

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday 14th March 2018

Present

Cllr P Ham (Chairman)
Conn, Gurd, Turner and Banks

There were 8 members of the public

PF Public Forum

- 1 8 people attended the meeting concerned about the closure of the Post Office. The Clerk read out the letter received from Mr Stuart Taylor who is the External Relations Manager for the Post Office which explained that the Post Office would be closing on Friday 16th March. There is much confusion surrounding the closure and members of the public are very concerned.

It's not clear which came first:

1. Was it the Post Masters resignation, which triggered the Post Office closure OR
2. Was it the closure of the L F Jones, which has left the Post Office with no site in which to operate

It is alleged that the Post Master resigned in 2015 and representatives of LF Jones have confirmed that the Post Office were notified in October last year that the store would be closing. This would indicate that the Post Office had time to look for another site to prevent the closure of the Post Office.

Residents have also stated that the Post Office have breached its own charter by not having a 6 week consultation period.

As part of the planning application process for the new co-op, the applicant was asked whether they would consider accommodating the Post Office if needed in the future, which they confirmed they would. The newly approved store will not be completed for some time so is not an immediate solution but could be the long term option.

In light of the shop not being sold, it was asked why the Post Office could not remain at its current location to continue trading?

After discussion it was agreed that the Clerk would try to gain more information ready for the Planning meeting on the 20th March 2018 at 7pm in the Douglas Yates meeting room when the Post Office will be an agenda item.

VW
Ag

- 2 Cllr Ham was asked why the Parish Council voted against the application for the new Co-op store but was in support at the Planning board meeting? Cllr Ham explained that the original application was recommended for refusal by the Parish Council. A second application was submitted which addressed many of the Council's concerns but there were still objections. The Council indicated that it would support the application if they were met. The District Councillors, Cllr Ham and Townsend did not participate in the vote at Parish Council level so as to avoid predetermination. They were aware that there were some parishioners concerned about the application and therefore referred the application to be heard by the Mendip District Planning board. At that meeting the Planning board voted in favour of approving the application.

- 3 Reports were received that J W Waste lorries are on occasions leaving the site soon after 5am and are travelling at speed through the village. It has been witnessed that lorries are returning to the site with their loads un sheeted which is causing littering along the roads through the parish. Cllr Gurd said that he had visited the site and spoken with the manager regarding the un-sheeted loads. Despite being surprised that it had been witnessed the manager said that he would speak with the drivers to ensure that this was rectified. Cllr Ham will investigate the issue of trading hours. Members of the public were encouraged to keep log registration plates of any lorries driving with un sheeted loads and those that are starting early to provide evidence. PH
- 4 A member of the public raised concern over the cars travelling at speed along Highbury Street. Cllr Ham explained that a Highways scheme had already been submitted to Somerset Highways team which is being considered. If successful the scheme would be implemented over the next few years.

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Townsend, Evans Pearce, Talbot and PCSO Mike Storey all sent their apologies which were accepted by the Chair.

Cllr Gurd expressed concern over Cllr Pearce after his recent accident. All Councillors wished Cllr Pearce a quick and full recovery and it was agreed that a Get Well Soon card would be sent on behalf of the Council. VW

The Clerk said that Cllr Littlechild had been in touch to say that he wished to resign with immediate effect as he had been unable to achieve what he had hoped he might as a Parish Councillor. The Clerk will prepare the notice of vacancy and encouraged all Councillors to help recruit new members. VW

The Clerk then read out a statement from Cllr Townsend which said that he currently stood accused of a breach of the code of conduct on the basis that he allegedly used inappropriate language towards a Councillor. Whilst this alleged incident is sub judice, Cllr Townsend will be withdrawing from all Coleford Parish Council activities until further notice.

2 Co-option of Councillor

Mr Adam Drescher attended the meeting and would decide thereafter as to whether he would like to stand as a Councillor.

3 Declaration of Interest and Dispensations granted since last meeting

There were none.

