



**Minutes of the Cinderford Town Council Meeting  
The Council Chamber, Cinderford,  
Tuesday 12th March 2024, 7 p.m.**

**Present:**

Cllr Graham Morgan  
Cllr Louise Bent  
Cllr Matthew Bishop  
Cllr Chris Brown  
Cllr Jeremy Charlton-Wright  
Cllr Darren Flower  
Cllr Tim Holder  
Cllr Carol Marsh  
Cllr Di Martin (Chair)  
Cllr Alison Pflug  
Cllr Jacob Sanders  
Cllr Mark Turner  
0 members of the public

**In attendance:**

Emma Bennett, Clerk  
Les Love, Estates Manager

**Apologies received:**

Cllr Lynn Sterry  
Cllr Roger Sterry  
Cllr Karen Turner

**Absent:**

1.	<b>To receive apologies for absence</b> Apologies for absence were received and accepted for Cllr L Sterry, Cllr R Sterry and Cllr K Turner. Council noted Cllr G Morgan would arrive late due to attendance at another Parish Council meeting. Cllr Martin would be in the Chair.
2.	<b>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.</b> Item 8E, Dockham Road - Cllr D Martin declared a non-pecuniary interest as a Trustee of FVAF. Cllr Brown declared a pecuniary interest as CEO of FVAF. Item 8E was for information only.
3.	<b>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.</b> None.
4.	<b>Chairman's Urgent Business (for information only items)</b> Proposed Traffic Order Scheme to implement an extension to the 30mph speed limit on Steam Mills Road, Cinderford


*G Morgan*

	Council received the Statutory Consultation Letter and Proposal Plan for the TRO proposal. Council agreed to write in support and request an extension of the TRO area to cover the school.
5.	<b>To confirm the Minutes of the Meeting held on 13<sup>th</sup> February 2024.</b> The Minutes of the meeting were accepted and signed as a true record. Proposed: Cllr Flower, Seconded Cllr M Turner. All in favour.
6.	<b>Matters Arising from Minutes (for information only)</b> <ul style="list-style-type: none"> <li>• Lease reviewed for Clock Tower toilets</li> <li>• Response to FOD Active Travel Survey submitted</li> <li>• Repainting of coal cart/wigan tanker – discussions with local college taking place</li> <li>• Supplementary question response referred to FODDC</li> <li>• Temporary stage not being taken forward due to storage limitations</li> </ul>
7.	<b>Police Update</b> <b>To receive and note the written monthly report</b> The February 2024 report was provided and noted.  <b>To discuss recent issues</b> None raised.
8.	<b>To receive an update from the Estates Manger on the Levelling Up Fund and note and agree future works:</b> <b>The Wesley</b> – LUF works complete. Update on works to the Green Room and Stage provided. <b>6 Market Street</b> - drainage issues being addressed. Quotes for exterior cleaning provided. Council considered the quotes and agreed to appoint JEMOBA at a cost of £1250.00 who had undertaken a trial clean. Proposed Cllr M Turner, Seconded Cllr Flower. All in favour. It was noted that the exterior cleaning works would be undertaken last when other works were completed. <b>Rheola House</b> – Update on internal works provided and works planned.  <b>To receive an update on the stage and associated works at The Wesley and agree any further works and actions</b> Covered above.  <b>To receive an update on the Changing Places Toilets and future actions</b> Works started. Cannot open until facilities registered.  <b>To receive and note the Energy Performance Certificates</b> Received. Noted results and recommendations.  <b>To receive an update on other CT owned properties and agree any further works and actions</b> Use of CTC's other properties covered. Works at LUF properties remain the current focus.
9.	<b>To receive an update from the Cinderford Community Emergency Plan Working Group</b> Plans progressing. Contact with external agencies being made.
10.	<b>Climate Action</b> <b>To receive an update from a member of the Climate Action Working Group</b> None.  <b>To receive the final climate risk summary and adaptation plan for Cinderford and add to the climate action page of CTC's www</b> Council received the summary and plan. Both documents would be added to the www and would aid future discussions and plans.  7.22pm Cllr Morgan joined the meeting.
11.	<b>Correspondence</b> <b>a) To receive the request to consider creating a banking hub and note the reply from Link regarding current banking arrangements</b> Link had advised the current level of cash access was sufficient and the Post Office should be able to cope with the additional banking transactions. Council noted a community banking service operates in Cinderford. Details at <a href="https://www.lloydsbank.com/banking-with-us/community-bankers.html">https://www.lloydsbank.com/banking-with-us/community-bankers.html</a>  <b>b) To note DHSC defibrillator grant application submission, note CTC's match funding and approve the installation to meet grant conditions</b>

