

**Minutes of the Annual Cinderford Town Council Meeting  
The Council Chamber, Cinderford  
Tuesday 12<sup>th</sup> May 2026, 6:45pm**

**Present:**

Cllr Graham Morgan (Chair)  
Cllr Darren Flower  
Cllr Tim Holder  
Cllr Carol Marsh  
Cllr Di Martin  
Cllr Alison Pflug  
Cllr Jacob Sanders  
Cllr Roger Sterry  
Cllr Mark Turner  
Cllr Emma Walker

**In attendance:**

Emma Bennett, Clerk  
Les Love, Estates Manager  
2 members of the public  
Cllr Ray Donaghue, County Councillor  
Cllr Piers Camp, County Councillor  
Matthew Bishop, Forest of Dean MP

**Apologies received:**

Cllr Louise Bent  
Cllr Chris Brown  
Cllr Jeremy Charlton-Wright  
Cllr Lynn Sterry  
Cllr Karen Turner  
Cllr Stuart Graham, District Councillor

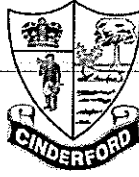
**Absent:**

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- 1. Election of Chairman/Mayor of the Council for 2026/27, noting external advice and completion of Declaration of Acceptance of Office Form**  
Council discussed the historical position at Cinderford where the Chairman and Mayor have been separate roles since 1998. Correspondence from SLCC and relevant legislation was considered.

Proposed by Cllr M Turner to remain with two roles and continue to have a separate Chairman and Ceremonial Mayor, Seconded Cllr Holder. All in favour

The Council unanimously agreed to appoint Cllr Morgan as its Chairman only. He duly signed his acceptance of office and assumed the Chair. All in favour.  
Proposed: Cllr M Turner, Seconded Cllr Holder. All in favour.



**2. Election of Vice-Chairman for 2026/27 and completion of Declaration of Acceptance of Office Form**

Cllr Turner nominated himself for the role of Vice-Chairman.  
The Council unanimously agreed to appoint Cllr M Turner as Vice Chairman.  
Proposed Cllr Marsh, Seconded Cllr Morgan. All in favour.

Cllr Turner duly signed the Vice-Chairman's Declaration of Acceptance of Office

**3. Election of Ceremonial Mayor (if Chairman not appointed Mayor) for 2026/27 and completion of Declaration of Acceptance of Office Form**

The Council unanimously agreed to appoint Cllr R Sterry as Ceremonial Mayor only.

Proposed Cllr M Turner, Seconded Cllr Holder. All in favour.

Cllr R Sterry duly signed the Ceremonial Mayor's Declaration of Acceptance of Office.

**4. To receive apologies for absence**

As listed above.

**5. Declarations of Interest and dispensations**

**a) To receive declarations of interest from councillors on items on the agenda**

Item 16D OwBist building and any discussions relating to FVAF - Cllr D Martin declared a non-pecuniary interest as Trustee of FVAF. Item 16D was a building works condition update and it was not necessary for Cllr Martin to leave the meeting.

**b) To receive written requests for dispensations for declarable interests**

None.

**c) To grant any requests for dispensation as appropriate**

None.

**6. 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**

A resident commented on potholes and advised that Gloucestershire County Council were the responsible authority. The County Councillor gave an update on the highways advising the County Councillor, CTC and the GCC Highways Manager meet every other month to discuss local concerns.



A resident commented on shop building conditions and was advised this was a landlord/tenant issue. The history of Cinderford was discussed along with the change to online shopping. A number of buildings were being considered by FODDC Enforcement.

**7. Chairman's Urgent Business (for information only items)**

Newport Transport Route 710 will be withdrawn following GCC withdrawal of route 711. Council discussed the impact of the route withdrawals. Proposed to write to GCC Cabinet raising concerns by Cllr Martin, Seconded Cllr Flower. All in favour.

Integrated Transport Plan Meeting – details of meeting circulated.

Town Centre correspondence will be forwarded to FODDC Market Towns Officer.

**8. To confirm the Minutes of the Meeting held on 14<sup>th</sup> April 2026**

The Minutes were accepted and signed as a true record.

Proposed: Cllr M Turner, Seconded Cllr R Sterry. All in favour.

**9. Matters Arising from Minutes (for information only)**

None.

**10. Police Update:**

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

Received and noted.

**b) To discuss any Cinderford policing issues**

None raised.

**c) To discuss ASB and Youth Engagement**

Working group creation to be considered at item 12.