4 Approve Minutes of last Parish Council meeting held on the 14th and 20th February 2018

Both sets of minutes had been circulated to all Councillors prior to the meeting. Cllr Turner asked that the following amendments be made:

- Item 12 – Insert Play Area after the title Roman Way.
- Item 15 – The footpath was not from Church Street to Highbury car park but Church Street to Careys Mead.

All Councillors agreed to the amendment which was made by hand. It was then agreed that both sets of minutes accurately reflected the discussions and decisions made so were duly signed by the Chair.

Voting FOR 5, AGAINST 0, ABSTENTIONS 0

The Clerk will amend the electronic version which will be uploaded to the website. VW

5 Matters Arising

All actions had been completed or will be discussed under an agenda item apart from:

1. Coleford Litter Pick – Cllr Conn reported that despite the poor weather, 8 adults and 3 youngsters came along. The team worked in two groups, one clearing the Highbury PF, hard court, play area and car park, and the other group working across Beacon View, the open spaces there and the footpath from Anchor Road to Bishop Henderson School. Most people were able to stay for two hours.

The haul from Highbury PF was less than previously, probably due to the litter picks organised by Cllr Evans with the pay-back team. The other team found about half the total.

A dozen bags of litter were collected and everyone was pleased with the result and was positive about future events. Most people had found out about the event via social media.

2. The Clerk confirmed that she had sent the letters out to the residents of Careys Mead regarding the inappropriate disposal of garden waste (and other items) on the green area to the South East of the area. Several people had called to say that it wasn't them but the Clerk had discussions about other issues and how the Parish Council was dealing with them. These included:
 - Drug use and dealing
 - Motorbikes being ridden at speed and the noise of them
 - Dog fouling
 - Broken glass in the play areas

6 Reports

- 6.1 PCSO – PCSO Mike Storey did not attend the meeting but provided the following crime stats of the Frome rural north beat overall for February:

Criminal Damage – 3
Theft of a vehicle - 3
Theft from a vehicle – 2
Anti-social behaviour – 4

In Coleford there were 15 logs were created due to various calls from the village of Coleford. These calls cover numerous matters from ASB, road related, RTC, suspicious sightings and enquiries. Coleford received 2 calls for ASB, 1 theft of a vehicle, thankfully located and no damage to the vehicle occurred.

- 6.2 County Council Report – County Cllr Ham reported:

Finance - The budget has been set for the coming financial year with the Council tax increase coming in at 2.99% plus Adult social care at 3.00%, Somerset Rivers Authority is 1.5% of the total (no increase)

Ofsted report into SCC Children's Services – Following the recent Ofsted rating of 'Requires improvement to be good' the 7 point improvement programme for children's services is now being updated and amended to reflect the recommendations which will clearly set out the milestones required to reach 'Good'.

Family Support Service – The decision to deliver SCC's new Family Support Service have now been formally made. The aim is to develop integrated Family Support Services with the vital Health Visiting service (already commissioned by SCC) being brought in house next year. As a result SCC are working to ensure services are provided where they are needed when they are needed, concentrating money on frontline staff and not on buildings. Communities will also be supported by SCC to be more resilient and develop further voluntary activity. Further info is available from publichealth@somerset.gov.uk

Secondary School Admissions – 97.5% of children have been offered a place at one of their top three school preferences, a slight increase on last year's figures of 97.17%. In total 93.5% received their 1st preference, an increase on last year's figures of 92.32%

Single Use Plastics – At the Full Council meeting in late February the County Council unanimously agreed to begin work to move towards the withdrawal of all single use plastics across all of its site. Separately, Somerset Waste Partnership are well placed to inform the public conversation around the plastic waste. They are already engaging through social media, local media and through 'Schools against waste' programme about the impact of plastic, particularly considering recent regulatory changes in China.

Somerset Rivers Authority – Discussions have continued with Defra officials in respect of the SRA being a self-precepting body; officials of the SRA have also met with Dr Therese Coffey (Environment Minister) where the Minister reaffirmed the government's commitment to introducing legislation. This is likely to be through a Private Members Bill and the next step details are expected soon.

