

# Parish Council of Coleford

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Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Minutes of the Parish Council Meeting held on Wednesday 10<sup>th</sup> January 2018

### Present

Cllr P Ham (Chairman)  
Cllr Townsend, Conn, Evans, Fisher, Littlechild, Turner and Banks

### PF Public Forum

- 1 Claire Flemming spoke as the applicant to the planning application 2017/3222/FUL for the erection of two holiday lets with associated vehicular access and landscaping at Kilmersdon Common Farmhouse, Common Lane, Holcombe, Radstock, BA3 5QB. She explained that it was proposed that the 2 three bed semi-detached houses would be built on the site of the obsolete tennis courts which will look out across the valley. Claire said that she currently works with Airbnb to promote the small cottage which adjoins the farmhouse. In talking with visitors, she has identified a need for three bedroomed holiday accommodation in the area.
- 2 Mr Norman Moore spoke regarding the Local Plan Part II consultation. He objected to the proposed developments shown in the Local Plan for Coleford as CL1 and (HELAA Site COLE 024). Mr Moore does believe it to be sound or in the best interest of the village. His main reasons for objections were:-
  - Inadequate Access to Site and Village – the road network is in need of improvement prior to further development within the village.
  - Suitability of the Land – The land is landfill and may be contaminated. He said that he believed that a large quantity of red mud had been dumped there.
  - Density of Proposed Development - 21 dwellings on this site is too high and out of proportion to the surrounding properties.
  - Education - Bishop Henderson School is at full capacity and therefore an increase in the village population would not be sustainable.
  - Sewerage - Wessex Water Sewage Works is at full capacity and a development of the scale would therefore create problems.
  - There is sufficient Affordable Housing in Coleford – Mr Moore said that he did not think there was a need for more affordable housing in the village. Zoopla shows 21 properties for rent starting at £104 / week and 13 properties for sale from £51,000 to £180,000 plus council housing. There is no employment in the village and very poor public transport for commuting.

The Chair thanked Mr Moore for coming and said that the Council would also be considering the consultation later in the meeting. He asked Mr Moore to write direct to MDC to make them aware of his views.

- 3 The following members of the public attended the meeting to object to the proposed holiday lets:
  - 3.1 Mr Rob Elliot introduced himself and brought to our attention that at the corner of the drive to Kilmersdon Common Farmhouse there is a constant stream of water which runs all year, down the road and into Ham. He believed that the proposed location of the new builds could be susceptible to flooding. The constant water on the road also causes flooding during cold spells making the roads treacherous. This flooding needs to be addressed before any development is to be considered.

He also said that additional housing in this rural hamlet would ruin the setting of the peaceful location.

- 3.2 Mrs Mary Pearce introduced herself and stated that this is not diversification of a farm. Contrary to what the applicant said Mrs Pearce explained that the Airbnb site shows 10 potential properties in the immediate area for visitors to the area. She reiterated that there was no commercial need for the development as there was no shortage in the area. Mrs Pearce said that there had been a case in Pitcot Lane, Stratton on the Fosse, whereby the planning conditions had been lifted from a holiday let as it was proved that there was no demand. If this development goes ahead then it will open the flood gates to others in the area.
- 3.3 Mr Kevin York lives opposite the site and said that he agreed with everything that had already been said to this point. He was pleased to report that the application was now listed correctly as Kilmersdon Common Farmhouse rather than Kilmersdon Common Farm as originally listed. Mr York made the following points:
- Any surface water is only set to get worse if the development was to go ahead.
  - The access is at the narrowest part of the road and the hedgerows over hang the road. It would be a concern how people would access the drives safely. He believed that more than 2 parking bays would be required.
  - Two old trees would have to be removed for the project to progress which would be a shame considering their age.
  - The plans do not show where the septic tank would be sited.
  - There is already planning permission for the new holiday chalets at Cookswood Quarry.
  - He believed that the 2 properties would be over development of the rural site.
- 3.4 Richard Stevens was sure that there would be at least 4 mature trees removed and an old milk stand. He was also concerned that the sewerage systems would not be adequate. He felt sure that the development would end up being sold to the private market.
- 3.5 Chris Pearce joined the public area and spoke as a member of the public rather than as a Councillor. He said that:
- The proposed houses are not insignificant and will measure as high as the farmhouse itself.
  - If completed the accommodation would bring the occupancy for the holiday lets to 16 people in total.
  - The development would have an adverse impact on Ham and would change the character.
  - Liquid effluent will be a problem. Where will it go? It is difficult to see how it could effectively and safely be dealt with.
  - There should be a proven need to develop in a hamlet and in this case it has not been proven.

