

Parish Council of Coleford

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

Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

Minutes of the Parish Council Meeting held Wednesday 9th April 2025

Present Cllr Ham (Chairman presiding) Banks, Evans, Paterson, Pearce, Sword and Townsend.
Somerset Cllr Barry Clarke also attended for part of the meeting.

In attendance No members of the public present
The Clerk, Vickie Watts taking the minutes

1. **Public Forum**

Cllr Swords asked if a commemorative service could be held at the time that the Unknown Woman of War is erected. Cllr Townsend confirmed that the Church were interested in being involved. It was proposed that this could potentially take place on Sunday 4th or 11th, Thursday 8th or Friday 9th May. Once the date is agreed, Cllr Swords will write a piece to promote the event for the Coleford and Holcombe Community Magazine.

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

Cllr Allen, Bell and PCSO Will Mortimer sent apologies which were accepted by the Chair.

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

There were none

4. **Approve the minutes from the meetings held on the 19th March 2025**

The Clerk had circulated the draft minutes prior to the meeting. It was proposed by Cllr Paterson and seconded by Cllr Pearce that the minutes accurately reflected the meeting and should be signed by the Chair.

Vote: 7 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 apart from:

The emergency plan documents are to be shared. This will be an agenda item for the next meeting.

Action: Clerk to share the emergency plan documents. Agenda item for next meeting.

6. **Co-option of Councillors**

There were no applicants to consider. There are currently 2 vacancies which the Clerk and Councillors will promote.

Action: Clerk to continue to advertise the vacancies.

7. **Reports**

7.1 Somerset Council

Somerset Councillor Barry Clarke had shared the Somerset monthly report which will be available with the minutes.

7.2 PCSO

A report had been received which showed 11 crimes were reported in Coleford last month which was a significant increase. PCSO Will Mortimer had contacted the Clerk and asked whether the

gate at the entrance to Highbury Playing Field car park could be closed at night for a period of time in an attempt to stop the anti-social behaviour.

Action: *The Clerk to make enquiries to seek volunteers to assist as gate keepers*

7.3 Climate Action Group
There was no report submitted.

7.4 Footpath Warden report for North of the Village
The report had been shared with all Councillors for consideration and will be discussed at a future meeting. It was agreed that the Clerk would send the report to Somerset Rights of Way.

Action: *Clerk to share. Agenda item for next meeting.*

7.5 Footpath Warden report for South of the Village
The report had been shared with all Councillors for consideration and will be discussed at a future meeting. It was agreed that the Clerk would send the report to Somerset Rights of Way.

Action: *Clerk to share. Agenda item for next meeting.*

8. **Planning Applications**

8.1 2025/0383/VRC - Variation of condition 2 (Plans List) on consent 2018/1279/FUL. (Erection of 2 dwellings). Old Meadow House, Lipyeate, Coleford
Councillors had considered the plans prior to the meeting. After discussion it was proposed by Cllr Evans and seconded by Cllr Banks that the decision should be left to the planning officer.

Vote: 6 For, 0 Against, 1 Abstention (Somerset Councillor)

Action: *Clerk to notify the planning department*

9. **Planning updates**

9.1 Review previous applications
The Clerk had updated the planning updates spreadsheet for Councillors to consider.

9.2 Update on the Gladman and Rainier applications
Cllr Ham said that Somerset Council have said that they will not fight either application due to the costs. A meeting has been arranged for Cllr Ham and Townsend to meet with the Planning Officer to ask whether Somerset Council is able to give a deadline to Gladman given that they have already had so long to address the reserved matters.

Action: *Cllr Ham and Cllr Townsend to attend the meeting w/c 14th April*

10. **Highways including:**

10.1 Councillor update
Cllr Townsend and Cllrs Pearce met with Charlie Higgins and Stuart from Somerset Highways on 3rd April. The following report was provided:

A guided tour of the following locations was undertaken and the issues highlighted at:

Anchor Rd/Brewery Lane	Stockhill
Dark Lane	Doors Hill
Charmborough Lane	Underhill/High St

Defects on Whitehole Lane and Cherry Gardens Lane were also reported for attention.

They asked about the Highways Working Group for the LCN but there appears to be no date set for a meeting.

Over the weekend there had been another incident on Charmborough Lane where a vehicle had mounted the verge at the junction with Cherry Gardens Lane and knocked an arm off the signpost.

