

# Parish Council of Coleford

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## Minutes of the Parish Council Meeting held on Wednesday the 11<sup>th</sup> December 2019

### Present

Cllr Ham (Chairman presiding) Cllrs Allen, Banks, Conn, Evans, Harding, Turner, Hanney, Townsend, and Pearce

There was 1 member of the public present and the Clerk Vickie Watts taking the minutes

### Public Forum

PF1 It was asked if the Doctors surgery had responded to the question raised as to whether they would be able to take an influx of new patients if a new housing development was approved. No formal response has been received.

It was noted that environmental and habitat reports had now been filed on the Gladman application.

PF2 It was asked who was responsible for the trees in the hedgerows on the Coleford to Vobster road as several had recently fallen. The Chairman explained that it depends on what part of the hedgerow but it would be the land owner's responsibility.

### 1 Apologies

Cllr Barrett, Drescher, Talbot, and PCSO Storey 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 meetings held on the 13<sup>th</sup> November 2019

The minutes from the abovementioned meeting had been circulated to all Councillors. It was agreed that they accurately reflected the meetings and were duly signed by the Chairman, Cllr Ham.

*Vote: 10 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:

Cllr Allen said that he had looked at the bollards on Beacon View. He didn't think that they would need replacing once the new gate was installed.

Cllr Townsend confirmed that he had requested that Somerset Highways paint an H bar onto the road at Underhill to stop people parking there, which blocks the pedestrian access and impacts on the visibility of drivers negotiating the bend.

The Clerk will seek approval from Somerset Highways for the installation of a new waste bin at the Beacon View end of the footpath which joins Church Street to Beacon View.

VW

Cllr Evans will ask the Community payback team to move the old grit which has been taken out of the grit bins. It will be taken to the pump track and used to fill the hole at the top of the slope.

KE

The pay back team will also clear the brambles and sweep clean the area between the pump track and the CRG container during their January visit. KE

Cllr Ham will meet with CRG to discuss the area surrounding the container which they had indicated they would like to fence off. PH

The Clerk to contact the landowner regarding the tree which has fallen across the footpath to the rear of the Kings Head. VW

Cllr Drescher had offered to reinstall the Coleford village sign on Springers Hill. AD

Cllr Ham to speak with the landowner to seek consent to relocate the Church Street sign at Underhill to the other side of the road which will make it more visible to all. PH

Clerk to seek quotes for a concrete pad to be installed at Goodeaves play area ahead of the new metal picnic bench being installed. VW

## 5 Reports-

5.1 PCSO report: Clerk to circulate the report to all Councillors.

5.2 Somerset County Council Report: County Cllr Ham said that there is little to report due to purdah and the election tomorrow. He stated that there will be a meeting on Monday when they will be considering the options for a unitary authority. They are looking to save £50 million.

5.3 Mendip District Council Report: District Cllr Ham said that there was concern over the Local Plan which the inspector has reviewed and has highlighted the need for a further 500 houses which he has indicated should be within the northern border of the district. The parish councils which might be affected, Chilcompton through to Beckington have joined forces to voice their reasons for opposing this proposal.

5.3.1

The Halecombe Quarry community fund has been agreed and will benefit the 4 parishes namely, Coleford, Mellis, Leigh on Mendip and Whatley. The Clerk and Chairman to review and consider a project which might benefit from the fund. VW/PH

5.3.2 District Cllr Townsend reported that activity is still at reduced level because of the pre - election purdah period. The first Neighbourhood Services Group meeting was held. Apart from normal business there was much discussion about the wish by the large town councils to take on responsibilities for some local activities which Mendip currently manage under the Idverde contract which will need to be monitored closely. The role of Parish Councils in tree planting as part of the Climate Emergency programme was also discussed.

5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor were:

21/11. Meeting ref Unitary options, figures, savings and seven models to consider

As District Councillor:

18/11. Leigh on Mendip Parish Council

25/11. Meeting with Deputy Chief Executive Donna Nolan

26/11. Scrutiny – Access workshop

27/11. Halecombe Quarry Liaison

03/12. Holcombe Parish Council

As Parish Councillor:

27/11. Coleford Finance & Precept meeting

06/12. VE Day Celebrations

District Councillor: Townsend attended the following meetings:

- 15 and 22/11. Stoke St Michael site visits to Mill Lane
- 18/11. Leigh on Mendip Parish Council
- 20/11. MDC Planning Board
- 21/11. MDC Neighbourhood Services Group Meeting
- 27/11. Halecombe Quarry Liaison meeting
- 27/11. Coleford Parish Precept and Finance Meeting
- 28/11. Stoke St Michael Parish Council
- 03/12. Planning Board site visits
- 04/12. Planning Board site visits
- 04/12. Planning Board
- 09/12. Selwood Garden Village planning presentation

## 6 **Planning**

### 6.1 Decisions on Previous Applications

There were none.

