

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday the 10th April 2019

Present

Cllr Philip Ham (Chairman presiding)
Cllr Banks, Conn, Evans, Pearce, Talbot and Townsend
There were no member of the public present.

Public Forum

PF 1 It was reported that the 1st grass cut of the season had been completed at Careys Mead, however it had not been cut up to the boundary. The fallen tree in the fence line has still not been cleared.

ACTION: The Clerk to contact Idverde to ask that the grass be cut tighter to the boundary or strimmed and the fallen tree be cleared. VW

PF 2 A complaint had been received to say that the sewage is leaking up from the ground in Beacon View.

ACTION: The Clerk to contact Wessex Water to ask them to investigate. VW

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Allen, Barrett, Drescher, Harding, Hanney and Turner 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 13 and 27th of March 2019

The minutes from the abovementioned meetings 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: 7 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:

- A signed copy of the contract for the grass cutting and grounds maintenance from Mr Ben Brenton was yet to be received. Clerk to contact Mr Brenton to seek the signed copy. VW
- Clerk to check that the bus shelters are on the asset list VW
- Clerk to contact the pubs and shops to see if they will hold litter picking equipment for the Litter picking campaign. VW

5 Reports-

5.1 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. 16 service calls had been received for Coleford during January. Figures for crimes reported were as follows:

Burglaries – 0
Non – Dwelling Burglaries – 1

Criminal Damage – 0
Theft from a motor vehicle - 0
Theft of a motor vehicle - 0
Theft – 2
ASB – 0

The next PACT meeting is 16th April at 7.30pm at Nunney Village Hall

Somerset County Council Report

County Cllr Ham had nothing to report.

5.3 District Council Report

District Cllr Townsend and District Cllr Ham did not give reports due to the pre-election period of purdah.

5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor:

20/03 – Wainwrights Quarry Liaison Meeting
20/03 – Aggregates Industries Quarry Liaison meeting

As District Councillor:

19/03 – Meeting ref Advertising project
26/03 - Shape our future
26/03 – Equalities
28/03 – Transformation portfolio meeting
28/03 – Meeting with Glastonbury FC ref Pitches
29/03 – Saxonvale Project board
29/03 – Saxonvale Stakeholder meeting
29/03 – Saxonvale Members meeting
29/03 – Retirement event for Karen Deverill YMCA
05/04 – Homes England meeting

As Parish Councillor:

30/03 – Litter pick
04/04 – Coleford Hub Committee meeting
05/04 – Flower & Craft show meeting

Councillor Townsend attended:

18/03 - Leigh on Mendip Parish Council
19/03 - Planning Board site visits
20/03 - Planning Board site visits
20/03 - Wainwright's Quarry liaison meeting
20/03 - MDC Panning Board
30/03 - Coleford Litter Pick
03/04 - Meet Mendip Planning
03/04 - MDC Licensing Boar
04/04 - Hub lease meeting
09/04 - KeyRing Director's Meeting
10/04 - Meet Somerset Highways, site visits to Coleford, Holcombe, Stoke and Leigh.

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 were none.

6.3 Present applications

An application had been received for a street trading license from Miss M Conway trading as Hunger HQ to provide catering at the The Kings Head Inn at Coleford. After consideration it was proposed by Cllr Conn and seconded by Cllr Townsend that the application should be approved provided that the business is completed and closed up by 11pm to minimize disruption to the neighbours.

Vote: 7 For, 0 Against and 0 Abstained

ACTION: Clerk to notify the Licensing office

VW

7 **Highways**

Cllr Townsend gave a report resulting from the meeting held on the 10th April 2019 between Charlie Higgins of Somerset Highways (SH) and Chris Pearce and Alan Townsend of Coleford Parish Council (CPC):

