



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford,
Tuesday 10th October 2023, 7 p.m.**

Present:

Cllr Graham Morgan (Chair)
Cllr Matthew Bishop
Cllr Chris Brown
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Carol Marsh
Cllr Di Martin
Cllr Tim Holder
Cllr Alison Pflug
Cllr Roger Sterry
Cllr Karen Turner
Cllr Mark Turner
1 x vacancy (NT)

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
Lisa Smith, Homestart

Apologies received

Lynn Sterry

Absent:

Cllr Louise Bent

- 1) **To receive apologies for absence**
Apologies were accepted from Councillor L Sterry.
- 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 22c Dockham Road & FVAF - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF. Cllr Chris Brown declared a pecuniary interest as CEO of FVAF. Item 22c 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.**
None.
- 4) **Chairman's Urgent Business (for information only items)**
Issues with ball games being played in the Triangle were discussed noting the risk to damage to the War Memorial and road incidents. The Youth Association and Police would be asked to visit.
- 5) **To confirm the Minutes of the Meeting held on 12th September 2023**
The Minutes and Confidential Minutes of the meeting were accepted and signed as a true record.
Proposed: Cllr R Sterry, Seconded Cllr Holder. All in favour.
- 6) **Matters Arising from Minutes (for information only)**
Report received.

gm

- 7) **To note the resignation of Cllr Nigel Taylor and give thanks noting that FODDC Elections had been informed of the vacancy**

A casual vacancy has occurred following the resignation of Cllr Taylor. The FODDC formal Notice of Vacancy was currently on display. The Chair thanked Cllr Taylor for his work on the Council and for helping at events.

- 8) **Police Update**

- a) **To receive and note the written monthly report**

The report for 8th September to 9th October 2023 was received.

- b) **To discuss any recent issues**

None raised.

- 9) **To receive a presentation from Homestart on Mothers in Mind**

Council received a presentation. Homestart is a local charity that provides emotional and practical support to parents with at least one child under five years old. Their aim is to provide early support to families who are facing the challenges and stresses of family life, including a wide range of difficulties such as isolation, low self-esteem, physical and mental health issues and work alongside parents to raise their self-confidence. Further details including volunteering opportunities can be found at www.homestartnwglos.org.uk

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

A. The Wesley - A significant roof leak to a different room area following Storm Betty had occurred. Emergency repairs were required and Council previously agreed (12.09.23) for the Estates Manager to arrange for the necessary repairs to reduce further damage. Repairs had been undertaken at a cost of ££3,683.08 to be met from the LUF budget.

B. 6 Market Street - Internal refit of No.6 Market Street anticipated to begin week commencing 30th October with Harris Evolution engaged by MusicWorks. Installation of Solar PV anticipated week commencing 27th November.

C. Rheola House Internal redecoration of Rheola House to begin anticipated week commencing 20th November. The laying of new floor and addition of a floor covering is complete in the Co-Working station. Installation of and commissioning of 3 x EVCPS at Rheola House complete and operational.

D. To receive the FODDC Changing Places Grant Agreement and note signing and return of the Agreement by the Clerk

Received and complete. Estates Manager liaising with FODDC regarding the Sewer Outlet and toilet position.

E To receive the quotation from CTC's security company and approve the installation of an internal access control system at Rheola House by Security1 at a cost of £6115.00 to be funded by Levelling Up Fund

Council considered the quote for the access control system on the Inner Lobby door, the door into the Co-Working Station and the outer door into Tenants Area. Other quotes requested for comparison. Council agreed to discuss at next meeting.

F. To receive the quotation and agree replacement fire and access doors at Rheola House One quote received. Further quotes awaited and to be discussed at next meeting.

G. To note the Clerk & Estates Manager meeting planned with representatives from Gloucestershire College Construction school

Meeting scheduled for 13.10.2023 to discuss potential opportunities for construction students to learn new skills and use our property as a learning facility. Advise outcome post meeting.

