



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

Present:

Cllr Graham Morgan (late arrival 7.45pm)
Cllr Louise Bent
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Carol Marsh
Cllr Di Martin (Chair)
Cllr Tim Holder
Cllr Alison Pflug
Cllr Lynn Sterry
Cllr Roger Sterry
Cllr Mark Turner
Cllr Nigel Taylor

In attendance:

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

Apologies received

Cllr Matthew Bishop
Cllr Chris Brown
Cllr Karen Turner

Absent:

- 1) **Appointment of Co-opted Councillor, completion of Declaration of Acceptance of Office and agree Committee membership appointment**
A casual vacancy has arisen on the Council following the resignation of Cllr Reader. FODDC advised that they had not received any requests for a by-election and the vacancy can continue by co-option. The required Notices were displayed. One candidate attended and discussed their application. The second candidate's statement was read by the Chair. The third candidate had withdrawn. Following a vote, Cllr Alison Pflug was appointed as Co-opted Councillor and completed her Acceptance of Office form and Interests Form. Cllr Pflug would advise on Committee interests.
- 2) **To receive apologies for absence**
Apologies were accepted from Councillors M Bishop, C Brown, K Turner.
- 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 15(f) Dockham Road - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF.
Item 15(f) was for information only.
- 4) **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.**
Not applicable.

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- 5) **Chairman's Urgent Business (for information only items)**
No items raised.
- 6) **To confirm the Minutes of the Meeting held on 8th August 2023**
The Minutes of the meeting were accepted and signed as a true record.
Proposed: Cllr Charlton-Wright, Seconded Cllr R Sterry All in favour.
- 7) **Matters Arising from Minutes (for information only)**
None raised.
- 8) **Police Update**
a) **To receive and note the written monthly report**
Officers were unable to attend due to shift patterns. The written report was received and noted. Details of the Police/FODDC/CTC/Resident meeting had been circulated with previous resident attendees invited.
b) **To discuss any recent issues**
None raised.
- 9) **To receive an update from the Estates Manager on the Levelling Up Fund & Changing Places and note and agree future works:**
The Estates Manager updated on the LUF and CTC match funding information.
a. **The Wesley** - roof and solar works were complete and the relevant electrical certificate had been received. Building sign off permission was being sought. A significant roof leak to a different room area following Storm Betty had occurred and quotes were being obtained. Council discussed the initial quote received from the Theatre Hall roof contractor and agreed for the Estates Manager to undertake the necessary repairs to reduce further damage. Repairs to be met from the LUF budget.
B. **6 Market Street** - roof works complete. A meeting between CTC/MusicWorks/Surveyors and Contractors was scheduled to discuss the internal fit out and installation of solar panels. Works were on track.
C. **Rheola House** - Three EVCPs installed and the unit charges would be set. One further EVCP to be installed once improvements for accessible parking were made. The EVCPs would utilise the solar installation but this was weather dependent.
D. **To approve the installation of a new security camera at Rheola House by Redhand at a cost of £577.80 to be funded by Levelling Up Fund**
Due to the GII listing CCTV could not be installed onto The Wesley. The Estates Manager updated on the proposed installation on the side of Rheola House to cover The Wesley. Councillors sought clarification on the specification and subject to the Estate Manager confirming final details they authorised the installation. Proposed Cllr R Sterry, Seconded Cllr L Sterry. All in favour.
E. **To approve Changing Places works at 6 Market Street and Dockham Road following external approval of plans and agree the appointment of a contractor on the FODDC approved installers list**
Final price information was awaited before a decision was made.
F. **To approve the painting quotation at Rheola House from the previously appointed decorator to be funded by Levelling Up Fund**
Council received the quote from G Decor for £6395. The Estates Manager confirmed others had been invited to quote. Council agreed the continuation of the redecoration works by the current contractor to be funded by LUF.
G. **St Annals Accessible Toilets** - door accessibility widening work had taken place and electrical improvements were required to meet current guidelines which included the supply and install of a new light, emergency light back up, PIR sensor and emergency pull cord. Two quotes had been received and were considered. Council approved the quote from Oakey Electrical. Proposed Cllr M Turner, Seconded Cllr Holder. All in favour.
- 10) **Climate Action:**
a) **To agree a date for the Climate Action Working Group to meet (CB/DF/DM/JCW)**
Took place 10.10.23.
b) **To agree further working group member appointment**
Previously led by former Cllr Reader. Councillors interested in joining the group would advise the Clerk.
- 11) **To receive an update from the Cinderford Community Emergency Plan Working Group (MT/JCW/DF)**
Group has not met. An update will be provided at the next meeting.
- 12) **To discuss writing to GCC To request a TRO for a 20mph limit in Cinderford residential areas**



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Information from the TRO Manager at GCC was received and circulated. Cllr Charlton-Wright would investigate the process further and provide feedback at the next meeting. An update from the Community Partnership Meeting was also provided.