National College for Nuclear – The NCN which opened on the 7th February is now providing state of the art nuclear training facility, including a virtual reality environment, a reactor simulator, computer equipped training rooms, recreation and collaboration space, sports facilities and student accommodation. Bridgwater and Taunton College are the principle delivery agency, supported by their Energy Skills and Advance Engineering centres.

Libraries Consultation – The Libraries consultation continues and recent community engagement events have been well attended. It is important that as many people are encouraged to engage with the consultation as possible to provide comprehensive feedback from those who may be affected by any potential changes in the service. No decisions will be taken until the results of the consultation have been fully analysed. The consultation runs until the 22nd April – further details can be found at <http://somersetlibraries.co.uk/consultation/>

Somerset Registration Service – Somerset Registration Service, which is used by 3000 couples per year, have launched a new website to support couples planning a wedding or civil partnership in Somerset. The website www.somersertweddingservice.org.uk features 115 venues currently licensed for ceremonies, as well as a supplier directory of local wedding industry professionals and a comprehensive guide to Somerset ceremonies.

Volunteer Drivers – SCC needs more volunteer drivers across the county to help people get to medical appointments, day care centres, schools etc Drivers need to be over 18, have a four door car, a current driving licence and commit to as little as 1 hour a week. Mileage expenses will be reimbursed at up to 50p per mile. For more information www.somersetvolunteer.co.uk

Volunteering – Spark www.sparksomerset.org.uk and Engage www.engagews.org.uk can help local voluntary sector organisations looking for volunteers as well as individuals looking for opportunities. There is also a wide range of volunteering opportunities across Somerset on the national volunteer database www.do-it.org

Home from Hospital sooner – Home First is a SCC’s highly acclaimed health and social care initiative which frees up hospital beds. Although the numbers of people being admitted to hospital has increased significantly, the number of people facing unnecessary delays in leaving hospital has reduced by an impressive 60% compared to the same time as last year. As soon as someone no longer needs medical support in hospital, Home First allows them to leave hospital rather than waiting on the ward for care assessments and rehabilitation planning.

Fostering and Adoption – SCC are launching a design poster competition for uniformed organisations across Somerset (Guides, brownies, rainbows, scouts cubs beavers etc) to help us promote an urgent push for foster carer recruitment in Foster Care Fortnight. The winner will receive £250 voucher to spend on outdoor equipment and their design will be used as a fostering poster/online/in social media. Further details from Caroline Cook on CZCook@somerset.gov.uk

6.3 District Council Reports

District Cllr Ham reported that:

Council tax increase of 3.4% (£5 increase)

All is being done by the Parish Council regarding the closure of the Post Office, firstly on a temporary basis and then permanently. This is a commercial decision between the operating parties. As a last resort the Hub have offered its premises for use as a Post Office.

District Cllr Townsend reported:

PLANNING BOARD – Much of my time was spent on this, involving visits to sites at Wells, Priddy, Yarley, Coxley, Pilton, and of course Coleford and Holcombe.

- The Crossways Garage application was discussed at length with concerns over highways, security, opening hours and location of the house. The Board concluded there were no material planning reasons to refuse the application, noting that anecdotal concerns over highways for example had to be backed by professional opinion to carry any weight against Somerset Highways official view. The agent was required to produce a Transport Plan which is under consideration. Cllr Townsend has also written to the agent to ask them to reconsider the closing time of 23-00 and the outside siting of the ATM. He also asked them to consider including a Post Office within the store in the light of subsequent developments.
- 8 Stones Paddock, Holcombe – despite representations from the Parish and Ward Councillors, the Board decided that objections relating to overbearing/loss of light and inappropriate porch development were not sufficiently strong material conditions to justify refusal.

FULL COUNCIL - The Mendip Council Tax increase was confirmed at 3.41%. The Somerset County rate was still awaited at the time. There was concern that we are paying a levy to the Somerset Rivers

Authority – the Chairman was able to point to a number of projects in the Mendip area that are being funded, noting too that much of the rain that goes to the Levels falls on the Mendips. Overall our 2017/18 Year End outturn was expected to be within £10k of budget, with the previous forecast overspend of c£700k eliminated through strict management control without affecting services.

