



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford
Tuesday 14th March 2023, 7pm**

Present:

Cllr Chris Witham
Cllr Chris Brown
Cllr Di Martin
Cllr Graham Morgan
Cllr Nigel Taylor
Cllr Mark Turner
Cllr Jeremy Charlton-Wright
Cllr Tim Holder
Cllr Roger Sterry
Cllr Sally Reader (late arrival)

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
Barry Bodin-Jones, Senior Project Manager, Publica Group representing FODDC
PCSO Jenkins & PCSO Kettley
Jer Holland, Town Crier
0 Members of the public

Apologies received:

Cllr Max Coborn
Cllr Anthony Davies
Cllr Roland Pritchard
Cllr Louise Bent

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 14 and 17(c) 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.
- 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).**
None.
- 4) **Chairman's Urgent Business (for information only items)**
None raised.
- 5) **To confirm the Minutes of the Meeting held on Tuesday 14th February 2023**
The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.
Proposed Cllr Charlton-Wright, Seconded Cllr Taylor. All in favour.
- 6) **Matters Arising from Minutes (for information only)**
 - Police attendance at meetings - to attend when work schedule allows

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- Speed device - booked
- Transport emission survey - response submitted
- Bilson Mission bell returned to CTC
- Write to FODDC re historic building preservation - complete
- WWW - some changes made


- 7) **To receive the Police Update & discuss vandalism and speeding**
Report received on crime statistics. The police updated on work with local schools. Council discussed parking on pavements and received feedback on the Heywood Road Public Conveniences. .
- 8) **To receive a presentation from FODDC's Community Energy Project Officer on the Forest Energy Community Initiative/Aurora Project and agree any actions**
Not in attendance. To rearrange.
- 9) **To receive a presentation from FODDC and discuss the Heywood Road Public Conveniences and agree any actions**
Council received a detailed presentation and requested that Cinderford facilities were included in the project review, FODDC consider relocating the facilities into the town centre and current facilities be reopened inline with shop opening times. Councillors also requested ongoing engagement with FODDC on issues.
- 10) **To receive an update on the Levelling Up Fund**
The Estates Manager updated on progress with The Wesley, 6 Market Street and Rheola House. The collapsed roof of The Green Roof was a concern.
- 11) **To receive an update on the Emergency Plan GRCC meeting and agree any actions**
A number of Councillors had attended the GRCC session. It was agreed a Committee would be set up post Election to progress this. Template documentation had been received. .
- 12) **Climate Action (N/D) - to receive the Climate Action Update**
Councillors noted a reply had been sent to GCC re the Sustainable Transport Survey. The Maintenance Team were considering areas for "No Mow May". A meeting to discuss the Climate Emergency Action Plan would be arranged. The GWT rain garden was progressing.
- 13) **To receive the electrical quote for the Steam Mills Defibrillator and agree works**
A meeting on site at The Pavillion had taken place to provide a designated supply for the defibrillator. Council agreed the quotation at £380.88 plus VAT. Proposed Cllr Turner, Seconded Cllr Sterry. All in favour.
- 14) **To receive a recommendation from the Estates & Finance Committee following the tender and selection process for the fire alarm system at Dockham Road**
Documentation following the competitive tender was provided. 8 quotations had been received. The Estates Committee had reviewed and scored all following a criteria. Company 7 was recommended by the Committee.

Proposed by Cllr Turner to request references, undertake checks, review terms and conditions and the schedule of works for company 7. Seconded Cllr Charlton-Wright. Abstained Cllr Brown & Cllr Martin. Remaining Councillors in favour.
- 15) **Correspondence (D)**
- a) **To note the FODDC response on historic buildings and agree any actions**
The response from the FODDC Planning Policy Officer was received and noted.
- b) **To receive an update from Ruspidge & Soudley Parish Council (R&SPC) Clerk on the St Whites bus shelter request**
A joint meeting between CTC, R&SPC and the student is being arranged. A Councillor had followed up with Grindles Coaches regarding the stop location.
- c) **To receive details of the Cinderford Litter Pick and agree Councillor attendance**
The event is taking place on Saturday 1.4.2023, 10am -12pm. Meet and parking at Meeting and parking at Bo Peeps Day Nursery on Forest Vale Industrial Estate. Cllr Sterry to attend.
- d) **To receive and note the ERDF Wild Towns Opportunity Mapping, Management and Monitoring Plans documents**
Council received and noted the two reports from the ERDF Wild Towns project and discussed future opportunities.