13) Correspondence (N/D/A)

- a) **To receive information on the FODDC Strategic Overview and Scrutiny Committee - Development Management (Planning) Improvement Programme and agree Councillor attendance and Councillor lead to draft written response based on Council feedback**
FODDC had requested feedback on experiences of dealing with the Development Management Department. Relevant cabinet reports and annexes together with areas of interest, scope and proposals were received. Councillors discussed issues around Enforcement, the length of decision time and expensive drainage requirements in relation to the skatepark, the impact on residents in relation to a failure to demolish a premise built without planning permission. Councillors would forward detailed comments to the Clerk.
- b) **To receive correspondence on the opportunities offered in the Anti-Social Behaviour Action Plan provided by the Community Payback and Immediate Justice schemes and forward ideas and feedback to FODDC**
Further communications will provide more detail on delivery, the criteria for suitable placements and contacts for further discussion. FODDC had been asked to share this letter with local councils to assist in identifying suitable opportunities.
- c) **To receive details of the Cinderford Community Showcase Event on 30th September 2023 and consider the portaloos funding request**
The event is going to be held on the field at the school to support them with their open morning and support the on-going work of the FOD Inclusion Group. A request had been received from FODDC asking if the Town Council would be willing to supply port-a-loos for the event and costs were sought. Councillors discussed attendees for the showcase event and the fundraising for air ambulance on the same date.
- d) **To receive and note the date of the Cinderford Pride event on 28th July 2024 in Market Street**
Date noted and agreed by Councillors. A representative will attend the next Events Planning Meeting.

7.45pm Cllr Graham Morgan arrived and apologised for late attendance.

- e) **To receive written comments on the Freedom Leisure (FL) Gym and receive minutes of 30.08.2023 noting Councillor attendance at FL meeting**
Comments from a gym user regarding the facilities and management of the gym were received. Councillors Flower and R Sterry had attended a meeting with Freedom Leisure and gym volunteers to discuss issues. Councillors updated on the machine servicing, repairs timeframe, staffing, reporting of issues, heating & cleanliness. The source of a roof water leak could not currently be located by external roofing contractors. Monthly meetings would be held and Councillors were welcome to attend. Details of the FODDC contract were discussed noting this ends in 2025.
- f) **To receive initial details of the Gloucestershire & D-Day 80 Event on 6th June 2024 and agree arrangements are considered by the Events Committee with an appropriate budget set for 2024/25**
Correspondence from the Pageantmaster had been circulated asking Council's to take part in D-Day 80 on 6th June 2024 to achieve the reading of the proclamation and beacon lighting as part of this 80th Anniversary event. Council agreed to take part and arrangements would be progressed by the Events Committee and a suitable budget allocated next year. Proposed Cllr Martin, Seconded Cllr R Sterry. All in favour.
- g) **To receive and note the Gloucestershire Way newsletter**
The newsletter regarding sustaining, enhancing and promoting the three long distance paths (The Gloucestershire Way, The Wysis Way and The Three Choirs Way) was received and noted.
- h) **To consider Councillor(s) becoming a Member to GAPTC's Executive Committee and agree actions**
GAPTC is calling for nominations for its Executive Committee. Councillors with interest were invited to contact GAPTC directly or a previous Committee member for further information.
- i) **To receive and discuss the Power to Change Report titled Saving the High Street: the Community Takeover report and agree the way forward**
(<https://www.powertochange.org.uk/research/saving-high-street-community-takeover/>)
High Street issues and potential solutions are explored in the research. Cinderford had examples of this happening already with FVAF's new premises, CTC purchasing the former HSBC Bank to be utilised by a music charity, and turning the Wesley Church into a vibrant Community and Arts Centre. CTC would welcome joint discussions with interested parties. Details of the Cinderford banking hub were received - see Lloyds Bank Community Bankers.



