

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday the 12th September 2018

Present

Cllr Philip Ham (Chairman presiding)
Cllr Barrett, Bank, Conn, Evans, Pearce, (part) Turner, Townsend, and Hanley

There was 5 member of the public present.

Presentation by Tony Najdoski from Truespeed

Truespeed is a local company supplying ultrafast broadband independent of BT. It is an uncontested and resilient service offering 200mb or your money back. An agreement is in place with Western Power to use their posts so no disruption is caused due to digging up roads. The technology can easily cope with up to 10gig in the future.

Truespeed are currently promoting their service in neighbouring villages and are seeking the commitment of 30% of the parish before being able to go ahead with installation. They have already met the required level for Stoke St Michael, Oakhill and Chilcompton. The cost of the service is £47.50 including VAT which also provides a phone line. The first 30% of people signing up in each village can benefit from free installation, which is normally £120. The minimum contract is 18 month. Once the required take up is met, Truespeed are offering free broadband for life for Village Halls, Community Hubs or Village Schools.

Tony Najdoski explained that various events will be held in the village to raise awareness and seek the 30% take up and he encouraged the Parish Council to help support the events and spread the word.

PF Public Forum

- 1 Cllr Conn reported that there is a hole next to the safety surface in Coleford Playing Field, which he has said he will fill. AC
- 2 Cllr Banks reported that the fence bordering the footpath from Careys Mead to Church Street has 4 or 5 posts leaning across the path which looks as though it will continue to fall causing the path to become inaccessible. The Clerk to raise this with Housing 21. VW

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Drescher, Harding, Talbot, 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 8th August 2018

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

Vote: 8 For, 0 Against and 0 Abstained

4 Matters Arising

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

- Clerk to chase Enforcement to establish if ‘No dog fouling’ signs can be installed throughout the village. VW
- Mendip District Council have provided support groups which can be promoted around the village to help people with addictions. VW

5 Councillor Vacancy

Mr Mathew Allen attended the meeting and was interested in becoming a Councillor. He introduced himself and explained that he had lived in the village all of his life and worked at Writhlington School on as part of the maintenance team as well as having his own plumbing business. He was keen to give some time back to the parish and help. Matthew left the room whilst Councillors discussed his application. It was proposed by Cllr Barratt and seconded by Cllr Conn that Mr Allen should be co-opted.

The consent to co-option form was completed. The Clerk to ensure the register of interest is completed and sent to MDC VW

6 Reports-

6.1 PCSO report:

PCSO Michael Storey had sent his apologies along with a report for the Rural North area which had been circulated to all Councillors. Figures for Coleford were as follows:

- Burglaries – 0
- Non Dwelling Burglaries – 0
- Criminal Damage – 2
- ASB – 3

It was asked why the drug issues were not reported? VW

6.2 District Council Report

District Cllr Ham attended the meeting and reported that Mendip District Council has purchased the Saxonvale site in Frome. There have been many meetings to discuss how the area might be transformed in the future and once plans are agreed they will be circulated.

2 new assets have been secured, one in Frome and the other in Truro.

The decision on the Moorland Gypsy and Travellers case is expected tomorrow (13/09/18)

The 6 month temporary TPO for the two trees at Kilmersdon Common Farmhouse expires on the 4th October 2018.

District Cllr Townsend reported as follows:

MDC Planning Board 15-8-18. An application for 8 new houses in Faulkland was approved after much debate about the mix of sizes, mainly 4 and 5 bedrooms. This emphasised the need for a Housing Needs Survey as we have recently carried out in Coleford. Also a modern porch was approved on a Listed building in Butleigh which the Board considered had the benefit of helping to preserve the building.

MDC Licensing Board 10-9-18. The Board was convened to review charges for the licensing activities with the new Animal Keeping/Breeding legislation which becomes effective from 1-10-18. The proposed charges will be cost neutral to the Council. The Mendip Licensing Team will be pleased to provide guidance on the new Licensing requirements.

Mendip Country Practice Patient Participation Group 30-8-18. Main points were:

- MCP is fully staffed with 3 new Registrar trainees, and 1 head lost through natural wastage which meant no need for any redundancy because of the new pharmacy
- Cllr Townsend lodged the Parish Council’s displeasure about the role of the new pharmacy. Dr Jennings explained the history and legal framework and the legal lengths MCP had gone through to try prevent it happening
- The new telephone filtering system appeared to be working well
- The 2018 national patient satisfaction survey showed of the 7109 Practices in England, Frome was rated 6079th , MCP 1062nd, Wells 1033rd and Oakhill 153rd (benefitting from its small size)

- Cllr Townsend asked what would happen should the new pharmacy fail. The response is that MCP would be given the opportunity to apply for dispensing rights. They have been informed that such application would be successful, though timescales are unknown.

