

Parish Council of Coleford

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Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

Minutes of the Parish Council Meeting held on Wednesday 12th April 2017

Present

Cllr P Ham (Chairman)
Cllr Townsend, Conn, Gurd, Turner, Fisher, Neesam, Banks and Evans.

There were no members of the public present

Public Forum

- PF1 A complaint had been received regarding containers being used to dismantle vehicles in the land adjacent to Goodeaves allotments. Clerk to make enquiries as to whether this is permitted. VW
- PF2 The lamp post numbered M1 opposite Jones store, on the footpath leading to the rear of the bungalows is not working. The Clerk to report to Aster Homes. VW
- PF3 Cllr Turner said that a resident at Rope Walk asked if the land West of Rope Walk was designated as a green space as they wished to build a detached property at the site. The Council believed that it was not but Mendip District Planning department would confirm. Cllr Turner to inform the interested party. CT
- PF4 The Chairman confirmed that the site above the old recycling centre, which was be for potential development has had clearance halted due to great crested newts.
- 1 Apologies for Absence (acceptance of any reasons offered)**
Cllr Talbot, Horler, Littlechild and PCSO Mike Storey sent apologies which were accepted by the Chair.
- 2 Declaration of Interest and Dispensations granted since last meeting**
Cllrs Townsend, Gurd and Turner all declared an interest in agenda item 8.4.
- 3 Approve minutes of the last Parish Council Meeting held 8th and 21st of March 2017**
The minutes had been circulated to all Councillors prior to the meeting. It was noted that at minute ref 8.3 there should include a reference to a footpath. It should now read:
- The turning point in Mendip Vale is in a terrible state and needs sorting next to footpath.
- Both sets of minutes were then agreed as an accurate record and duly signed by the Chair.
- Vote: 9 For, 0 Against, 0 Abstained.*
- 4 Matters arising.**
All matters arising have been completed or will be discussed within the agenda apart from:
- Seek information on renovation of the finger post signs VW
 - Chase up the cheque from CRG for the deposit. VW
- 5 Councillor vacancy**
Continue to advertise. VW

6 Reports

6.1 PCSO report – No report had been received. The next PACT meeting will take place on the 11th May at the Rode Pavilion.

6.2 Somerset County Council report

County Cllr Ham reported that:

- Elections will take place on the 4th May and Cllr Ham will be standing again.
- There have been four Quarry meetings recently.
 - Halecombe quarry are looking to move their offices so that the quarry can be extended.
 - The Wainwrights planning application to extend the quarry towards Oakhill is imminent.
 - Torr and Colemans have reduced their carbon footprint by 50%
 - At Whatley quarry there was an interesting presentation about the use of explosives in quarrying.
- All quarries are at full production.
- The Frome Town consultation meeting was only attended by 3 people. The Town Council are proposing to remove the free parking bays outside the banks and transform the area into a pedestrian friendly zone.

6.3 Mendip District Council report

District Cllr Townsend reported that:

- The Wainwright planning application will provide answers to the questions which the original application raised.
- Rode Parish Council have completed their Neighbourhood Plan which is now subject to referendum. It may be worthwhile Coleford Parish Council giving it consideration with a view as to whether it would be worthwhile putting together a plan for Coleford. The plan is key to unlocking CIL funding if there is development within the village.
- The Bishops Barn in Wells is undergoing review as to what it could be used for in the future.
- Keyrings Lettings have housed 3 families in the last month. They currently have no properties available and are seeking landlords.

District Cllr Ham reported that:

- Shape Mendip lottery is now up and running. The lottery and the benefits to the Hub need to be promoted to maximise income for the hub who receive a direct cut from the tickets sales.
- The Changing Places scheme which aims to provide changing facilities for adult disabled people within Mendip is progressing with some offers of money and some sites proposed. The cost is approximately £30K per build with ongoing running costs of £3K per year per site.
- The first Syrian families which moved to Frome a year ago have now moved to new homes in Bath (supported by the 4 year scheme). Two more families are expected soon and will be moving to Frome and Glastonbury. Only 20% of the Councils throughout the country have welcomed refugees in the way that was recommended by Government.
- The Frome to Radstock rail link is looking like a real possibility, with stations at Frome, Mells and Radstock. CPM, the concrete pipe works is looking to expand its site and is keen to utilise the rail network as a method of transportation. Talks continue with Sustrans to find solutions to re-routing of the cycle path.
- There have been several complaints regarding the Penny's haulage lorries, which are accessing the old Cookswood Quarry site, in particular whilst using Charlton Road. Cllr Ham has spoken to the site owner and the hauliers regarding the complaints. All lorries have forward facing cameras so if a registration number is noted during an incident of inconsiderate driving then it will be investigated by the haulage company.
- As part of the Transformation group, it was agreed that the plans for the new Shepton Library will be submitted. There are discussions around the creation of a blue light hub at the site. It was agreed that 20 units from Box Works will be purchased by Mendip District Council to be sited in Frome Town Centre for start-up businesses to rent; with further units being located in Shepton Mallet at a later date. They will be managed by Forward Space Ltd but will provide an income to MDC.