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- j) **To receive the FODDC training materials on Social Media & Media training following the FODDC Councillor and Clerk training on 10th August 2023**
The Clerk had attended and circulated training materials for information.
- k) **To receive and approve the lanyards for Councillors and staff following identified need for ID**
Councillors discussed the need for staff and Councillor lanyards/ID cards. Prices were received from two companies. One company could provide the lanyards but not print the ID cards. Council agreed to delegate the decision to the Clerk.
- l) **To receive information on works planned around Linear Park as part of the Cinderford Brooks Project**
Correspondence from the Catchment Restoration Officer was received regarding works to Linear Car Park Wetlands Cinderford Brook. The project is funded by Severn Trent to mitigate the impacts of flows on the river ecosystems, and helping to make them more resilient. Cllr Morgan updated on communications with the Trust.
- m) **To receive correspondence from the Forest Community Shed regarding Levelling Up Together Funding**
Written correspondence regarding CTC Minutes of July 12th 2023 was received. Cllr Morgan advised he had referred the matter at the time to GCC and Cllr Hawthorn who decided the GCC payment could be made and Cllr Morgan agreed to abide by this decision.
- n) **To receive information on the Freedom Scrolls & consider and approve the awarding of the Freedom of the Town Award to Royston Mills**
CTC had dedicated a room in St Annal's House to Royston Mills. A parade and service took place on 5th September 2023 and Councillors thanked the organisers. Council considered presenting a Freedom Scroll as a timeless thank you. Proposed to award Freedom of the Parish to Mr Royston Mills in recognition of his exceptional services in the Korean War. Proposed Cllr R Sterry, Seconded Cllr G Morgan. All in favour.
- o) **To note the appointment of CEO of GAPTC**
Council noted the appointment of Chris Haine as GAPTC CEO.
- p) **To receive and note the detailed information relating to the TRO St Whites and discuss any comments**
GCC are proposing some waiting and stopping restrictions along Buckshaft Road, St White's Road and Railway Road in Cinderford. Cllr Morgan advised the supporting maps were out of date and comments on this had been forwarded on. CTC support the TRO and the Clerk would write in support.
- q) **To consider whether the Town Council wishes to submit a request for replanting of trees and to agree the way forward.**
GCC wants the help of the community to help achieve its ambition to plant one million trees by 2030 to create a Greener Gloucestershire and increase biodiversity. Information can be found at <https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-september-2023/council-would-like-your-help-to-find-tree-planting-projects/>
Details of the scheme had been sent to local groups. A number of areas were suggested by Councillors and the Clerk would forward suggestions to GCC.

14) Reports/Minutes (N)

- a) **Written update from County Councillor**
Report received. Cllr Morgan will raise flooding concerns at the next partnership meeting.
- b) **Written update from District Councillor**
- None received.
- c) **Committee Updates - Playing Fields & Personnel Committee 5.09.2023**
Minutes received and noted. The Personnel Committee minutes would be discussed under item 20.

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

Community Hospital is due to open in Spring 2024. Building handover estimated in January 2024 with commissioning to follow. A phased approach to transferring services is planned.

- a. **Skatepark - planning correspondence, MFF works commencement & receive timetable chart**

Discharge of condition 08 (Drainage) relating to planning permission P0002/22/FUL was discharged and approved on 14 July 2023. Archus received agreement from Severn Trent. Works have commenced with MF Freeman. Mavericks are due to start on site late September/early October.



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- b. **To receive and note minutes from MFF, Archus, Mavericks & CTC joint meetings on 10th and 17th August 2023**
Received and noted.
- c. **To receive and agree the revised floodlight quotation noting increase of costs of £5970+VAT from Highlightings Floodlighting Ltd due to a change in fitting type to meet planning requirements and authorise the Clerk to sign the terms & conditions dated 21.08.2023**
Received and noted. Council had approved the signing of T&C's by the Clerk by email to enable items to be ordered. Approved Cllr Turner, Seconded Cllr R Sterry. All in agreement.
- d. **To receive and approve the skatepark signage from Mavericks**
Approved.
The October 2023 meeting Council will discuss the name of the skatepark and review the old signage.
- e. **To note PWLB consultation dates of 16th August 2023 to 17th September 2023**
Noted.
- f. **Dockham Road lease position update**
Draft Deed of Variation document was being sent to NHS Property Services for consideration. FVAF will provide an update once a reply is received.

