

**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford,
Wednesday 12th July 2023, 7 p.m.**

Present:

Cllr Graham Morgan (Chairman)
Cllr Matthew Bishop
Cllr Darren Flower
Cllr Carol Marsh
Cllr Di Martin (Vice Chairman)
Cllr Graham Morgan
Cllr Tim Holder
Cllr Karen Turner
Cllr Mark Turner
Cllr Nigel Taylor

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
Mark Raddenbury, Club Chairman, Forest of Dean RC Car Club
1 Member of the public

Apologies received

Cllr Lynn Sterry
Cllr Roger Sterry
Cllr Sally Reader
Cllr Chris Brown

Absent:

Cllr Louise Bent
Cllr Jeremy Charlton-Wright

The meeting date had changed from 11th July to 12th July 2023 due to the Clerk attending a funeral.

- 1) **One minute silence in memory of the Late Councillor & Mayor Max Coborn**
The Council held a One Minute Silence in honour of the Late Councillor and Mayor, Max Coborn. A Funeral service will take place on 21st July at 11.15am at St Stephen's Church, Cinderford followed by a Private Family Committal.
- 2) **To receive apologies for absence**
Apologies were accepted from Councillors R Sterry, L Sterry, S Reader, C Brown.
- 3) **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 16(c) Dockham Road - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF. It was confirmed item 16c was for information only.

Item 18, planning application P0801/23/FUL, Cllr Morgan declared a non pecuniary interest as the property belonged to a relative of a family member. Cllr Morgan would leave the room for the discussion and not provide any comments.
- 4) **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)**
The Club Chairman, Forest of Dean RC Car Club requested permission for the siting of a 30/40ft storage container and updated on discussions with FODDC Planning. The Chair advised that this matter would be discussed at item 13(h).

A resident updated on issues which related to a Police and District Council matter. The resident would attend a meeting with FODDC and District Councillors. CTC would ask the Police to follow up with the resident regarding outstanding issues.

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

The Chairman updated on the FOD Road Safety Liaison Group and the request for a 40mph speed limit in the Central Forest Area and recommendation that an advisory speed limit should be implemented. The Chairman had written to GCC Highways requesting that the overdue recommendation now be implemented. CTC also support the request.

6) To confirm the Minutes of the Meeting held on 13th June 2023

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

7) Matters Arising from Minutes (for information only)

- a. Hospital site visit - being progressed, date awaited.
- b. Room naming request - family permission has been obtained. Plaque being designed.
- c. Register of Interest forms - CTC www links to FODDC.
- d. Bus stop relocation meeting with Forestry England has taken place to identify the best location. Cllr Turner advised that residents in Station Street were happy for the bus shelter to be relocated.
- e. Secondhand stage still being sought
- f. Steam Mills phonebox restoration - not progressed yet. Paint previously provided to Mens Shed. Cllr Morgan would contact the organisation in light of the donation by GCC.

8) Police Update

1. To receive and note the written monthly report

Report received and noted. Councillors discussed the percentage increase in relation to violent crime noting this included domestic abuse. Councillors requested comparison information and the matter would be discussed at the next meeting.

2. To note the car damage to the bus shelter on High Street/Albion Road and note insurance claim being progressed

A replacement shelter was being progressed through insurers. Details had been added to Facebook to identify the driver and enquiries made with the Police.

3. To discuss the Engelhard factory building concerns from Bristol Children Hospital

CTC had been contacted by the hospital regarding children obtaining access to the site and accidents. CTC had referred the matter to FODDC Environmental Health, Police & Fire Brigade to progress. Councillors were concerned with the accidents and fires at the site. District Councillors advised the matter had been discussed at FODDC and action is being taken. The matter would be followed up at the next Community Safety Partnership meeting.

4. To discuss recent issues

No further items to discuss.