6.4 Meetings attended

Cllr Philip Ham attended the following meetings:

For Mendip District Council:

- 08/03 - Equalities – Changing places
- 09/03 - MAG planning meeting
- 09/03 – Radstock/Frome Railway
- 09/03 – Portfolio meeting – Transformation
- 10/03 – Meeting with John Lapwood Village Agent
- 11/03 – Wells Xmas market
- 11/03 – Cabinet
- 13/03 – Pheonix board meeting
- 20/03 – Leigh on Mendip PC
- 20/03 – CAMG
- 28/03 – Shape Mendip housing meeting
- 28/03 – Interviews for asset transaction portfolio agents
- 03/04 – CMT and Cabinet
- 04/04 – Holcombe PC
- 06/04 – Phoenix board meeting
- 06/04 – Transformation portfolio holder meeting
- 10/04 – Cabinet
- 11/04 – Mendip Migrants forum
- 11/04 – Equalities and diversity
- 11/04 – Scrutiny workshop

For Somerset County Council:

- 16/03 – Halecombe Quarry liaison meeting
- 21/03 –Scrutiny
- 22/03 – Wainwrights Quarry liaison meeting
- 27/04 – Highways meeting
- 28/03 – Boyles Cross meeting in Frome
- 30/03 – Torr and Colman’s Quarry liaison meeting
- 04/03 – Whatley Quarry liaison meeting

Coleford Parish Council:

- 17/03 – Coleford Athletic FC expenses meeting
- 30/03 – Hub
- 10/04 – Meeting with surveyors at the Hub

Cllr Alan Townsend attended the following meetings:

For Mendip District Council:

- 09/03 - MDC meetings with senior planning staff
- 20/03 - Leigh on Mendip Parish Council
- 22/03 - Wainwrights Quarry Liaison Meeting
- 09/04 - MDC Cabinet pre meeting
- 10/04 - MDC Cabinet
- 11/04 - Keyrings Letting Agency Directors' Meeting

7 **Planning applications**

7.1 Decisions on Previous Applications

2016/3130/PAA – Application for prior approval for a proposed change of use of agricultural storage to dwelling house and for associated operational development.

Owls Nest Farm, Lucking ton Lane, Coleford

Prior approval refused by Mendip District Council

2017/0209/LBC – Replacement of modern roof coverings with slate. Replacement of 2 modern roof lights with conservation type roof lights

Newbury Manor School, Tinkers Lane, Newbury

Approved with conditions by Mendip District Council

2017/0366/PAH – Prior approval for a proposed single storey rear conservatory extension which would be beyond the rear wall of the original house by 4.5m with a max height of 3.5m and an eaves height of 2.5m

17 Farley Dell, Coleford, Radstock

Mendip District Council decided prior approval is not required

2016/1960/APP – Approval of details reserved by condition 3 (external facing materials) of permission 2015/1605/HSE

Nathaniel's Barton, The Barton, Church Street, Coleford

Approved by Mendip District Council

2017/0194/OTS – Outline application for a single dwelling on land adjacent 1 Roseberry Cottages

Land adjacent to 1 Roseberry Cottages, Highbury Street, Coleford.

Approved by Mendip District Council

7.2 Complaints received by the Planning Enforcement Team, Mendip District Council

There were no new complaints.

7.3 Present Applications

7.3.1 2017/0597/LBC - Insertion of conservation roof light within north roof slope and the creation of a door opening in screen wall (not boundary wall) at Hill Farm Lipyeate Coleford Radstock Somerset

7.3.2 2017/0596/FUL - Insertion of conservation roof light within north roof slope and the creation of a door opening in screen wall (not boundary wall) at Hill Farm Lipyeate Coleford Radstock Somerset
Erection of an oak framed car port and workshop and detached timber greenhouse.

Cllr Townsend left the room before discussions started.

Councillors considered both the full and the listed building application along with the written description provided by Cllr Townsend which outlined the reasons for the proposed work. After discussion Cllr Conn proposed that both applications should be recommended for approval which was seconded by Cllr Fisher.

Vote: 5 For, 0 Against, 3 Abstained (1 District Councillor and 2 Councillors with declared interest).

Cllr Townsend returned to the room.

8 **Urgent updates on Highways and Footpath Issues**

Cllr Townsend had circulated a highway report by email prior to the meeting which showed issues previously reported. There were no new items raised.

9 **Finance**

9.1 Agree payments for Mendip Citizen advice bureau

The Clerk stated that the payments of £1000 for each year 2015/16 and 2016/17 should have been paid at the meeting which followed the review of the third quarter budget when it was agreed, but was then omitted from the agenda and then over looked.

