

Parish Council of Coleford

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Gallant Hill Farm
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Minutes of the Parish Council Meeting held on Wednesday the 14th August 2019

Present

Cllr Ham (Chairman presiding) Cllr Banks, Evans, Talbot, Turner and Pearce
There were 5 members of the public present

Public Forum

- PF1 It was reported that an A-board had been placed on the pavement opposite the Co-op store causing a potential trip hazard. It was agreed to monitor and if it becomes a regular occurrence then a letter to the business would be sent from the parish council.
- PF2 Cllr Conn had emailed to say that footpath FR8/9 had been closed as the damaged footbridge was considered unsafe. Somerset Rights of Way have repaired the bridge and the footpath has been reopened which is great news for the residents of Coleford. Cllr Conn requested that a letter of thanks be sent to the Rights of Way team to thank them for the swift action which was agreed by Councilors present. VW
- PF3 The Clerk explained that a member of the public had added some wooden blocks to the side of the multi-play tower at Coleford play area which had resulted in the end of the screws coming through the other side of the board causing a real risk to users. Cllr Conn had removed the offending blocks/screws for which the Council was very grateful.
- PF4 It was reported that there are trees reducing the visibility to the right, when negotiating out of Stockhill Court onto Highbury Street. The Clerk had confirmed that she had already reported this issue having experienced a near miss herself but will follow this up for action. VW
- PF5 It was reported that a caravan had been parked outside of a property in Goodeaves Close and was causing concern. When reported it was established that the landowner was unknown. Cllr Ham will continue to pursue this matter. PH
- PF6 A tree had fallen into the Cemetery in the recent high winds which had landed on 2 graves but had fortunately not caused any damage. Cllr Turner liaised with the Chairman and arranged for the tree to be removed a matter of urgency. Steve Pitt was instructed and completed the work within 24 hours at a cost of £40.
- PF7 It was asked who would be responsible for repairing the road after the vehicle was burnt out opposite the Eagle Inn. Cllr Pearce to report the surface damage to Somerset Highways. CP
- PF8 The hedge at the front of Highbury car park was full of brambles which were encroaching onto the pavement. The Clerk to report to Idverde. VW

1 Apologies

Cllr Allen, Barrett, Conn, Harding, Hanney, Drescher, Townsend, 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 monthly Parish Council meeting held on the 10th July 2019**
The minutes from the abovementioned meeting had been circulated to all Councillors. It was agreed that they accurately reflected the meeting and were duly signed by the Chairman, Cllr Ham.

Vote: 6 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:

PF5 - The request for the bin on Beacon View is to be carried forward to allow Cllr Ham and the Clerk to identify a suitable location. VW/PH

PF6 – Clerk to obtain a deposit for the from CRG for the Village day 2020. VW

PF7 – Clerk to request that the undertakers reduce the height of 2 graves which currently too high. VW

PF9 – The Clerk had emailed Idverde to ask the street cleaner to attend and sweep all roads through the village to reduce the weeds growing at the edge to the road. VW

PF12 – The half-filled bags of grit next to the grit bins at Careys Mead need to be addressed. PH

PF14 – Mr P Horler had asked if some protection could be put around the CRG container on Highbury Playing field. Cllr Ham to investigate. PH

5 **Reports-**

5.1 PCSO report:

PCSO Russell Ford did not attend but the Clerk had previously circulated the following report for Coleford for May - July are as follows;

- Dwelling burglaries – 0
- Non – dwelling Burglaries - 0
- Criminal Damage – 1
- Theft from a Motor Vehicle – 0
- Theft of a Vehicle - 0
- ASB – 6

5.2 Somerset County Council Report

County Cllr Ham reported as follows:

Emotional and Mental Health Support - Somerset has been granted one million pounds over the next 3 years to deliver Emotional and Mental Health support for young people utilizing trailblazer mental health support teams across the country. This is part of a national drive to improve emotional support in schools and forms part of the Somerset Wellbeing Framework, ‘whole school approach’ to wellbeing and mental health. Initially 25 schools will receive support teams to work in the schools there will also be parent educational programs provided by the voluntary sector.

