

# Parish Council of Coleford

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## Minutes of the Parish Council Meeting held on Wednesday the 10<sup>th</sup> October 2018

### Present

Cllr Philip Ham (Chairman presiding)  
Cllr Allen, Barrett, Banks, Conn, Drescher, Evans, Harding, Turner, and Townsend

There was    member of the public present.

### Mr John Hansford to attend to discuss the progress on Coleford Athletic Football Club Improvements

1. John explained that new goals had been delivered today and would be installed soon. These were paid for with a funding grant and sponsorship. The old goals will then be spare and if they can be utilized elsewhere in the village then the Parish Council are welcome to them, if not then they will be scrapped.
2. The plans for the work to create a new room within the changing rooms incorporating a new door and wall has been circulated to all Councillors. The hope is that this will start next summer.
3. The renovation work to the toilets in the home dressing room has been completed. A new toilet was installed, tiling completed and walls and floor painted. It looks really good and is much improved.
4. At some point over the next 2 years the club would like to see the pitch railed off which would hopefully prevent people from walking dogs on the pitch. If this is to happen then the pitch would be turned to a different location.
5. The club is very keen to raise funds to improve the playing surface of the pitch and John asked for the support of the Parish Council. It is planned that they would look to apply for relevant grants and fund raise to cover the cost.

Cllr Ham explained that the Council would be discussing the grass cutting contract later in the meeting and were aware of the clubs wish to put forward a quote to complete the whole of the Highbury playing field.

Cllr Ham said that the Council were in the process of considering whether to renovate the hardcourt. John said that none of teams would use the hardcourt for training due to the hard surface. He felt that money could be better spent elsewhere in the village and would be better removed and seeded to grass. It was agreed that the Council would continue to consider what action to take.

### PF Public Forum

- 1 Mr Chris Osborne attended as he was interested to hear how things were progressing regarding the application to install restrictive parking outside the new Co-op. Cllr Ham and Townsend met with an agent representing the Co-op which had been productive. It is now proposed that the restriction should take place between the hours of 10am and 3pm so that it would not affect people who wanted to park over night outside their own homes. They did state that it was unfair that a request for yellow lines had been requested for the unbuilt Co-op when in the past it had been rejected for the current Co-op which the agent acknowledged.
- 2 Diana Francis-Jones attended to raise concern over the access to the new pharmacy. She suggested the installation of a pedestrian crossing but Cllr Townsend explained that a crossing would not be installed so closely to a junction and also there is no pavement to the rear of the pharmacy where Mrs Francis-Jones thought might be the best location.

Cllr Ham reassured Mrs Francis-Jones that the current parking around the junction at the pharmacy has been flagged up as a problem, which has become worse since the pharmacy opened. They will continue to work for a resolution.

- 3 Cllr Allen said that the trees in front of 97 Mendip Vale have pulled the cables from the house and BT have said that the trees need to be cut back before the work to the cables can be completed. IT was agreed that Cllr Townsend would liaise with Caroline Blake of MDC to action.

**1 Apologies for Absence (acceptance of any reasons offered)**

Cllr Pearce, Hanney, Talbot and PCSO Storey all 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 12<sup>th</sup> and 26<sup>th</sup> of September 2018**

The minutes from both meetings had been circulated to all Councillors prior to the meeting. It was agreed that the minutes from the 26<sup>th</sup> September had not been considered by all Councillors and would therefore be reviewed and agreed at the next meeting.

It was agreed that they minutes from the meeting held on the 12<sup>th</sup> September accurately reflected the meeting and were duly signed by the Chair.

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

The Clerk will ensure that a hard copy of the minutes from the 26<sup>th</sup> September would be sent to all Councillors.

**4 Matters Arising**

All matters arising had been completed or would be covered under the agenda item during the meeting apart from:

1. The Clerk had spoken to Trevor Wilkins regarding removing the old safety surface from Roman Way but he was not taking on any new work until the New Year. The Clerk to try Pete Simpson who had helped recently to move a Christmas tree in Holcombe. VW
2. The Clerk explained that Chris Ingrem is away this week and will provide a quote for the second phase of renovations upon his return. Cllr Ham said that he received an offer of sponsorship for the finger post sign at Luckington to be fully renovated with the missing fingers added. Clerk to seek advice from SCC to establish who could help with new fingers for discussion at the next meeting. VW  
Ag
3. Cllr Turner to establish how much is being paid for the bins located at the Church which are being utilised by users of the Parish Cemetery as well. Agenda item for the next meeting. CT  
Ag
4. Cllr Ham to pass the deposit cheque back to Philip Horler of CRG. PH

**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. Figures for Coleford were as follows:

- Burglaries – 0
- Non – Dwelling Burglaries – 0
- Criminal Damage – 1
- Theft of a motor vehicle - 0
- ASB – 5

PCSO Storey said that everyone is aware that the police had encountered large demand and calls in a certain location within the village of Coleford. The beat team have carried out a lot of work using numerous Anti-Social behaviour tools / powers at our disposal. Working alongside the community this was impacting on, alongside partner agencies. An example of the reduction of calls relating to the location can be seen below –

Significant reduction in calls. -

- 02/01/18 - 11/07/18 - 34 call cards created
- 12/07/18 - 19/09/18 - 0 call cards created

At the last meeting it was asked why the drug issues were not reported? The Clerk had spoken with the PCSO who explained that any calls relating to that would have been recorded within the number of calls received. The categories specified within the report were flagged up by Parish Councils years back when the reports were being circulated hence why the drug crime is not listed specifically.