- 7.1.1 Road mark ups colour coding – CPC asked SH to clarify what the colour coding meant on highway features after local queries.
- White = action required as a result of planned inspection
 - Orange = action required following reactive inspection
 - Blue = Water board
 - Red = Electricity board
 - Yellow = Gas board
- 7.1.2 Co-op Junction – CPC advised that a proposal to put Double Yellows on both sides of the road in all three directions had been formally passed to the four neighbouring ‘businesses’. Their responses were awaited. Church St edges – SH were aware that some edges were incomplete following the resurfacing. The contractor was being hastened.
- 7.1.3 Pavements – SH advised that the stretch on Highbury St from Church St to Careys Mead, and also Careys Mead itself were on the programme for resurfacing.
- 7.1.4 Surface dressing – Cherry Gardens Lane, Charity Lane and Hoares Lane were on this years programme having not been completed last year despite the surface prep work.
- 7.1.5 Charnborough Lane – We drove along and pointed out a number of patches of edge erosion that were causing concern. SH agreed to inspect.
- 7.1.6 Charlton Rd – CPC raised concern that the recent surface dressing had worn through over long stretches causing a skid risk. SH believed this was due to unhelpful weather conditions at the time of the works and would look at adding to next years programme.
- 7.1.7 Stoke Bottom – We drove along to inspect two areas of concern. Persistent flooding across the road at the Fairy Cave junction. On investigation the drain on the inside of the bend appeared to be blocked. This has now been cleared thank you. Also the edge erosion caused by the passage of the many HGVs – SH agreed to inspect for highway erosion and also speak to Pennys about backfilling the many gouges taken out of the verges, as they had done previously.
- 7.1.8 Whitehole Lane – Again the passage of HGVs was causing concern, especially along the parts which are single track with blind bends. AT agreed to meet with a resident about their specific concerns. CPC agreed to write to County Highways about improved signage (this will need to be done in conjunction with Leigh on Mendip Parish Council). SH agreed to look at the safety aspects at the stream crossing including replacing the headwalls and edge markers.
- 7.1.9 Ham – Persistent flooding appears to be caused by water coming down the road and off the field. SH propose to look at a possible new ditch within the field and to improve the existing drainage off the highway. CPC were asked if they knew the landowner for contact details. SH were also asked to look at developing potholes at the T junction at the top.
- 7.2 Update on safety proposals at Crossways Junction
- The Clerk had written to the British Legion, Pharmacy, Co-op and Gospel Hall asking for feedback on the prospect of double yellow lines being installed around the junction of Church Street and Highbury Road. A response had been received from The Gospel Hall which did not mention the double yellow lines but pledged a gift of £250 towards the cost of the resurfacing work to the Legion car park. The Pharmacy had also sent an acknowledgment letter but it did not mention the double yellow lines.

ACTION: Cllr Ham & Townsend will arrange a meeting with the Co-op to discuss their concerns.

PH/AT

7.3 Discuss request for contribution towards resurfacing of Coleford Legion Car Park
This is dependent on the outcome of whether Somerset Highways are able to implement the double yellow lines and continues to be ongoing. Cllr Banks said that he believed that the Legion had limited funds to pay for the resurfacing and were concerned that the current condition of the car park could lead to an accident which might result in a claim. Ag

7.4 Review the removal of the rails on the footpath from Church St to Beacon View
The Clerk said there had been 56 comments on Facebook regarding the bars, many of which said that they should be reinstated but some supporting the removal of the bars.

The Clerk also read out an email suggesting that a wooden gate should be installed at either end of the footpath to replace the rails to prevent children running out onto the road. It also questioned whether a risk assessment had been completed.

It was agreed at the previous meeting that the Council would remove the bars but that the footpath would be monitored for a trial period. This was on the basis of considering the risk of pedestrians negotiating the route past the Co-op, which it believed posed a higher risk than those using the footpath with the rails removed. As a result the Parish Council will continue to monitor the footpath to ensure that safety of parishioners is paramount.

Vote: 7 For, 0 Against and 0 Abstained

ACTION: The Clerk will respond to the email providing a copy of the minutes as agreed. VW

8 Update on the Election process

The Clerk confirmed all 13 Councillors submitted nomination papers resulting in all being elected unopposed. The Annual meeting of the Parish Council will take place on the 8th May when acceptance of office and declaration of interests will be completed and submitted by Councillors. Ag

9 Consider quotes received for replacement of components for Fingerpost Signs

The Clerk had approached several companies regarding providing an additional finger and finial for the finger post near Kilmersdon and Newbury. It is hoped that a local company may be able to help.