#### **1 Apologies for Absence (acceptance of any reasons offered)**

Cllr Littlechild and Fisher both sent their apologies which were accepted by the Chair.

#### **2 Co-option of Councillor**

No applications had been received.

#### **3 Declaration of Interest and Dispensations granted since last meeting**

Cllr Pearce declared an interest in the planning application 2017/3222/FUL – the erection of two holiday lets with associated vehicular access and landscaping at Kilmersdon Common Farm Common Lane

All Councillors have an interest in agenda item 4.4.1 the planning application 2017/3323/FUL - Proposed creation of BMX Pump Track, Playing Field Orchard Close Coleford and in agenda item 7.3 the Local Plan Part II. Dispensations for both items have been granted by the Clerk.

Cllr Gurd declared an interest in his submission of a claim for expenses incurred whilst undertaking work on the BMX track

#### **4 Planning**

##### **4.4 Present Applications**

##### **4.4.1 2017/3323/FUL - Proposed creation of BMX Pump Track, Playing Field Orchard Close Coleford Somerset**

All Councillors have an interest in this matter and a dispensation has been granted by the Clerk.

Cllr Gurd said that Hillside Farm had not originally been included as a consultee. He said that he raised this with MDC planning department who have subsequently included them so that they will have an opportunity to comment if they so choose. He also confirmed that Somerset Building Control had confirmed that there would not be a requirement for building regulations.

Cllr Banks proposed that the application be approved which was seconded by Cllr Talbot. A vote was taken with all Councillors voting in favour of supporting the approval of the application with exception of the District Councillors who do not take part in voting at Parish level.

*Voting FOR 7, AGAINST Nil, ABSTENTIONS 2 (District Councillors)*

4.4.2 2017/3222/FUL - Erection of two holiday lets with associated vehicular access and landscaping. Kilmersdon Common Farm Common Lane Holcombe Radstock Somerset BA3 5QB

*Councillor Pearce left the room.*

All Councillors have had an opportunity to consider the abovementioned application and plans. After discussion it was proposed by Cllr Conn that the application be recommended for refusal which was seconded by Cllr Turner for the following reasons:

- The visual impact due to height and of such a modern design is unsympathetic to the surrounding properties and is not in keeping.
- Two new 3 bed semis on this site would be over development of this quiet rural area
- The proposed access (turning space) is poor along such a narrow road. There is insufficient parking bays for a development of this type.
- There is a real concern over septic tank/sewerage/drainage arrangements.

*Voting FOR 6, AGAINST 0, ABSTENTIONS 2 (District Councillors)*

The Chairman thanked everyone for coming to the meeting and speaking on the application.

*Cllr Pearce returned to the room*

**4.1 Decisions on Previous Applications**

There were none.

**4.2 Complaints received by the Planning Enforcement Team, Mendip District Council**

There were none.

**4.3 Mendip Local Plan Part II: Consultation**

It was noted that some of the local green spaces which the Parish Council had requested be included within the plan had been omitted, most obviously Highbury Playing Field. The finance team will cross reference the request sent to the Planning department in March 2017 against the latest Local Plan.

VW/AT/  
AC

Cllr Gurd said that he was “extremely disappointed” over Cole 024, that the site adjacent to the old recycling plant had been included as a potential site for development. Cllr Conn said that whilst the Parish needed only 3 properties to meet the allocation, this is a minimum and there is likely to be government pressure to increase provision. Also there could be pressure from landowners to include other sites that the Parish Council had considered less suitable during previous consultations. Although the site on Newbury Lane was allocated there was no guarantee that it would be fit for development.

