

Parish Council of Coleford

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BA3 5YB

Minutes of the Parish Council Meeting held on Wednesday 9th November 2016

Presentation by Dave Woodridge from the Planning Enforcement Team, Mendip District Council

Dave Woodridge had sent apologies to say that he was unable to attend due to workload which had prevented preparation for the meeting. It was suggested that the presentation be rescheduled for the new year when he will give an over view of the enforcement process and comment on the specific cases within the parish.

PF Public Forum

- 1 Street lights are out opposite the post office and at Stockhill. Councillors to provide the number on the post so that they can be reported. VW
- 2 The footpath from the Zebra to the school is heavy with leaves and needs attention. Clerk to report. VW
- 3 The tree that had fallen across the river has been removed.
- 4 Clerk to chase up BT for the renovation of the phone box at Careys Mead – it had been said that it would be completed by September 2016. VW
- 5 A resident has complained about the fumes coming from the flue installed earlier this year to the house on Roman Way. Cllr Evans to provide the address so that Cllr Ham/Townsend to report to environmental health & enforcement. KE PH/AT4
- 6 Cllr Evans highlighted that unused tax allowance can be transferred to a spouse. It was felt that many members of the parish could benefit from this little known benefit.
- 7 The car park on Highbury Street needs the hedge cut back and there is concern that the footpath which neighbours the car park has a drain which is a trip hazard during dark evenings. Clerk to request that the hedge be cut and that a light be installed to help reduce the risk of an accident. VW

Present

Cllr P Ham (Chairman)

Cllr Townsend, Gurd, Conn, Talbot, Fisher, Turner, Evans, Horler, Banks, Littlechild and Neesam

- 1 **Apologies for Absence (acceptance of any reasons offered)**
All Councillors were present.
- 2 **Declaration of Interest and Dispensations granted since last meeting**
There were none
- 3 **Approve minutes of the last Parish Council Meeting held 12th October 2016 and matters arising.**
The minutes had been circulated to all Councillors prior to the meeting. It was agreed that the minutes for the 12th October 2016 were accurate and therefore duly signed by the Chair.

All matters arising have been completed or will be covered under the agenda items other than:

1. The Clerk to remind Steve Hill that the hedge cutting which forms part of the grass cutting contracts need to be cut. VW
2. The Clerk had met with Peter Coles regarding building a new website for the parish. He is volunteering to set build the site at no cost but would not be looking to maintain it going forward. The Clerk could be trained to upload the agendas, minutes and newsletters. In the first instance good quality photographs should be sourced to highlight facilities, historic buildings and other interesting features. It was suggested that CRG may be able to help with photographs having recently put together a village calendar. The Clerk also felt it would be a good opportunity to review the existing text to ensure that everything is current and relevant. VW
This will be an agenda item in the New Year. Ag

4 **Councillor vacancy**

No applicants have been forthcoming. Clerk to advertise again in On the Map. VW

5 **Reports**

5.1 PCSO report – The report for the Rural beat North had been circulated which highlighted the following incidents:

- Criminal Damage – 2
- Dwelling Burglary- 2
- Non Dwelling Burglary – 2
- Theft from a vehicle – 2
- Theft of a vehicle – 0
- Anti-social behaviour – 7

PACT priorities remain the same.

5.2 County report

County Cllr Ham reported that the year-end expected problems has been reduced and now looks like it will be nearer £8 million.

Discussion have taken place regarding highways infrastructure funding through CIL and S106 monies and delivering the ICT strategy.

The Skanska contract has been renewed for the next 7 years, which is shared with Devon. Part of the deal is that they must reduce the cost by 2% each year and there is also a clause that they have to use 85% local labour and materials which is very positive. They also have to work on the quality of pothole repairs to ensure they last longer.

Cllr Ham confirmed that he had nominated local girl, Hannah Francis for the Chairman Awards. Hannah was diagnosed with an aggressive bone cancer and lost her battle in August this year. During her illness she raised awareness and a charity was formed to help research bone cancer and provide wishes to youths with life limiting illness. To date the charity has raised approx. £250K. The ceremony was attended by Hannah's grandmother who accepted the award.

5.3 District Councillor report

District Cllr Townsend reported that Wainwrights Quarry would be resubmitting the planning application to extend the quarry shortly. At the recent Scrutiny meeting consideration was given as to how to support funding for CAB etc and looking harmonising fees for car parking across the district. The street trading policy has now been signed off and implemented.