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- e) **To receive details of the new Operations Manager at the Forest Foodbank**
Council noted details of the new Operations Manager.
 - f) **To consider renewing membership of both the Rural/Market Towns Group and Gloucestershire Market Town Forum or continue to be a member of RMTG under the umbrella of the GMTF**
Councillors discussed membership of the Market Town organisations and agreed to maintain its present arrangements through direct Councillor representation with both GMTF (Cllr Jeremy Charlton- Wright) and RMTG (Cllr Roger Sterry).
Proposed Cllr Charlton-Wright, Seconded Cllr Turner. All in favour.
 - g) **To receive and note the County Councillor update on the GCC budget & road safety**
The County Councillor updated on the GCC budget and road safety. It was agreed CTC would write to the Community Safety Partnership and request a speed limit for the Forest roads. CTCI would also write to FODDC regarding Yew Tree Brake Cemetery with regards to access issues, parking and congestion. Proposed Cllr Morgan, Seconded Cllr Martin. All in favour.
 - h) **To receive and note FODDC honoured three Cinderford residents with citizenship award**
FODDC had honoured three boys in Cinderford with a special Outstanding Citizenship Award. CTC noted their work and sent congratulations on their award.
- 16) Reports/Minutes (N)**
- a) **Written update from County Councillor** - written report received.
 - b) **Written update from District Councillor** - Cllr Martin updated on the Northern Quarter inquiry and would provide an update at the April meeting.
 - c) **Committee Updates - Playing Fields Committee 8.3.2023, Climate Change Working Group 8.3.2023 and Estates & Finance Committee 8.3.2023** - reports received.
- 17) To receive an update on the Community Hospital, Skatepark, Dockham Road & Dilke Hospital including:**
- a. **Latest planning correspondence** - SP Associates have provided the chemical laboratory results for Public Open Space GACs. This had been submitted to FODDC Planning and information was awaited. .
 - b. **Mavericks update** - joint meeting with Archus, MFF Freeman and Mavericks would take place on 15th March 2023 and Councillors had been invited. Mavericks previously advised that they cannot start work until August.
 - c. **Dockham Road & FVAF Lease update** - meeting with CTC and FVAF's solicitor planned for 15th March at 3.30pm. Councillors invited.
 - d. There was no update on the Community Hospital works or Dilke Hospital.
- 18) 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:
Payment made since last meeting February/March 2023 - £63,920 (including Payroll £11,524.00, LUF £26,029.49)
Expenditure to be approved: £34602.93 (LUF expenditure £29,078.55)
Approved Cllr Turner, Seconded Cllr Charlton-Wright. All in agreement.
 - b) **To receive the Internal Control Checklist**
Check undertaken February 2023.
 - c) **To receive the latest financial reports**
Provided.
 - d) **To discuss the PWLB option to finance the skatepark drainage, car parking, footpath and lighting**
Information on the public consultation advert provided. The Clerk advised that the process in applying would be impacted by the delays to the Dockham Road lease signing. Council approved the wording subject to removal of acronyms.
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- e) To note receipt of grant applications and donation requests from Dean Forest Kitchen, Forest Sensory Services and CRFC Music Festival and agree date to consider all applications in financial year 2023/24
Council agreed to consider in financial year 2023/24.

19) Planning Applications - see list attached (D)

Variation of condition 02 (approved plans) relating to planning permission P0429/14/FUL to alter the orientation of the extension roof

12 Woodgate Road Cinderford Gloucestershire GL14 2RA (Ref. No: P0193/23/FUL)

No comment.

Technical Details Consent following approval of P1507/22/PIP (Erection of detached dwelling and demolition of existing garage) (Amended Plans).

7 Parragate Cinderford Gloucestershire GL14 2LX (Ref. No: P0239/23/TDC)

No objections

Change of use from Class B2 general industrial to Class E(d) indoor sport, recreation or fitness.

2 Hollyhill Road Cinderford Gloucestershire GL14 2YA (Ref. No: P0240/23/FUL)

Support.

20) To receive and approve the following policies from CTC's Health & Safety Advisor:

- | | | |
|--|--|--------------------------------------|
| 1. Accident Reporting | 11. Induction Training | 23. Environmental Policy |
| 2. Asbestos Management Policy & Procedures | 12. Ladder & Steps Policy | 24. CDM Regulations Policy |
| 3. Alcohol and Drugs Policy | 13. Mobile Tower Access Policy | 25. Lone Working Policy |
| 4. Control of Contractors Procedure | 14. Manual Handling | 26. Anti-Bribery Policy |
| 5. Control of Substances Hazardous to Health | 15. Permit to Work | 27. Equal Opportunities Policy |
| 6. Confined Spaces Policy | 16. Personal Protective Equipment Policy | 28. Fire Safety Policy & Procedure |
| 7. Electrical Safety | 17. Protection of the public | 29. Health & Safety Policy Statement |
| 8. First Aid Policy | 18. Slips, Trips & Falls Policy | 30. Health Surveillance Policy |
| 9. Health & Safety Training Policy | 19. Working at Height Policy | 31. HSE Health & Safety Guide |
| 10. Hot Working Policy | 20. Welfare Facilities Policy | |
| | 21. Young Persons Policy | |
| | 22. Risk Assessments | |

Council approved the above listed policies.

