



**Minutes of the Cinderford Town Council Meeting  
The Council Chamber, Cinderford,  
Tuesday 9<sup>th</sup> April 2024, 7 p.m.**

**Present:**

Cllr Graham Morgan  
Cllr Louise Bent  
Cllr Matthew Bishop  
Cllr Chris Brown  
Cllr Darren Flower  
Cllr Tim Holder  
Cllr Carol Marsh  
Cllr Di Martin (Chair)  
Cllr Alison Pflug  
Cllr Jacob Sanders  
Cllr Lynn Sterry  
Cllr Roger Sterry (late arrival)  
Cllr Karen Turner  
Cllr Mark Turner  
0 members of the public

**In attendance:**

Emma Bennett, Clerk  
Les Love, Estates Manager

**Apologies received:**

Cllr Jeremy Charlton-Wright

**Absent:**

	<b>To receive apologies for absence</b> Apologies for absence were received and accepted for Cllr Charlton-Wright, Cllr K Turner. Cllr R Sterry would arrive late for the meeting.
	<b>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.</b> Item 19, Dockham Road - Cllr D Martin declared a non-pecuniary interest as a Trustee of FVAF and would leave the meeting for the item
	<b>3. Public Participation Session</b> None.
	<b>4. Chairman's Urgent Business (for information only items)</b>

	<p><b>Parking Issues</b> - Market Street and Church Road/Stockwell Green discussed at GCC Highways. CTC will continue to raise issues again.</p> <p><b>Flooding issues</b> – recent press coverage was discussed.</p>
	<p><b>5. To confirm the Minutes of the Meeting held on 12<sup>th</sup> March 2024</b> The minutes of the meeting were accepted and signed as a true record. Proposed Cllr Martin, Seconded Cllr M Turner. All in favour.</p>
	<p><b>6. Matters Arising from Minutes (for information only)</b> <b>TRO Extension</b> – extension explored and discussed. Extension is not within the remit of the highway works boundary and not within the remit of the scheme. <b>Coal Cart/Wigan Tanker</b> – works planned September 2024.</p>
	<p><b>7. Police:</b> <b>A)To receive and note the written monthly report</b> The March 2024 report was provided and noted  <b>B)To discuss recent issues</b> None.</p>
	<p><b>8. To receive an update from the Estates Manager on externally funded works and note and agree any associated actions:</b> <b>A)The Wesley (LUF/Enovert)</b> - updated on Stage and Green Room works provided <b>B)6 Market Street</b> – works delayed due to supply issues. Good progress made. Completion date unconfirmed. <b>C)Rheola House (LUF)</b> – external works due to start. <b>D)To receive an update on the Changing Places Toilet works</b> Installation completed. Registration documentation submitted. Confirmation required before facilities can open. <b>E)To receive an update on other CT owned properties and agree any further works and actions</b> Steam Mills – water pressure issue at Pavillion being investigated.</p>
	<p><b>9.Working Groups:</b> <b>9A)To receive an update from the Cinderford Community Emergency Plan Working Group</b> Met with FVAF regarding volunteer process. Volunteer Management Plan to be developed. <b>9B)To receive an update from the Climate Action Working Group</b> Details on the GWT Love Your Cinderford Brook event were provided and recent press coverage regarding flood preparation.</p>
	<p><b>10. Correspondence:</b> <b>A)To receive and note information on the PCC elections</b> Notices received, circulated and displayed. Elections take place at The Wesley. Photographic ID evidence will be required to vote and information on this will be circulated.</p>