Winter gritting – Tn the middle of summer heat the Highways gritting policy review has been completed and the first deliveries of salt for the forthcoming winter have started arriving at depots. This winter the County Council will be investing an extra £200,000 into the service and has taken on board the feedback to reassess all the criteria used to determine which roads will be gritted. This means an increase in the precautionary gritting network from approximately 720 miles to 900 miles of road, which will be treated every time ice or snow is forecast. A map of the routes can be found at <http://somersetnewsroom.files.wordpress.com/2019/07/winter-service-2019-2020.pdf>

County Finances Update – The 2018/19 statement of accounts for the County Council and the Somerset Pension Fund (which the County administers on behalf of all employer bodies) have both been given an unqualified opinion for these accounts. However, before the auditors can conclude their overall opinion, they are planning a little more work looking at the robustness of budgets for the ever-growing adult and children’s social care future demand. Regardless of the outcome of this work however, their feedback fully recognizes the considerable progress made during the last `10 months to ensure sustainability of the County Councils finances.

Forecast school places – The new Education Infrastructure Growth Plan is now available www.somerset.gov.uk/education-and-families/school-place-planning-infrastructure-growth-plan/
This plan outlines the approach to school place planning and expected demand across Somerset, broken down by School Organization Plan (SOP) areas.

Somerset Outdoor Activities – Kilve Court and the 3 other Somerset Support for Education Outdoor Centers have begun delivering exciting summer programs for young people from across Somerset, from children’s activity days and 5-day residential camps to art, music and science events, there is something available for everyone. Visit www.sseoutdoors.co.uk for further information.

Reducing Flood Risk – SCC have bid for funding for schemes that will help the county adapt to climate change by reducing flood risk through natural flood management rather than engineering. The resulting ‘Co-adapt’ project will bring £2.53m from the European Regional Development Fund into Somerset over the next 3.5 years for the projects. The Somerset Flood Action Plan, drawn-up in the wake of the 2013/14 winter floods, in the face of climate change.

Library Outreach Services – The new Somerset Libraries Outreach vehicle was recently launched. The vehicle presents additional opportunities to showcase the diverse range of Somerset Library services with targeted activities for hard to reach communities throughout the county.

Higher Education courses – A fantastic new ‘Study Up@’ website has been launched to offer a one stop shop for students of all ages to find the right Higher Education course for them right here in Somerset. www.studyupsomersetscitt.co.uk

Free Business Training – Social enterprises, charities and co-operatives in Somerset can sign up for free bespoke training – plus a grant of £1200. SCC is supporting the free training between September 2019 and January 2020. SCC is providing match funding of £250,000 which will enable draw down of England European Regional Development Fund funding in recognition of the wider benefits of the Programme.

5.3 Mendip District Council Report

District Cllr Townsend sent the following report:

Training – The Training programme continues, mainly aimed at new Councilors but an important update for older hands. Specific sessions covered Governance, Information Technology and Data protection, Local Government Finance, Role of Audit Committee, Neighborhood Services. Planning

Board 17-7-19 – The most significant item was the detailed plan submitted for the development of 200 houses at the west of Wells on the A371. The Board was highly critical of numerous aspects which will give us a series of objections we can raise if appropriate if the Gladman application at Anchor Rd does proceed.

Audit Committee 24-7-19 – The committee were presented with the Year End accounts and given a briefing on the review process that they are subject to, including the consolidation by our external contractor, the review by our Internal Auditor, finally the clearance by EY the External Auditor.

Local Plan Part 2 Inspector’s Examination – The public meeting in the RBL on 27th July confirmed the overwhelming opinion, previously stated by the Parish Council, that at the formal Examination we should strongly object to the Gladman proposal in the draft Local Plan for up to 70 houses on Anchor Rd. The day before the Examination we were advised that Gladman would not be appearing to defend their proposal. Mendip’s formal position is that the site is outside the existing Development Limit for the village and Mendip and Coleford are already achieving the housing numbers required by the existing Local Plan. Cllr Ham and Cllr Townsend nevertheless took the opportunity to express our objections to the Inspector, firstly endorsing Mendip’s position and secondly focusing on the infrastructure limitations, with transport and highways being the key issues. There is now cautious optimism about winning this round but a complete revision of the Local Plan commences in December so the Council must remain vigilant.