**11. To present Cinderford 2026 Awards**

The Community Award and Ceremonial Mayor's Special Award were presented. Recipients were congratulated and thanked for their contribution to the Town.

**12. Committee Remits & Appointments**

**a) To approve the establishment of Standing Committees/Working**

**Groups/External Organisations and approve their Terms of Reference**

The following Committees were approved: Events, Personnel, Estates & Finance, Playing Fields and Planning.

The Committee Terms of Reference were approved.

The following Working Groups were approved: Climate Action, Town & Traders Working Group, Cindyfest, Emergency Plan & Response Team, Local Government Review/Devolution Working Group, Cinderford Engagement Working Group.



**b) To appoint members of Council to Standing Committees/Working Groups/External Organisations**

Changes since the last review were discussed which included the new Engagement Working Group, representative for the Community Response Network Meeting and new Footpath Warden role.

Proposed by Cllr M Turner that existing membership remains as before with new appointments as detailed, Seconded Cllr Morgan. All in favour and agreed as:

**Committee Representation:**

- Events Committee: Cllr Morgan, Cllr R Sterry, Cllr Charlton-Wright, Cllr Flower, Cllr Brown, Cllr M Turner.
- Personnel Committee: Cllr Morgan, Cllr M Turner, Cllr Martin, Cllr L Sterry, Cllr Holder, Cllr Walker.
- Estates & Finance Committee: Cllr Morgan, Cllr M Turner, Cllr Brown, Cllr Flower, Cllr R Sterry, Cllr Holder, Cllr Charlton-Wright
- Playing Fields Committee: Cllr Morgan, Cllr Marsh, Cllr R Sterry, Cllr T Holder, Cllr M Turner, Cllr C Brown, Cllr D Flower, Cllr A Pflug, Cllr Charlton-Wright.
- Planning Committee: All Councillors when meeting called.

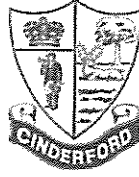
**Working Groups:**

- Climate Action: Cllr Flower, Cllr Charlton-Wright, Cllr J Sanders.
- Town & Traders Working Group – Cllr Flower, Cllr M Turner, Cllr Charlton-Wright, Cllr Marsh (+ Town Traders 1 to be appointed by each Town Councillor).
- Cindylfest - Cllr M Turner.
- Emergency Plan & Response Team – Cllr Charlton-Wright, Cllr M Turner, Cllr Flower, Cllr Marsh, County Cllr Donaghue.
- Local Government Review/Devolution Working Group – Cllr Charlton-Wright, Cllr Flower
- Cinderford Engagement Group - All Councillors.

**Appointments of representatives on other bodies**

The Council agreed to its nominations on other bodies as follows:

- Community Cohesion – Cllr M Turner and Cllr Flower, Charlton-Wright
- CANDI – Cllr K Turner, Cllr Flower
- Forest Health Forum – Cllr D Flower, Cllr J Charlton-Wright.
- Town & Parish Liaison – Cllr D Flower, Cllr D Martin, Cllr R Sterry



- Rural Market Town Group – Cllr Charlton-Wright.
- FODDC climate adaptation – Cllr Flower, Cllr Charlton-Wright.
- Forest Road Safety Group - Cllr Charlton-Wright, Cllr Holder, Cllr Morgan, Cllr L Sterry
- Market Town Regeneration - Cllr Flower, Cllr Morgan
- Community Response Network Meeting – Cllr Flower.

#### **Wardens/Other appointments**

- Flood Warden - Cllr Morgan, Cllr Marsh, County Cllr Donaghue
- RBL Councillor Network - Cllr Holder
- Snow Warden - Cllr R Sterry
- Tree Warden - Cllr Charlton-Wright, Cllr Flower & Cllr Marsh
- Martyn's Law Councillor - Cllr M Turner
- Footpath Warden – Cllr R Sterry
- Internal Checkers – Cllr Flower, Cllr Charlton-Wright, Cllr R Sterry

#### **c) To agree Committees & Working Groups appointing Chairs & Vice Chairs**

Agreed.

Proposed Cllr Martin, Seconded Cllr Flower. All in favour.

#### **13. To consider the Council's eligibility for renewing the General Power of Competence**

The Council having confirmed that it continues to meet the criteria and unanimously agreed to renew the General Power of Competence.

Proposed: Cllr M Turner, Seconded Cllr Flower. All in favour.