H. To receive and discuss signpost wording and design for Staff Parking on CTC private land following recent parking issues

The Estates Manager advised that this item related to a legal matter and expert advice was being sought. It was proposed by Cllr Martin and Seconded by Cllr R Sterry and agreed that the following resolution be moved that is advisable in the public interest that the public and press are excluded from item 10H whilst the Estates Manager gives a confidential update. Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted and agreed to discuss after item 27 of the agenda.

I. To receive and approve the GWT plans for The Wesley courtyard for the Love Your Cinderford Brook Project and note an initial suggestion relating to Miners Welfare Playing Fields

GWT had provided 3 drawing designs for council approval for The Wesley courtyard. Council approved the GWT works at The Wesley. It was confirmed that nesting boxes and bee friendly plants would be installed.

GM

A potential opportunity to undertake works at Miners Welfare Playing Fields were being initially explored by GWT.

An invitation to the CPRE Gloucestershire's 2023 Awards presentation ceremony had gone to the Mayor, Chair, Town Clerk & Estates Manager. CTC is to receive a certificate for the role of the Council in the Love your Cinderford Brook project.

11) To receive an update from the Cinderford Community Emergency Plan Working Group (MT/JCW/DF)

An update on progress to date was provided. Contact with the Flood & Community Resilience Officer was planned. The existing Emergency Plan was being used as the starting point. A further meeting is planned.

12) Climate Action

a) To receive an update from the Climate Action Working Group (CB/DF/DM/JCW)

The Working Group had met on 10.10.2023. An update on the Expression of Interest for the GCC Trees for Gloucestershire scheme, Forestry England Forest Forum event, Training on Radical Adaptation for Councillors on Creating Green/Resilient Communities and correspondence on Zero Hour with regard to the Climate & Ecology Bill was provided.

b) To agree further working group member appointment

A further member was sought.

13) To receive an update on the Health & Safety External Visit on 02.10.2023 from the H&S Councillor

5 reports were received from the external visit. The Ground & Maintenance Team were addressing actions from the reports. The H&S Councillor advised on visits to the properties highlighting this was a worthwhile exercise. A few advisory items were noted. Council were pleased with improvements being made especially at Dockham Road.

14) To receive an update on the process for requesting a TRO for a 20mph limit in Cinderford residential areas (JCW)

Contact had been made with the GCC TRO Manager with regard to the extension of the existing 20mph scheme and details and costings were requested. An update on statistics at different speed levels was provided. A Councillor updated on a visit to a Welsh 20mph zone and would provide further information.

15) To discuss arrangements for the 24 hour vigil of the 100th Anniversary of War Memorial in Cinderford and agree Councillor attendance at event

To commemorate the Cinderford War Memorial's 100th anniversary a 24-hour vigil will be held which starts 11am on 17th November 2023 and will conclude at 11am on 18th November 2023 with a short Remembrance Service when the names of the fallen from all wars will be read out. Residents and businesses are invited to take part. The CTC office should be contacted to book a slot.

16) To consider a suggestion for extending the Triangle barriers to reduce parking/vehicle cut throughs over the paved parking area (JCW)

A number of vehicles were using the Triangle as a shortcut or turning right at the no right turn. It was agreed that the planting troughs would be placed in areas being accessed by cars. It was agreed to ask GCC and the Police to follow up on the right hand turn issues.

17) To receive an update on the installation of the Community Speedwatch Camera (MT)

Camera is fully charged and will shortly be installed on lamp post 16. The poles for the Vehicle Advisory Sign were required to be extended before this could be installed and GCC Highways were looking into this.

18) Office/Councillor IT:

a) To receive the IT quotes for O365 and consider and agree the contractor

Four quotes received and reviewed. Council recommended the appointment of Forest ICT based on price and proximity. Approved Cllr Turner, Seconded Cllr Brown, All in favour.

b) To receive the recommendation from Forest ICT to purchase a Synology NAS box, undertake 321 approach to backups and purchase a HP prodesk

Forest ICT had met with the Clerk and Cllr Turner to review and recommended the above to improve the IT at a cost of £981.60.