Cllr Ham said that the CAB had been told the payments would be forthcoming and was embarrassed that it had not been sent. The payment for the current year 2017/18 did not necessarily need to be paid straightaway although the money had been allocated at the budget set for the year.

Cllr Conn said that in light of such a high number of Coleford Parishioners benefitting from the service that he proposed we should pay £3000 tonight which would include the payment for the current financial year. This was seconded by

Vote: 9 For, 0 Against, 0 Abstained.

9.2 Agree Clerks expenses and pay review

It was agreed that this would be adjourned until the next meeting.

Ag

9.3

Review and agree Cemetery fees and policy

The Clerk had prepared a draft cemetery policy along with a schedule of fees with various percentage increases for discussion. Cllr Gurd was concerned that there were some issues relating to the Council not offering exclusivity at the time of agreeing to interments and that the Coleford fees were seriously low when compared to the fees shown on the Mendip District Council website. It was therefore agreed that in the first instance all Councillors should read the proposed draft policy and forward comments or suggested amendments by email to the Clerk. This will then be collated by a smaller team. Further research will be done by the Clerk regarding exclusivity and Parish Council fees. This will then be revisited at a future meeting.

ALL

VW

VW

The Clerk said that the risk assessment and topple testing also needs to be completed during the summer after giving notification via On the Map and a notice at the Cemetery.

9.4

Review accounts for year-end 31st March 2017

The Clerk had emailed a copy of the year-end 2016/17 accounts to all Councillors prior to the meeting. It was noted that there would be some items purchased imminently that should have been paid out during the 2016/17 financial year, like the CAB payment and street furniture, which would then reduce the figures carried forward. There were no questions and it was agreed that the accounts should then be signed as an accurate record of the year-end figures.

Vote: 9 For, 0 Against, 0 Abstained.

9.5

Accounts Approved for Payment

The following payments were read out.

Clerk expenses March	£ 47.54
Mendip CAB	£3000.00
Glasdon UK Ltd – Plastic bags for dispenser	£ 35.01

Cheques were signed by Cllr Conn, Ham, Townsend and the Clerk

Vote: 9 For, 0 Against, 0 Abstained.

10 Environment - Lead Councillor Report

10.1 Confirm order for street furniture

The Clerk had received the following quote from the Bin shop:

VW

- 5 x 100 ltr grit bins @ £44.00 totalling £220.00
- 5 x Cesar grit bins @ £97.00 totalling £5485.00
- Plus ground fixings bolts @ £9.99 totalling £49.95
- 1 recycled plastic and steel bench @ 223.10 totalling £223.10

Totals £978.05 plus carriage of £90.66 and VAT of £213.74 making an order total of £1282.45

Councillors agreed that as the quote was improved on the amount which was agreed at the previous meeting that the order should be placed.

The Clerk to seek guidance from SALC regarding the Parish Councils having a credit card.

VW

10.2 Community Pay Back scheme

The Clerk had circulated a list of potential jobs for the Community Pay Back scheme to undertake. It was agreed that Keith to lead discussion with Environment working party to prioritise tasks and prepare a list of materials and tools that will be required to complete the tasks.