6.3 County Council Report

County Cllr Ham reported that a 114 notice will be issued unless drastic cuts are made immediately. A very difficult meeting was held where they discuss where the savings were going to be made.

6.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor:

11-09-18 Policy and Place Scrutiny (Midyear budget cuts)

As District Councillor:

08-08-18 Phoenix board

13-08-18 CMT/Cabinet

16-08-18 Transformation Portfolio meeting

20-08-18 Car parks

20-08-18 Cabinet

21-08-18 Saxonvale meeting – with landowners

22-08-18 Saxonvale with agents

22-08-18 Saxonvale meeting with planners – vision

28-08-18 Transformation portfolio meeting

29-08-18 Saxonvale highways

29-08-18 Phoenix board

05-09-18 Boyles Cross meeting with FTC

06-09-18 Transformation portfolio

06-09-18 Tor Leisure meeting

06-09-18 Phoenix board

10-09-18 Phoenix board

10-09-18 Cabinet / CMT

12-09-18 Migrants Forum meeting

As Coleford PC

19-08-18 Coleford Flower & Craft show

Councillor Townsend attended:

09-08-18 Somerset Highways, C Higgins

15-08-18 MDC Planning Board

30-08-18 Cemetery inspection

30-08-18 MCP PPG Meeting

01-09-18 Cemetery growth clearance

04-09-18 Truespeed meeting

04-09-18 Holcombe Parish Council

05-09-18 Finance meeting with Clerk

10-09-18 MDC Licensing Board

Hub Meetings/Post Office meetings - too numerous to count

7 **Planning**

7.1 Decisions on previous applications

There were none.

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

There were none.

7.3 Discuss proposed yellow lines on Anchor Road for the new co-op

Somerset County Council has given notice that it proposes to install prohibition and restrictions of stopping, waiting, loading, unloading and on street parking between the hours of 7am to 10am and 3pm to 6pm from Monday to Sunday at Anchor Road, Coleford. Notices have been placed on posts in the area which includes an address of who to write to if you wish to make comment. The Consultation has been extended to the 7th October 2018.

Councillors commented that in the past the Council has asked the Highways team if parking could be restricted at the cross roads outside of the existing co-op and the response has always been that there is not sufficient means to enforce it and therefore is not worth doing.

It was agreed that the Clerk in conjunction with Cllr Townsend and Conn would write a strongly worded letter stating that the Council objected to the restricted parking. During the planning process the Parish Council highlighted that the access to the site for unloading would be tight and that the plans could have been amended to address the problem. This was not done, which has now resulted on the problem being pushed out on to the road.

VW
AT

7.4 Present applications

There were none.

8 **Roman Way**

The Clerk, Danielle Hayes and Mark from Big Wood Play Installations had met to discuss the requirements within the play area. Mark has put together some ideas which now need to be considered by Danielle and the Clerk.

VW

The first step towards the improvements would be to remove the safety surface which is in the center of the play area and either reseed or re turf the area. It was suggested that the Clerk seeks a quote from Trevor Wilkins to see if he can remove it with his digger. Agenda item for October meeting.

Ag
VW

9 **Highways**

- AT raised the issue of signage 1) at Soho – poor visibility at junction, and 2) Dark Lane – cattle crossing. SH advised that these fell under the area previously covered by Chris Betty and would give us the name of the new contact.
- Temporary 20 mph signs – AT asked for their removal. SH had already requested their contractor to do so and would hasten.
- Co-op footpath – When I arrived SH were already marking up the access to lower the kerbs to make it more wheelchair friendly and to repair the footpath across the entrance next door.
- Church St to Careys Mead pavement – noted that the surface was deteriorating and to be kept under observation
- Anchor Rd, pothole between RBL and old Post Office – this is a Wessex Water cover which has sunk and not been properly repaired. SH to pursue WW.
- Church St – AT noted that the village was pleased with the resurfacing work. SH said the edge work will be completed shortly.
- Charmborough Lane – the prep work and surface dressing had been well received. One defect had been commented on by residents as it is on one's nearside wheel track – going north beyond Hill Farm, down the dip up the rise and as the road bears left there is a pothole opposite the public footpath sign. Inspection requested.
- Brewery Lane – surface defects at the junction with Anchor Rd, and also at the left bend entering Holcombe. Both already marked up for repair, and the triangular covers noted at our 7-3-18 meeting had been repaired, thank you.
- Charity Lane and Hoare's Lane – SH advised that the surface dressing has been moved from the 2018/19 programme. Post Meeting Note – Does this include Cherry Gardens Lane which has been marked up?
- Common Lane – We parked opposite Flint House and walked the Lane down to the coal yard with a height measuring gauge. A utilities contractor was also there trimming branches from wires. Some offending growth was noted, mostly fairly thin. SH were going to give an update to the Stevens and also call at Flint House to request some trimming back.

