Description	Debit Amount
04/08/2023	FPO	TOOLSTATION LTD - MATERIALS	37.98
04/08/2023	FPO	TINDLE NEWSPAPERS - ADVERTISING	60
04/08/2023	FPO	SECURITY 1 LTD - NEW MONITORING CONTRA	631.2
04/08/2023	FPO	RIALTAS BUSINESS - accounts booking	1170.38
04/08/2023	FPO	MAKINSON & CO - payroll	79.2
04/08/2023	FPO	LES LOVE - MILEAGE	10.8
04/08/2023	FPO	KJS ACCOUNTANTS - SUPPORT	350
04/08/2023	FPO	IXION HOLDINGS - apprentice costs	216
04/08/2023	FPO	HOPE FOR TOMORROW - grant	1060
04/08/2023	FPO	HMRC - ACCOUNTS OF	3163.43
04/08/2023	FPO	FVAF - youth support grant	6500
04/08/2023	FPO	B&Q/EMMA BENNETT - paint samples	4.9
04/08/2023	FPO	DP PEST CONTROL - Wesley	90
04/08/2023	FPO	CROSSROADS - fireworks grant	600
04/08/2023	FPO	CITY ELECTRICAL - materials	106.8
04/08/2023	DD	MODULEITLTD-IT	241.8
02/08/2023	DD	ALLSTAR - fuel	16.74
01/08/2023	DD	BRITISH GAS BGL0068277-0061670	512.7
01/08/2023	DD	BRITISH GAS BGL0068274-0061667	401.27
01/08/2023	DD	BRITISH GAS BGL0068278-0061671	116.68
01/08/2023	DD	H3G Three - phones	31
31/07/2023	DD	BRITISH GAS BGL0068273-0061666	43.16
28/07/2023	PAY	LLOYDS BK SERVICE CHARGES	7
27/07/2023	FPO	staff salary payments - see sep list	11275.19
27/07/2023	DD	BRITISH GAS BGL0271957-0260863	22.49
26/07/2023	DD	ALLSTAR - fuel	82.77
25/07/2023	FPO	SAMURAI APPAREL - signage	17.8
25/07/2023	FPO	LES LOVE - ENOVERT MILEAGE	6.3
25/07/2023	FPO	SLABS 2 U - BARK/MIRACLE 089250 10 25JU	28.99
25/07/2023	FPO	VIRTUAL RUNNING EV = www	110
25/07/2023	FPO	DROP THE MOP - cleaning	300
25/07/2023	FPO	RIALTAS BUSINESS - finance package	113.34
25/07/2023	FPO	WORKSAFELY LTD - H&S training, support, visit	1200
25/07/2023	FPO	FODDC - election costs	423.6
25/07/2023	FPO	FODDC - election costs	5267.02
25/07/2023	FPO	DORMAKABA UK LTD - door repairs	1374.86
25/07/2023	FPO	A WEYMAN - MILEAGE ENOVERT	6.3
20/07/2023	DD	EDF ENERGY 671174621625	211.88
19/07/2023	DD	GLOS PENSION FUND 116782	4280.28
19/07/2023	DD	BRITISH GAS BUSINE 603269338040919000	106.92
19/07/2023	DD	BRITISH GAS BGL0068275-0061668	99.63
19/07/2023	DD	NPOWER A0009238284001	66.9
19/07/2023	DD	ALLSTAR - fuel	1.8
18/07/2023	DD	BRITISH GAS BUSINE 603269409040919000	881.97
17/07/2023	DD	BNP PARIBAS LEASIN - photocopier leasing	234
17/07/2023	DD	XCS UK LIMITED = photocopier useage costs	87.69
14/07/2023	DD	MAINSTREAM DIGITAL AA21619093	326.98
14/07/2023	DD	WATER PLUS 0385051855	102.14
			30804.7

CP Martin
08/08/2023

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