At the Cabinet meeting the Mental Health Policy was endorsed. The half year financial review showed a slightly better than expected forecast.

A new process is being put in place to assist planners to help highlight what sort of evidence can be used to support applications for change of use.

Keyrings lettings have many people looking for properties but at present there is a shortage within the area. Cllr Townsend would encourage anyone with an empty property to get in touch.

Cllr Townsend will be attending:

- 18th November - Consultation for Halecombe Quarry where they will be promoting their expansion plan.
- 23rd November – Citizen advice AGM
- 15th December – SPARK funding training, cost £16.

District Cllr Ham confirmed:

- There is a small budget underspend but it is known that approx £4 million will need to be found in the next four years.
- The Mental Health Policy is a thorough document. Cllr Ham said that he had a copy which he was happy to pass to Councillors to peruse.
- Mendip District Council has been recognised as the best in the country for collecting Council tax and were invited to the House of Commons to share experience and practise.
- The Moorlands traveller site is still ongoing but it has now been said that they will vacate the site by the 20th September 2017.
- The Shape Mendip lottery website will be live by the end of November with the first draw proposed for January 2017. Community groups can sell and promote the lottery and will earn 50% of the ticket sales. 30% will go towards the payouts, 10% to a central fund and 10% on administration and VAT. Cllr Ham has registered the Hub @ Coleford. The weekly prize will be £25K.
- Cllr Ham has been selected to work on the Saxonvale, Frome working group.
- MDC are looking to complete a review of Town Centre assets with the support of JLL, Bristol identifying what can be done with the assets to maximise revenue in balance with providing the services needed.

5.4 Meetings attended

County Cllr Ham attended the following meetings on behalf of Somerset County Council:

17/10 Saxonvale development group Frome
19/10 Wainwrights Stoke St Michale Liaison quarry meeting
19/10 Torr & Colmans quarry liaison meeting
20/10 Chairmans awards at Taunton RFC
24/10 Highways meetings with Chris Betty
25/10 CASA meeting at Glastonbury library

District Cllr Ham attended the following meetings on behalf of Mendip District Council:

14/10 Presentation of Legacy funding at Castle Cary RFC
18/10 Rural forum
18/10 Community into to Shape Mendip Lottery
19/10 Workshop with JLL at Town Centre review
19/10 Planning boards
20/10 Moorlands site review
20/10 Pheonix 2 meeting
28/10 Car parks working group
31/10 CMT/Cabinet meeting
03/11 Town sites review
03/11 Pheonix 2 meeting
07/11 Cabinet

Cllr Ham attended the following meetings on behalf of Coleford Parish Council:

26/10 Hub meeting
08/10 Youth club meeting

District Cllr Townsend attended the following meetings on behalf of Mendip District Council:

13-10 MDC Wind turbine policy review
13-10 CPRE AGM
17-10 Leigh on Mendip Parish Council
18-10 Mendip Rural Forum

18-10 Wainwrights Quarry Liaison Meeting
 19-10 MDC Planning Board
 20-10 Stoke St Michael Parish Council
 21-10 Highbury Playing Field Working Group
 24-10 Coleford PC Budget Review
 24-10 MDC Scrutiny
 26-10 Highways meeting with Somerset Highways, Chris Betty and Holcombe PC
 28-10 MDC Car Parking Working Group
 31-10 MDC Cabinet pre meeting
 1-11 Holcombe Parish Council
 2-11 MDC Licensing Board
 7-11 MDC Cabinet
 8-11 KeyRing Lettings Directors Meeting

Cllr Horler attended the following meetings on behalf of the Parish Council:
 08/11 Youth management meeting with YMCA

6 **Planning applications**

6.1 Decisions on Previous Applications

The following applications have been approved by MDC:

2016/1977/VRC – Luckington Gables

The Clerk had contacted planning officer Conrad Rodzaj to give clarification on the abovementioned application. He confirmed that the application was to remove condition 2 of consent 2016/0363/FUL relating to a retrospective stable block which made the consent temporary. He stated that if the PC supported the application then the condition would be removed and the stable block can remain on a permanent basis. He confirmed that the mention of residential accommodation in the reason of the condition was incorrect as the proposal was only for a stable.

After discussion it was agreed that the Clerk should ask who was applying – Mr White of MDC. Cllr VW Ham and Townsend will speak directly with Conrad for further clarification.