	<p><b>B)To receive and noted the DLUH&amp;C letter regarding withholding details of Councillors’ sensitive interests and home addresses</b> Letter dated 18.03.2024 received and noted.</p> <p><b>C)To receive and consider the request for Forest High School advertising on bus shelters</b> Council considered the request to display posters in the bus shelter in Dockham Road and other Cinderford bus stops. Proposed by Cllr M Turner the advert and content was approved by CTC before being displayed, Seconded Cllr Holder. All in favour. The Clerk would also investigate commercial advertising opportunities for income generation.</p> <p><b>D)To receive information on the one Member vacancy on GAPTC’s Executive Committee and consider nominating a candidate and biography submission</b> No interest from CTC Councillors.</p> <p><b>E)To note the retirement of CTC’s Health &amp; Safety Advisor and agree the use of Protect H&amp;S for BrightHR for software, elearning, support, advice &amp; documentation</b> Worksafely Ltd had closed following staff retirement. Alternate options were explored. Council agreed the appointment of BrightHR at a cost of £66.30 per month plus VAT for access to H&amp;S specialists, health and safety system, e-learning courses, risk assessments, document templates. RIDDOR compliant accident, hazard and near miss reporting, method of managing health and safety tasks and responsibilities.</p> <p><b>F)To note submission of FODDC Road Closure Order for 18.04.2024</b> Submitted. Reply awaited.</p>
	<p><b>11. Reports/Minutes (N):</b>  <b>A)Written update from Gloucestershire County Council elected representative</b> Parking issues raised with GCC Highways  <b>B)Written update from FODDC elected representatives</b> Report received.  <b>C)Committee Updates</b> None to present  <b>D)Highways Meeting –27<sup>th</sup> March 2024</b> Minutes received. Council discussed a double yellow lines issue in Market Street. The Clerk would write to GCC Highways.</p>
	<p><b>12.Community Hospital, Skatepark, &amp; Dilke Hospital update (A/N/D):</b> Timings for the move of services from Dilke and Lydney Community Hospitals into the new Forest of Dean Community Hospital were received. Update from NHS on Dilke Hospital awaited.</p> <p><b>A)Skatepark &amp; associated works update</b></p>

	<p>A revision to the S106 needs to be submitted to STW for them to allow the drainage connection and is being progressed. Planning conditions state the skatepark and car park must remain closed till the drainage is connected.</p> <p><b>B)To receive the five quotes for grass seeding the skatepark area and approve the contractor</b>  Circulated and considered. Council recommended the appointment of contractor 3 (Square One Service/Chris Snook) for grass seeding and an on-site meeting would be arranged.  Proposed: Cllr M Turner, Seconded Cllr Holder. All in favour.</p>
	<p><b>13. Finance (N/A)</b>  <b>A)To agree the Accounts for Payment as per the list circulated prior to the meeting</b>  <b>B)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 March 2024 - £115,623.10 (see appendix 1)  Payroll paid 28.02.2024 - £12,759.50  Expenditure to be approved: £21,911.06 (see appendix 2)  Approved Cllr M Turner, Seconded Cllr D Martin. All in favour.</p> <p><b>C)To receive the latest financial reports – income &amp; expenditure, earmarked reserves, balance sheets, debit card use, bank statements, bank reconciliation to 31.3.2024 (month 12)</b>  The Clerk advised that not all reports were provided due to finalising Year End and ensuring all payments were entered for March 2024. Council received the reserves report, bank statements and bank reconciliation reports.  Proposed Cllr Morgan, All in favour.</p> <p><b>D)To receive and note the Internal Control Checklist for February &amp; March 2024</b>  Checklist for February 2024 received. March's check was due.</p> <p><b>E)To receive the annual subscriptions list and approve renewals</b>  Council approved the following membership of GAPTC, SLCC &amp; GPFA, FOD &amp; Wye Valley and Rialtas accountancy. Proposed Cllr Martin, Seconded Cllr Flower. All in favour.</p>
	<p><b>F)To note grant application submitted to FOD UK Shared Prosperity Fund &amp; 20% match funding requirement if successful</b>  The Clerk and Estates Manager were submitting a grant application for St Annals House, solar panels. The maximum grant was £25k. 20% match funding was required. Any shortfall would be met by Cinderford Town Council. The grant would improve the energy efficiency and cost effectiveness of the building. Council approved the match funding and</p>

	<p>shortfall payments if awarded as long term energy and cost savings would be achieved.</p> <p><b>To develop a Framework list of local contractors and suppliers that we can call on to commission local goods and services</b> Agreed. Details to be added to website.</p> <p><b>H) To note the Mayor's attendance &amp; Cllr L Sterry at the 2024 Mayor of Coleford's Charity Dinner for Great Western Air Ambulance</b> Agreed. Funded from Mayor's Allowance.</p>
	<p><b>. Internal Audit Report – 22<sup>nd</sup> March 2024</b> <b>To note and agree actions and response</b> Council considered the response report and noted:</p> <ul style="list-style-type: none"> <li>• Council will respond NO to assertion 3</li> <li>• Revised thresholds noted. Documents considered at item 14B.</li> <li>• Process for scanned invoices– signatories will sign, confirm checked and agreed</li> <li>• VAT Q3 – amount agrees to claim. Process revised.</li> <li>• Figures restatement – Clerk &amp; Accountant completing</li> <li>• Trustee status – historical documents referred to Solicitor.</li> </ul> <p><b>To approve updated Standing Orders and Financial Regulations noting further changes since previous visit and the NALC documents have not been updated to reflect changes</b> Thresholds updated to reflect latest changes. Proposed Cllr Flower, Seconded Cllr Martin. All in favour.</p>
	<p><b>15. Planning Applications</b> Tesco Dockham Road Cinderford (P1698/23/ADV) Support.</p> <p>Arado 4A Seven Stars Road Cinderford (P0347/24/FUL) No objections.</p>
	<p><b>16. Date of next Meetings (N)</b> Annual Town Meeting – 14th May 2023 at 6pm Annual Meeting of Cinderford Town Council – 14th May 2023 at 7pm</p>
	<p><b>17. CONFIDENTIAL AGENDA ITEMS</b> 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>
	<p><b>18. To receive an update on a grant application and match funding requirement for The Wesley</b> See confidential restricted minute.</p>