CABINET - Cabinet approved the Somerset Homeless Review and Strategy, which has been produced to meet the requirements of the Homelessness Reduction Act 2017. It was noted that in Mendip there were 3580 households on Homefinder Somerset in 2012, this had reduced to 1391 in 2016. Also, at the start of the recent snowfall all known rough sleepers in the District were approached by Mendip Housing and not a single one accepted the help offered.

6.4 Councillors – details of meetings attended this month

Councillor Ham attended the following meetings:

As Somerset County Councillor:

21-2 Full Council

As Mendip District Councilor:

19-02 Planning meeting with James U’Dell

19-02 MDC Full Council

21-02 Planning board

13-03 MDC Cabinet

12-03 Planning training

As Coleford Parish Councilor:

20-02 Youth Club meeting with leaders

District Cllr Townsend attended the following meetings:

15-2 Planning Board site visits

19-2 Meeting with Mendip Planning re Appeals process

19-2 MDC training on Data Protection

19-2. MDC Full Council

20-2 Planning Board site visits

21-2 MDC Planning Board

27-2 Meet MDC Housing re Coleford Housing Needs Survey

06-3 Holcombe Parish Council

07-3 Meet Somerset Highways re Coleford, Holcombe and Leigh issues

12-3 MDC Planning Training

12-3 MDC Cabinet

13-3 KeyRing Director’s Meeting

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Planning

7.1 Present Applications

There were no applications to consider.

7.2 **Decisions on Previous Applications**

The amended application for 2017/3222/FUL - Erection of two holiday lets with associated vehicular access and landscaping, Kilmersdon Common Farm Common Lane Holcombe Radstock Somerset BA3 5QB had been withdrawn.

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

There were none.

8

Progress report on BMX pump track

8.1 Cllr Gurd reported as follows:

8.2 Week 1.

- 8.3
 - At 0830hrs Monday 26th February it all kicked off, Dirt Kraft arrived, and a little later so did the Digger and the 1.5ton Dumper.
 - First job, cut in the road and get the aggregate from Cookswood.
 - 60 tonnes of aggregate arrived on Tuesday afternoon, the road was cut, lined with Terram and edged with wood. The first course of stone was laid in enough to move on.
 - The week progressed with Dirt Kraft cutting ground for the Pump Track.
 - Heavy snowfall curtailed work from 1400hrs on Thursday 01st March, the weather was bitter.

- End of the week 1 a noticeable pump track shape to be seen.

Week 2.

- Continue cutting and shaping the pump track, taking delivery of various stone throughout the week. By Friday the following had been delivered.
- Total aggregate to this point.
- 40T x 40mm to dust for road Cookswood
- 60T x fine stone with dust Cookswood
- 10T x 20mm Clean stone. Morris and Perry
- 30T x 20mm to Dust Tarmac Industries
- 10T x Mendip Dust Tarmac Industries
- Dirt Kraft worked until midday on Saturday to catch up from the snow event.
- End of 2nd Week ... there is a definite Pump Track in evidence now.

Week 3.

- Monday: the track was found not to be working well enough having been tested by Dirt Kraft, so they made small changes to the rollers of the western leg of the track.
- Mendip dust has been applied to half of the track and the surfaces smoothed off.
- At this point the snow melt, rain over the weekend and on Monday is impacting progress and the general conditions. Condition of work is difficult and state of the playing field in the immediate vicinity of the Pump Track is for me, a little distressing. Dirt Kraft work on through ... the target is for Asphalt on Wednesday, the playing field surfaces around the pump track will require considerable flattening / smoothing at the end of the construction phase. Dirt Kraft say they can deal with it.
- Monday evening, Hillside farm makes a request for the council to consider forming a visual barrier between the old baseball court and the farm yard. The Pump Track team believe this is reasonable for the following reasons:
 - a) that part of the playing field is very open to the farm yard.
 - b) we will be inviting a lot of children into close proximity to that space and therefore to the farm which might be a temptation too much for children to resist.
 - c) there is an element of safety involved as there is continual movement of heavy machinery in the farm yard for children to get mixed up with.
 - d) for the sake of safety, due diligence and proper project completion, the Pump Track Team recommend CPC look favourably at this request. Cllr Gurd has sought quotes from 4 fencing contractors for a closed board featheredge fence and it looks like it will cost in the region of £50 per running meter to purchase and install.
- Wednesday morning Kingsmere Surfacing arrived Mob-handed.
- Wednesday evening, first course of Tarmac on.
- Tomorrow, weather permitting, the second course will be on and then, it is just cleaning up and paying up.
- It was proposed by the working party that a path be installed along the Highbury Street side of the track which will lead up to the benches making it easier for parents with pushchairs to make their way along to the benches. All Council agreed that this was a sensible addition.