District Cllr Ham sent the following report:

Training – Many sessions are poorly attended and knowledge is mainly for newcomers.

Planning – Cllr Townsend and myself have referred Roger Philips application to the board as the planning officers wish was to refuse when the Parish Council recommended approval.

Audit Committee – Capita were late in producing the accounts and therefore the figures could not be checked in time to be signed off before the audit.

Scrutiny work – All 4 groups are working well with programmes, times and objectives all being produced by the end of August.

Phoenix Board – 4-hour meeting with very few decisions made – opportunities are being lost due to timeliness and lack of understanding; some items referred back to next cabinet meeting.

Wells to Frome Road – A public consultation was held at Leigh on Mendip village on Thursday 8th August. 45 people attended, 7 letters suggesting ideas and many notes were left to be included as part of the consultation process.

5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor were:

16-7 Scrutiny Policy and Place

8-8 Consultation of old Wells to Frome Road

As District Councillor:

22-7 Leigh on Mendip PC

24-7 Day 2 Local plan inspections

24-7 Audit training & Audit meeting

25-7 Corporate meeting with SLT

29-7 Scrutiny Access meeting

30-7 Day 5 Local Plan Inspection

1-8 Day 7 Local Plan inspection

5-8 Cabinet

5-8 Equalities

6-8 Scrutiny Access meeting

12-8 Scrutiny progress

14-8 Phoenix board

As Parish Councillor:

23-7 Meeting with Gladman's housing

25-7 Village meeting ref Housing Plans, Anchor Rd, at RBL

District Councillor: Townsend attended the following meetings:

11-7. MDC Governance briefing

15-7 MDC Information and Data Protection briefing

16-7 MDC Local Plan Part 2 Examination briefing

17-7 MDC Planning Board

22-7 MDC Finance Training

23-7 Meet with Gladman Planning Director

24-7 MDC Audit briefing

24-7 MDC Audit Committee

25-7 RBL Public Meeting on Gladman proposal

31-7 Meet Somerset Highways re Coleford, Holcombe and Stoke issues

1-8. MDC Local Plan Part 2 presentation to Planning Inspector re Gladman

6-8 Holcombe Parish Council

9-8 MDC Neighborhood Services presentation

14-8 MDC Licensing Board

6 **Planning**

6.1 Decisions on Previous Applications

There were none.

6.2 Update on the proposed Gladman's Development at Lipyeate

As previously mentioned in District Cllr Townsends report

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

There were none.

6.4 Present applications

6.4.1 2019/1736/HSE – Erection of a rear conservatory, Buena Vista, Highbury Street, Coleford, BA3 5NS

All Councilors had considered the applications prior to discussion. It was proposed by Cllr Banks and seconded by Cllr Turner that the application should be approved.

Vote:5 For, 0 Against and 1 Abstained (District Councillor)

6.4.2 Street trading consent application – Mr Rideout

All councilors had considered the application before them prior to discussion. It was proposed by Cllr Banks and seconded by Cllr Turner that the application should be approved.

Vote:6 For, 0 Against and 0 Abstained

7 **Highways**

7.1 Cllr Townsend Highways Report

Cllr Townsend had submitted the following report:

Verge Cutting – Cllr Townsend thanked Somerset Highways for cutting back at the Charmborough Lane/Charlton Rd junction, and also at the Terry Hill junction, but asked for higher priority to be given to rural junctions as a first cut at the end of July is too late and causes safety issues.

Doultling Hill – Somerset highways explained that extensive footway working was necessary to allow for highway resurfacing. Cllr Townsend noted that the westbound queues on the A361 went back to the blind bends and asked for more advance signage or better light phasing.