Proposed Cllr Sterry (H&S Councillor), Seconded Cllr Charlton-Wright. All in agreement.

21) Date of next Meetings (N)::

- Full Council - Tuesday 11th April 2023

Signed:.....

Date:.....11/04/2023.....

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| Transaction Date | Transaction Type | Transaction Description | Debit Amount |
|------------------|------------------|--|-----------------|
| 14/03/2023 | DD | MAINSTREAM DIGITA_ AA21619093 | 4.44 |
| 09/03/2023 | DD | DVLA-WJ59RDZ 0000000000003197023 | 290 |
| 08/03/2023 | DD | ALLSTAR AS60192550 | 1.8 |
| 07/03/2023 | DD | GOCARDLESS MODULEITLTD-9M9QP7 | 232.5 |
| 06/03/2023 | DD | H3G 985961515601020323 | 31 |
| 03/03/2023 | FPO | COMBINED PRECISION 500000001091084399 93448778 400250 10 03MAR23 09:42 | 106.8 |
| 02/03/2023 | DD | BRITISH GAS BGL0068277-0061670 | 404.9 |
| 02/03/2023 | DD | BRITISH GAS BGL0068274-0061667 | 265.3 |
| 02/03/2023 | DD | BRITISH GAS BGL0068278-0061671 | 198.98 |
| 02/03/2023 | DD | BRITISH GAS BGL0068273-0061666 | 75.68 |
| 01/03/2023 | DD | ALLSTAR AS60192550 | 65.78 |
| 01/03/2023 | SO | AR WEBSITE DESIGN | 70 |
| 28/02/2023 | PAY | SERVICE CHARGES REF : 388744940 | 7.85 |
| 27/02/2023 | DD | BRITISH GAS BGL0271957-0260863 | 25.02 |
| 23/02/2023 | FPO | FOREST OF DEAN COU 200000001081761225 B/C THE WESLEY 309187 10 23FEB23 17:24 | 245.82 |
| 23/02/2023 | FPO | HMRC - ACCOUNTS OF 200000001081758435 214PW00008041 083210 10 23FEB23 17:19 | 3029.75 |
| 22/02/2023 | FPO | STAFF SALARIES - BREAKDOWN PROVIDED SEPARATE REPORT | 11524.32 |
| 22/02/2023 | DD | ALLSTAR AS60192550 | 1.8 |
| 21/02/2023 | DD | EDF ENERGY 671174621632 | 7108.34 |
| 21/02/2023 | DD | BRITISH GAS BGL0068275-0061668 | 299.97 |
| 20/02/2023 | DD | BRITISH GAS BUSINE 603269338040919000 | 460.95 |
| 17/02/2023 | DD | GLOS PENSION FUND 116782 | 3863.27 |
| 17/02/2023 | DD | EDF ENERGY 671174621625 | 204.78 |
| 16/02/2023 | FPO | SLCC 200000001078015025 BK208530-2 608301 10 16FEB23 08:46 | 72 |
| 16/02/2023 | FPO | TH HASKETT & SON L 500000001081958398 11366 309529 10 16FEB23 08:45 | 174 |
| 16/02/2023 | FPO | SLCC 400000001086749225 MEM242581-1 608301 10 16FEB23 08:44 | 279 |
| 16/02/2023 | FPO | EMMA BENNETT - CORONATION FLAGS | 27 |
| 16/02/2023 | FPO | VALLEYOAKS GARAGE 500000001081957138 SI-7991 VEHICLE RE 401724 10 16FEB23 08:41 | 277.03 |
| 16/02/2023 | FPO | TRAVIS PERKINS 600000001081685180 840329 CINDERFORD 560060 10 16FEB23 08:41 | 587.7 |
| 16/02/2023 | FPO | FOREST OF DEAN COU 100000001078723182 B/C 6 MARKET ST 309187 10 16FEB23 08:40 | 434.95 |
| 16/02/2023 | FPO | RIALTAS BUSINESS S 600000001081684425 6134 - 30309 403804 10 16FEB23 08:39 | 276 |
| 16/02/2023 | FPO | HALE & CO DRYBROOK 600000001081684165 03338 CINDERFORD T 309529 10 16FEB23 08:38 | 463.06 |
| 16/02/2023 | FPO | SEAL GLASS LTD 400000001086746742 S6106 RHOUSE WINDO 401724 10 16FEB23 08:38 | 6646.63 |
| 16/02/2023 | FPO | CITY ELECTRICAL FA 200000001078011540 41203020 202371 10 16FEB23 08:37 | 106.34 |
| 16/02/2023 | FPO | CITY ELECTRICAL FA 500000001081954483 41203020 202371 10 16FEB23 08:35 | 19.95 |
| 16/02/2023 | FPO | CENTRAL GROUP 200000001078010464 A3941C 402411 10 16FEB23 08:34 | 26029.49 |
| 15/02/2023 | DD | ALLSTAR AS60192550 | 8.38 |
| | | | 63920.58 |