2016/1740/APP – Discharge of conditions 5 (landscaping), 9 (parking) and 10 (drainage) of planning permission 2012/13

Grove View, High Street, Coleford, BA3 5LP

Approved by Mendip District Council

2016/1850/VRC

Application for the removal of condition 3 (window requirement) of planning permission 2016/0950/HSE

Hillview, Church Street, Coleford

Approved by Mendip District Council with conditions

2016/1314/FUL

New single family dwelling

The Chapel on the Hill, Church Street, Coleford, BA3 5NG

Approved by Mendip District Council with conditions

2016/2164/ADV

Changes to fascia sign on 2 elevations plus window graphics on 1 elevation

Crossway Stores, Highbury Street, Coleford

Approved by Mendip District Council with conditions

2016/2236/HSE

Single story rear extension

17 Coal Barton, Coleford, Radstock, BA3 5PF

Approved by Mendip District Council with conditions

The Pharmacy application has been approved however at this point they do not have premises. Mendip Country Practice will be appealing the decision. The Clerk to forward the email confirming the decision to David Warburton MP. VW

6.2 Complaints received by the Planning Enforcement Team, Mendip District Council

There were no new items raised.

6.3 Present Applications

There were no new applications.

7 **Highways and Footpath Issues to include:**

7.1 Lead Councillor Report – Alan Townsend

Chris Betty of Somerset Highways met with Cllr Townsend on the 26th October and took a trip around the village. Chris Betty was already aware of the poor state of the SLOW markings on the road by Farleigh College, Newbury. These will be refreshed.

Cllr Townsend highlighted incidents at Lipyeate where he had twice been struck on the sleeve whilst jogging, and a vehicle leaving Lipyeate House had been hit by a cyclist. At the very least the existing SLOW markings should be repainted as some had disappeared. Chris Betty suggested private signs warning “Farm Entrances 100m” might be effective if safely positioned.

A tour of Lipyeate, Holcombe, Common Lane, Ham, Springers Hill, High St, Underhill, Soho, Vobster and Anchor Rd were undertaken.

Following an action from Coleford Parish Council, Chris Betty had been provided with a map showing the points where HGVs had recently hit various properties in lower Coleford, despite the restricting signs. At the junction of Holcombe Hill and Common Lane it was agreed that it would help to remove the “Except for Access” part of the sign as this is open to misuse and will not restrict legal access to the coal yard for example. At the Common Lane junction at Ham Hill leading to Springers Hill the “Unsuitable for HGVs” sign is not strong enough and needs to be replaced with a “No Access to HGVs” sign.

Cllr Townsend confirmed that Ham Hill itself has an axle weight limit of 5 t at both ends – he wondered if it might be possible to also install a no HGVs sign at the south side to prevent an HGV finding itself having to turn left at the top? Chris Betty has been asked to consider this.

The location at Underhill where the builder’s waggon had become stuck and blocked the road for some 8 hours was shown to Chris Betty along with the narrow bridge over the stream where HGVs had become wedged. At the Soho T junction Cllr Townsend pointed out the confusion caused by the length restriction sign pointing to Vobster, which would tend to point an HGV to turn left towards Coleford as the “No HGVs” sign is some 25 yards down the lane and not immediately visible. Chris Betty said that he could move the Coleford sign back up to the junction so the two signs were visible together, also he could remove the reference to Church St as it implies only that street is restricted, but High St might still be accessible. The earlier sign at the Halecombe crossroads some 100yards to the south to give early warning of the restriction at Soho and the lack of turning space were also discussed. It was also considered the desirability of a No Left Turn for HGVs sign at the exit to Halecombe Quarry. Cllr Townsend agreed to raise with Leigh on Mendip Parish Council and AT Halecombe Quarry management.

Cllr Townsend said that the surface dressing looked good, but queried that not all BUS STOP markings were on both sides of the road. Chris Betty said there were probably historical reasons for this and often related to car parking issues.

At the Royal British Legion Cllr Townsend asked for white dashes to be painted at the edge of the highway at the entrance and exit. This would help avoid the issues of vehicles parking, would indicate the line of the highway to vehicles leaving the RBL and be helpful to pedestrians. The Owls Nest parapet to the bridge has been removed.