Stoke Bottom – Cllr Townsend thanked Somerset Highways for the good work done at the Fairy Cave junction with a new drain on the inside and new run off on the outside of the bend. Further verge cutting for a critical sight line at the junction with the A367 was raised and has been actioned.

Stockhill – A drive down to Vobster showed no danger from overhanging branches at the time though it was clear that high vehicles tight into the verge could drag them out. It was asked if the landowners were known in the parish so that Somerset highways could contact them, bearing in mind the lower half of the road is in Mells parish.

Newbury Lane – The potential risks were highlighted during the recent visit due to the farm activities and nearby housing outside the 30 Limit. Somerset Highways advised that Coleford PC should contact Rebecca Davis at Taunton to request action.

Pavements at Careys Mead and Highbury St from Church St to the Barway – resurfacing is still scheduled for this Financial Year.

Church St – The works right up to the edges of the road had still not been completed. Somerset Highways are in negotiation with their contractor.

Surface Dressing – Cherry Gardens Lane and Charity Lane are both scheduled for August but are weather dependent.

Lipyeate Cross – The split in the surface of Brewery Lane was agreed to be a safety hazard along most of its length and immediately marked up for repair.

Charlton Rd – Somerset Highways had previously inspected the smooth skid prone sections and proposed a programme of ‘sand blasting’ to recover some of the grip. Surface re-dressing may have to follow.

Holcombe dropped kerbs – The request raised by the Holcombe Parish Council for dropped kerbs to allow disabled access to bus stops were investigated. A number of options were considered and these are to be conveyed by Cllr Townsend to the contact given by Somerset Highways.

Green Lane verges - I have contacted RM Penny again this morning. Remedial works to the verges should be undertaken within the next couple of weeks.

Flooding Issue at Ham – Somerset Highways confirmed they intend to undertake some minor drainage and resurfacing works later this year. The road will be closed to undertake the works. Site information boards and a letter drop to local residents will be carried out in advance of the works.

A Coleford resident had raised concern over the number of lorries using the Whitehole Hill road. Cllr Ham said that this road was within Leigh on Mendip parish Council who were aware of the issues and were looking into it with the support of Cllr Townend.

7.2 Winter gritting programme 2019/20

This had been addressed as part of the County Council report.

8 **Finance**

8.1 Bank Reconciliation – Adjourn until the next meeting.

Ag

8.2 1st Quarter Budget Review – The Clerk had circulated the spreadsheet for the 1st quarter budget review to all Councilors prior to the meeting. The finance working party had reviewed the accounts and felt that everything was as expected for this period of the financial year apart from the VAT payment of £19894.59 intended for Coleford Town Council which was sent to our bank account in error. A cheque was sent to HMRC to rectify the payment.

There were no questions about the accounts and the Chair signed them as an accurate record.

8.3 Agree which defibrillator to buy either: Heart Sine Samaritan PAD 500 (£2,099 + VAT) or 350 (£1,999 + VAT)

After discussion it was proposed by Cllr Banks and seconded by Cllr Turner that the Heart sine PAD 500 which gives additional guidance should be purchased at the extra cost of £100.

VW

The Clerk to place the order and agree a location in conjunction with the Landlord of the Kings Head and if it is to be placed on the original building then Cllr Townsend will assist by liaising with the planning department to ensure permission can be given.

VW

8.4 **Payments**

The following payments were presented for approval.

HMRC – Coleford Town Council VAT payment paid to us in error so repaid on the 22/09/19 with chq 2809	£19,894.59
Clerk expenses	£117.19
Brenton’s Garden care – Inv 208, 213, 215 & 226 Total Contract 1 - £135.00 and Contract 2 £510.00	£645.00
HMRC NI payment for 1 st Qtr of 2019/20	£79.80
The Society of Local Council Clerks Annual membership	£78.00
Holcombe Parish Council – PAT testing	£18.00
YMCA - Coleford Youth club	£6,000.00
Steve Pitt –Fallen tree removed from Coleford Cemetery	£40.00

It was agreed that all should be approved. The cheques were signed by Cllr Ham, Banks and the Clerk. The Clerk to ask Cllr Townsend to be the 3rd signatory on the Clerk’s expenses cheque.