	<p>DHSC match funding received for a defibrillator and External Heated Cabinet for Rheola House. Electrical installation would be arranged within the timelines for the grant.</p> <p><b>c) To receive and note the FODDC Road Closure Order for the Easter Fun Day at The Triangle</b> Received. External event planned for 30.03.2024.</p> <p><b>d) To receive and note the FODDC Planning Department Site Notices Guidance</b> Received and noted. Copy available at <a href="https://www.cinderfordtowncouncil.gov.uk/about/planning-applications-decisions/">https://www.cinderfordtowncouncil.gov.uk/about/planning-applications-decisions/</a></p> <p><b>e) To receive and note further correspondence regarding the proposed stopping of Highway at Winner Garage and agree no further reply will be sent pending resolution of land issues</b> Noted and agreed.</p> <p><b>f) To receive and note information from FOD Radio Controlled Car Club regarding works to their former site, tree removal and tree planting</b> Noted.</p> <p><b>g) To receive and note the NALC briefing on Council email addresses 9.2.2024</b> Noted. Briefing had also been circulated to staff.</p> <p><b>H) To approve applying to the DLUH&amp;C for a free portrait of HM The King to display as an eligible organisation</b> Approved. Application to be submitted.</p> <p><b>i) To receive the invitation to Cinderford Rugby matches and note and agree attendance</b> The Mayor, Chair &amp; Vice Chair would attend. The Gifts &amp; Hospitality Register would be updated.</p> <p><b>J) To receive details of a proposed new village concept near the M50 motorway and consider replying</b> Not impacting on Cinderford. Agreed not to submit a response.</p> <p><b>K) To receive details of the FODDC Civic Annual Charity Dinner &amp; agree the attendance of the Mayor &amp; Cllr L Sterry to be funded by the Mayor's Allowance (9120/4195)</b> The Mayor &amp; Cllr L Sterry would attend. The Gifts &amp; Hospitality Register would be updated.</p>
12.	<p><b>Reports/Minutes (N)</b></p> <p><b>a) Written update from County Councillor</b> Report received. Council discussed road improvements and parking concerns.</p> <p><b>b) Written update from District Councillor</b> Report received.</p> <p><b>c) Committee Updates – Playing Fields – 5th March 2024, Estates &amp; Finance – 5th March 2024</b> Minutes received and noted. The Investment Policy &amp; Bad Debtors Policy were recommended for approval by the Estates &amp; Finance Committee. Council considered the two policies and approved. Proposed Chair. All in agreement.</p> <p><b>d) Other Meetings – Fibre Rollout – 29th February 2024</b> Report received.</p>
13.	<p><b>Community Hospital, Skatepark, &amp; Dilke Hospital update (A/N/D):</b></p> <p><b>Skatepark &amp; associated works update</b> Roof repair works to the bus shelter near the hospital site were planned. MF Freeman had submitted further information to Bamsley Marshall to enable an application to Severn Trent Water for the connection.</p> <p><b>To receive the quotes for grass seeding/turfing the skatepark area and approve the contractor</b> Quotes received and discussed. It was agreed that the Clerk would request quotes for full grass seeding only. Once revised quotes were received these would be circulated via email for comment and approval to minimise further delay to the skatepark opening date.</p>