Action: *Cllr Ham to ask Sara Davis if Somerset Highways will replace the finger which is now missing*

10.2 Agree locations where white lining needs to be refreshed

Cllr Townsend suggested that every single Marking in the Parish needs immediate attention. The ones at Anchor Rd/Brewery Lane are probably best left until the surface has been made good. Perhaps we can ask her to look at the Roman Way/Lawrence Rd junction? After discussion, Cllr Ham said that he would take photographs and submit them to Sara Davies from Somerset Highways

Action: *Cllrs Ham to photograph the white lining that needs to be refreshed and submit before the end of April*

10.3 Report of any new issues

There were no new issues.

11. **Update on the Coleford Menshed**

The next meeting will take place on Saturday 26th April @ the Hub starting at 10.30am. The main aim of the meeting is to form a steering group and work through the set up processes with the help and guidance of the Men's Sheds Association.

Action: *Cllr Pearce and the Clerk to work on publicising the meeting via Facebook, notice boards and direct emailing.*

12. **Discuss and agree actions for Coleford Allotments**

The following points were discussed and agreed:

Water supply – The pump in Vobster Quay has broken so we are unable to pump water. It was agreed that a second pump be purchased immediately whilst the warranty is pursued on the broken pump. This would also give a fall back if the pump should fail again in the future

Vote 7 For, 0 Against, 0 Abstentions

Action: *Clerk to purchase the pump*

Horse manure – An allotment holder had contacted the Clerk and explained that they had a contact who was happy to deliver horse manure free of charge to the allotments for anyone to use. All Councillors agreed providing it was tipped in the agreed location.

Compost toilet – The Clerk reported that the compost toilet looked like it needed to be emptied.

Action: *Cllr Pearce to investigate*

Cllr Pearce proposed that the plot corners, next to the paths should be permanently marked with a stake. It was agreed that the quote received should be accepted. 60 stakes at £2.50 would be required plus £250 labour making a total of £400.

Vote 7 For, 0 Against, 0 Abstentions

Action: *Clerk to notify the contractor*

Cllr Ham reported that Mendip Country Practice are looking to create a community allotment at the surgery. They will grow food for the food bank or to be used for cooking lessons which will take place at the surgery. Anyone interested in registering for cooking lessons should register with Mendip Country Practice.

Mendip Country Practice and Health Connections representatives are working to set up a committee for the food bank which will be given ongoing support by the surgery.

Cllr Ham said that there had been a suggestion by Mendip Country Practice and Health Connections that allotment holders and gardeners should be encouraged to 'Grow-a-row' of something for the food bank during the year. Further information will follow.

Cllr Pearce and representative from Coleford Conservation group met with Mark Asquith who had invited the Council to be involved in the Mells Fete. There is a common interest with Mark Asquith who is involved with regenerative farming and the Tree Nursery and as a result Coleford Conservation group will have a stand at the fete.

13. Finance

13.1 Agree bank reconciliation

The Clerk completed the bank reconciliation for the year end 31st March 2025 which Cllr Swords checked and found to be in order.

13.2 Agree date for Finance working party to meet for year end 2025 review

It was agreed that a meeting was required and dates were suggested. It was agreed that the date would be finalized by email.

13.2 Accounts approved for payments:

The following invoices were presented for payment:

V Watts - Clerks Expenses	£47.19
HMRC – National Insurance & Tax due	£177.19
CPRE Annual subscription	£36.00
Paul Gilson – Footpath Warden North	£50.00
Alison Green - Footpath Warden South	£50.00
Toolstation – Water pump (To be purchased by Clerk)	£79.98

It was proposed by Cllr Townsend and seconded by Cllr Banks that the payments should be made. The cheques were signed by Cllr Ham, Townsend & Banks.

Vote: 7 For, 0 Against and 0 Abstention

14. Meetings to attend / attended

01/04/25 – Whatley Quarry Liaison Meeting – Cllr Ham attended

03/04/25 – Highways meeting with Somerset Highways – Cllr Townsend and Cllr Pearce

04/04/25 – Mark Asquith to discuss Mells Fete – Cllr Pearce

28/04/25 – Local Community Network

15. Correspondence

08/04/25 – Strimmer Scheme. The Clerk has been liaising with a volunteer about the scheme but Somerset Council are now suggesting that they will not support. Clerk to make further investigations.

Action: Agenda item for a future meeting

08/04/25 – Pennys Group. Provided documents relating to the design, layout, management and maintenance scheme. The Council to seek quotes from Agronomists to consider at future meeting.

Action: Agenda item for a future meeting

08/04/25 - Somerset Council Bin Emptying. Quote received for weekly bin emptying of 6 litter bins and 3 dog waste bins. Clerk to establish if 2 weekly emptying will be acceptable.

Action: Agenda item for a future meeting

16. Date of Next Meetings:

23 rd April 2025	Planning meeting
14 th May 2025	Parish Council meeting

The meeting ended at 21.04hrs

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