It is expected that we will see a decline in the amount of highway repairs undertaken due to the financial cuts at SCC.

The Clerk confirmed that she is still putting pressure on Aster Homes regarding the kerb at Goodeaves and hopes that eventually it will be put right.

- 10 Finger post signs**
The Luckington Cross sign post has been renovated and an invoice submitted for payment. It was proposed by Cllr Townsend that the following sign posts be renovated in the 2nd phase:
- Ham Cross
 - The junction of Church Street with High Street
 - Newbury Lane
- The Clerk will seek a quote for the work from Chris Ingrem for discussion and vote and the next meeting. VW
- 11 Approve Memorial Applications**
2 Applications for memorials had been received. Curtis Ilott applied for Mr Coles and Bryan Bishop for Mr Earley, both of which were approved. VW
- Vote: 8 For, 0 Against and 0 Abstained*
- 12 Report on the Cemetery Memorial testing**
The Clerk, Cllr Harding and Cllr Townsend undertook the Memorial testing to ensure that the headstones do not pose a risk to anyone visiting the Cemetery. The Clerk said that there were only a few headstones that had a very small amount of movement, none of which posed a risk to visitors. The Clerk confirmed that she would write to the next of kin to let them know that the stability of the headstone could be improved. Other issues noted during the inspections were:
- There are some graves that require levelling Ag
 - Two graves have recently had surrounds installed. Should the rules be amended to prevent further installations in the future? Ag
 - Unwanted bushes and ash trees growing on several graves. Cllr Townsend and his son had kindly cleared the ash trees from the worst of them. Next of kin will be notified and asked to clear the unwanted plants. Ag
- Cllr Turner said that it had become apparent that the Church volunteers have been clearing the waste from the Parish Council Cemetery and placing into the bin which the Church are playing for. He suggested that the Council should therefore contribute financially towards the ongoing cost of removal of the waste. It was agreed that this would be discussed at the next meeting. Ag
- 13 Finance**
- 13.1 Income
The Clerk confirmed that the following payments had been received. The £14K grant from Sport England. VAT claim of £1739 and £250 in Cemetery fees.
- 13.2 Bank reconciliation
The Clerk had prepared the bank reconciliation which will be checked by Cllr Hanney at the end of the meeting. VW
- 13.3 Return Coleford Revival Groups cheque for the use of the changing rooms for the Village day
Those that attended the village day had a great time despite the atrocious weather. It was agreed that the deposit cheque should be returned to the group. Cllr Ham agreed to take the cheque and return to Philip Horler. PH
- 13.4 Internet Banking – Confirmation of users
Cllr Conn and Cllr Townsend had reviewed the paperwork from TSB which explained the process for internet banking. It was agreed that the Clerk would seek guidance from SALC. If feedback from SALC is favourable and they are able to offer reassurance to the Council then the all Councillors voted in favour of proceeding. Agenda item for the next meeting. VW
Ag
- Vote: 8 For, 0 Against and 0 Abstained*
- 13.5 Play area reimbursement of the Clerk for weekly play area inspections
Cllr Conn and Townsend had put together the following report and recommendations:
- Introduction
The Parish Council's insurance policy includes cover against claims arising from injury to people using the village play areas. To comply with the policy, the Parish Council must survey the play areas each week and repair faulty equipment.

1. In recent financial years the Parish Council made budget provision of £1000, to pay for surveys to be carried out. Surveys were carried out by a volunteer and the budget provision was duly paid into the Parish Council's reserves. However surveys became infrequent.
2. During 2017 - 2018 the Parish Clerk took over responsibility for the surveys, with the support of the Council. Surveys are now being completed weekly. The Clerk is a paid officer and should therefore be paid for completing the surveys.
3. Councillors Townsend and Conn were asked to consider how this should be done and what the cost might be. This report sets out their conclusions and recommendations.

Financial Calculations

Our spreadsheet of costs, which had been circulated to all, is based on 50 inspections per annum, each taking 1.5 hours, starting 1-4-18 using an estimated hourly rate (to be confirmed) and including NI and employers pension contributions. The cost to the Council is estimated at £1451. A mileage charge is also payable, and based on 25 x 10 mile trips at 45p a mile this totals £113. It is assumed that some trips would be combined with other duties. The total cost is therefore estimated at £1564 .