#### **14. Review and Adoption of Formal Documentation:**

- a) Standing Orders**
- b) Financial Regulations**
- c) Code of Conduct for Members**

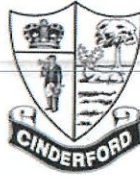
Received and approved.

Proposed: Cllr M Turner, Seconded Cllr Holder. All in favour.

#### **15. Reports/Minutes (N) - to receive reports from:**

- a) Gloucestershire County Councillor**
- b) Forest of Dean District Councillors**
- c) Committee Updates - Events Committee 14.04.2026**
- d) ASB Meeting –22.04.2026**
- e) Transport Hub Meeting 22.04.2026**
- f) Youth Meeting 05.05.2026**

Reports received and noted.



**16. Estates (A/N/D) - To receive an update from the Estates Manager and note and approve any associated actions:**

- a) **The Wesley (LUF/ACE funded)** - update on project finances and works provided.
- b) **Clock works 6 Market Street (LUF funded)** - case works commenced.
- c) **Rheola House (LUF funded)** - update on works provided.
- d) **Other Properties:**
  - i. Dockham Road/OwBist - Update on community kitchen provided.
  - ii. St Annals House – update on external works provided
  - iii. Building Health & Safety – Portable Appliance, Legionella & Asbestos inspections/testing booked.

**17. Correspondence/Community (A/N/D)**

- a) **To note Biosphere correspondence from West Dean Parish Council**  
Council received and noted the letter and supporting documentation from West Dean Parish Council to Forest of Dean District Council, in reference to the UNESCO Biosphere bid. Council discussed the Biosphere. Proposed to write to FODDC raising concerns by Cllr Morgan, Seconded Cllr Sterry. All in favour.
- b) **To receive the invitation from Brody's Trust to see Hub progress made**  
Cllr R & L Sterry, Pflug and Flower would attend.
- c) **To receive the GCC update on the new care home development at the former GIS site**  
Details received and noted.
- d) **To receive and note the Forest Health Care response regarding surgery call handling**  
Response noted.
- e) **To approve use of the Miners Welfare Playing Field on 27<sup>th</sup> May 2026 for a youth event**  
Details of event received.  
Proposed approved by Cllr M Turner, Seconded Cllr Pflug. All in favour.
- f) **To receive and note GCC documentation regarding PTRO:(50 Mph Speed Limit) (B4226, Speech House Road)**  
Received and noted.
- g) **To receive and note the NALC Local Councils Explained Booklet**  
Received and noted.
- h) **To receive and note road closure information**  
See [Roadworks | Highways](#)

**18. Finance (N/A)**

- a) **To receive and approve the Accounts for Payment as per the list circulated prior to the meeting and urgent payments already made for ratification including debit card payments**  
Members were circulated with the reports. Accounts and wages totalling the following were noted as paid:



Payments made since 15<sup>th</sup> April 2026 meeting to 11<sup>th</sup> May 2026 -  
£60,272.40 (Payroll April 2026 - £11,352.75).

Expenditure approved at the meeting to be paid £112.84.

Council noted and approved the payments.

Proposed: Cllr R Sterry, Seconded Cllr M Turner. All in favour.

- b) **To receive and discuss the latest financial reports - income & expenditure, income receipts, budget vs spend, earmarked reserves, balance sheets, bank statements, budget review, earmarked reserves, virements, bank reconciliation to 31.03.2026 (mth12) & 30.04.2026 (mth1)**

Received, discussed and reports noted.

Proposed reports approved Cllr R Sterry, Seconded Cllr M Turner. All in favour.

- c) **To receive and note the monthly Internal Control Checklist & Clerk/RFO Update**

Report received and noted.

- d) **To receive and note the PWLB Loan statement 31.03.2026 noting balance Year End Balance noted.**

- e) **To note and approve the employer contribution rate for the Gloucestershire Local Govt. Pension Scheme will reduce to 18.1% from 1st April 2026**

The employer contribution rate for the Gloucestershire Local Govt. Pension Scheme from 1st April 2026 was noted and approved as detailed in the report.

- f) **To receive the Internal Committee, Check Report 15.04.2026**

Report received and noted.

- g) **To note the Internal Auditor attendance on 19.05.2026**

Noted.

- h) **To approve the Clerk and Insurance broker reviewing insurance to ensure fit for purpose for 2026/27**

Renewal date noted.

Proposed to authorise review for fit for purpose and subsequent renewal under existing 3-year agreement by Cllr M Turner, Seconded Cllr R Sterry. All in favour.