**4 Approve Minutes of last Parish Council meeting held on the 6<sup>th</sup> and 19<sup>th</sup> December 2017**

Both sets of minutes had been circulated to all Councillors prior to the meeting. It was agreed that the minutes accurately reflected the discussions and decisions made so were duly signed by the Chair.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

**5 Matters Arising**

All actions had been completed or will be discussed under an agenda item other than as follows:

- The Hub management committee have confirmed that they are able to accommodate the Parish Council meetings at the Hub and are happy with the proposed fee of £15 per session, which is what is currently being paid to Douglas Yates. Both the monthly meeting and the Planning

meetings will need to be held on a Wednesday night rather than a Wednesday for the monthly meeting and Tuesday for the planning meeting.

VW

The Clerk will write to the manager of Douglas Yates Court to give notice that as of the new financial year (April 2018) the Parish Council will not be using the meeting room.

## 6 Reports

6.1 PCSO – No report had been received. Cllr Townsend said that the Council had requested that PCSO Mike Storey investigate whether a report could be provided showing details for reported incidents which had been resolved for Coleford. Clerk to seek a response.

VW

6.2 County Council Report – County Cllr Ham reported that:

- Three new school autism centres are to open next year thanks to £2 million of investment from SCC. Westover Green Community School in Bridgwater is set to open its new 14 place facility in January after a £700,000 investment. It will feature 2 large learning spaces, a smaller group room, sensory room, kitchen, office and an accessible bathroom to help students enjoy their education and receive additional support.

Later in the year a similar base will open at Holway Park School Taunton as well as an extended and refurbished base at Heathfield Community School also near Taunton. Together the developments amount to £2.3million of investment from the County Council creating 48 places for primary and secondary school children.

- In the recent Local Authority Financial Settlement the Government chose not to award Business Rate Retention Pilot status to Somerset despite it having the full backing of the County Council and the five District Councils. This decision has not been fully explained and unfortunately leaves the County Council needing to find a further £4 million of cost savings in 2018/19.
- The Highways team attended to 343 incidents over the Christmas period. High winds on Christmas Day led to numerous tree falls including a New Cross in South Petherton where 12 trees fell. Winds decreased on Boxing Day but there was heavy rain countywide. Many minor roads and some major routes experienced flooding.
- Thousands more homes and businesses in Somerset are in line for access to superfast broadband following a major Connecting Devon and Somerset expansion plan. The Governments Broadband Delivery UK agency has given the go ahead for CDS to increase access to the ultrafast broadband network being delivered by Gigaclear for around 20000 homes and businesses initially in hard to reach rural communities across Somerset. More information can be found [www.gigaclear.com/connecting-devon-and-somerset-rollout-schedule](http://www.gigaclear.com/connecting-devon-and-somerset-rollout-schedule)
- Over 300 people have been supported to leave hospital sooner and average stays have been reduced by 5 days per person as part of the Home First initiative which launched in September. The scheme allows people to leave hospital rather than wait for care assessments and rehabilitation planning, receiving it at home or care home or community hospital instead. Since introduced Musgrove hospital almost 190 more patients have been able to leave hospital earlier to be supported at home and a further 47 patients are currently on the Home First pathway. This has also freed up almost 20 beds a week.
- A consultation for school admissions arrangements for children starting school during 2019-20 is currently taking place. To find out more or comment visit <http://www.somersetconsults.org.uk/consult.ti/AdmissionConsultation1920/consultation%20Home>

6.3 District Councillors – District Cllr Ham reported that:

- As part of Transformation 2 assets have been purchased. The first is a very large warehouse located in Chepstow, which has a tenant agreed for the next 24 years. The second is a very large retail premises in Swindon which also has a tenant secured for the next 20 years. These will generate good income of £1.2 million gross per year for the Council. There are more schemes in the pipeline.