TG

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Commemorative Plaque to show donors

Cllr Gurd proposed that we arrange for a steel sign to show the list of donors which can be attached to the grind box. Dirt Kraft have agreed to fit the signage. Quotes for this will be sought soon, once the list of donors/ wording is agreed.

The list of Sponsors for the Pump Track are:

- The Villagers and Community of Coleford.
- Somerset County Council.
- Wainwright Quarries Ltd
- Cookswood Ltd.
- Avon and Somerset Police.
- Somerset Community Foundation
- Morris & Perry (Gurney Slade Quarries) Ltd.
- Tarmac Ltd. Halecombe
- Read Agri
- Kings Head Pub and Friends

Cllr Ham thanked Cllr Gurd for sending out the thank you emails to the suppliers of materials.

Formal opening ceremony

It was proposed that the formal opening ceremony should be held on Saturday 2nd June 2018, which would allow sufficient time to notify the Sponsors as required within the terms of grants. Agenda item for April.

Ag

Agree purchase of signage from main sponsor

Cllr Conn explained that Sport England have their own sign which they would expect the Parish Council to purchase from them at a cost of £84.25 + VAT. It was proposed by Cllr Turner and seconded by Cllr Banks that Cllr Conn should order the sign from Sport England at a cost of £84.25 plus VAT

AC

Voting FOR 5, AGAINST 0, ABSTENTIONS 0

AC

Cllr Conn will place the order and establish how the sign needs to be fixed.

9 Consider email from Ms J Kerr regarding Recycling and Traffic speeds

Ms Jeanetter Kerr emailed to ask:

1. Recycling - Despite seeing the recycling symbol on pretty much all plastics - it seems that in Mendip it is not possible to recycle many of these. She asked the Council to ask Mendip why this is and urge them to broaden what it is possible to recycle in our area. At present, half of the plastic bottles used in the UK each year aren't recycled, but Norway manages to recycle over 90% of its plastic bottles
2. Traffic speed restrictions - BANES has introduced 20mph speed restrictions on many of the roads through villages and it would make absolute sense for Coleford roads to have similar speed restrictions. Church Street and High Street are prime roads where this is really needed - small narrow roads with little or no pavement. Cars shoot up these roads at times with no concern for pedestrians. She requested that Coleford Parish Council raises this issue with Mendip DC and Somerset CC.

Cllr Ham responded by saying:

1. Recycling is complex at the moment, China refusing to take products, although this has not affected Somerset. Somerset problems are due to procurement of a new contract provider as Kier want to pull out in 2020. Somerset Waste Partnership need a new fleet of vehicles but cannot order these until we know what the new operator needs. The procurement process will take over 12 months. Cllr Ham seconded Shane Collins motion to ban Single Use Plastics at Mendip District Council and promote the ban further, he also voted the same way at Somerset County Council for John Clarke and Martin Dimereys motion on the same subject.
2. Cllr Ham has submitted a Highways improvement scheme to Somerset County Council in December ref 20mph limits, car parking restrictions and junction improvements at Crossways. These schemes are scored and implemented over a three year rolling programme. We are awaiting news on the next stage.