Vote:6 For, 0 Against and 0 Abstained

- 9 **Discuss and agree the installation of a new litter bin on Church Street / Beacon View**
The Clerk to liaise with Cllr Ham to agree a suitable location. VW/PH
- 10 **Update on the condition of trees at the green at the entrance to Preachers Vale**
Cllr Ham has challenged the current Tree Policy with MDC who are now working to find a way forward to ensure that the issues are addressed as soon as possible.
- 11 **Update on the water leak at Highbury Playing Field car park**
The Clerk read out 4 quotes provided by Aqua Management, Masters Pipeline Services, Going Underground and local contractor Ben Windell.
- It was proposed Cllr Pearce and seconded by Cllr Evans that Ben Windell's quote of £350 per day plus materials should be accepted. It was acknowledged that Mr Windell would leave the site safe however would not be able to re tarmac the area. The Clerk to action. VW
- Vote:6 For, 0 Against and 0 Abstained*
- 12 **Cemetery**
- 12.1 Discuss ground conditions in the Parish Cemetery
The Clerk had spoken with a representative of Cemetery Development Services who had provided an initial insight into our Cemetery and why the issues of unstable graves might be occurring and how future problems might be reduced. It was agreed that the Clerk would establish the cost for more in depth investigations and surveys as well enquiring as to the cost of lateral trench supports. VW
VW
- 12.2 Consider the quotes received to extend the path to the rear of the church and select contractor
4 companies had provided quotes to complete the installation of the new path to the rear of the Church. After consideration it was proposed by Cllr Ham and seconded by Cllr Banks that the contract should be awarded to Combe Garden Maintenance who have quoted £1,500.00 to complete the installation. The Clerk will notify Ann Usher to establish if a faculty needs to be sought. The parish council has agreed to pay the cost of the installation but not any additional costs for ensuring consent is in place. VW
- 13 **Consider quotes for reduction in height of the hedge at Church St Garden and select contractor.**
3 quotes were put before the Council to reduce the height of the hedge at Church Street Gardens. After discussion it was agreed that the quote provided by contractor Ben Windell who quoted £385 + VAT to complete the work and remove all waste from the site. The Clerk to notify the contractor and ask for the work to be completed at the earliest opportunity. VW
- 14 **Play areas:**
- 14.1 Agree charges for CAFC for use of changing rooms for 2019/20 season
Cllr Conn had updated the spreadsheet to calculate the future charges for Coleford Athletic Football Club. He recommended that the current annual fee for the use of the changing rooms should remain at £990. The Clerk to notify the Football Club. VW
- Vote:6 For, 0 Against and 0 Abstained*
- 14.2 Update on upgrading the Highbury football pitch
The Clerk explained that work on improving the football pitch playing surface at Highbury has started with an application of a spray to reduce the weeds having taken place on the 5th August. Fertilizer will be applied on 19th August, grass seed will be applied on the 2nd September and then the field will be rested for 6 weeks to allow the seeds to germinate and get the best start.
- 14.3 Consider quote for a new basketball hoop and decide whether to purchase.
Cllr Allen had provided a quote of £4200 plus VAT from K M Steel to fabricate and install 2 bespoke goal posts incorporating the basketball hoop for the hardcourt at Highbury. This compared to £6400 plus VAT from Hexa Sport which was the next best option. It was proposed by Cllr Banks and seconded by Cllr Ham that the quote from K M Steel should be accepted. The Clerk to notify the company. VW
- Vote:6 For, 0 Against and 0 Abstained*

14.4 Agree purchase of parts to comply with recommendations made by ROSPA in annual play area reports

The Clerk explained that key items were required in order for repairs to be made to play equipment to reduce risk. The items are:

- Damper for the rocker see saw at Coleford Playing Field. A quote of £317 plus VAT was accepted from Wickstead.
- Shackle bolt bushes for the junior swing at Goodeaves. A quote of £33.72 had been received from Playforce. Installation would need to be completed by a volunteer.
- Cable ties to prevent bird roosting at Coleford play area had been purchased by the clerk and will be fitted by Cllr Drescher.