- i) **To receive and note Income & Expenditure Reports 2025/26 for The Steam Mills Recreation Trust, Forest Fitness Centre Trust & The Children's Playground noting grants from Cinderford Town Council to cover expenditure and agree to cover expenditure in 2026/27**

Received and noted. The Reports would be approved at the June Trust meetings.

Proposed Cinderford Town Council would cover Trust expenditure in 2026/27 by Cllr Morgan. All in favour.

- j) **To note and approve Write Offs from 2025/26**

Invoice 904 for £45.00 was noted and approved.

Proposed Cllr Flower, Seconded Cllr Turner. All in favour.

19. **Documentation & Policies (A)- To receive, review and approve the following:**

- a) Asset Register to 31.03.2026 and note all assets have been visually checked during the year by staff and contractors  
b) Risk Management Policy  
c) Financial & Council Risk Assessment



- d) Scheme of Delegation
- e) Internal Controls Policy
- f) Model Publication Scheme
- g) Freedom of Information Policy Statement  
Proposed by Cllr M Turner to approve the above documentation and policies.  
Seconded Cllr Holder. All in favour.

**20. Planning Applications:**

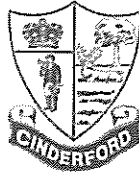
- a) **To consider and make recommendations on the following applications/correspondence received from FODDC**
  - **Change of use from commercial shop to residential**  
St Whites Shop 65 St Whites Road Cinderford (P0416/26/COU)  
No objections.
  - **Application under section 192 to establish whether the erection of a single storey rear extension requires planning permission**  
9 Forest Road Cinderford (P0475/26/LD2)  
No objections.
  - **Erection of a two-storey rear extension**  
24 Heywood Road Cinderford (P0345/26/FUL)  
No objections.
- b) **To note late applications/correspondence received since the agenda was posted**  
None.

- 21. Date of next Meetings (N):**  
9<sup>th</sup> June 2026, 6pm.

**22. 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**  
Proposed to enter Closed Session by Cllr M Turner, Seconded Cllr Flower. All in favour.

- 23. To receive an update from the Clerk on any Staffing Matters**  
Staff Probation Meeting – undertaken. Update provided.



**24. To discuss an application for the Cinderford Awards and agree way forward**  
Nominations considered and agreed.

There being no further business the meeting closed at 8.01pm.

