

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday the 18th July 2018

Present

Cllr Philip Ham (Chairman presiding)
Cllr Banks (Part), Conn, Drescher, Evans, Harding, Pearce, Turner and Talbot,

There was 1 member of the public present.

PF Public Forum

Mrs Danielle Hayes attended the meeting to ask what the plans were for improvements to the Roman Way play area. She was concerned that the brochure provided seemed very expensive and she questioned whether the residents could build similar items to that of the brochure at a fraction of the cost. It was explained that as a Parish Council there were certain standards of quality of workmanship and of the materials used. The finished items would have to pass a ROSPA inspection. It was agreed that the Clerk would investigate standards that have to be met. The residents of Roman Way should reconsider the options available to them within the space available. Once it is agreed what type of equipment is required the Clerk will seek quotes from other contractors. Agenda item for the August meeting.

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1 Apologies for Absence (acceptance of any reasons offered)

Cllr Townsend, Hanley, Barrett and PCSO Storey all sent apologies which were accepted by the Chair.

2 Declaration of Interest and Dispensations granted since last meeting

There were none.

3 Approve Minutes of the last Parish Council meeting held on the 13th and 27th June 2018

The minutes from both meetings had been circulated to all Councillors prior to the meeting. It was agreed that both sets accurately reflected the meetings and were duly signed by the Chair.

4 Matters Arising

All matters arising had been completed or would be covered under the agenda item during the meeting.

5 Reports-

5.1 PCSO report:

PCSO Michael Storey had sent his apologies along with the following report for the Rural North area:

Burglaries - 2

Non – dwelling Burglaries - 1

Criminal Damage – 7

ASB – 15

Coleford specifically had 35 service calls received for Coleford in the month of June.

These can range from ASB, Road related incidents, Burglaries, suspicious sightings and abandoned 999 calls.

Coleford:

Burglaries – 0

Non – Dwelling Burglaries – 0

Criminal Damage – 2

ASB – 4

Councillors felt that this report did not accurately reflect the activities which were actually happening in the village. The Clerk to write to the PCSO to question the report.

5.2 District Council Report

District Cllr Ham attended the meeting but did not give a report as there was little to report since the last meeting

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5.3 County Council Report

County Cllr Ham attended the meeting but did not give a report as there was little to report since the last meeting

5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor:

21/06/18 – Audit

25/06/18 – Unitary meeting

10/07/18 – Scrutiny Policy & Place

18/07/18 – Full Council

As District Councillor:

13/06/18 – Moorlands panel

13/06/18 – Migrants forum

14/06/18 – Meeting letter Cushman and Wakefield

18/06/18 - Cabinet /CMT meeting

25/06/18 – Cabinet

27/06/18 – Core Services contract

27/06/18 – Phoenix board

28/06/18 – Leisure contract

29/06/18 – Shepton Mallet Cemetery

29/06/18 – Opening of Wells Changing Places

02/07/18 – Car park strategy meeting

02/07/18 – Scrutiny

05/07/18 – Transformation

09/07/18 – Holcombe Playing fields

16/07/18 – Car parks II meeting

16/07/18 – Cabinet CMT

16/07/18 – Leigh on Mendip PC

17/07/18 – Shape our future

As Coleford PC

11/07/18 – Meeting with Post Office

Councillor Townsend attended:

19/06/18 - MDC Planning Board 4 site visits

20/06/18 - MDC Planning Board Meeting

21/06/18 - Stoke St Michael Parish Council

25/06/18 - Hub meeting re Post Office

25/06/18 - MDC Cabinet

02/07/17 - MDC Scrutiny Board

03/07/18 - Holcombe Parish Council

04/07/18 - MDC Safeguarding Training

16/07/18 - MDC Planning Board 4 site visits

16/07/18 - Leigh on Mendip Parish Council

18/07/18 - MDC Shape our Future presentation

18/07/18 - MDC Licensing Training

18/07/18 - MDC Planning Board Meeting

6 Planning

6.1 Decisions on previous applications

There were none.

- 6.2 Complaints received by the Planning Enforcement Team at Mendip District Council
It was reported that Enforcement have visited Owls Nest to pursue the 215 Notice raised against Mr Ching and a way forward to clear the site is being planned. They took the opportunity to check the caravans around the site for illegal occupation in the context of the current Gypsy and Traveller count and they were all empty.
- 6.3 Present applications
2018/1595/HSE – Single Storey Extension
16 Beacon View, Coleford, Radstock, BA3 5PE
Coleford Parish Council considered the abovementioned plans prior to discussion. It was proposed by Cllr Conn and seconded by Cllr Harding that subject to the completion of section 11 and 12 of the planning application, which is currently not signed by either the applicant or agent that the application be recommended for approval.
- VOTE: 7 For, 0 Against 0, Abstained 1 (District Councillor)*
- 7 **BMX pump track Risk assessment for the pump track**
This was to be adjourned until the next meeting. Ag
- 8 **Highways including agree contractor for renovation of finger post signs**
The Clerk has received several quotes for the renovation of the first 3 posts, however the detail is explained and needs to be clarified before more progress can be made. Agenda item for the August meeting. Ag
- 9 **Post Office Update**
BT installed the line on the 18th July and the decorating is currently being completed. There has been some discrepancies over the opening date which will be confirmed and publicized imminently. A café will be open at the same time as the post office.
- 10 **Update on Play areas:**
- 10.1 Report from Play area working party by Cllr Turner
The working party has not yet met but will do so before the next meeting. The Clerk will print another complete set of the reports for use during the meeting. Ag
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- 10.2 Roman Way Play:
- Discuss & agree new play equipment
This was covered during the public forum.
 - Discuss & agree replacement signage to show contact
The Clerk had circulated a draft sign for Roman Way which replaced 2 previous signs that had been damaged during the removal of the old fence. A quote had been received from Sign Efex to supply and install the sign for £98.40. All Councillors agreed that the sign should be purchased and installed. VW
- 10.3 Highbury – Discuss & agree to repair the side panel of the multi play
Noel House had supplied a quote to replace the rotten side panel of the multi play tower at Highbury play area for the sum of £105 (paint to be supplied by the Council). All Councillors agreed that the work should be completed as per the quote. VW
- The Clerk had received a complaint regarding the ragwort growing in Highbury playing field. Cllr Conn had done some research into this matter and confirmed that there was no legal responsibility on the Parish Council to act. After discussion it was agreed that the Clerk would ask Cllr Townsend if he would undertake spraying of the area. VW/
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- 10.4 Goodeaves Play – Update from suppliers regarding the splits in the timber
A quote had been received from Playforce who have confirmed that the two timber uprights would be supplied free of charge but the Parish Council would have to pay for the cost of the timber see-saw, plus mulch safety surface and the cost of the labour. The total cost would be £953.91. It was agreed that the Clerk would write to Playforce to query the costs as it was believed that the issue resulted from the sub-standard timber. VW
- The quote for the replacement junior swing seat at Goodeaves from Playforce was £61.82. It was agreed that the swing should be purchased. VW