ACTION: Clerk to further process VW

10 Consider quote received for a second Defibrillator for the village

The Rotary club have confirmed that they would donate £500 towards the cost of a second defibrillator if the Parish Council was to provide match funding.

The Clerk had sought a quote for an AED Locator defibrillator, which is the same as the one located at the Co-op which was £1999. Plus VAT.

ACTION: Clerk to seek quotes to compare to ensure good value. Cllr Ham and Townsend will seek additional funding. VW
PH/AT

11 Consider quotes received to remove tree cuttings from Highbury play area hard courts

The cuttings which had resulted from the Community Payback team from clearing the fence line at Orchard Close boundary with Highbury playing field needs to be removed. The Clerk had received 2 quotes SMF Rubbish quoted £40.00 and Idverde quoted £91 plus VAT. It was agreed that the Clerk should contact SMF Rubbish and ask if they would also quote for the removal of the Cemetery shed.

It was proposed by Cllr Talbot and seconded by Cllr Townsend that the Clerk should negotiate the best deal and if under £120.00 for both jobs, then should instruct Mr Francis to complete both tasks.

ACTION: The Clerk to progress. VW

12 Consider quotes received for Cemetery signage

The Clerk had received a quote from Sign Efex and was waiting for further quotes to arrive. It was agreed that if the other quotes were more than the Clerk has been given the authority to accept the current quote from Signee.

ACTION: The Clerk to progress.

VW

13 Finance

13.1 Income – Memorial fee for additional inscription. Council to consider and approve/refuse application

The Clerk had received an application for an additional inscription to an existing memorial for from Exclusive Memorials. The fee of £44 had been received. The Clerk read out the proposed inscription. Cllr Conn proposed that the application be approved which was seconded by Cllr Banks

Vote: 7 For, 0 Against and 0 Abstained

VW

ACTION: The Clerk to notify Exclusive Memorials that the application has been approved.

13.2 Bank reconciliation

The Clerk confirmed that the year-end bank reconciliation had been completed and was checked by Cllr Evans and found to be accurate and balanced.

13.3 End of financial year budget review

The Clerk had prepared the end of year budget review which had been circulated to the Finance working party for consideration. This will be carried forward to the next meeting.

VW

13.4 Annual Audit requirements

The Clerk confirmed that Mr Adrian Mason would be completing the internal audit this month in preparation for the external audit.

13.5 Accounts approved for payments:

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

Clerk expenses (£36 home office)	£52.00
Adam Drescher – Blade to remove railings	£16.98
Tim Orledge – Installation of fence to the rear of pump track.	£850.00
Glasdon UK Ltd – 2 x grit bins & 1 x dog waste bin	£628.92

Vote: 7 For, 0 Against and 1 Abstained

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

14 Agree Contractor to remove the Cemetery shed

This was dealt with at minute reference 11

15 Discuss preparations for the Annual Parish Meeting

The Annual Parish Meeting will take place on the 22nd May 2019. The Clerk will send invitations to the local groups requesting their attendance. It was agreed that the Clerk would buy refreshments.

VW

16 Update on Allotments at Orchard Close ref fire

The Clerk had sent a letter to the homeowners asking if they would be interested in taking on the ownership of the allotment. Emails have been received from 2 owners expressing an interest in taking on the rented ground to provide and extension to their gardens. The Clerk will contact the 2 residents that have not responded to see if they would be interested.

ACTION: Clerk to progress

VW

17 Update on GDPR

Cllr Townsend had prepared a simplified document to summarise the process which will be circulated to all Councillors for comments.

ACTION: Clerk to circulate and add to the next agenda for further discussion.

VW/Ag

18 Update on basketball hoop installation at the hard court

This will be carried forward to the next meeting.