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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.

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| Recipients | Type | Payment date | Amount | |
|--|-------------|--------------|-------------|----------------------|
| ABBEY LOOS <i>Coronation-hire</i> | Payment New | ASAP | GBP99.00 | View |
| ANNE WEYMAN <i>Commonwealth Day Spending Event</i> | Payment New | ASAP | GBP16.76 | View |
| BOB SMITH LWF <i>(Market St) Builder</i> | Payment New | ASAP | GBP19449.35 | View |
| CHRIS WITHAM <i>July 21 - Dec 22 Siteground www hosting</i> | Payment New | ASAP | GBP629.79 | View |
| CHRIS WITHAM <i>Llove laptop</i> | Payment New | ASAP | GBP375.94 | View |
| CITY ELECTRICAL FA <i>materials</i> | Payment New | ASAP | GBP3.99 | View |
| DBC SOLUTIONS LTD <i>fire extinguishers Steam mists</i> | Payment New | ASAP | GBP285.60 | View |
| DBC SOLUTIONS LTD <i>fire extinguishers Wesley</i> | Payment New | ASAP | GBP223.20 | View |
| EMMA BENNETT <i>Coronation-Bunting</i> | Payment New | ASAP | GBP14.40 | View |
| FOREST ICT <i>Removal phone cables</i> | Payment New | ASAP | GBP37.50 | View |
| GAPTC <i>Training-Internal Ctrl</i> | Payment New | ASAP | GBP30.00 | View |
| HALE & CO DRYBROOK <i>Materials</i> | Payment New | ASAP | GBP383.11 | View |
| RA & LI STERRY <i>Manor Suit App</i> | Payment New | ASAP | GBP130.00 | View |
| REFLECTIONS WINDOW <i>Window cleaning Bvc</i> | Payment New | ASAP | GBP230.00 | View |

| Recipients | Type | Payment date | Amount | |
|--|----------------|--------------|------------|----------------------|
| REFLECTIONS WINDOW <i>Bus Shelter roof cleaning</i> | Payment New | ASAP | GBP220.00 | View |
| SAINT GOBAIN BUILD <i>LUF 6 Market St Materials</i> | Payment New | ASAP | GBP4681.88 | View |
| SCREWFIX DIRECT T/ <i>Materials</i> | Payment New | ASAP | GBP61.05 | View |
| SECURITAS <i>Emer lighting + fire alarms</i> | Payment New | ASAP | GBP848.58 | View |
| SLABS 2 U <i>Plants/compost</i> | Payment New | ASAP | GBP132.00 | View |
| SLCC <i>Electrons training</i> | Payment New | ASAP | GBP18.00 | View |
| STARK BUILDING MAT <i>Materials</i> | Payment New | ASAP | GBP460.57 | View |
| THE LOCKSMITHS & S <i>Rheola keys</i> | Payment New | ASAP | GBP137.00 | View |
| TINA BALGOBIN <i>LUF Av Equipment</i> | Payment New | ASAP | GBP450.00 | View |
| TOOLSTATION LTD <i>Materials</i> | Payment New | ASAP | GBP6.58 | View |
| TRAVIS PERKINS <i>Materials</i> | Payment New | ASAP | GBP541.50 | View |

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Switch business

Review and authorise payments

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three to authorise ⁱ

Payment control

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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.

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| Recipients | Type | Payment date ⁱ | Amount ⁱ | |
|---|----------------|---------------------------|---------------------|----------------------|
| <i>LUF Consultancy Services</i> VIRTUS CONSULT LTD | Payment New | ASAP | GBP2640.00 | View |
| <i>Counterop items</i> WATERLOGIC | Payment New | ASAP | GBP1139.33 | View |
| <i>BVC water</i> WATERPLUS | Payment New | ASAP | GBP1100.60 | View |
| <i>Triangle-water</i> WATERPLUS | Payment New | ASAP | GBP257.20 | View |

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