	<p><b>To receive the EICR and lighting warranty for the skatepark lighting</b> Received.</p> <p><b>To receive an update from the Dilke Hospital Working Group</b> Update from meeting on 08.03.2024 received.</p>
14.	<p><b>Finance (N/A)</b></p> <p><b>14a. To agree the Accounts for Payment as per the list circulated prior to the meeting</b>  <b>14b. To note any urgent payments already made for ratification including card payments</b>  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 2024 - £164,311.69 (see appendix 1)  Payroll paid 28.02.2024 - £14,412.31  Expenditure to be approved: £13,644.27 (see appendix 2)  Approved Cllr Flower, Seconded Cllr Turner. All in favour.</p> <p><b>14c. To receive the latest financial reports - income &amp; expenditure, earmarked reserves, balance sheets, debit card use, bank statements, bank reconciliation to 29.2.2024 (mth11)</b>  Reports received, noted and signed.  Proposed Cllr D Martin. All in favour.</p> <p><b>14d. To receive and note the Internal Control Checklist for December 2023-January 2024</b>  Received and noted.</p> <p><b>14e. To receive, review and approve the Asset Register</b>  Received and approved. The Register would continue to be updated.</p> <p><b>14f. To note the Clerk meeting with the insurance brokers to undertake a pre renewal review noting changes and advise of any further changes</b>  Council received the amended pre-renewal review form noting changes which will form renewal negotiations with the Insurers and the Gap Analysis form. Quotations were awaited.</p> <p><b>14g. To discuss and agree any further earmarked reserves &amp; virements</b>  Report received and noted. The Clerk and Accountant were meeting 27.03.2024 to discuss EMRs, Accruals &amp; Pre-Payments.</p> <p><b>14h. To receive and note the latest JPAG Practitioner's Guide</b>  The latest JPAG Practitioner's Guide (2023 version) was received and noted.</p> <p><b>14i. To receive and approve the latest Gifts &amp; Hospitality Report</b>  Received and approved.</p> <p><b>14j. To receive and note the NALC Procurement briefing</b>  Councillors were provided with the updated Legal Topic Note 87 on Procurement.</p>

15.	<p><b>Planning Applications</b></p> <p><u>Street Trading Consent Variation Consultation - F/24/00077/STC for Broadmoor Road, Cinderford for extension of trading time to 21:30 hours</u> No objections.</p> <p><u>Conversion of Resident's shared office/workspace to a bed sitting room.</u> St Anthony's Flaxley Street Cinderford Gloucestershire Ref. No: P1685/23/FUL No objections.</p> <p><u>Erection of a single storey front extension</u> 1 Mousel Villas Woodside Avenue Cinderford Gloucestershire GL14 2DP Ref. No: P0136/24/FUL No objections.</p> <p><u>Change of use of residential dwelling to holiday let. (Retrospective)</u> 24 Meendhurst Road Cinderford Gloucestershire GL14 2EG Ref. No: P1524/23/FUL Already discussed at FODDC planning.</p> <p><u>Erection of detached one bed roomed single storey dwelling with mezzanine floor, off street parking and associated works (revised)</u> Land At 32 Dockham Road Cinderford Gloucestershire Ref. No: P0249/24/FUL No objections.</p> <p><u>Erection of first floor extension to create gable end over existing ground floor to street facing side elevation</u> 68 Church Road Cinderford Gloucestershire GL14 2EA Ref. No: P0251/24/FUL No objections.</p>
16.	Date of next Meeting (N): 9th April 2024, 7pm.
17.	<p><b>CONFIDENTIAL AGENDA ITEMS</b></p> <p>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.</p>
18.	<p>To receive an update on staffing matters and consider and agree any recommendations</p> <p>See Confidential restricted minute.</p>
19.	<p><b>Close of Meeting</b></p> <p>Meeting closed at 7.45pm.</p>

Signed:  .....