9) 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

To attend the next meeting.

b. To receive the CTC Climate Action Update and agree any actions

Written report received which covered the FODDC Climate Adaption Project, trees on Miners Welfare and the Triangle SUDS project work. Council noted the update.

c. To receive the Forest Climate Network meeting notes of 30.05.2023

Received.

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

- a. **The Wesley** - Green Room roof is nearly complete. Snagging issues to be addressed and site tidy up to be arranged. CTC will look for grants to undertake internal repairs and refurbishment.
- b. **6 Market Street** - good progress made. Roof and solar works will start shortly. Delays to internal works due to material availability. CTC works are due to complete at the end of August. Music Works will then start a specialist fit out.



Changing Places - final plans had been submitted to FODDC and some design changes had been necessary.

C. Rheola House - internal works underway. Councillors agreed to work with ForestICT to map the building and install wifi for the co-working room.

Steam Mills Pavillion Building - Rank Outsiders had contacted staff regarding improvements to the building. Councillors discussed the benefits of providing a lease to enable the Football Club to access Football Association funds/grants and agreed to a 5 years minimum lease. The Clerk would contact the solicitor to progress this.

Proposed Cllr M Turner, Seconded Cllr Holder. All in favour.

11) To receive an update on the current security system and agree the contractor

St Annals House & Rheola House - Council received two quotes from the current supplier and a company who provides the alarm system at The Wesley and a local school. A Councillor, who was a former school Governor, commented positively on the school alarm system and call outs.

Councillors discussed the quotes for the maintenance intruder alarm, fire alarm and emergency lighting. Cllr Bishop proposed the change to Security 1 Ltd, seconded by Cllr Flower. All in favour.

Councillors queried whether CCTV could be installed at The Wesley noting this was a Grade 2 listed property. The Estates Manager advised of plans to install a system at the side of Rheola House to cover The Wesley.

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

Cllr Flower updated on meeting arrangements and proposed to progress this individually and then liaise at the next stage of development.

13) Correspondence (N/D/A)

a) To receive details of future By-Election costs from July 2023 to the next Ordinary Parish Election in 2027

CTC would be required to fund any future By-Elections. The estimated figure if a by-election was called was noted as follows:

Cinderford East South - £6,750.00

Cinderford West - £5,500.00

Cinderford North - £2,100.00

b) To receive details of bleed kits & consider the purchase of a kit

Council received an article on NHS guidance recommending all public and private sector businesses have a PACT (Public Access Trauma) kit as part of their first aid provision. CTC had contacted FODDC about providing or co-ordinating purchasing across the District to reduce purchase costs.

c) To receive the photograph of the damaged bus shelter

As advised above the replacement shelter would be progressed through insurers. A local engineering company had been contacted to establish if they could undertake a repair to match.

d) To note the GCC Electric Car Charger Roll Out Phase 1 dates

Council noted the GCC plans to install road-side car chargers at the GCC owned location: 23 Station Street, Cinderford <https://what3words.com/household.curls.lame>

The Clerk would contact FODDC regarding installation of Electric Vehicle Charging Points (EVCPs) at FODDC owned parking sites. EVCPs were available at Tesco in Cinderford. 4 EVCPs were planned at Rheola House in 2023 (date for installation awaited).

e) To receive GCC's reply regarding the Levelling Up Together application and consider any reply

The GCC response advised the Forest Community Shed (FCS) GCC grant would still be progressed. CTC were disappointed as the fund would only benefit a very small number of Cinderford residents and that the funding was meant for Cinderford based organisations. It was noted that FCS planned to increase recruitment and transport from Cinderford.

f) To consider the Sportily request to deliver three detached pop up sports and games sessions on the Field at the Miner Welfare Play Area

Council had approved, via email outside of the meeting, the delivery of three detached, pop up sports and games sessions on the Field at the Miner Welfare Play Area. This is being run



with CANDi as part of a launch for a new KS2 drop in club out of the CANDi premises. This event will be free to the residents of Cinderford and hold full public liability insurance. The dates/times of the events are: 31 July 1200-1330, 14 August 1200-1330 and 21 August 1200-1330.