	19.42pm Cllr R Sterry joined the meeting.
	<p><b>19. Dockham Road Update</b>  To approve the signing of the Engrossment Lease, Licence for Alterations and Side Letter relating to Dockham Road.  Proposed approved and signed by Cllr Flower, Seconded Cllr Bishop. All in favour.</p> <p><b>12A. Community Hospital, Skatepark &amp; Dilke Hospital Update</b>  The Clerk updated on discussions with an FODDC Officer. See confidential restricted minute.</p>



Meeting closed

Signed:.....

Date:.....

## Appendix 1: Accounts for Payment (authorised 8<sup>th</sup> April 2024 meeting)

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already

Recipients	Type	Payment date 	Amount 
BRIDGET C BOWEN	Payment New	ASAP	GBP300.00
CITY ELECTRICAL FA	Payment New	ASAP	GBP4.32
COLEFORD TOWN COUN	Payment New	ASAP	GBP80.00
FOREST OF DEAN COU	Payment New	ASAP	GBP84.00
GAPTC	Payment New	ASAP	GBP2171.98
GSM LTD	Payment New	ASAP	GBP2990.09
HALE & CO DRYBROOK	Payment New	ASAP	GBP1092.06
HMRC - ACCOUNTS OF	Payment New	ASAP	GBP4183.39
ID2 DESIGN	Payment New	ASAP	GBP520.00
NETWORK CONNECTION	Payment New	ASAP	GBP4184.40
RIALTAS BUSINESS S	Payment New	ASAP	GBP3447.60
SECURITY 1 LTD	Payment New	ASAP	GBP78.00
TOOLSTATION LTD	Payment New	ASAP	GBP19.95
TRAVIS PERKINS	Payment New	ASAP	GBP287.53
VALLEYOAKS GARAGE	Payment New	ASAP	GBP1157.74
VINCENT WHITFIELD	Payment New	ASAP	GBP240.00
VIRTUAL RUNNING EV	Payment New	ASAP	GBP1070.00

Total expenditure to be authorised: 21,911.06

## Appendix 2: Payments made since March 2024 Council meeting

Transaction	Account	Debit	Credit
1	101		100
2	101		100
3	101		100
4	101		100
5	101		100
6	101		100
7	101		100
8	101		100
9	101		100
10	101		100
11	101		100
12	101		100
13	101		100
14	101		100
15	101		100
16	101		100
17	101		100
18	101		100
19	101		100
20	101		100
21	101		100
22	101		100
23	101		100
24	101		100
25	101		100
26	101		100
27	101		100
28	101		100
29	101		100
30	101		100
31	101		100
32	101		100
33	101		100
34	101		100
35	101		100
36	101		100
37	101		100
38	101		100
39	101		100
40	101		100
41	101		100
42	101		100
43	101		100
44	101		100
45	101		100
46	101		100
47	101		100
48	101		100
49	101		100
50	101		100
51	101		100
52	101		100
53	101		100
54	101		100
55	101		100
56	101		100
57	101		100
58	101		100
59	101		100
60	101		100
61	101		100
62	101		100
63	101		100
64	101		100
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66	101		100
67	101		100
68	101		100
69	101		100
70	101		100
71	101		100
72	101		100
73	101		100
74	101		100
75	101		100
76	101		100
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78	101		100
79	101		100
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81	101		100
82	101		100
83	101		100
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85	101		100
86	101		100
87	101		100
88	101		100
89	101		100
90	101		100
91	101		100
92	101		100
93	101		100
94	101		100
95	101		100
96	101		100
97	101		100
98	101		100
99	101		100
100	101		100