16) 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 August 2023 - £53837.05 (see appendix 1)
Payroll £11,316.13
Expenditure to be approved: £64,409.54 (see appendix 2)
Approved Cllr R Sterry, Seconded Cllr Charlton-Wright. All in favour.
- b) **To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, bank reconciliation to 31.08.2023 (mth5)**
Not finalised. To be provided at next meeting.
- c) **To receive the latest accountant quote reflecting additional works being undertaken and agree the flexible monthly fee**
Agreed.
- d) **To receive an update on the change to O365 from Google Drive and receive and approve the quotations**
Quotes were still awaited. The delay in obtaining quotes is due to CTC being "gov.uk".
- e) **To receive the Internal Control Checklist & Clerk/RFO Update**
July 2023 report received.
- f) **To approve submitting an application for the Finance Officer to have a Business Debit**
Investigated following a request at a previous meeting for a card to be available in the absence of the Clerk. Council agreed to the Finance Officer having a card and an application form would be submitted.
Cllr D Martin, Seconded Cllr L Sterry. All in favour.
- g) **To receive and consider three quotations for Internal Audit Services and recommend the appointment of an Internal Auditor for 2023/24**
Councillors received the three replies/quotes from audit providers. Council considered the information and agreed to appoint Bridget Bowen, Internal Auditor for 2023/24.
Proposed: Cllr Morgan, Seconded Cllr L Sterry. All in favour.

17) Planning Applications

CTC is a statutory consultee. Applications were considered and a reply would be sent to FODDC Planning as follows:

Erection of a terrace of three dwellings.

Land East Of 115 High Street Cinderford Gloucestershire (P1029/23/FUL)

Object regarding access concerns.

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.

Prior approval for change of use of offices (Class E) and land within its curtilage to a dwellinghouse (Class C3).

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Overbrook Garage Hawkwell Green Cinderford Gloucestershire GL14 3JJ (P1099/23/PO3PA)
No objections.

Erection of two storey extension, detached garage and retaining walls to the rear garden area all with associated works. Demolish an existing single storey rear store building.

12 Steam Mills Road Cinderford Gloucestershire GL14 3JB (P0473/23/FUL)
No objections.

Conversion of former vet practice and flat into 2 No dwellings with associated works.

115 High Street Cinderford Gloucestershire GL14 2TB (P0863/23/FUL)
No objections.

18) Date of next Meeting (N): 10th October 2023, 7pm.

19) 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.

8.39pm The public meeting ended.

20) Staffing Matters following Personnel Meeting on 05.09.2023

An update on confidential staffing matters was provided (see confidential minute)

21) Close of Meeting

8.55pm The confidential session (item 20) ended.

Signed:.....*G Morgan*.....

Date:.....*10/10/2023*.....

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Appendix 1:

Transaction Date	Transaction Type	Transaction Description	Amount	Amount
12/09/2023	DD	BRITISH GAS BGL0271168-0259942	69.7	
11/09/2023	DD	EDF ENERGY 671174621632	5.62	
08/09/2023	FPO	TRAVIS PERKINS	258.42	
08/09/2023	FPO	KJS ACCOUNTANTS	466	
08/09/2023	FPO	VINCENT WHITFIELD GRASS CUTTING	240	
08/09/2023	FPO	HALE & CO DRYBROOK	326.08	
08/09/2023	FPO	DJB CLEANING	210.65	
08/09/2023	FPO	CITY ELECTRICAL	8.64	
08/09/2023	FPO	SAMURAI APPAREL	144	
08/09/2023	FPO	SAMURAI SIGNS	245	
08/09/2023	FPO	PJ WEB SOLUTIONS	60	
06/09/2023	DD	ALLSTAR	23.48	
04/09/2023	DD	MODULEITLTD	232.5	
01/09/2023	DD	THREE - mobile phones	30.98	
31/08/2023	FPO	NIKKI'S EVENTS SCHOOL HOLIDAY CLUB	1450	
31/08/2023	FPO	VINCENT WHITFIELD GRASS CUTTING	240	
31/08/2023	FPO	TINDLE NEWSPAPERS - pwlb advertising	150	
31/08/2023	FPO	STAFF SALARIES		11316.13
31/08/2023	FPO	RIALTAS BUSINESS	1660	
31/08/2023	FPO	NETWORK CONNECTION - CCTV CHARGES	1410	
31/08/2023	FPO	MDR THEATRE SERVICES - CINDYFEST STAGING/EQUIPMENT	2520	
31/08/2023	FPO	LYDNEY MUSIC - CINDYFEST	60	
31/08/2023	FPO	ID2 DESIGN CFEST BAND PYMT	80	
31/08/2023	FPO	HMRC - ACCOUNTS OF	3173.47	
31/08/2023	FPO	EMMA BENNETT - MUSICWORKS EXPENSES CAR PARKING MEETING	3.8	