- g) **To receive details of the proposed Traffic Regulation Order scheme to make alterations to the current school keep clear markings on Buckshaft Road and St White's Road, and to introduce new no waiting at any time restrictions on Railway Road, Cinderford**
Full details including drawings were available at
<https://www.cinderfordtowncouncil.gov.uk/wp-content/uploads/2023/07/Statutory-Consultation-St-Whites.pdf>

Council considered the consultation and agreed to support the application.

- h) **To consider the request from Forest of Dean RC Car Club for the siting of a 30ft container on the land to be used as stores and a rostrum for standing on for the racers**
Council noted that FODRCCC had contacted Planning regarding requirements for use of the land. CTC were supportive of a container being sited on the scrubland area. The Clerk would contact solicitors regarding drawing up the lease.
Proposed Cllr M Turner, Cllr T Holder. All in favour.

- i) **To receive an update from the Mayor and Cllr Bishop on attendance at the Community Heroes Awards 2023 Ceremony**
Press release received:
<https://www.theforestreview.co.uk/news/first-review-community-heroes-awards-presented-at-lydney-town-hall-625065>

CTC Mayor Cllr Sterry and Cllr Bishop attended the event and provided feedback. A number of Cinderford residents had been nominated. Council agreed to Cllr Bishop contacting the event organisers offering to hold a future event at The Wesley.

- j) **To receive the FODDC press release regarding the kerbside waste collection**
Press release received. Available at
https://news.fdean.gov.uk/news/forest-of-dean-district-council-awards-new-waste-contract-to-ubico?fbclid=IwAR0KPGI2F3PXDcH_7se_Z5lt8cks-IC0Fmp3r3sRltyTTJEKNSQDGy-sAY

FODDC awarded the delivery of the Council's kerbside waste and recycling collection service to Ubico Ltd. Existing staff will transfer over to the new service provider. FODDC recently purchased the Old Brickworks in Cinderford to provide a new and expanded waste depot.

- k) **To consider the WISERD Research Request and consider any reply**
A request had been received for a meeting from the Wales Institute of Social and Economic Research and Data (WISERD) about the impact of change in the local community, and the kind of work that is being done. Council supported a meeting and the Clerk would make arrangements.

- l) **To receive information on the Wyldwood "Whats On" Listing**
<https://whatsonfod.co.uk/>
Council noted the new website for discovering the latest gigs and events across the Forest and information guides. Cllr Reader would provide a further update at the August meeting.

14) To consider and approve a Busking Policy (A)

Received and approved.

Proposed Cllr Martin, Seconded Cllr Flower. All in favour.

15) Reports/Minutes (N)

- a) **Written update from County Councillor** - written report received which covered the Build Back Better Youth Fund, TRO St Whites School safety zone and drainage issues near the War Memorial.
- b) **Written update from District Councillor** - written report received which covered Councillor training, Committee appointments and case work. Cllr Martin proposed to provide greater detail on a confidential case work item outside of the meeting due which was subject to an ongoing investigation and proposed to exclude the public and press under the Public Bodies



(Admissions to Meetings) Act 1960 due to the confidential nature. Cllr Morgan Seconded the request and Council were in agreement.

c) Committee Updates
None.

Community Cohesion Group Meeting update - Cllr Flower updated on the meeting. Positive feedback had been received on the Eurovision event. It was agreed the Finance & Events Committee would consider holding the event annually.

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

- a. **Latest planning correspondence** - combined drainage layout drawings and drainage detail drawings were provided for information.
- b. **Archus update** - On 27.06.2023 we were advised Severn Trent requested more information in the method statements and risk assessments for the sewer connection. MF Freeman will provide a response to this. The skatepark user group had been kept informed.
- c. **Dockham Road lease position update** - CTC and FVAF staff met with NHS PS Legal representatives to highlight issues in progressing the lease. FVAF are providing information directly to NHS PS to progress the issues.