10 Reports on Highway and Footpath Issues

Cllr Townsend did not attend but provided the following report generated from his meeting with Graham of Somerset Highways on the 7th March 2018

Part 1 with Graham in the absence of Charlie Higgins

Charmborough Lane – Repair work is now marked up prior to Surface Dressing. Cllr Townsend stressed the importance of repairing right up to the edges to ensure the maximum width of road is covered. It was confirmed that access will be available during the works for the houses on Charmborough Lane.

Anchor Rd – repairs at Lipyate Cross and by the 30 sign now marked up

Repair Quality – Cllr Townsend expressed concern that recent repairs, eg between the Royal British Legion and Post Office, were rapidly failing. Somerset Highways noted this was often a result of the contractor using a whacker plate rather than roller – any photographic evidence we can produce would be helpful. This particular repair also requires work from Wessex Water.

Pharmacy – Somerset Highways have already checked the pothole on Anchor Rd and it still fails to meet the repair criteria.

Cllr Townsend requested:

Church Street – an update on the timing of the resurfacing

Highbury St pavement – asked for an inspection of the section from Careys Mead to Church St for safety reasons.

Brewery Lane – requested an inspection of the triangular covers on the north side of the road.

Entrance by Co-op – asked for an update of the resurfacing of the pavement along to the shop entrance.

Holcombe – asked for an inspection of potholes and flooding on Burrows Lane.

Part 2 with Chris Betty

Soho – Cllr Townsend voiced the concern expressed by residents that emerging from Coleford, Dores Hill, was very dangerous with limited visibility to the left in particular. Several near misses had been reported, including by Cllr Townsend. Concern had also been expressed at the Halecombe cross roads 100 yards to the South but this was being addressed through Leigh on Mendip Parish Council, including hedge removal. Cllr Townsend suggested at the least a SLOW sign could be painted on the road coming up from Vobster. Somerset Highways noted that this normally had to relate to a signed hazard, but agreed to do a site visit after our meeting to consider alternatives and advise his findings.

Small Improvement Schemes (SIS) – Cllr Townsend voiced the continuing concern about speeding at the Co-op junction and speeding/parking in the lower part of the village. These had been included in Cllr Ham's SIS proposal to Highways and Somerset Highways suggested we contact Kerry Jones there for an update.

Holcombe 30 mph extension – Cllr Townsend raised the issue of an extension to the Brewery Lane limit to cover the last houses. This had already been requested by Holcombe Parish Council. Somerset Highways explained the criteria relating to: housing density – 3 per 100m was the minimum, sign lead-in – normally 300m was required from the 40mph sign, sign visibility – a clear line of sight of at least 90m and preferably 120 was required, Sign siting – they must be clear of foliage growth, street lighting – necessary. Cllr Townsend felt that all of these were met. Somerset Highways agreed to do an immediate site visit and report his findings.

Cllr Townsend thanked Graham and Chris for their time and both expressed their concern over Chris Pearce's hospitalisation and wished him a speedy recovery.

The Clerk had received an email highlighting that there was a pot hole on the bridge near The Green, Coleford which needed attention. The Clerk had reported to Somerset Highways.

It was also asked if it was known what might be happening down at Underhill with the ongoing building works that James Alexandroff may be doing. There are concerns about the parking and what work is being undertaken. It was confirmed that this was the site of the bat roost which was recently approved. There isn't much that the Council can do about the parking other than to ask the PCSO to monitor for any signs of inconsiderate parking and take appropriate action.

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| 10.1 | <u>Update on the renovation of Finger post signs</u> – This will be carried forward to the April meeting. | Ag |
| 10.2 | <u>Agree action on the missing pavement section at Goodeaves</u> – The Clerk will write to Aster homes regarding the pavement to ask for it to be put right. | VW |
| 10.3 | <u>Consider and agree tree work at Underhill</u> – Cllr Gurd reminded the Council that this was discussed some time ago when Oakleigh Garden Services quoted for the work but recommended that the work should be completed in the Spring. Councillors agreed that Oakleigh Garden Services should complete the work on the land owned by SSC but maintained by the Parish Council. The Clerk to organize. | VW |
| | Cllr Conn had spoken with Mrs Moulding some time ago regarding addressing trees on her land adjacent to the steps at Underhill. It was agreed that the Clerk would write to Mrs Moulding to request that trees on her land should also be cut back. | VW |