Cllr Townsend said that Holcombe Parish Council are looking to strengthen their Speed Watch team and it was questioned whether there was a need for a team in Coleford. The Holcombe team would be happy to join forces. It was agreed that the Clerk would seek volunteers in On the Map. VW

Councillors were asked to check grit bins within and report if they need refilling. This would also be mentioned in OTM. ALL VW

Salt is available for collection on 03/12/16. Cllr Ham will arrange for collection. PH

7.2 Outstanding issues

There were none.

7.3 Items Reported by Councillors

- The pavement/road and drain outside the Co-op is in need of attention. The recent planning application was supposed to address the issues but Cllr Townsend will report.
- Pot hole outside Rose house and on the road at the outskirts of the village if heading to Vobster. Cllr Townsend to report.

AT

AT

8 **Finance**

8.1 Statement of compliance for Clerks Pension

Cllr Evans reported that he had been speaking with the District Pension Provider with a view to the Clerk potentially joining the scheme however it was confirmed that a discussion had to be minuted at a Parish Council meeting before further details could be obtained. All Councillors agreed that the Clerk was entitled to a pension but that finer details needed to be discussed and agreed.

The Clerk stated that the declaration of compliance needed to be completed by the 1st of December. It was agreed that the Clerk would liaise with Cllr Evans, Townsend, Conn and Ham to ensure that this is completed before the deadline.

VW

Cllr Evans will continue to seek appropriate schemes for the Council and Clerk to consider.

KE

8.2 Second Quarter Budget review – Cllr Conn, Cllr Townsend and the Clerk have reviewed the second quarter figures. Cllr Conn reported:

1. Budget monitoring shows that we are within budget so far this year. No alarm bells.
2. This is the first step in setting the precept and budget for next year. The assumptions made by the working party need to be discussed.
3. We are suggesting that some related budget lines could be amalgamated, to give more flexibility
4. We do have underspend in the environment / projects area and overall, despite the lower playing field project costing more than the grant.
5. The question of 2017/18 precept will also depend upon other factors, such as ideas for major projects like a cycle track or skateboard park, the possibility of capping subsequently and the impact of the economy on our residents.

8.3 Initial discussion for the Precept 2017/18

The Clerk had provided Councillors with a first draft discussion document for the precept 2017/18 which had been put together with Cllr Conn and Townsend. Cllr Ham explained that in light of the possibility that capping could be introduced that we may want to consider a one off larger increase in region of 20%. If capping is successful it would mean that if a Council wanted to increase above the limit, a referendum would be needed, which would cost in the region of £4K. Should we take the opportunity to increase before this is implemented? It was suggested that a second spreadsheet should be put together by the Finance working party and the Chair to support such an increase in Precept ready for discussion at the Planning meeting later this month.

Ag
AC/AT
PH/VW

8.4 Accounts Approved for Payment

Payments were read out.

Clerk Expenses	£6.90
SJH Contractor – Grass Cutting	£696.14
Glasdon UK Ltd – Dispenser bags	£33.99
R Stanley - Footpath Warden – 6 months South	£50.00
Henry Banks – Travel expenses SALC AGM held at Somerton 22 miles @ .45p	£22.50
Sign Efix Ltd – Signage for Butterfly bank	£199.20
William Grant – Website hosting costs	£127.41

All Councillors voted unanimously in favour of the cheques being authorised. They were then signed by the Clerk, Cllr Townsend Cllr Ham and Cllr Horler.