KE

- 10.3 **Review allotments at Coleford Playing Field**
 Cllrs Gurd and Conn had both considered the paperwork held on all of the allotment plots. It was noted that the piece of land at the Coleford Playing field which is owned by the Council but forms part of the fenced garden area of 5 Rose and Crown. It was agreed that this should be followed up by the Clerk. VW
- Cllr Conn noted that the plan on file does not show the piece of land rented to the home owners of the Old Post Office.
- It was agreed that further investigation of the boundaries would be undertaken by Cllrs Gurd and Conn, who will report back at the next meeting. Ag
- 10.4 **Complaints re litter at Goodeaves Allotments**
 A letter of complaint had been received from Mrs Harwood who tenant for Plot 7. She had the following concerns:
 Pigs on the neighbouring land – These have since been moved and therefore no longer a concern.
 Litter – Clerk to contact Aster homes to ask if a bin can be placed at the entrance where the litter originates from. VW
 Plot 8 – Half of the plot has been recently let and the empty half has been sprayed to reduce worry of weeds.
 Plot 1 & 2 – Becoming unkempt. Clerk to chase up and ask for land to be tidied and the weeds to be addressed. VW
 No water – Explained that this is not going to happen as would be too expensive for Parish Council. Rain water harvesting is the way forward.
- A further complaint had been received from Mrs Horler who also expressed concern about most of the above points but also concerns over the overhanging trees.
- Cllr Gurd has spoken to both Mrs Horler and Mrs Harewood and both are now more content however it was agreed that it would be a good idea for a meeting to be held with all allotment holders and representatives from the Parish Council present to discuss concerns and have an open dialogue about the allotments. Clerk to orchestrate suitable date and venue. VW
- 11 **Update on Coleford Athletic Football Club**
- John Hansford had emailed plans for alterations to the changing rooms. It was agreed that Cllr Townsend would check out situation re building regulations. VW
 - A CRC certificate has been received from Nicholas Parr. The Clerk has emailed a request for a copy of certificates for each volunteer prior to training of a youth team commencing but it has not been forthcoming. Clerk to make enquiries with the FA as to what the Adult / child ratio is and whether each volunteer needs to have completed the CRC checks. VW
 - The discussion regarding the fees will be further discussed at a separate meeting of the working party prior to the next meeting with CAFC which is planned for the 27/05/17. PH/TG
AC/KE
VH
- 12 **Safety report for Coleford Playing Field equipment**
 Cllr Gurd had identified a risk with damage to a safety surface under the swings in the Coleford Playing field. The Clerk had invited 2 companies to inspect the damage and quote for the repair and the cleaning of all the surfaces preferably before the next annual inspections. Agenda item for the next meeting. VW
Ag
- 13 **Agree supplier for the annual play area inspections**
 The Clerk had investigated quotes for annual inspections of play equipment but found that the most competitive price was only £10 cheaper (Somerset Playing Field Assoc) and it was agreed that we should remain with ROSPA Playsafety who are familiar with the play areas and have done the reports for some time. The next inspection is due in June.
- 14 **Review website**
 The website is now up and running with the Clerk able to update the information easily keeping it current. Peter Coles has built the new site as well as generously funding the first year cost of hosting which was very generous. It was agreed that the Clerk would write to formally thank him for giving up his time to create the site and generously funding the first year. VW

15 Agree date for NHS Health Check

Councillors agreed that Monday the 5th June would be a good date for the health checks to be carried out. Once the Clerk has established what size the mobile van is a venue can then be agreed.

VW

16 Progress report on BMX track

Cllr Gurd provided a written report a copy of which will be attached to these minutes. To summarise Cllr Gurd and Turner had researched the Leigh on Mendip pump track (made of concrete with smooth surface) and Nunney BMX track (made of compacted gravel). They had spoken to Kye Forte who is an International BMX rider as well as company owner who has designed and built the LOM track.

Cllr Gurd and Turner have measured out the proposed site and prepared a scale drawing showing the current football pitch, the youth football pitch and the new BMX track. The site is large enough to incorporate both a BMX track and pump track. The pump track surface is also suitable for scooters and skateboards which would capture the interest of a larger number of potential users. Kye has given an indication that he believes he can provide this for £23K – £25K

The proposed site would require the removal of 2 trees both of which are sick and would requiring at some point in the near future. Cllr Gurd has spoken with Jon Perry who has confirmed that he is happy to remove the trees free of charge on the understanding that he can retain the wood. He would require this in writing prior to commencement. Cllr Gurd will prepare a draft letter which will be sent to the Clerk to be circulated to all Councillors prior to sending.

TG
VW

A vote was taken which was unanimously in favour of Jon Perry removing the required trees free of charge on the basis that he can retain the wood.

Vote: 9 For, 0 Against, 0 Abstained.

It has been suggested that a new entrance be created on Newbury Lane, which will require the removal of 1 tree. This would not only be helpful with the installation of the BMX track but also be beneficial on Village day. Cllr Townsend will make enquiries with the planning department to establish.

AT

A vote was taken which was unanimously in favour of creating a new entrance to the playing field from Newbury Lane.

Vote: 9 For, 0 Against, 0 Abstained.

Cllr Gurd had been informed by a Planning consultant involved with the LOM site that no planning permission or change of use would be required for the Coleford site. This may require further investigation.

Kye is working on putting together a design and providing a quantity survey. He is happy for us to source materials providing he is left to deal with the build.

Cllr Ham said that when we have an idea of the required materials the local quarries are aware of the requirements and have indicated that they might be able to help.

Cllr Conn and the Clerk have been tasked with sourcing grants and funding opportunities for the project. The following options will be pursued once the design has been provided:

- The Big Lottery fund
- Ralph and Erma Sperring fund
- Sport England
- Tesco bags for life fund

17 Meetings to attend

The next PACT meeting will take place at Rode Pavilion on the 11th May.

18 Reports of any risks identified

There were none.

19 Correspondence
Grant Thornton Audit papers – Clerk to action

VW

Circulated to Councillors in the reading pack

- Information about Parliament week
- Avon and Somerset policing newsletter
- Mendip society newsletter
- Countryside Voice newsletter (CPRE)

20 Matters of urgency

There were none.

21 Date of Next Meetings:

Tuesday 25th April 2017

Annual Parish Meeting and Planning Meeting

Wednesday 10th March 2017

Annual Parish Council Meeting and Parish Council Meeting