Voting FOR 5, AGAINST 0, ABSTENTIONS 0

11 Allotments

- 11.1 Allotment tenancies at Coleford Playing Field – Cllr Gurd explained that the current tenancy agreements being used for all of the garden extensions are the same as the allotment tenancies and therefore could benefit from being reviewed and updated. Cllr Gurd proposed that each tenant with a garden extension should be given a year's notice in order to allow a review and then to renew the tenancy with an updated land tenancy agreement. Cllr Ham will investigate suitable tenancy agreements. Agenda item for the April meeting.

PH
Ag

It was agreed that the Clerk would request a land registry search for the land to the rear of Hillside, Church Street.

VW

- 11.2 Consider quotes to remove branches to tree at Goodeaves allotments – Cllr Gurd explained that Oakleigh Garden Services and All Seasons Tree & Garden Services both quoted for the tree work at the Goodeaves allotments. Oakleigh are able to complete a more comprehensive job for £190 with no VAT. Having used them for the work at the Playing Field it was agreed that the contract should be offered to Oakleigh Garden Services who will complete the work on Monday the 19th March. Payment is to be made within 7 days of completion of the work and it was therefore requested that a cheque be prepared ready for payment, which the Clerk will hold until the work has been completed to the required standard.

TG

VW

Voting FOR 5, AGAINST 0, ABSTENTIONS 0

- 11.3 Update from the allotment meeting held on Friday 23rd February - The minutes from the recent Allotment meeting have been circulated to all Councillors. The Clerk reported that Mr Matthews who had recently taken on Plot 2 had said that he no longer wanted it and that he authorized it could be re-let with immediate effect. Cllr Gurd confirmed that the Goodeaves allotments had never looked so good.

VW

- 11.4 Consider request to keep chickens on part of Plot 8 – A request had been received from a member of the public to take on part of Plot 8 to house 13 chickens in secure set up. The chickens would not be replaced as they passed away and once the numbers were down to 4 they would leave the allotment to return to the owner's garden when the allotment would be used to grow fruit and vegetables. After discussion it was agreed that Cllr Gurd would liaise with each of the current allotment holders to establish if they would be happy for the chickens to move in with the proposed methods of housing them, which appears to be very secure. Once this canvassing has been completed a decision can be made as to whether to allow the chickens on site. Agenda item for April.

TG

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12 Finance

- 12.1 Bank Reconciliation – This would be adjourned until the April meeting

Ag

- 12.2 Seek agreement to order the Sport England sign – This had been agreed earlier in the meeting.

- 12.3 Consider quotes received for Roman Way Fence and select Contractor if we wish to pursue.
The Clerk read out the 4 quotes which had been received. After consideration it was agreed that the contract to repair the fence and gate around Roman Way play area should be awarded to Mike Panico of Garden Fence Maintenance, Doultong who quoted £1386 with no VAT payable. It was agreed that the Clerk would ask if he could also replace the slat on the bench whilst he was on site. The Clerk to write and offer the contract and ascertain when the work can be undertaken.

Voting FOR 5, AGAINST 0, ABSTENTIONS 0

VW

- 12.4 Accounts approved for payment

The following payments were read out by the Clerk:

Clerk expenses (£36 home office)	£20.22
Keith Evans – Community Pay Back Expenses (£8.49 + £9.81)	£18.30
Colin Turner – Travel Expenses	£10.80
Andy Conn – Postage Expenses	£8.79
Approve cheque for Tree work at Goodeaves	£190.00
Streetmaster benches for the Pump track	£957.60
Signefex amendment of phone number at Goodeaves play area	£26.24

The following cheque was written on 13/03/18 as per the agreed contract:

Dirt-Kraft - BMX Pump Track 1 st Payment (20%) - £3528	£9702
- BMX Pump Track 2 nd Payment (35%) - £6174	

All Councillors agreed to the abovementioned payments. Cllr Conn, Cllr Ham and the Clerk signed the cheques. Apart from Cllr Conn did not sign his own and the Clerk did not sign her own. These 2 cheques will be signed by Cllr Townsend.