Dockham Road Changing Places - works to be completed by March 2024 to enable access of grant funding. The Estates Manager requested confirmation from Councillors to proceed with the next stage of the project.

Agreed to proceed with Dockham Road Changing Places Cllr Martin, Seconded Cllr Marsh. All in favour.

17) 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 June 2023 - £76,249.39

Payroll £11,341.23

Expenditure to be approved: £47,291.23

Approved Cllr M Turner, Seconded Cllr Taylor. All in favour.

The Clerk requested permission to apply for a Business Debit Card to enable transactions to be paid directly from the current account to improve accountability. The required form would be completed by the bank signatories.

Approved Cllr M Turner, Cllr Bishop. All in favour.

b) To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 31.05.2023 (mth2) & 30.06.2023 (mth3)

Reports received and noted

The Clerk & Finance Officer were working with the Accountant on the 23/24 accounts.

c) To note the demonstration of the Rialtas booking system & its link to the finance system and approve its use

Council received information on the Rialtas booking software which links with the accounting package. See <https://www.rialtas.co.uk/solutions/facilities-booking-management/>

Council discussed the benefits of the system and approved the purchase at a cost of £1750. Proposed Cllr M Turner, Seconded Cllr Holder. All in favour.

d) To agree the change to O365 from Google Drive to link to the Rialtas system

Council discussed the change request noting that FODDC had also recently moved to O365. Council approved the staff request. Costs for the change would be provided and taken to the next Budget Committee meeting for approval.

Proposed Cllr Martin, Cllr Flower. All in favour.

e) To receive the Internal Control Checklist

May and June 2023 internal control checklist provided and noted.

f) To receive the GAPTC CEO advice on the PWLB option to finance the skatepark drainage, car parking, footpath and lighting and agree way forward

Council noted the advice that the lease should be in place before completing the PWLB application. The Clerk & a representative from the Finance Committee would discuss finance options with the accountant.

18) Planning Applications - see list attached (D)

Variation of condition 02 (approved drawings) of P0516/22/FUL to allow for relocation of vehicular parking.

Land To The Rear Of 33 St Whites Road Cinderford Gloucestershire GL14 3DD (P0727/23/FUL)

No objections to variation.

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

Land Parcel Behind 45 Steam Mills Gloucestershire GL14 3JD (P0422/23/FUL)

Noted.

Change of use of first floor accommodation from office to residential and internal alterations to create a self contained 2 bed flat.

17 - 19 High Street Cinderford Gloucestershire GL14 2SE (P0567/23/FUL)

No objection.

20.13 Cllr Morgan left the meeting.

Conversion of detached garage to annexe ancillary to main dwelling with associated works.

147 High Street Cinderford Gloucestershire GL14 2TF (P0801/23/FUL)

No objections.

20.15pm Cllr Morgan returned to the meeting.

Application under Section 191 to establish that an additional first floor bedroom window is lawful.

21 Woodgate Road Cinderford Gloucestershire GL14 2QY (P0862/23/LD1)

FODDC to decide.

Erection of 2 storey detached dwelling to include widening of existing vehicular access and demolition of existing garage.

Cherry Lea 42 Victoria Street Cinderford Gloucestershire GL14 2HR (P0634/23/FUL)

No objections.

Council had considered the following planning application outside of the meeting due to the response date being prior to the Council meeting. The following response was noted:

Land at Littledean Hill Road, Cinderford (P0507/23/FUL)

Erection of a detached dwelling single storey with associated parking, landscaping and works

Council was not consulted on this application. Due to the timeframe for a response Councillors considered the application via email. Councillors were divided towards the application. Councillors who objected raised concerns regarding access, especially the impact for the safety of pedestrians, specifically school children walking on that bend. Highways should be asked to consider this. Councillors who objected also commented on the impact of the streetscene, loss of and impact of view and creating a precedent for building on the street side currently without buildings.