- The Council has put together a comprehensive training program for the year which will be undertaken by both staff and members together for the first time
- The dispute surrounding the minimum wage and living wage has been resolved by Core Services. 1.5% savings to be made each year on the previous year.
- The 5 Council contract has been settled in principle. Printing and copying has been brought back in house in the same way as Licensing. This will save the Council 11.8% on the old contract so still a good saving.
- Fusion Leisure have given their report to Cabinet, which shows that they have invested £1 million more than they originally agreed. Take up on activities throughout the centers has been really good.
- The markets across the district are doing well apart from the Wednesday market at Frome.
- The Tax bases have been agreed and passed on to Clerks to enable Councils to make decisions on the Precepts for 2018/19.
- Mendip District Council has agreed their budget for the coming financial year which will see a small increase in the Council tax but no services will be cut.
- Recycling – 750 million plastic bottles are used a day. Cllr Ham has put forward a proposal that MDC should campaign for the district to stop the use of single use plastic bottles.
- Mendip District Council is consulting on the Pre-submission Draft of the Local Plan Part II from Tuesday 2nd January to Monday 12th February 2018.

District Cllr Townsend reported:

Recycling – The introduction of the Recycle More programme involving improved plastics recycling and 3 weekly rubbish collection has been delayed due to the need for vehicle replacement, staff training and most important to most of us is the publicity to make it clear what extra items can be recycled. Also on this theme the Council is urgently considering how best to restrict its use of single use plastics.

Climate Change – A lengthy ‘brief’ on the subject by the leader of the Green Party. Members were disappointed that this was a political rather than factual presentation and there was no opportunity for real debate. The Council remains committed to the LGA initiative on reducing CO2 emissions.

Local Plan Part 2 – Full Council agreed that the draft document should now go to final public consultation before examination by the Government Inspector. Its purpose is to identify specific sites for housing allocation and to record Local Green Spaces.

Planning Board: A decision on a further 200 houses on the

- Wookey Hole Rd in Wells was deferred for the production of a Travel Plan to consider safe travel into the city and in the local lanes.
- West Pennard – an application for a retirement dwelling for a local resident was refused as it was half a mile outside the village development limits.
- West Pennard – an application was approved for three mobile homes for workers for a care home despite being outside the development limits
- Licensing – the Board discussed the huge inconvenience caused to the District by the Glastonbury Festival and are examining ways of seeking some sort of payment from festival goers. Some variation on a Tourist Tax was considered.

#### 6.4 Councillors – details of meetings attended this month

Councillor Ham attended the following meetings:

As Somerset County Councillor:

05/12/17 – Scrutiny

08/01/18 – Budget meeting

As Mendip District Council:

11/12/17 – Member and staff group meeting  
11/12/17 – Marketing meeting  
11/12/17 – Cabinet  
13/12/18 – Migrants Forum  
13/12/14 – Wells Christmas market  
13/12/17 – Cabinet and Scrutiny  
18/12/17 – Transformation  
18/12/17 – Full Council  
20/12/17 – Planning board  
20/12/17 – Leisure board  
02/01/18 – Holcombe PC  
04/01/018 – Transformation  
08/01/018 - Cabinet

As Coleford Parish Council:

12/12/17 – BMX Pump track  
19/12/17 – Youth club Christmas party  
16/12/17 – Hub meeting

District Cllr Townsend attended the following meetings:

11/12/17- MDC Shape our Future Working Group  
12/12/17 - KeyRing Directors  
13/12/17 - MDC Joint Cabinet/Scrutiny  
14/12/17 - Coleford Planning Site visit  
18/12/17 - MDC Green Party Climate Change presentation  
18/12/17 - MDC meeting with Deputy Chief Exec re Infrastructure opportunities  
18/12/17 - MDC Full Council  
20/12/17 - MDC Planning Board site visits  
20/12/17 - MDC Planning Board  
23/12/17 - Hub Steering Group Meeting  
02/01/18 - Holcombe Planning site visit  
02/01/18 - Holcombe Parish Council  
03/01/18 - MDC Licensing Board  
08/01/18 - MDC Cabinet