10.5 Hard court repairs

Cllr Ham said that he was able to source the belt from the quarry which would be hardwearing but aesthetically would not be the most pleasing. A new stock board is available at the price of £30 per 8 x 4 sheet made from recyclable materials which would be smart and hard wearing. Cllr Ham will obtain a quote for the stock board and seek more information regarding the product and its suitability.

PH

11 Finance

11.1 Income – There was none

11.2 Bank Reconciliation – The Clerk had completed the reconciliation which would be checked by a Councillor after the meeting.

11.3 Accounts approved for payments

The following payments were approved:

Clerk expenses (£36 home office)	£69.13
S J Hill – Grass cutting	£783.55
Wickstead Leisure Ltd	£59.40
Water 2 Business	£13.55
@ The Hub (For Dungeons & Dragons Small Grant to cover hall hire)	£50.00
Rospa Play Safety - Annual inspection	£399.00
Glasdon – Plastic bags for dispensers	£36.07
Keith Evans – Community Payback expenses	£8.08
Aqua Power – Cleaning of Coleford Playing field safety surfacing	£500.00

The cheques were approved and signed by Cllr Ham, Conn and the Clerk.

12 Environment report

12.1 Update on projects for Community Payback team Reports

Cllr Evans ran through a list of the jobs that the Payback team have completed since they started their regular visits to the village. These include staining wooden benches and picnic tables, sanded and painted gates, litter picks, weeding, removal of the rebound boards on the hard courts, cleaning the changing rooms and clearing footpaths.

Everyone agreed that the team have been a great success and provide excellent value for money. Councillors were invited to email Cllr Evans with any projects that they felt the team could complete.

12.2 Review asset list – agree which Councillors will complete a physical check of each asset for each area

The Clerk had amended the asset list so that it could easily be sorted by location. Councillors were allocated an area and asked to check the asset list against each asset and report back to the clerk if there are any inaccuracies to the list or any damage to the asset.

12.3 Update on Grass cutting

The rough area at Highbury playing field and Coleford playing field remain untouched as the ground is just too hard to rectify the problem.

13 Agree date for Cemetery Topple Test

Cllr Harding, Turner and Townsend will complete the memorial testing with the Clerk. A notice will go into On the Map and at the Cemetery entrance to notify parishioners that the inspection will be taking place.

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A date has been agreed of Tuesday the 28th August 2018 at 11am to complete the inspection.

14 Review quotes and select Contractor for installation of new bins

The Clerk has put together a document showing the 4 sites for installation of litter bins and a bench in the village, which will be sent to contractors ready to review at the August meeting.

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- 15 Discuss and agree Incident report form for Dog Fouling / Irresponsible Dog owners**
The Clerk explained that Cllr Turner had found an inaccuracies in the document which needed to be clarified by the Enforcement Officer Ian Glover, who was currently on annual leave. The Clerk to clarify with Mr Glover upon his return. VW
- 16 Meetings to attend**
Mendip Parish Forum – 19/07/18
General Data Protection Regulations training – 25/07/18. Cllr Banks and Evans to attend
- 17 Report of any risks identified**
There was concern that high vehicles are hitting branches from the trees whilst entering the village. Monitor.

Mr Roger Philips has expressed concern at the speed vehicles are passing his farm on the lane to Newbury Cottages, Coleford. It was asked if the 30mph zone could be extended to other side of the residential area and whether signage could be improved to show that there are cattle crossing. Cllr Townsend to liaise with Somerset highways representative Charlie Higgins to see if these measures could be implemented. AT

A letter had been received from a resident who expressed concern over the state of the small strip of land to the right of the LF Jones shop which is in a disgraceful state and dangerous. It was agreed that the Clerk would write to LF Jones and FDC Law to raise concern with the owners and also send a reply to the resident who raised concern to acknowledge receipt and explain that we have written to representatives of the owners. VW
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- 18 Correspondence**
An email had been received regarding the state of the bottom corner of the Goodeaves allotments, the lack of activity on plot 8 and the fact that the gates are being left open. The Clerk will speak with the 2 x tenants for plot 8 to check that there are no issues as to why progress has not been made. An email will be sent to all allotment tenants to ask them to ensure the gate is closed at all time. VW
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- 19 Matters of Urgency – at the Chairman’s Discretion**
There were none.
- 20 Date of Next Meetings:**
Wednesday 25th July 2018 Planning Meeting
Wednesday 8th August 2018 Parish Council Meeting

The meeting finished at 21.35hrs