19) Date of next Meetings (N):

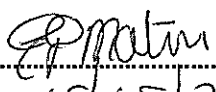
- 18th July 2023, 6pm - Council Health & Safety Session
- 8th August 2023, 7pm.

The meeting closed at 20.20pm.

Signed:.....

Date:.....

Item 15B, District Councillors Update (continued from above) - Cllr Martin provided an update on a meeting attended by external organisations regarding an anti-social matter. The matter remained confidential due to ongoing investigations.

Signed:.....

Date:.....

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Approved 12.07.2023

Mrs E. Bennett

Last logged on 10 July 23 at 04:14 PM

Cinderford Town Council

Switch business

Review and authorise payments

Cinderford Town Council



three to authorise

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	Amount	
AHGTC TOWN COUNCIL MEMBERSHIP FEES	Payment New	ASAP	GBP30.00	View
BOB SMITH 6 MARLBOROUGH STREET DORKING (SURREY)	Payment New	ASAP	GBP32376.00	View
DEAN ELECTRICAL WH MATERIALS	Payment New	ASAP	GBP6.00	View
HALE & CO DRYBROOK MATERIALS	Payment New	ASAP	GBP33.61	View
HMRC - ACCOUNTS OF PAYMENT.	Payment New	ASAP	GBP2409.94	View
LES LOVE MILEAGE - MEETING.	Payment New	ASAP	GBP14.85	View
MAKINSON & CO PAYROLL COSTS	Payment New	ASAP	GBP163.20	View
NEWFIELD ELECTRICAL O. ED FIRE ALARM + EMERGENCY HEATING.	Payment New	ASAP	GBP6936.17	View
OFFICESTAR GROUP L STATIONERY.	Payment New	ASAP	GBP89.85	View
P CACKETT NURSERY PLANTS	Payment New	ASAP	GBP1226.75	View
P CACKETT NURSERY PLANTS	Payment New	ASAP	GBP1842.00	View
PIONEER PLUMBING S MATERIALS	Payment New	ASAP	GBP98.35	View
RIALTAS BUSINESS S WIE CLOSEDOWN	Payment New	ASAP	GBP906.00	View
RM EDUCATIONAL RES STATIONERY	Payment New	ASAP	GBP182.96	View

Recipients	Type	Payment date	Amount	
SCREWFIX DIRECT T/	Payment New	ASAP	GBP31.77	View
SLABS 2 U COMPOST	Payment New	ASAP	GBP142.94	View
STARK BUILDING MAT MATERIALS.	Payment New	ASAP	GBP334.13	View
THE LOCKSMITHS & S LOCK.	Payment New	ASAP	GBP7.95	View
TINDLE NEWSPAPERS ADVERTISING.	Payment New	ASAP	GBP72.00	View
TRAVIS PERKINS MATERIALS	Payment New	ASAP	GBP341.76	View
VALLEYOAKS GARAGE MOT	Payment New	ASAP	GBP45.00	View

[Previous](#) [Next](#) [Latest](#)