### 6.2 Complaints received by the Planning Enforcement Team at Mendip District Council

There we're none.

### 6.3 Present applications

2019/2825/HSE – Single storey rear extension, 1<sup>st</sup> floor extension and platform to raised garden. Woolstone House, Springers Hill.

Councillors considered the application prior to discussion. It was proposed by Cllr Conn and seconded by Cllr Turner that there was no objection to approving the application subject to clarification that it will not impact structurally or visually on the aqueduct which is a listed structure and immediately adjacent to the site.

*Vote: 8 For, 0 Against and 2 Abstained (District Councillors)*

It was noted that the abovementioned plans were showing proposed dormer windows in the car port. Clerk to ask why this was shown but not referred to within the application.

## 7 **Highways**

### 7.1 Cllr Townsend Highways Report

It was reported to Somerset Highways that there are concern about parking at Underhill blocking the steps and suggested H Bar lines. It was also reported again the pavement damage at the farm entrance opposite Anchor Close.

The missing services cover has been replaced on the pavement by the Miners Arms.

The Highbury Street pavement refurbishment was completed ahead of schedule. It appears to be an excellent job, which the staff did a good polite job in arranging for pedestrians and vehicles to pass when it was safe to do so. Cllr Townsend proposed that the Clerk writes a letter of thanks to Somerset Highways. VW

The Clerk said that an email had been received from Leigh on Mendip Parish Council asking if a representative would like to attend a meeting about speed watch and the possibility of joining forces to tackle the issues of speeding in our Parishes.

### 7.2 Items report by Councillors

Cllr Turner said that there was still an issue where the two carriage ways meet in the middle of the highway on the Holcombe road (Brewery Lane) at Lipyeate.

### 7.3 Discuss and agree whether a grit bin should be installed at Mendip Vale.

A request had been received for a new grit bin to be installed at the bottom of Mendip Vale. It was noted that in the past there had been a grit bin in the proposed location but as it had not been fully used it had been relocated to the top of Mendip Vale. It had been agreed that it was easier to spread grit on the hill when working from the top and therefore a new bin would not be installed. The Clerk to inform the resident who had requested the bin. VW

## 8 **Finance**

8.1 Income: - £179.98 had been received during November. The Clerk confirmed that a VAT claim for £1095 had been submitted for the financial year 2018/19.

8.2 Bank Reconciliation – The Clerk had prepared the bank reconciliation which was checked by Cllr Banks and found to be in order.

8.3 Discuss and consider pay review for the Clerk – The working party had met and considered the Clerks pay. The award has two elements. 1) The government pay award, which this year was 3% which is to be paid from 1/4/19. I.e. Back pay. 2) The increment payment which we award for good service, going above your standard duty, workload increase and under taking training. Cllr Ham highlighted the following examples:

- Good accounts fully approved by auditors,
- Contract management, including warranty work with pump track,
- Working with residents in Roman Way ref Play equipment.
- Grave digging and safety systems.
- Training, several courses attended.
- Work with Parish plan.

The working party proposed to raise this by one point which Councillors all supported.

It was also agreed to re-align the two parts to 1st April each year for review. (The second element is normally in July as that was the month Vickie started.)

*Vote: 10 For, 0 Against and 0 Abstained*

The Clerk to notify the Bank of the changes to the Standing order for salary and pension payment.

VW

8.4 Discuss and agree Precept for 2020/21 – Cllr Ham explained that the Finance Working party had met and gone through the draft budget and considered each line for 2020/21. It was agreed that it was appropriate to include £5K to cover the cost of a potential Gladman appeal or if another large planning application was to be submitted. Cllr Conn reminded the Council that at the well attended public meeting for the Gladman application, the Chairman had explained clearly that the Precept may need to be increased to cover the cost of defending an appeal and there had been no objections from the floor.

It was agreed that all Councillors were to consider the draft budget and report back to the Clerk if it is felt that amendment is required ahead of the January meeting.

ALL  
Ag

8.5 Payments:

Cllr Ham explained that Eileen Smith of the Tuesday Afternoon Club had intended to submit an application for a small grant towards the group’s annual trip but it was not received. Cllr Conn highlighted that there would be an underspend at the end of the financial year for the Parish Plan. This could be utilized to fund the Tuesday Afternoon Club’s grant. After discussion it was agreed that a cheque for £250 would be written for the group.