ACTION: Clerk to seek quotes for new hoop and stand. Cllrs Ham & Drescher to consider how to install the old hoop.

PH

19 Meetings to attend / attended

PACT meeting at Nunney 16/04/19 @ 7.30pm
SALC Council Essential training – Various dates

Clerk to attend the following training dates:
Clerks briefing at Somerton – 12/04/19 @ 10am – 1pm
HMRC Getting payroll information right – 29/04/19 – 2pm – 3pm
Preparing for the elections – 23/04/19 @ 6.30pm

20 Report of any risks identified

There were none.

21 Correspondence

21.1 Royal British Legion – An email had been received encouraging Parish Councils to confirm their requirements for wreaths for Remembrance Day 2019. The Clerk has placed the order

21.2 Housing allocation for Local Plan - Response received to the Parish Council email dated 17/03/19 regarding Crossways Garage 2019/0114/VRC and the site allocation process for the Local Plan. It was agreed that no further action required.

21.3 Mendip District Council Local Plan 2006 – 2029, Part 2 Sites and policies examination – Inspectors Matters, Issues and Questions discussion note. The examination will commence on 23/07/19 at Council Chambers, Cannards Grave Road, Shepton Mallet, BA4 1BP. No action required.

21.4 BT Openreach boxes at the junction of Church Street and Highbury Street – Letter received outlining concerns about the recent installation of a third box on the corner of the junction. The letter has been sent to BT, Mendip District Council and the Parish Council. District Cllr Townsend has written to Mendip East planning department asking if BT Openreach require planning consent for these installations.

ACTION: Cllr Townsend to follow up and report back to the complainant

AT

21.5 PCC Holy Trinity Church, Coleford – A letter had been received highlighting concerns to the ground at the rear of the church, access to the cemetery. The surface is a quagmire in wet weather and dangerous to the walking public. They believe the damage has been caused by vehicles accessing the cemetery. It was agreed that Cllr Townsend and Cllr Banks will meet with a representative of the Church to inspect and discuss the concerns.

ACTION – Cllr Townsend and Cllr Banks to arrange a meeting.

AT/HB

21.6 Co-op Parking – An email had been received with photographs highlighting the difficulties accessing the Co-op with a pushchair when there are cars parked to the front of the shop. It was agreed that the Clerk would respond and explain that discussions are underway with the Somerset Highways department investigating the installation of double yellow lines around the junction of Church Street and Highbury Street.

ACTION – Clerk to respond.

VW

21.7 Dog Fouling mailshot – The Clerk read out 2 emails of complaint received in response to the recent Parish Council mailshot which highlighted that the Mendip Enforcement team would prosecute if a witness statement is completed. 1000 flyers had been delivered by the Councillors. Enforcement Officer Ian Glover had been copied into one of the complaints.

ACTION - It was agreed that the Clerk would draft a response which would be circulated to all Councillors for comment prior to sending to the complainants. VW

21.8 Fly the Red Ensign on Merchant Navy Day – Information was passed to Cllr Banks to pass to the Coleford Legion. HB

22 Matters of Urgency – at the Chairman’s Discretion

Mendip District Council have been asking Councils to confirm how they might deal with the death of a senior figure. After discussion it was agreed that a book of condolence would be held either in the Church, @ The Hub or at the Coleford Legion for residents to sign and that a place would be available for floral tributes to be laid.

ACTION - The Clerk would purchase a book of condolence from Amazon with loose pages and notify Mendip District Council of the intentions of Coleford Parish Council. VW

Cllr Banks promoted tickets for the forthcoming Murder Mystery event at The Coleford Legion on 10/05/19

Cllr Banks reported that @ The Hub has been awarded £500 from the Shape Mendip Lottery which will go towards the installation of a new door.

Date of Next Meetings:

Wednesday 24 th April 2019	Planning Meeting
Wednesday 8 th May 2019	Annual Parish Council Meeting & Parish Council meeting
Wednesday 22 nd May 2019	Annual Meeting of the Parish

The meeting finished at 21.45hrs