Approved Cllr Turner, Seconded Cllr Brown. All in favour.

GM

19) Correspondence (N/D/A)

- a) **To note the FODDC Strategic Overview and Scrutiny Committee Inquiry Day on 6.10.2023 is postponed**
Noted.
- b) **To note submission of interest to the GAPTC Executive Committee role submitted by Cllr Bishop**
Noted. GAPTC have advised they had received five nominations for the two available positions on our Executive. One Councillor advised he would withdraw his initial application and a further Councillor would contact GAPTC regarding the role.
- c) **To approve the draft of the Freedom Scroll awarding Freedom of the Town Award to Royston Mills**
Approved. The draft would progress to printing and be framed and presented. Proposed Cllr Turner, Seconded Cllr R Sterry. All in favour.
- d) **To receive information on the Councillor Advocacy Scheme and approve the nominated representative**
Details of the scheme were provided. Council was asked to nominate one representative to become the councillor advocate. Cllr Flower was the nominated representative with Cllr Martin and Cllr Charlton-Wright to act as deputy contact. All in favour.
- e) **To note FODDC's offer of 6 free parking days and note CTC's agreed dates (already confirmed via email to meet FODDC deadline)**
Light Switch On - Saturday 25th November 2023
Xmas Convoy - Saturday 9th December 2023
And then the four Saturday's in the run up to Xmas: 17th November, 2nd December, 16th December and 23rd December 2023
- f) **To note the award of £450 grant for youth holiday work under the GCC Build Back Better Councillor Scheme and note signing of the agreement by the Clerk**
Noted.
- g) **To note the consultation on draft recommendations for division boundaries in Gloucestershire has begun noting that there is no implications for Cinderford and consider if any reply should be sent**
Draft recommendations for new divisions, boundaries, and names for Gloucestershire were received. There were no changes for Cinderford. Council agreed no response was required.
- h) **To consider the request from the FOD Radio Controlled Car Club to start clearing the land prior to the lease being drafted by CTC's solicitor**
Council considered the request for the former outdoor tracks to be re-cleared again prior to the lease being drafted. CTC's solicitor was progressing the land ownership with the Land Registry. Council considered the request to clear the former area and approved the works recognising the former site was being reused.

20) Audit - to note the conclusion of the Annual Audit for the year ending 31st March 2023 and the comments from the External Auditor

External Auditors had completed their review for the year ended 31.03.2023 and provided an update regarding the 2021/22 figure in Section 2, Box 9 for assets purchased in 2021/22 which related to The Wesley purchase in late 2022 and added in 2023. The Notice of Conclusion of Audit had been published on the website and noticeboards and the required EA fee had been paid.

The Clerk and CTC's accountant were discussing the monies and transactions held by the solicitor in their completion statements dated 25th March 2022 and 30th June 2022.

21) Reports/Minutes (N)

- a) **Written update from County Councillor** - received. Geotechnical results for the road closure between Ruspidge & Soudley were required before the carriageway works could take place. The regular meeting with Highways to discuss Cinderford issues had taken place. The dates of the proposed closure of Cinderford High Street would be queried with Highways.
- b) **Written update from District Councillor** - no update provided. Some meetings cancelled. Update to be provided in November meeting
- c) **Committee Updates - Events Meeting 19th September 2023** - received.
- d) **To appoint Cllr Pflug to Committees/Working Groups** - to discuss next meeting.

22) Community Hospital, Skatepark, & Dilke Hospital update (A/N/D):

The new FOD Community Hospital is due to open in Spring 2024 and transition plans have been published. The Dilke Hospital has been registered as an Asset of Community Value.

a. Skatepark

MF Freeman provided an update on works undertaken to the car park areas and drainage and future works.