£47,291.23 to be
authorised July 2023
meeting

G Morgan

NOTED 12.07.2023 Meeting

Transaction Date	Transaction	Transaction Description	Debit Amount
12/07/2023	DD	ALLSTAR AS60192550	94.81
11/07/2023	DD	BRITISH GAS BGL0271168-0259942	65.03
10/07/2023	DD	EDF ENERGY 671174621632	107.63
10/07/2023	DD	RENTOKIL INITIAL CHL-MT002387	0.55
07/07/2023	FPO	BOB SMITH 500000001163426718 4 -CTC 6 MARKET	53321.6
06/07/2023	DD	DVLA-DY69YYH 000000000059055847	320
06/07/2023	DD	WATER PLUS 0385051855	97.76
05/07/2023	DD	GOCARDLESS MODULEITLTD-9M9QP7	232.5
05/07/2023	DD	ALLSTAR AS60192550	61.81
03/07/2023	DD	H3G 985961515601290623	31
30/06/2023	DD	BRITISH GAS BGL0068277-0061670	364.98
30/06/2023	DD	BRITISH GAS BGL0068274-0061667	327.38
30/06/2023	DD	BRITISH GAS BGL0068278-0061671	60.35
30/06/2023	DD	BRITISH GAS BGL0068273-0061666	32.13
28/06/2023	PAY	SERVICE CHARGES REF : 398376350	7
28/06/2023	FPO	STAFF SALARIES - SEE SEPARATE LIST	11341.23
28/06/2023	FPO	NEWFIELD ELECTRICALS	2840.47
28/06/2023	DD	ALLSTAR AS60192550	51.84
27/06/2023	DD	BRITISH GAS BGL0271957-0260863	44.96
26/06/2023	DD	BIFFA WASTE SERVIC C44048	998.09
23/06/2023	FPO	RURAL MARKET TOWN 600000001153849951 RMTG,	23
23/06/2023	FPO	PITMAN BLACKSTOCK 100000001150709167 23/4525	1680
23/06/2023	FPO	VIRTUS CONSULT LTD 200000001150205657 2223/25	3892.8
23/06/2023	FPO	SCREWFIX DIRECT T/ 400000001158932123 6331640	214.32
23/06/2023	FPO	TINDLE NEWSPAPERS 200000001150204580 4000836	30
23/06/2023	FPO	VALLEYOAKS GARAGE 300000001157462120 SI-8526	323.03
23/06/2023	FPO	ROSPA PLAY SAFELY 500000001154112698 70502 CIN	504.6
23/06/2023	FPO	IGNYTE LIMITED 200000001150203179 13551 VISIT C	180
23/06/2023	FPO	FOREST OF DEAN COU 100000001150705976 05/005	23
23/06/2023	FPO	EMMA BENNETT 100000001150705593 EXPENSES PL	23.8
23/06/2023	FPO	EARLYBIRDS PLAYGRO 500000001154110942 GRANT	500
23/06/2023	FPO	ANNE WEYMAN 300000001157457918 EXPENSES 305	26.58
21/06/2023	DD	EDF ENERGY 671174621625	240.48
21/06/2023	DD	BRITISH GAS BGL0068275-0061668	120.68
21/06/2023	DD	ALLSTAR AS60192550	1.8
20/06/2023	DD	BRITISH GAS BUSINE 603269338040919000	123.52
19/06/2023	DD	GLOS PENSION FUND 116782	3864.68
19/06/2023	DD	RENTOKIL INITIAL CHL-MT002387	165.26
16/06/2023	DD	BRITISH GAS BGL0271168-0259942	220.02
15/06/2023	FPO	WESLEY PLAYERS 300000001153492171 GRANT CIND	400
15/06/2023	FPO	HARD OF HEARING CL 100000001146733080 GRANT	150
15/06/2023	FPO	FOREST SENSORY SER 300000001153485396 GRANT	250
15/06/2023	FPO	FOREST OF DEAN LIO 300000001153483842 SPONSO	70
15/06/2023	FPO	PRIDE IN GLOUCESTE 300000001153481628 GRANT C	1000
15/06/2023	FPO	CROSSROADS 300000001153477465 GRANT CINDERF	500
15/06/2023	FPO	CANOPY 200000001146213733 GRANT CINDERFORD	500
15/06/2023	FPO	CANDI YOUTH SPACE 400000001154944332 GRANT C	1000
15/06/2023	FPO	ARTSPACE 200000001146211955 GRANT 309529 1	1000
15/06/2023	SO	GPFA	100
14/06/2023	DD	ALLSTAR AS60192550	56.97
14/06/2023	DD	MAINSTREAM DIGITAL AA21619093	4.96
			76249.39

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