Date: 9/4/2024 .....

Appendix 1 – payments to be authorised at meeting:

				Previous
Recipients	Type	Payment date	Amount	
ABFAB FLOORING LTD <i>Renovate flooring prep work</i>	Payment New	ASAP	GBP759.32	<a href="#">View</a>
BOB SMITH DOCKING <i>Road Chasing Plates</i>	Payment New	ASAP	GBP9340.80	<a href="#">View</a>
COTSWOLD ENERGY CO <i>Disposal Energy Co</i>	Payment New	ASAP	GBP1056.00	<a href="#">View</a>
CUMBRIA CLOCK COMP <i>Debris bin work</i>	Payment New	ASAP	GBP943.92	<a href="#">View</a>
DBC SOLUTIONS LTD <i>Fire extinguisher</i>	Payment New	ASAP	GBP468.00	<a href="#">View</a>
NETWORK CONNECTION <i>CCTV Hiwood Co.</i>	Payment New	ASAP	GBP1076.23	<a href="#">View</a>
				Previous
				<u>£13,644.27</u>

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Appendix 2: Payments made since February 2024 meeting & noted at March 2024 meeting:

Transaction Date	Type	Transaction Description	Debit Amount	
11/03/2024	DD	EDF ENERGY 671174621652	£ 8,610.08	
11/03/2024	DD	BRITISH GAS BGL0271168-0259942	£ 1,034.32	
11/03/2024	DD	WATER PLUS 0385051855	£ 95.99	
11/03/2024	FPO	VINCENT WHITEFIELD - VW27+28 MAINTENANCE SERVICES	£ 495.00	
11/03/2024	FPO	TRAVIS PERKINS - MATERIALS	£ 285.89	
11/03/2024	FPO	TH HASKETT & SON 11831/1183580ZER	£ 2,774.92	
11/03/2024	FPO	TANRUS HR SOLUTIONS - PROFESSIONAL SERVICES	£ 135.00	
11/03/2024	FPO	SCREWFIX DIRECT - MATERIALS	£ 303.87	
11/03/2024	FPO	MUGGED - KEYNINGS/STAFF & COUNCILLOR LANYARDS	£ 120.00	
11/03/2024	FPO	M F FREEMAN LTD - SKATEPARK WORKS	£ 49,256.56	
11/03/2024	FPO	JAMES HALLAM LTD - INSURANCE	£ 393.20	
11/03/2024	FPO	HALE & CO - MATERIALS	£ 2,308.43	
11/03/2024	FPO	GREENFIELDS GARDEN - FENCING WORKS	£ 7,608.00	
11/03/2024	FPO	GEC - KISSING GATE	£ 528.00	
11/03/2024	FPO	FOREST PRODUCTS - MATERIALS	£ 79.70	
11/03/2024	FPO	CROSSROADS; D-DAY 80 GRANT	£ 500.00	
11/03/2024	FPO	CITY ELECTRICAL - MATERIALS	£ 24.66	
11/03/2024	FPO	CHRIS BALL DESIGNS - CLOCK SUSPENSION WORKS	£ 180.00	
08/03/2024	DEB	TIMPSON LTD - KEYS	£ 15.00	
08/03/2024	DD	WATER PLUS 0385051855	£ 17.09	
06/03/2024	DD	MODULE TLTD	£ 141.80	
06/03/2024	DD	ALLSTAR AS60192550	£ 52.13	
04/03/2024	DD	H3G 985961515601200028	£ 28.68	
01/03/2024	DD	BRITISH GAS BGL0068277-0061670	£ 768.98	
01/03/2024	DD	BRITISH GAS BGL0068274-0061667	£ 558.50	
01/03/2024	DD	BRITISH GAS BGL0068278-0061671	£ 286.68	