Vote 12 in favour, 0 against and 0 abstention

9	<p>Environment Committee Lead Councillor Report</p> <p>Cllr Evans reported that the van currently parking on the grass at Careys Mead is damaging the ground. It was agreed that Cllr Gurd would speak with the owner and ask if he could park at his work premises. Cllr Evans also asked for the Clerk to chase up BT to find out when the phone box will be repainted. TG</p> <p>Cllr Horler explained that a site meeting had been held with Karl Wright and Julie Jackson of Mendip District Council to discuss street cleaning. Although some roads had been cleaned the vehicle had no metal brushes which meant that weeds still remained along the edge of the highway. It was agreed that weed killer would be applied to the weeds before the crew returns and clear with a brush and shovel. VW</p> <p>It was agreed that they would also brush down the steps at Underhill.</p> <p>It was suggested during the site meeting that the bins (both litter and dog waste) might be too small for the location. The Clerk to check and see if a larger dog waste bin is available to purchase – If there is, then the existing bin could be relocated. Cllr Ham to speak with Stuart Finney to see if additional collections could be made and to try and progress this matter. VW PH</p>	
10	<p>Playing Fields Committee Lead Councillor Report– Colin Turner to include an update from Working Party meeting namely:</p> <div style="margin-left: 40px;"> <p>11.1 Ratify amended charges for the playing field</p> <p>11.2 Update on</p> <div style="margin-left: 40px;"> <p>Football pitch surface</p> <p>Request for mini football pitch</p> <p>Cleaning the changing rooms</p> <p>Hard court repairs</p> <p>Update on skate board park</p> </div> </div> <p>It was agreed that the amended charges would be used for the time being. A copy will be sent to CAFC. VW</p> <p>There was much discussion regarding the abovementioned items. It was agreed that the Clerk would write to John Hansford as representative of CAFC to:</p> <ol style="list-style-type: none"> 1. Email the financial accounts for the last financial which will highlight the amount spent and received. 2. Ask for a copy of what they propose to do with respect to the alterations in the changing rooms. 3. Ask that they map out the new location for the pitch. This could be done with a physical marker on the field or a scale drawing. 4. Ask if they could consider siting the junior pitch across the main pitch with the aid of new junior goal posts. 5. Request that CAFC works within current legislation for volunteers working with children and ensure that Disclosure Barring service checks are completed (if relevant) and appropriate insurance is in place. <p>It was agreed that a meeting should be arranged with CAFC CT</p> <p>Cleaning the changing rooms - Photographs were taken which showed how unclean the facilities were. It was agreed that the Clerk would seek quotes for an intensive deep clean by professional cleaners which would then be sent to CAFC along with the photographs explaining that they can either clean it properly themselves or we will get someone in and invoice them. VW</p> <p>Hard court repairs - Clerk to obtain 3 quotes for:</p> <ul style="list-style-type: none"> • The top bar to be replaced along with the missing boards. Ask supplier for their ideas for cheaper options and quote. • 2ft high post and rail around the car park where boards have been removed. • Repair to fence of under 9's play area. <p>Update on skate board park – Councillors felt that the suggestion of installation of a BMX track rather than a skate board park could be a good option. The ongoing maintenance would definitely be cheaper than a skate park although some Councillors felt that we should still utilize the small skate ramps that are currently in storage. It was agreed once a decision has been made as to which way to progress that the local quarries would be approached for either funding VW</p>	

- 11 **Update on Thai food vendor**
The Clerk confirmed that she had spoken with Mr & Mrs Chant who confirmed that each week they have taken between £180 and £220. They are happy to continue to pay the flat rate of £20 per week. All Councillors were satisfied to continue on this basis. Clerk to write and confirm the arrangement. VW
Vote 12 in favour, 0 against and 0 abstention
- 12 **Update on the Rose & Crown car park drainage issues**
Dealt with in confidential session.
- 13 **Update on Allotments**
Graham Edgell is keen to take on the allotment relinquished by Simon Coles. VW
The Clerk read out a letter from Mr Stanley which highlighted some concerns with the Goodeaves Allotments as well as asking whether a water supply could be installed. VW
The Clerk confirmed that she has asked Steve Hill to quote for a general tidy up of the allotment area and boundary fence line. The Clerk & Cllr Gurd will liaise to progress. TG
- 14 **Cemetery memorial application**
The Clerk read out the application received from Andy Wrintmore Memorials for the memorial for Mr John Webb deceased. All Councillors agreed that the application should be approved. VW
Vote 12 in favour, 0 against and 0 abstention

Cllr Turner and Cllr Ham have met with Mr Beck the grave digger to discuss taken spoil from consecrated ground. It was noted that this would only be a problem when reopening existing graves. It was also agreed that excess spoil would be used to help level the lower part of the cemetery which will make it easier to utilise in coming years.
- 15 **Agree dates for 2017**
The Clerk circulated the proposed dates for 2017 for Councillors to consider. Clerk to email a copy.
- 16 **Meetings to attend**
The SALC area meeting will take place on 15/12/16 at the Edgar Hall, Somerton. Cllr Banks will try to attend. HB
- 17 **Reports of any risks identified**
There were none reported.
- 18 **Correspondence**
The Clerk had circulated an email about the invitation for free NHS Health Checks in Coleford. It was agreed that the Clerk would reply to express our interest. VW
- 19 **Matters of Urgency at the Chairman's discretion**
There were no points raised
- 20 **Date of Next Meetings:**
Tuesday 22nd November 2016 Planning Meeting
Wednesday 14th December 2016 Parish Council Meeting

The Meeting closed at 10.28pm