**Signed:**..... **Date:**.....



MAY 2026 COUNCIL - ITEM 18A - PAYMENTS MADE SINCE LAST APRIL COUNCIL MEETING

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Debit Amount
11/05/2026	DEB	EBay 2x20kg bags grass seed	£ 152.78	
11/05/2026	DEB	TESCO STORES - batteries	£ 23.50	
08/05/2026	DEB	AMAZON - video doorbell and accessories	£ 101.85	
08/05/2026	FPO	VINCENT WHITFIELD - FLAG POLE parts and accessories	£ 30.59	
08/05/2026	FPO	ROBERT M SMITH - WESLEY SCAFFOLDING FOR ROOF LEAK	£ 40.00	
07/05/2026	DEB	Shop on TV - paint sprayer machine	£ 146.94	
05/05/2026	DD	H3G- mobile phones	£ 26.80	
01/05/2026	DEB	PAYPAL *JOJO GLASS - Cinderford Awards 2026	£ 102.00	
01/05/2026	DD	BRITISH GAS BGL0068277	£ 291.85	
30/04/2026	FPO	EMMA BENNETT - Cinderford Awards A4 FRAMES X2	£ 9.00	
30/04/2026	FPO	TOOLSTATION LTD - materials	£ 177.78	
30/04/2026	FPO	ROSPA PLAY SAFELY - ANNUAL PLAYGROUND INSPECTIONS	£ 640.80	
30/04/2026	FPO	C & K MCKINNON - ST ANNALS HOUSE REAR WALL PAINTING	£ 1,100.00	
30/04/2026	DEB	TRAVISPERKINS - MATERIALS	£ 22.26	
30/04/2026	FPO	Wages - see separate confidential report for breakdown		£ 11,352.75
30/04/2026	FPO	HALE & CO - materials	£ 462.09	
30/04/2026	FPO	FOREST PRODUCTS - GATE PLAYGROUND REPAIR	£ 91.15	
30/04/2026	DD	BRITISH GAS BGL0068273	£ 128.15	
29/04/2026	DEB	eBay - flags	£ 27.40	
29/04/2026	DD	BRITISH GAS BGL0068274	£ 415.81	
29/04/2026	DD	BRITISH GAS BGL0068278	£ 98.66	
28/04/2026	DEB	LAND REGISTRY - land owner search	£ 14.00	
28/04/2026	PAY	LLOYDS BANK - SERVICE CHARGES	£ 10.35	
27/04/2026	DD	BRITISH GAS BGL0271957	£ 479.06	
23/04/2026	DEB	SCREWFIX DIRECT LTD -MATERIALS	£ 128.22	
23/04/2026	DD	HMRC	£ 4,975.59	
22/04/2026	FPO	VINCENT WHITFIELD - MILEAGE ATTENDNACE AT TREE COURSE	£ 12.60	
22/04/2026	FPO	FOREST ICT - ANNUAL SUPPORT SERVICES	£ 2,994.00	
22/04/2026	DD	ALLSTAR - FUEL VEHICLES	£ 91.79	
21/04/2026	DD	BRITISH GAS BGL0422793	£ 1,299.41	
21/04/2026	DD	BRITISH GAS BGL0540425	£ 243.12	
20/04/2026	DD	BRITISH GAS BGL0068275	£ 73.64	
20/04/2026	FPO	VALLEYOAKS GARAGE - TRUCK PLUG REPAIR	£ 151.91	
20/04/2026	FPO	SAMURAI APPAREL - STAFF UNIFORM LW	£ 181.10	
20/04/2026	FPO	FOREST OF DEAN COUNCIL - MARKET LICENCE	£ 495.00	
20/04/2026	FPO	PRO ACTIVE SOLUTIONS - MICROSOFT ANNUAL LICENCE	£ 1,699.20	
20/04/2026	FPO	RIALTAS BUSINESS - ANNUAL SYSTEM LICENCE	£ 3,722.40	
20/04/2026	FPO	REX BISHOP & SON - SMRT PAVILLION DEMOLITION	£ 18,706.08	
20/04/2026	FPO	FOD & WYE VALLEY - MEMBERSHIP 2026 27	£ 294.00	
17/04/2026	DD	GLOS PENSION FUND	£ 4,568.84	
17/04/2026	DD	BRIGHT HR LIMITED - HR SYSTEM LICENCE	£ 954.72	
17/04/2026	DD	NPOWER A0009238284001	£ 122.10	
16/04/2026	DD	EDF ENERGY A-5D247A0E-001	£ 1,545.56	
16/04/2026	DD	EDF ENERGY A-D2BE9325-001	£ 764.05	
16/04/2026	DD	CF CORPORATE FINANCE - PHOTOCOPIER LEASE	£ 282.00	
15/04/2026	DEB	AGROVISTA UK - ROUNDUP FROM PITCHCARE	£ 57.18	
15/04/2026	DEB	giffgaff - cctv costs	£ 8.00	
15/04/2026	FPO	SJS BOOKKEEPING - ANNUAL PAYROLL SERVICE	£ 899.76	
15/04/2026	FPO	ROBERT M SMITH - ST ANNALS HOUSE WALL RENEVORATION AND CHIMNEY WORKS (WATER INGRESS)	£ 8,856.00	
15/04/2026	FPO	RHM TELECOMMUNICATIONS - PHONES	£ 153.76	
15/04/2026	FPO	LEAP AUDIO LTD- AUDIO LOOPS INSTALLATION COUNCIL CHAMBER AND WESLEY	£ 2,276.40	
15/04/2026	FPO	FOREST PRODUCTS - SM FENCE REPAIRS	£ 75.26	
15/04/2026	FPO	EMMA BENNETT - LAPTOP MOUSE	£ 5.95	
15/04/2026	DD	XCS UK LIMITED - PHOTOCOPIER CHARGES	£ 98.34	
15/04/2026	DD	ALLSTAR - FUEL CARDS	£ 3.60	
		<b>TOTALS</b>	<b>£ 60,272.40</b>	<b>£ 11,352.75</b>

*G Morgan*



# 18A. Accounts for Payment to be approved 12.05.2026 meeting:

## Review and authorise payments

Cinderford Town Council



three to authorise

<input checked="" type="checkbox"/> UK	<input type="checkbox"/> International
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<b>Payments you can authorise</b>	Payments you can't authorise	Authorisation history
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Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorized them.

Recipients	Type	Payment date	Amount	Previous	Next	Latest
PRINTWASTE	Payment New	ASAP	GBP112.84		<a href="#">View</a>	

*G Morgan*