Recommendations

That Councillors:-

- i. Approve payment to the clerk for play area inspections by means of back pay for surveys carried out from 1st April to the end of August, thenceforth by an addition to monthly payments for salary, pension and forecast employer's national insurance contribution, at a rate based on 4 surveys per calendar month.
- ii. Make any necessary adjustment to payments at the beginning of the next financial year, if more or less than the 48 surveys paid for by recommendation I were completed during the year recently ended.
- iii. Note that budget provision PF02A will be overspent by an estimated £450 and, subject to further budget changes, cover this by savings against PF02A (repairs and improvements to play areas – budget £10,000, £1431 spent to date) and PP01 (parish plan – budget £500- £0 spent to date).
- iv. Note that budget provision PF02A should be increased to an estimated £1600 for 2019-20, subject to further information on matters such as pay awards and national insurance liability, and the rate of payment for play area surveys re-assessed accordingly.
- v. Note that budget provision G02 for clerk's expenses is likely to be overspent and make an appropriate increase to this for 2019-20.
- vi. Agree that the Clerk may submit a retrospective mileage claim for inspections completed prior to 1-4-18

VW

All Councillors agreed that the recommendations should be approved and the new tasks included within the Clerks contract.

VW

Vote: 8 For, 0 Against and 0 Abstained

At the October meeting the Council need to consider NALC's recommended annual pay increase and the annual pay review.

Ag

The Chair thanked Cllr Conn and Townsend for giving their time to put together the report and recommendations.

- 11.6 Accounts approved for payments
The following payments were approved:

Clerk expenses (£36 home office)	£51.96
S J Hill – Grass cutting	£733.55
Footpath warden – North. Rick Hedges	£50.00
Footpath warden – South. Russ Stanley	£50.00
Philip Ham – Payment of Matthew Emery for barn repairs for R Phillips	£180.00
Chris Ingrem – Luckington Finger Post	£125.0
00Noel House – Repair to Highbury play tower	£105.00

It was proposed by Cllr Turner and seconded by Cllr Conn that the payments be made.

Vote: 8 For, 0 Against and 0 Abstained

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

15 Play area update:

- 15.1 Consider creation of new play area facility in East of village (Beacon View / Mendip Vale)

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

Ag

- 15.2 Discussion on Roman Way improvements

This was discussed earlier in the meeting.

Ag

- 15.3 Hard court play area fence

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

Ag

- 15.4 Report from the working party regarding the Annual Inspection Reports

Cllrs Turner, Evans and Harding met to review the annual play area inspection reports. No serious issues were highlighted and it was noted that several of the minor issues flagged up have already been rectified by the Community pay back team. The working party concluded that apart from ongoing maintenance there were no other issues to address. The Chair thanked the team for giving their time to review the reports.

16 Loss of playing field gate replacement cost. Insurance claim?

The playing field gate had been stolen during the month whilst the chains were unlocked. The original gate had been donated but would cost £90 to replace like for like. It had been suggested that a heavier version should be purchased which would cost £130. Cllr Evans said that it was not worth going through the insurance due to the amount of excess payable.

It was proposed by Cllr Ham that the heavier gate should be purchased which was seconded by Cllr Barrett. All Councillors voted in favour of purchasing the heavier gate.

PH

Vote: 8 For, 0 Against and 0 Abstained

- 17 Consider replacing or renovating the fence along the Newbury Road near the BMX pump track**

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

Ag

18 Trouble in village youths and drugs

Cllr Ham said that he had met with Inspector Nicholson for an update on the issues within Coleford. It would appear that the issues at Beacon View seem to have reduced.

19 Progress on CAFC improvements

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

Ag

20 Review Summer Footpath report for North and South of the village

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

Ag

21 Update on Allotments at Orchard Close ref fire

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

- 22 Report on Post Office**
The post office is now open at the Hub, Church Street on Mondays from 2pm til 4pm and on Wednesday from 9am to 11am. There had been some issues with connections which meant that no service was available, however it transpired that it was a problem with the Post Office network rather than the set up at the Hub. It is hoped that residents will continue to support the service.
- 23 Changeover of pharmacy service**
This was covered un Cllr Townsends report earlier in the meeting.
- 24 Review grass cutting contract for next season and CAFC proposal**
It was agreed that this would be adjourned until the next meeting. Clerk to email a copy of the existing contract to all Councillors for future comment.
- 25 Meetings to attend / attended**
There were none.
- 26 Report of any risks identified**
There were none.
- 27 Correspondence**
Clerks and Councils newsletter
NALC Consultation on bylaws on sites
MDC Community Connector – Councillors agreed that this was a good idea and that the Clerk should arrange training for a future meeting.
- 28 Matters of Urgency – at the Chairman’s Discretion**
- 29 Date of Next Meetings:**
Wednesday 26th September 2018 Planning Meeting
Wednesday 10th October 2018 Parish Council Meeting

Ag
VW

The meeting finished at 22.05hrs