*Vote: 10 For, 0 Against and 0 Abstained*

The following payments were presented for approval:

Clerk expenses	£100.48
Clerk back pay	£295.68
HMRC – National insurance	£19.95
Read Agriservices – Post sleeve for Beacon View gate	£28.45
Cartridge Save – Toner Multi Pack	£331.24
Idverde - Grave preparation	£402.84
Keith Evans – Payback expenses	£13.78
Tuesday Afternoon Club – Small grant	£250.00
New cheque 2858 sent to Coleford Revival Group as original cheque 2856 was made payable to CRG	£600.00

It was agreed that all invoices should be approved. The cheques were signed by Cllr Conn, Ham and the Townsend.

*Vote: 10 For, 0 Against and 0 Abstained*

- 9 Resolve that Coleford Parish Council meets the criteria for eligibility for General Power of Competence**  
The Clerk explained that the General Power of Competence gives councils the power to do anything that individuals generally may do, as long as it does not break the law. The power is not restricted to use within the council administrative boundary, it can be used anywhere. Principal councils are awarded the General Power of Competence as of a right and do not have to satisfy any eligibility criteria.
- Coleford Parish Council satisfies the criteria in that at least two thirds of the council hold office as a result of being declared elected. (Including elected unopposed) and have a CiLCA qualified Clerk.
- In the event that the council ceases to satisfy the criteria then it must record its ineligibility at the next relevant Annual Meeting, if a council has commenced an activity through the use of the General Power of Competence it may continue with it but not commence anything new that would require the use of the General Power of Competence.
- It was agreed that the resolution would be passed.
- Vote: 10 For, 0 Against and 0 Abstained*
- 10 Discuss options for safe burial preparations at the Cemetery**  
The Clerk confirmed that Idverde had prepared a recent grave at the Parish Council Cemetery which gave the current grave digger the opportunity to see the shoring used first hand. The weather had been very wet and conditions were difficult but the undertaker had confirmed that they were very pleased with the service provided.
- The grave digger had provided a copy of his risk assessment, method statement and a copy of his current insurance for the Councils records which the Clerk would send to the ICCM for confirmation that they were sufficient standard expected. The grave digger had also confirmed that he intended to purchase a bespoke set of shoring from Teleshore at his own expense.
- VW  
Ag
- 11 Discuss and consider quotes to remove picnic tables at Goodeaves play area and install a concrete base for the new table.**  
As mentioned during the Public Forum the Clerk to seek quotes for a concrete pad to be installed at Goodeaves play area ahead of the new metal picnic bench being installed.
- 12 Discuss, consider & agree quotes for installation of defibrillator**  
The Clerk had approached 5 companies to quote for the installation but only received 2 for consideration. It was proposed by Cllr Allen and seconded by Cllr Townsend that the quote received from JCE Contracting Ltd for £208 + VAT should be accepted.
- VW
- Vote: 10 For, 0 Against and 0 Abstained*
- 13 Agree action plan for installation:**
1. Youth shelter – Cllr Ham confirmed that this was being repaired. PH
  2. Football posts at Coleford play area – Clerk to seek quotes to install VW
  3. Monohinge gate at Church Street footpath – Cllr Ham and the Clerk to press for quotes PH/VW
- 14 Update on Coleford Parish Plan Questionnaire**  
Cllr Conn confirmed that the reply boxes will be collected imminently. The draw will take place at the January meeting. Ag
- 15 Update on Allotments at Orchard Close**  
The Clerk had passed the deeds to Cllr Townsend for consideration. AT
- 16 VE Day event planning**  
Cllr Ham confirmed that two meetings had now taken place and there were lots of suggestions and ideas being considered for the weekend. It is also hoped that CRG and the Scouts will be completing a new tapestry for display @ The Hub. The next meeting will take place on Friday 10<sup>th</sup> January 2020 when plans will hopefully start to take shape.

**17 Agree meeting dates for 2020**  
The Clerk had circulated the draft dates for the monthly Parish Council meetings and the Planning meetings for 2020. It was agreed that the annual litter pick would also be included. It will take place on Saturday the 14<sup>th</sup> March starting at 10am.

Once amended the Clerk will circulate to all, display on the notice board and the website VW

**18 Meetings to attend / attended**  
Mendip District Council Parish Forum – 23/01/20 starting at 6pm VW

**19 Report of any risks identified**  
The Clerk reported that the cross bar on the junior swing at Highbury has rotted out causing the bar to drop slightly. Alvian Ltd have removed the swings to reduce the risk and will be providing a quote for discussion at the January Parish Council meeting.

**20 Correspondence**  
A letter from Mendip Community Transport requesting a grant – No action required  
CPRE magazine – to be circulated to all.

**20 Matters of Urgency – at the Chairman’s Discretion**  
No points were raised.

**21 Date of Next Meetings:**  
Wed 8<sup>th</sup> January 2020 Parish Council meeting  
Wed 22<sup>nd</sup> January 2020 Planning Meeting

**The meeting finished at 22.10hrs**