## **8 Progress report on BMX pump track**

8.1 Cllr Gurd circulated a written report to all prior to the meeting as follows:

- On 15 December '17 a Full Planning Application was submitted to MDC for their approval.
- Leigh on Mendip Recreation committee, gave the boys of Coleford permission to use the Pump Track at Leigh' for an "Endurance Cycle" fund raising event. Thanks to David and the Rec' Committee for that.
- On Tuesday 19<sup>th</sup> Dec, Wayne McKeown advised that the directors of Wainwright had agreed to donate Asphalt to the value of £3,500 needed for the surfacing of the Pump Track. Cllr Gurd thanked Wayne, the Operations Director and Andy Robinson, the Technical Director, who the team had been working through to obtain this gift.
- On the 23<sup>rd</sup> December the draw for the raffle organised by Amy West and Christine Alford was held in the Royal British Legion. The Raffle raised a total of £521.75
- The total now raised to stands at £17108.21. This is made up from, the original £10k from SCC, £3,608.21 raised within the village from events and £3500.00 donated by Wainwright.
- On Saturday, 13<sup>th</sup> January, some of the youth are planning to lay on a sponsored endurance ride at Leigh on Mendip Pump Track. Cllr Gurd has completed the risk assessment.
- The pump track team held a meeting on the 4<sup>th</sup> January to discuss the Pump track contract. The basis of the contract is a standard pro-forma contract which the team adapted to suit the Councils requirements. As agreed at the previous meeting the draft contract has been submitted to Cllr Townsend for comments.
- It is proposed that the draft contract will be submitted to the preferred contractor to peruse and approve as being, to them, reasonable. When both parties are happy with the contract within the letter and spirit, CPC will await the decision of MDC planning group. On receipt of the

planning decision from MDC, if positive, the contract will be signed by both parties and a start date agreed.

- On the 5<sup>th</sup> Jan there was a site meeting with Rob Wareham for him to refresh his memory of the site, preparatory to preparing drawings for drainage of the Pump Track and general discussion about the way forward.
- The Pump Track Team believes, it would be a good idea before construction of the Pump track begins, for the contractor to first cut a track (min) 2.6 metres wide (by removing the turf and top soil to a depth of 0.3M), from the gate apron to the edge of the pump track, line it with Terram and then compact a minimum of 0.250 metres of the stone that is presently laying on the playing field.
- This will enable plant and lorries to enter the site without tearing up the surface. On Completion of the Pump track construction this track will be re-compacted and the track will remain. The Pump Track Team propose that the preferred contractor undertake this work as a nominated additional item to the contract.
- In addition, the pump track team would like to install two bench seats (Quote received at £900 for both) and a litter bin (Quote received at £463) at the site to compliment the Pump Track. The Pump Track Team propose for this work to appear as an additional item on the contract.

All Councillors agreed in principle to the installation of the track, 2 benches and litter bin. Cllr Gurd will seek a quote from Rob Wareham to quote for the additional work. This will be an agenda item at the January Planning meeting.

TG  
Ag

8.2

#### Signing the grant offer by Somerset Community Foundation

Cllr Conn confirmed that Sport England had requested information relating to the tender process which had been submitted with an explanation that due to the specialized nature of the scheme we had only been able to secure 2 quotes. They have confirmed that they are happy with the Parish Council's tender process.

Cllr Conn said that the grant offer from Somerset Community Foundation had been received and the terms was all agreeable. The offer required one signature and it was agreed that Cllr Conn would sign the document.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

8.3

#### Discuss the landscaping proposals prepared by Cllr Conn

Cllr Conn had circulated a landscaping proposal as follows:

1. The contract for the main works will require Dirt Kraft to grade and smooth the banking materials and available topsoil, and create a bank between the Pump Track and the boundary with Hillside Farm. These areas and the soft areas within the track will require planting. The form of planting and ongoing maintenance will need to be agreed and implemented by the Parish Council.
2. The project team has discussed the site with a landscape architect and identified 3 options for this work, which we have assessed as follows:-
  - Plant with amenity area grass mix – This would be the highest maintenance but would be tidy however of little interest to wildlife.
  - Plant with shrubs – Highest initial cost with significant maintenance cost. Would probably look out of place and be of limited interest to wildlife.
  - Plant with wildflower and grass mix – Lowest cost overall. Would be attractive and untidy at times but of interest to wildlife.
3. Cllr Conn proposed that the Parish Council:-
  - Supports the planting of a specialist wildflower and grass mix at the Pump Track
  - Invites the current grass cutting contractor to price strimming and removal of cut stems twice a year, during late summer / autumn.