GM

Cartway Green drainage - An access agreement is required. Contact made and initial drawings sent to Guinness Housing as private ownership. MFF had advised that the storm outfall is deep is an expensive unbudgeted operation as the scheme initially was for a closed soakaway system. The Clerk advised that works were to be an additional 20-30k worth of activities, plus any caveats imposed. Archus have explored alternative options with FODDC.

Mavericks update - Mavericks advised that steels are progressing well - concrete works are starting soon.

Lighting update - contractors have advised that taking the electrical supply from the CCTV column is the best practical solution.

- b. **To discuss the skatepark name and review the old signage** - Collingwood named on signage at Miners Welfare. The old sign is out of date as it mentions a public telephone box and nearest hospital and does not meet current requirements. Council agreed to keep the Collingwood Skatepark name and utilise the name part of the sign.
- c. **Dockham Road lease position update** - the proposed Deed of Covenant and Variation (to the Overage Deed), that lawyers prepared, is with NHS Property Services and has been since early September. The NHS PS lawyer advised at end of September that she is awaiting instructions internally. FVAF lawyers are chasing a response.

23) PWLB/Skatepark

To approve the Resolution to borrow from the Public Works Loan Board. Following the Public Consultation, that ran from 16th August 2023 to 17th September 2023.

- a) **To note the closure of the skatepark works PWLB consultation which ran from 16th August 2023 to 17th September 2023 and note responses**
71 responses were received. 63 voted yes. 8 voted no.
- b) **To consider the PWLB report to Council**
Council received and discussed the detailed report. .
- c) **It was resolved to seek the approval of the Secretary of State for Levelling Up, Housing and Communities and Local Government to apply for a PWLB loan of £125,000 over the borrowing term not exceeding 6 years for CTC's contribution to the skatepark project to cover drainage, footpath, lighting, fencing, litter bins and carpark construction works**

CTC has already increased the council tax precept for the purpose of the loan repayments by £25,000.00 in the 2023/24 budget which equated to a 2.35% budget increase which is the equivalent of an additional £11.30 a year. This was subject to a precept increase consultation.

A public consultation ran from 16th August 2023 to 17th September 2023 regarding the proposed application to the Public Works Loan Board.

Guidance on the Public Work Loan had been provided to Councillors in their pre-meeting packs on 25.01.2023 and again on 10.10.2023.

The Clerk confirmed that the Council had forward planned and the 2023/24 budget included a line entry of £25k repayments for the Public Works Loan (budget code 210 skatepark/4080 PWLB repayments) refers.

The Council unanimously approved the resolution to borrow from the Public Works Loan Board. It was resolved to seek the approval of the Secretary of State for Levelling Up, Housing and Communities and Local Government to apply for a PWLB loan of £125,000 over the borrowing term not exceeding 6 years for CTC's contribution to the skatepark project to cover drainage, footpath, lighting, fencing, litter bins and carpark construction works.

The annual loan repayments will come to around £25,000. Council had already increased the council tax precept for the purpose of the loan repayments by £11.30 a year/2.35% and future budgets will include PWLB loan repayments.

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

24) Finance (N/A)

- a) **To agree the Accounts for Payment as per the list circulated prior to the meeting and**
- b) **To note any urgent payments already made for ratification including card payments**
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 September 2023 - £162974.40 (see appendix 1)
Payroll £11,316.13

Expenditure to be approved: £158265.63 (see appendix 2)

Approved Cllr M Turner, Cllr Charlton-Wright. All in favour.

