

# Parish Council of Coleford

---

Miss V Watts  
Clerk to the Council  
Tel: 07971 516916 / 01749 880428  
Email: [clerk@colefordpc.org.uk](mailto:clerk@colefordpc.org.uk)

Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Minutes of the Parish Council Meeting held Wednesday 11<sup>th</sup> December 2024

**Present** Cllr Ham (Chairman presiding), Allen, Bell, Banks, Douglas-Burke, Evans, Moulding, Paterson, Pearce, Swords and Townsend.

**In attendance** 1 member of the public present  
The Clerk, Vickie Watts taking the minutes

### 1. Public Forum

1.1 A member of the public expressed support for the planning application 2024/2134/HSE - The Cottage, Stock Hill, Coleford, for the formation of new vehicular access.

1.2 It was asked if a response had been received from the planning department regarding the garage built next to the new house at the old garage site. There had been no response received.

*Action: Cllr Townsend to follow up.*

1.3 There is currently no street lights from the Coleford sign back to Lipyeate (About 5 lights). This has been reported

*Action: Cllr Townsend to follow up.*

1.4 It was proposed by Cllr Ham that a letter of congratulations be sent to the Huckyduck Carnival Club for winning the overall County Cup. It really has put Coleford on the map.

*Action: Cllr Townsend to follow up.*

### 2. Apologies for Absence (acceptance of any reasons offered)

There were none.

### 3. Declaration of Interest and Dispensations granted since last meeting

Cllrs Ham, Townsend, Banks and Swords declared an interest on agenda item 6.4.

### 4. Approve the minutes from the meetings held on the 11<sup>th</sup> and 27<sup>th</sup> November 2024.

The Clerk had circulated the draft minutes prior to the meeting. It was proposed by Cllr Allen and seconded by Cllr Banks that both sets of minutes accurately reflected the meetings and should be signed by the Chair.

**Vote: 11 For, 0 Against and 0 Abstention**

### 5. Actions arising from the minutes

All actions were completed or were dealt with as agenda items during the meeting.

### 6. Planning Applications

All Councillors had considered the following planning applications ahead of the meeting.

- 6.1 2024/1898/REM at Land South of Suncroft Lipyeate Cross to Luckington Cross  
Reserved matters approval for details of appearance, landscaping, layout and scale pursuant to outline planning permission reference 2019/2345/OTS (Application for Outline Planning Permission with some matters reserved for the erection of up to 63 dwellings)  
The Clerk had submitted the agreed response after the last meeting. The Planning Officer Ed Winter had replied and asked when we would submit further comments and if we would be including legal advice. An explanation was also given for the location of the public notice and who was notified as part of the consultation on the application.

A draft response was discussed and it was agreed that after some minor amendments the response would be sent to the planning officer.

**Vote: 10 For, 0 Against and 1 Abstention (Somerset Councilor)**

**Action: Clerk to respond to the planning officer.**

- 6.2 2024/2120/HSE – Ash Cottage, Springers Hill, Coleford,  
Demolish rear structures, erection of rear extension and create off road parking.  
All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed by Cllr Banks and seconded by Cllr Patterson that the application should be recommended for approval on the basis that there are no planning reasons to object.

**Vote: 10 For, 0 Against and 1 Abstention (Somerset Councilor)**

**Action: Clerk to respond to the planning officer.**

- 6.3 2024/2134/HSE - The Cottage, Stock Hill, Coleford  
Formation of new vehicular access.  
All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed by Cllr Allen and seconded by Cllr Banks that the application should be recommended for approval on the basis that there are no planning reasons to object.

**Vote: 10 For, 0 Against and 1 Abstention (Somerset Councilor)**

**Action: Clerk to respond to the planning officer.**

- 6.4 2024/2197/HSE - Erection of rear 2 storey extension and porch.  
1 Church Lane, Church Street, Coleford  
*Cllrs Ham, Townsend, Banks and Swords declared an interest and did not take part in the discussion*

All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed by Cllr Bell and seconded by Cllr Moulding that the application should be recommended for approval on the basis that there are no planning reasons to object.

**Vote: 7 For, 0 Against and 4 Abstention (1 Somerset Councilor)**

**Action: Clerk to respond to the planning officer.**

7. **Planning Updates**  
2024/1889/REM - Playing Field, Orchard Close, Coleford  
It was noted that Sport England has advised that the Football Foundation are seeking further information before the condition can be discharged. The Clerk will contact Penny's to ask what they are proposing to move this forward.

**Action: Clerk to contact Pennys for an update.**

## 8. **Highways including**

### 8.1 Councillor update – Cllr Townsend provided the following report:

Defects etc - reported during the month - Charity Lane to Mells Road junction drainage works, unsuccessful Tinker's Lane ditches/drainage needs attention, Stockhill overhanging trees Lipyeate Cross - street light demolished at junction

Charmborough Lane - 5 vehicle incidents reported in the month.

- at the junction with Charlton Road 2 vehicle collision
- turning left into the Lane a major collision with the bank, to avoid a vehicle exiting from the Lane?
- 2 vans scraped sides
- a wing mirror knocked off
- street light demolished at Lipyeate Cross. No injuries so no unlikely to be recorded.

### 8.2 Report of any new issues

There were none.

## 9. **Finance**

### 9.1 Agree bank reconciliation

The Clerk prepared the bank reconciliation which will be passed to a Councillor to be checked before the next meeting.

***Action: Agenda item for the next meeting***

### 9.2 Consider quotes received for electricity and water at Highbury Playing Field

Cllr Ham and Allen had considered the quotes received and recommended that the quote from EDF be accepted for the next 2 years

***Action: Clerk to confirm the contract***

### 9.3 Payments:

The following invoices were presented for payment:

V Watts - Clerks Expenses	£ 55.40
Somerset Association of Local Councils – Internal Audit	£ 35.00
HMRC – National Insurance & Tax due (Inc back pay)	£257.39
PATA Payroll – Usual payroll plus 2 x calculations	£ 70.45
Mountain and Forest Outdoor Education Company Ltd	
Relocation of dog bin	£133.00

It was proposed by Cllr Banks and seconded by Cllr Allen that the payments should be made.

**Vote: 11 For, 0 Against and 0 Abstention**

It was agreed that as the Council had already voted to purchase the Armco fencing and to pay the contractor in install the fencing at Highbury Playing Field that the cheque should be signed tonight to cover the purchase of the fencing and the labour. The Clerk will not release the cheque for installation until it has been satisfactorily installed.

***Action: Clerk to liaise with the contractor to ensure the fencing is installed before Christmas***

## 10. **Discuss future management of grass areas owned by Somerset and the grass contract**

Cllr Moulding and Swords had reviewed the Somerset owned land and considered what could be left uncut and rewilded. This will be considered at the next meeting.

The Clerk to ask the grass cutting contractor to quote for cutting the old cemetery.

***Action: Agenda item for the next meeting.***

**11. Correspondence**

01/12/24 Somerset Council report for December was circulated  
06/12/24 PCSO report for December including 'Meet the Community' dates for 2025

*Action: Clerk to promote the dates*

05/12/24 Thank you letter received regarding relocating the dog waste bin. The Clerk reported that the bin had mysteriously been moved back to the original location.

*Action Clerk to investigate who has moved the bin back to original location.*

29/11/24 Water 2 business confirmed that of the original bill for £615.48 the account was now in credit for £119.39 after the water leakage allowance had been agreed.

**12. Date of Next Meetings:**

8<sup>th</sup> January 2025 Parish Council meeting  
22<sup>nd</sup> January 2025 Planning meeting

The meeting ended at 20.50 hrs

DRAFT