Cllr Conn confirmed that for clarity the installation of the bench and litter bin along with the creation of the road should all be invoiced separately by Dirt Kraft as these will not be covered by the Sport England grant. Cllr Conn will email invoice instructions to Cllr Gurd to convey to Dirt Kraft. 10% will be held back until the guarantee has been received.

13 Update on Housing Need Survey

The results of the Housing Needs Survey (HNS) were published in the report dated 26-2-18 which had been circulated to all Councillors.

The 2011 Census shows a village population of 2313. 1060 questionnaires were sent out and 195 were returned. This is a response rate of 18.4% which Mendip consider to be reasonably strong.

In summary, 13 valid responses were received which identified a need for affordable housing, with renting from a Housing Agency as the preferred tenure. Just 1 of the 13 selected Older Persons Accommodation. There was a clear preference for 2 and 3 bedroom houses or bungalows.

The catch-all question inviting comments on other issues had responses relating to roads, traffic volume, infrastructure, public transport and employment opportunities. These were given a higher priority than housing development in many responses. You will remember this was included as a major caveat to our recent Local Plan Part II response.

Mendip Housing have offered to come and give us a further explanation and a Q and A session if we wish, provisionally booked for 11th April.

Ag

Cllr Townsend would like the Parish Council to thank Nina Richards and Roisin McDermott at Mendip Housing for organising this survey at no cost to the Parish Council and most important he wanted to record the thanks of the Parish Council to those who responded to the HNS Questionnaire and contributed to the future direction of the village.

14 Closure of the Coleford Village Post Office

To summarise the Clerk would:

1. Write to Stuart Taylor to ask if the Mells Postmaster is able to oversee our current staff at either the existing site or another temporary location.
2. The Clerk to write to the owners of the Freehold, Mrs Crawford's grand-daughters, to establish if the Post Office could remain in the property for the time being if a post master can be found.

VW

15 Meetings to attend

28/03/18 MDC Rural Housing Seminar – Cllr Townsend to attend

19/04/18 MDC Parish Forum with opportunity to meet the Cabinet and Strategic Leadership Team. Constructive questions are to be submitted by the 27th March.

The SALC area meeting has been cancelled due to a lack of interest. Councils are encouraged to seek members who will be able to attend the meetings in the future. Cllr Banks agreed to continue as the SALC representative.

16 Play equipment inspection reports and the role of the inspector.

The Clerk has been undertaking the weekly play area inspections. She was pleased to report that Chris Brown of Shepton Mallet Landscapes has made the first cut to the Coleford playing field with the flail mower to address the long grass left after the damage done by the badger some time ago. It had been agreed that a second cut will also be made. The Clerk confirmed that with the help of Jane Mence about 3 child foot sized holes had been filled with soil. Once the grass clippings have reduced a thorough inspection of the surface should be made.

VW

17 Report of any risks identified

There were none.

18 Correspondence

Mendip Community Transport – seeking funding. The Clerk to write and ask them to apply later in the year (October) when the Parish Councils Small Grants are open to receive applications.

VW

19 Matters of Urgency – at the Chairman’s Discretion
Updating the bank mandate form will be an agenda item for the April agenda. Ag

The Clerk to provide Cllr Conn with the contractor form which has been filed with the original signed contract for the BMX pump track. VW

20 Date of Next Meetings:
Tuesday 20th March 2018 Planning Meeting
Wednesday 11th March 2018 Parish Council Meeting

It was noted that the meeting on the 20th March 2018 will be the last held in the Douglas Yates meeting room. All future meetings will be held @ The Hub. ALL meetings will be held on Wednesday nights rather than in the past when the planning meeting has been held on a Tuesday. The Clerk to email the meeting dates as amended to show the correct dates for the planning meetings. VW

The meeting finished at 22.00hrs