- c) **To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 31.08.2023 (mth5) and 30.09.2023 (mth6)**
Received and signed. There were no questions raised.
Proposed Cllr Charlton-Wright, Seconded Cllr Martin. All in favour.
- d) **To receive the Internal Control Checklist & Clerk/RFO Update**
To be undertaken by checker.
- e) **To sign the application for the Finance Officer to have a Business Debit Card for use in the absence of the Clerk**
The form would be completed by the bank signatories.
- f) **To note the submission of a grant application form to Enovert Community Trust and Arts Council for works at The Wesley noting CTC financial contributions will be required in the event of any successful applications**
Contributions of 10% and 5%, respectively, would be required if the applications were successful.
Proposed to make payments in the event of grant success Cllr Turner, Seconded Cllr Charlton-Wright. All in favour.
- g) **To receive the draft 2024/25 budget additional items list and consider any further items to be added**
List received.

25) Planning Applications - see list attached (D)

Street Trading - Variation

Private Address (F/23/00453/STC)

Support.

Erection of 11 dwellings together with access road, parking, landscaping and works.

Land West Of Newtown Road Cinderford Gloucestershire GL14 3JE (P1410/22/FUL)

Reserve judgement until more is known about application.

Variation of conditions 2 (approved plans), 3 (car parking), 9 (bin storage), 10 (cycle storage) & 11 (shopfront) of P1572/19/FUL to allow for minor design amendments to the scheme and to make minor amendments to the proposed materials/finishes

21 - 23 Market Street Cinderford Gloucestershire (P1269/23/FUL)

Concern re overlooking. FODDC to consider residents views.

Prior notification for the removal of an existing 20.45m lattice mast and associated compound, and the installation of a replacement base station which includes a 25.1m lattice sharable mast, 6no. of antennas, 2 no. of dishes, 6 no. cabinets, etc. Ancillary development thereto.

Communication Station And Premises/ Land At Hollyhill Hollyhill Wood Industrial Estate Valley Road Cinderford Gloucestershire GL14 2PD (P1325/23/TE)

No objections.

26) Date of next Meeting (N): 14th November 2023, 7pm.

27) CONFIDENTIAL AGENDA ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature.

DM, MT. All in favour.

8.35pm End of Public Session

Item 10H - Legal Property Matter - see confidential restricted minutes.

GM

28) **Staffing Matters Update** - see confidential restricted minutes.

29) **Close of Meeting** - Time 8.55pm

Signed: G Morgan
Date: 14/11/2023

Appendix 1 - Accounts paid since last meeting:

Transaction I	Transaction Description	Debit Amount
06/10/2023 FPO	EMMA BENNETT - R MILLS EVENT FLOWERS EXPENSES	25
06/10/2023 FPO	EMMA BENNETT - SITEGROUND HOSTING REFUND	29.99
06/10/2023 FPO	TINDLE NEWSPAPERS - SKATEPARK PWLB ADVERT	251.2
06/10/2023 FPO	SECURITAS	797.63
06/10/2023 FPO	TRAVIS PERKINS - MATERIALS	332.53
06/10/2023 FPO	GRAIL ENGINEERING - TRIANGLE RAILINGS	144
06/10/2023 FPO	VINCENT WHITFIELD - GRASS CUTTING VW07	240
06/10/2023 FPO	GSM LTD - EVCP5	10441.2
05/10/2023 DEB	TESCO STORES - MEETING REFRESHMENTS	14.8
05/10/2023 DD	GOCARDLESS MODULEITLTD - GOOGLE WORKSPACE	232.5
04/10/2023 FPO	VINCENT WHITFIELDGRASS CUTTING VW05	240
04/10/2023 FPO	KIS ACCOUNTANTS	150
04/10/2023 FPO	DJB CLEANING SUPPLIES - MATERIALS	120
04/10/2023 FPO	DEAN ELECTRICAL WHOLESALE - MATERIALS	11.28
04/10/2023 FPO	BOS SMITH - 6 MKT ST INV07 BK ROOF	56011.62
04/10/2023 DD	ALLSTAR AS60192550	43.07
02/10/2023 DD	BRITISH GAS BGL0068277-0061670	686.35
02/10/2023 DD	BRITISH GAS BGL0068274-0061667	515.93
02/10/2023 DD	BRITISH GAS BGL0068273-0061666	86.8
02/10/2023 DD	BRITISH GAS BGL0068278-0061671	62.46
02/10/2023 DD	H3G - PHONES	30.98
29/09/2023 DEB	MOBILITYCO - REPLACEMENT VAS BATTERY	36.94
28/09/2023 PAY	LLOYDS BANK - SERVICE CHARGES	7
27/09/2023 FPO	STAFF SALARIES (SEE CONFIDENTIAL SHEET FOR BREAKDOWN)	12300.11
27/09/2023 FPO	MAKINSON & CO - PAYROLL CURRENT TO MTH12	475.2
27/09/2023 FPO	HMRC - ACCOUNTS OF	3167.07
27/09/2023 FPO	GRAIL ENGINEERING - CORONATION PLAQUE FOR CLOCKTOWER	72
27/09/2023 FPO	PORTALOO HIRE EMMA BENNETT REFUND	168
27/09/2023 FPO	ABFAB FLOORING LTD - COWORKING ROOM RHEOLA (Int)	3654
27/09/2023 DD	ALLSTAR - FUEL	57.49
27/09/2023 DD	BRITISH GAS BGL0271957-0260862	25.65
25/09/2023 DD	BIFFA WASTE SERVICE	998.09
21/09/2023 FPO	VINCENT WHITFIELD - GRASS CUTTING VW05	240
21/09/2023 FPO	TH HASKETT & SON - RADIATOR	656.26
21/09/2023 FPO	SECURITY 1 LTD - NEW ALARM SYSTEM ST ANNAL & RHEOLA HS	5136
21/09/2023 FPO	GOR SOLUTIONS UK - CINDYFEST FIRST AID	460.8
21/09/2023 FPO	ACE SHELTERS LTD - BUS SHELTER INSURANCE REPLACEMENT	4254
21/09/2023 FPO	CENTRAL GROUP - WESLEY ROOF WORKS	51402.74
21/09/2023 DD	BRITISH GAS BGL0068275-0061668	81.88
20/09/2023 DD	BRITISH GAS BUSINE 603269338040919000	114.45
20/09/2023 DD	ALLSTAR FUEL	38.02
19/09/2023 DD	GLOS PENSION FUND 116762	5883.42
19/09/2023 DD	EDF ENERGY	205.22
18/09/2023 FPO	VINCENT WHITFIELD - GRASS CUTTING VW04	240
18/09/2023 FPO	EXPENSES HERITAGE EVENT REFUND (AWEYMAN)	19.28
18/09/2023 DD	RENTOKIL INITIAL	236.15
18/09/2023 FPO	UK SAFETY MANAGEMENT - PAT TESTING	75.6
18/09/2023 FPO	STARK BUILDING- MATERIALS	925.98
18/09/2023 FPO	SCREWFIX DIRECT - MATERIALS	165.91
18/09/2023 FPO	RIALTAS BUSINESS - BOOKINGS SOFTWARE	829
18/09/2023 FPO	PKF LITTLEJOHN LLP - EXTERNAL AUDITOR FEES	2016
18/09/2023 FPO	CREC - ADVERTISING BOARD RENEWAL	474
18/09/2023 FPO	CINDERFORD TOWN AFC - GRANT	200
		162974.4

Appendix 2 - transactions authorised at meeting:

B		D	E
	Transaction Description	Debit Amount	
	M F FREEMAN LTD (to pay once 1p confirmed received)	154148.5	
	M F FREEMAN LTD (initial payment for receipt confirmation)	0.01	
	HALE & CO DRYBROOK - Materials	167.15	
	EMMA BENNETT - REFUND FOR GARDENING EXPRESS WINTER PLANTS	133.87	
	CITY ELECTRICAL - MATERIALS	133.01	
	CENTRAL GROUP - ROOF REPAIRS	3683.08	
		158265.6	

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