All Councillors agreed to support the proposal.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

It was noted that there may be a need to plant a screen hedge in the boundary between Hillside Farm and the playing field.



**Reports on Highway and Footpath Issues**

Cllr Pearce provided the following report:

<b>Date Reported</b>	<b>Description</b>	<b>Action</b>
O/S	Inconsiderate Parking - throughout village	Chris Betty planning to make a site visit.
O/S	Goodeaves Close - Pavement	Pavement dropped, but not enough. Aster have been asked to rectify.
26.7.2	Mendip Vale – Footpath opposite nos 33, 35 left with dangerous stumps	Not in highway so Highways unable to action. Highways to see if ownership can be established.
26.7.3	Co-op – Pavement issues for mobility scooters	Highways to action
8.3.6	Church St – whole length has issues,	SCC looking to resurface in next financial yr
10.5.2	Springers Hill – Coleford sign to be moved to Parish boundary	Request sent to Chris Betty, is on his Action list
10.3.10	Aqueduct – unsafe walling & 9.5.12 – serious cracks reported & 7.8.13, 20.11.13	Reported MDC Conservation
10-12-17	Pot holes in Cherry Garden Lane 50yds and 100yds from Lipyeate Junction	
14/12/17	Highway safety issue at Soho junctions	
20-12-17	Pot hole north side Anchor Road between Post Office and RBL	
20-12-17	Pedestrian Crossing light on Post office side not working	

- 9.1 Update on the renovation of Finger post signs – Cllr Pearce confirmed that the survey has been completed and unearthed few original posts and some with a mix of old and new on one post. Some are leaving badly and few are ready to renovate without preparation. The post at Lipyeate is probably in the best condition but is actually fence within a field.

Cllr Pearce will email the report to all Councillors for consideration. This will then be an agenda item for the February meeting.

CP  
Ag

- 9.2 Agree action on the missing pavement section at Goodeaves. – The kerb at Goodeaves had been altered to allow for a dropped kerb but it is still too high to be easily used. Cllr Townsend will find the contact name for the relevant contact in Aster Homes and pass to Cllr Pearce to contact and ask them to rectify the problem. The road has not been adopted by Somerset County Council.

AT  
CP

- 9.3 Parking issues at Highfields, Anchor Road  
An email had been received from Mr Price reporting parking and access issues at Highfield, Coleford. The letter had been circulated to all Councillors which highlighted various issues that have caused Mr Price to have no access to his home. The Chairman said that this was a long standing issue but he would be happy to meet Mr Price at the location to discuss his concerns. The Clerk will email Mr Price and pass on Cllr Ham's contact details.

PH  
VW

**10 Report on meeting with CAFC**

Cllr Gurd had had a productive meeting with the club secretary Mr John Hansford, who was happy with the way things have gone this season to date. The minutes had been circulated to all. The Chairman advised that it may be a good idea to attend future meetings with a fellow Councillor.

**11 Finance**

- 11.1 Bank Reconciliation – The reconciliation had been prepared by the Clerk and checked by Cllr Gurd who confirmed that the figures were correct and duly signed the form to confirm.
- 11.2 Agree Precept for 2018/19 – The Clerk had provided an updated spreadsheet to all Councillors which showed the base rate and how the precept could financially impact on the residents via their Council tax. After discussion it was agreed that PF02 – Play equipment repairs and improvements should be increased from £7K to £10K and that the Precept should be set at £40K for the coming financial year. This was proposed by Cllr Banks and seconded by Cllr Evans.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*



The Clerk to notify Mendip District Council of the precept requirements.

VW

11.3 3<sup>rd</sup> Quarter budget review – The Clerk said that a budget review was due. The Finance working party to agree a date to consider the accounts ready to report back at the planning meeting.

AC/AT  
VW  
Ag

11.4 Review Allotment charges for October 2018 / 2019 & 2020 – It was agreed that Goodeaves allotment charges will remain the same for the next invoicing period. However having made improvements to Plots 1 and 2 the rate should be increased to the full plot rate as of the 1<sup>st</sup> of October 2018. The Clerk will need to write to the tenants to notify them of this change. Half plots will be 50% of the full plot rate.