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31/08/2023	FPO	BOB SMITH - 6 MKT ST INV06	10998.72
30/08/2023	DD	BRITISH GAS BGL0068277-0061670	693.64
30/08/2023	DD	BRITISH GAS BGL0068274-0061667	600.31
30/08/2023	DD	BRITISH GAS BGL0068273-0061666	64.9
30/08/2023	DD	ALLSTAR AS60192550	44.48
30/08/2023	DD	BRITISH GAS BGL0068278-0061671	3.63
29/08/2023	FPO	MARK TURNER - CINDYFEST EXPENDITURE REFUND	29.98
29/08/2023	FPO	LYCAN SECURITYDOOR SUPERVISOR CINDYFEST SECURITY	476
29/08/2023	PAY	LLOYDS BANK SERVICE CHARGES REF : 403986606	7
29/08/2023	DD	BRITISH GAS BGL0271957-0260863	21.44
29/08/2023	FPO	RICHARD MURRAY - MZLEADING BAND CFEST	150
29/08/2023	FPO	ROBERT GREENING - CFEST BAND NICE SLEAZY	250
29/08/2023	FPO	VINCENT WHITFIELD - GRASS CUTTING	240
29/08/2023	FPO	BEN LOUGHLIN - CFEST BD DAY OF THE	100
29/08/2023	FPO	ANDREW L COTTA - CFEST BAND REDIVIDER	100
29/08/2023	FPO	MARK TURNER CFEST TEMP EVENT NOTICE FODDC EXPENSES	21
29/08/2023	FPO	MARK TURNER - BLUE2THEBONE BAND PYMT	150
29/08/2023	FPO	NIKKI'S EVENTS - CFEST INFLATABLE	350
29/08/2023	FPO	MAKINSON & CO PAYROLL MONTHLY	79.2
29/08/2023	FPO	GAPTC	35
29/08/2023	FPO	EMMA BENNETT REFUND WWW SITEGROUND	59.99
29/08/2023	FPO	EMMA BENNETT - DIGITAL SAFE REFUND GUMTREE	15
29/08/2023	FPO	JAMES GILDING CFEST BAND DODGY CON	75
23/08/2023	DD	BRITISH GAS BUSINESS 603269409040919000	77.83
23/08/2023	DD	ALLSTAR FUEL	36.34

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23/08/2023	DD	EDF ENERGY 671174621632	22.22
22/08/2023	FPO	CMH ENGINEERING	1644
21/08/2023	FPO	VIRTUS CONSULT LTD - 6 MARKET STREET CONSULTANT	3892.8
21/08/2023	FPO	THE LOCKSMITHS	36
21/08/2023	FPO	STARK BUILDING MATERIALS	2717.76
21/08/2023	FPO	PJ & JD ADAMS LTD - MOWING CTC	1066.8
21/08/2023	FPO	G DECOR - PAINTING CO-WORKING ROOM RHEOLA HOUSE	750
21/08/2023	FPO	EMMA BENNETT - REFUND FLAGS	31.59
21/08/2023	FPO	BOB SMITH - INV VAT ONLY 6 MKT ST	10664.32
21/08/2023	FPO	ANNE WEYMAN EXPENSES	12.69
18/08/2023	DD	GLOS PENSION FUND	3880.55
18/08/2023	DD	EDF ENERGY 671174621625	241.43
18/08/2023	DD	BRITISH GAS BUSINE 603269338040919000	114.21
18/08/2023	DD	BRITISH GAS BGL0068275-0061668	71.1
16/08/2023	DD	ALLSTAR FUEL CARD	1.8
15/08/2023	FPO	EUROLOO CFEST PORTALOO HIRE	480
14/08/2023	DD	MAINSTREAM DIGITAL	265.9
14/08/2023	DD	BRITISH GAS BGL0271168-0259942	98.32
14/08/2023	DD	WATER PLUS 0385051855	97.76
			53837.05

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APPENDIX 2:

ACCOUNTS TO BE AUTHORISED

GSM	EVCPS	£10,441.20
CENTRAL GRP	WESLEY ROOF	£51,402.74
UK SAFETY MGT	PAT TESTING	£75.60
CRFC	AD BOARD/ADVERT	£474.00
PKF LITTLEJOHN	AUDITOR FEE	<u>£2,016.00</u>
		£64,409.54

A handwritten signature in black ink, appearing to read 'G Morgan', with a long, sweeping underline that extends to the right.

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