01/03/2024	DD	BRITISH GAS BGL0068273-0061666	£ 193.70	
29/02/2024	FPO	LORNA TURLEY - REPLACEMENT USED TRUCK	£ 4,500.00	
29/02/2024	FPO	JARVIS TECH LTD - IF	£ 2,925.60	
29/02/2024	DD	BRITISH GAS BGL0271957-0260863	£ 427.60	
28/02/2024	FPO	FOODS - CIVIC DINNER MAYOR & GUEST	£ 90.00	
28/02/2024	FPO	R KIRKBY - WAX HILSON PEW RESTORATION	£ 16.90	
28/02/2024	FPO	STAFF SALARIES - SEE CONFIDENTIAL RESTRICTED PAPER	£ 14,412.31	
28/02/2024	PAY	LLOYDS BANK - SERVICE CHARGES	£ 7.00	
26/02/2024	FPO	HAMRC - ACCOUNTS CP	£ 2,230.78	
26/02/2024	FPO	BOR SMITH - WESLEY STAGE WORKS	£ 17,020.80	
26/02/2024	FPO	LESLEY FENNELL - EXPENSES HENRY HOOVER BAGS	£ 14.00	
26/02/2024	FPO	THE LOCKSMITHS - CALL OUT, LOCKS & KEYS	£ 642.13	
26/02/2024	FPO	VINCENT WHITEFIELD - MAINTENANCE SERVICES VW26	£ 240.00	
23/02/2024	DEB	TESCO STORES - MEETING REFRESHMENTS	£ 11.15	
21/02/2024	DEB	48ay - FLAGS D-DAY 80	£ 28.05	
21/02/2024	DD	BRITISH GAS BGL0068275-0061668	£ 400.40	
21/02/2024	DD	ALLSTAR AS60192550	£ 1.80	
20/02/2024	FPO	FOREST PRODUCTS - MATERIALS	£ 591.71	
20/02/2024	FPO	HAMRC - ACCOUNTS CP	£ 3,774.00	
20/02/2024	FPO	CHART COMMUNICATION - DATA CABLINE WORKS	£ 3,096.00	
20/02/2024	DD	BRITISH GAS BUSINE 603269338040919000	£ 550.62	
19/02/2024	DD	GLOS PENSION FUND 116782	£ 5,030.53	
19/02/2024	DD	BRITISH GAS BGL0422791-0404858	£ 2,685.18	
19/02/2024	DD	WATER PLUS 0385042053	£ 633.36	
16/02/2024	FPO	LESLEY FENNELL - EXPENSES REPLACEMENT MOP	£ 15.00	
16/02/2024	FPO	EMMA BENNETT - EXPENSES SITEGROUND WWW	£ 33.59	
16/02/2024	FPO	GWYN JAMES - SQUEEGER SERVICES	£ 480.00	
16/02/2024	FPO	VINCENT WHITEFIELD- MAINTENANCE SERVICES VW25	£ 240.00	
16/02/2024	FPO	LONDON HEARTS - DEFIBRILATOR FUNDING	£ 900.00	
16/02/2024	FPO	PIGNEER PLUMBING - MATERIALS	£ 467.62	
16/02/2024	FPO	OAKLEY & SON LTD - ELECTRICAL WORKS OFFICE SAN	£ 1,229.37	
16/02/2024	FPO	OAKLEY & SON LTD - ELECTRICAL WORKS RHEOLA HOUSE	£ 919.19	
16/02/2024	FPO	JAMES HALLAM LTD - INSURANCE	£ 1,132.60	
16/02/2024	FPO	HIGHLIGHTS FLOODLIGHTING -SKATEPARK LIGHTING WORKS	£ 34,187.99	
16/02/2024	DD	EDF ENERGY 671174621625	£ 282.12	
14/02/2024	DD	BRITISH GAS BGL0271168-0259942	£ 2,021.21	
14/02/2024	DD	MAINSTREAM DIGITAL A421E19893	£ 284.22	
14/02/2024	DD	ALLSTAR AS60192550	£ 52.88	
		TOTALS	£ 164,911.69	£ 34,412.31

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