VW

The garden allotments at Highbury and Coleford Playing field are to have the tenancy agreements reviewed. A working party of Cllr Gurd, Cllr Ham, Cllr Banks and Cllr Evans will then meet to discuss whether the tenants should be given a year's notice that the tenancies are to be terminated, boundaries realigned and new agreements issued with a possible price increase. This will be an agenda item for a future meeting.

TG/PH  
HB/KE

Ag

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

11.5 Accounts approved for payment

Clerk expenses (£36 home office)	£ 98.12
Water Business – June to December	£127.77
Tony Gurd – Expenses (Mileage and printing)	£ 97.30

*Voting FOR 8, AGAINST 0, ABSTENTIONS 1*

**12 Discuss Saturday Bus Service**

This will be adjourned until the February meeting

Ag

**13 Parish Plan - Review action list**

This will be adjourned until the February meeting

Ag

**14 Update on the housing needs survey**

The survey will sent to residents this weekend. The Clerk has put together a poster encouraging everyone to complete and return the survey. This will go onto the village notice boards and Facebook. The survey has been produced at no cost to the Parish Council.

**15 Discuss appropriate sites for the Air ambulance to use for night landing**

The Dorset and Somerset Air Ambulance are looking to locate and approve sites for use in an emergency at night in advance of having to use them. It was agreed that the Clerk should notify them that the Highbury Playing field and the Doctor Surgery Car Park could be appropriate sites.

VW

**16 Environment Report**

Cllr Evans reported as follows:

- The grit bin at Springers Hill is empty. The Clerk to notify Highways to refill the grit bins as per the list provided by Cllr Ham.
- The wood removed from the hard court and stacked to the rear of the Changing rooms needs to be removed. Cllr Evans to liaise with Pete Mellen the Community Pay Back coordinator who is interested in taking it for his wood burner.
- The poo bag dispenser unit had been used as dog waste bin.

KE

VW

16.1 Agree locations for new street furniture & dog waste bin at Rope Walk – Cllr Evans and Ham to agree schedule for the bin installation. The Clerk to progress the installation of the dog waste bin at Rope Walk.

16.2 Community pay back team update - The Pay Back team will be working of clearing fallen leaves at their next visit. It was agreed that Cllr Evans should get a changing room key cut to allow ease of access when dealing with the Pay Back team. The costs of which will be reimbursed.

- 17 Meetings to attend**  
13/01/18 from 10am and 4pm - Endurance BMX ride at Leigh on Mendip to raise awareness and funds for the Coleford Pump Track.  
14/01/18 at 10am until 1pm – Butterfly Bank Project, Winter Clearance.  
18/01/18 at 6pm – Mendip District Council Parish Forum  
24/01/18 at 7.30pm Coles Garden Meeting room, Kilmersdon - PACT meeting  
06/02/18 Frome Assembly Rooms and 15/03/18 @ 6.30pm Glastonbury Town Hall – Planning Refresher session. Councillors Townsend, Evans, Banks and Gurd to attend the Frome session and Cllr Pearce to attend the Glastonbury session.
- 18 Report of any risks identified**  
The Clerk reported that the bottom step of the slide at Roman Way has a rust hole which is big enough for a child to put finger through. Cllr Gurd will inspect and report back. TG
- 19 Correspondence**  
The following items will be circulated in the reading pack to all Councillors
- Mendip Society newsletter
  - Clerk and Council Direct
  - Information from Cllr Ham regarding single use plastics
- 20 Matters of Urgency – at the Chairman’s Discretion**  
Planning application 2017/1374/FUL – Flexible Electricity Generation facility at Newbury works. This has been given an extension to allow the Council to consider at the January Planning meeting. The original application has been passed to Cllr Townsend to consider. Ag
- 21 Date of Next Meetings:**  
Tuesday 23<sup>rd</sup> January 2018 Planning Meeting  
Wednesday 14<sup>th</sup> February 2018 Parish Council Meeting

**The meeting finished at 22.27hrs**