Cllr Talbot proposed that the quotes were accepted which was seconded by Cllr Evans. The Clerk to place the orders.

VW

Vote:6 For, 0 Against and 0 Abstained

14.5 Consider quotes for improvements to play areas as recommended by ROSPA

The Clerk said that some items were highlighted in the ROSPA annual report as low risk but the clerk was concerned that the issues would only continue to deteriorate with time. Quotes had been received from 2 companies as follows:

<u>Highbury PF</u>		<u>Alvian</u>	<u>Ministry of Play</u>
Slide	Gaps in tiles	£2340.00	£2827.00
Toddler swing	Gaps in tiles	£1170.00	£1305.00
Junior swing	Repair in surface req'd	£295.00	£271.50
<u>Roman Way</u>			
Slide	Gaps in tiles	£435.00	£720.00
Junior swing	Gaps in tiles	£1137.00	£1135.00
<u>Goodeaves</u>			
Log ladder	Replace safety surface at base	£145.00	£235.00
	Total	£5522.00	£6059

It was proposed by Cllr Ham that the quote provided by Alvian Ltd should be accepted which was seconded by Cllr Turner. The Clerk to instruct the contractor.

VW

Vote:6 For, 0 Against and 0 Abstained

15 Meetings to attend / attended

Mendip Parish Forum – 12th September @ 6.30pm at the MDC Council Chambers
 Chair Annual Civic Service – 5th October @ 3pm at Holy Trinity Church, Trinity Street, Frome
 Parish Online Intro & Training – 26th September @ 10am at Edgar Hall, Somerton
 Bristol Airport, Airspace Change workshop – 4th, 5th or 6th September @ 1pm til 4pm Bristol (Various locations)
 Somerset Playing Field Association AGM – 6th September @ 7.30pm at Woolavington Village Hall

16 Report of any risks identified

There were none.

17 Correspondence

CPRE Newsletter. Circulated to all Councilors

18 Matters of Urgency – at the Chairman’s Discretion

18.1 Fallen tree in Cemetery – a tree had fallen during the inclement weather landing on 2 grave but fortunately there was no damage. The Chair agreed that Steve Pitt should remove the tree at a cost of £40. Cheque to be signed tonight.

18.2 Cemetery Hedge – It was noted that the hedge between the Church cemetery and the parish council cemetery needed to be cut back. The Clerk to seek 3 quotes for consideration at the next meeting. Ag
VW

18.3 Safety barrier for the footpath between Church street and Beacon View – After consideration of quotes received it was proposed by Cllr Banks that the quote of £799.50 + VAT from Monohinge for a safety gate should be accepted which was seconded by Cllr Ham. It was agreed that Cllr Banks will double check the measurements to ensure that it will fit before the Clerk placing the order. It was noted that a contractor would need to be found to deal with the installation. VW
Vote:6 For, 0 Against and 0 Abstained

18.4 Request for Memorial Tablet – Andy Wrintmore Memorials provided an application for a new tablet for Betty Hunt along with the relevant fee. It was proposed by Cllr Turner that the application be approved which was seconded by Cllr Evans. Clerk to notify Andy Wrintmore. VW
Vote:6 For, 0 Against and 0 Abstained

18.5 Clerks Laptop – The Clerk explained that the laptop had stopped working so had been taken to Apollo Technology who have quoted £160 for repair. It was perceived that the laptop is a reasonable spec and would be worthy of repair. It was proposed by Cllr Pearce and seconded by Cllr Turner. The Clerk to ask the repair to be completed. VW
Vote:6 For, 0 Against and 0 Abstained

18.6 Red Ensign – Cllr Ham said that he had not yet bought the flag but he would do this as a matter of urgency ready for an event to be organised for the 3rd September 2019.

19 Date of Next Meetings:

Wednesday 21 st August 2019	Planning meeting
Wednesday 11 th September 2019	Parish Council meeting

20 The meeting finished at 22.05hrs