## 5.2 District Council Report

District Cllr Ham attended the meeting and reported that:

The last couple of months have been extremely busy with the Transformation projects coming live after months of work being done confidentially.

We secured the Boots property in Truro, and Cox and Cox in Frome in August this brings the total now borrowed to 25 M which will give us 1.04M in receipts after all costs to spend on front line services.

During August we also bought the Saxonvale site in Frome which is a brownfield site that has been around for over twenty years, due to different land owners being unable to agree, but due to a pension company having to sell it came to the market. This since has resulted in many meetings with Security firms, Contamination experts, Highways, Frome town council, other landowners, civic society, chambers of commerce, Developers, Lawyers, Planners and others. This is a 5 Year project which will provide housing, retail, commercial, office and elderly living provision. We are hoping to start building in around nine months.

We are also working through Shape Mendip housing in conjunction with BANES housing company (Aqueous) to build some new homes in Mendip to raise more income to support services.

The reason for this activity is that between 2010 and 2020 MDC will have lost all its government grants from central government. We are being proactive and solving our own problems.

DC won the court case against the travelers at Moorlands in Glastonbury, but we need to prove we need the land before the last 11 need to move.

MDC Cabinet had an away day last week discussing the financial situation of SCC, the 13 M pounds worth of cuts to apply immediately in year, and the effects this will have on MDC. This included the funding of CAB, Salting and Gritting of Roads, Youth services, Mineral planning, Highways. We are working on all these areas and sharing thoughts with neighboring districts.

We then discussed the Unitary options, Our MPs thoughts and the way central government might look at our situation here in Somerset.....it was a lively debate.

District Cllr Townsend reported as follows:

19-9-18 PLANNING BOARD – Two items of interest, a large Brew Tank to be displayed over the new microbrewery being established in front of the concrete wall of the old Amulet in Shepton Mallet.

In North Wootton a dwelling approved outside of development limits as it was considered the normal restrictions were outweighed by the benefit of the family releasing social housing in the village.

### 1-10-18 PLANNING SEMINAR

Rachel Tadman introduced herself as leader of the East Mendip Team and Acting i/c Development Services. Planning have 3 Temps at the moment but permanent staff are sought. David Lloyd is in post as the new Senior Enforcement Officer. Rachel reported that 94% of major applications were approved in the last year and 94% were turned round within the target date, putting MDC in the top 100 councils in the country. The very useful Planning Pre-app service is to be upgraded. A Fast Track service for smaller schemes is planned. Finally, a Planning Template is being prepared for Parish Councils to help focus responses.

Nina Richards of Mendip Housing reported the success of the Council in facilitating the delivery of 1093 Affordable Houses since 2010, of which 111 are on Rural Exception sites. Andre Sestini, Local Plan Manager, introduced the new National Planning Policy Framework (NPPF). The main thrust is to facilitate the delivery of the Government's target of up to 300,000 new homes a year. This number is subject to review in the light of the latest Office for National Statistics (ONS) predictions of demand. One aim is to focus development in areas where the ratio of average earnings to average house prices is greatest in order to meet the obvious demand and make home ownership more achievable. In addition to the South East, Somerset is a main target. Also there will be greater visibility of the Viability Assessment which developers

may use to claim that it is not economically viable for them to provide the required 30% of Affordable Housing on any scheme.

CHARLTON ROAD – good to report that Mendip responded rapidly to my request to remove a second plague of fly-tipping at the lay-by at the Charlton end.

### 5.3 County Council Report

County Cllr Ham reported that:

Financial Imperative Work: SCC have been highlighting for the last 18 months the pressures they are facing as funding from central government communities to fall and the demands and costs continue to rise.

Nearly all local authorities are facing the same challenges. Top tier rural authorities with responsibilities for vulnerable children and adults (which accounts for over 2/3 of the total SCC budget) are under huge financial pressure.

Despite lobbying there has been no shift in Government policy or funding. Unlike other public services, SCC have to deliver a balanced budget and the funding received now falls far short of meeting the costs of critical services provided.

The Cabinet Committee agreed in year savings on 12<sup>th</sup> September of £12 million affecting over 70 budget lines, in all directorates. The consequences of not taking this action of not bringing SCC to financial sustainability, would sadly be very much tougher in the medium term.

Delivery of the new schools programme: This month sees the next step on the way to making sure SCC have the right education provision in the right places for their homes, so they don't have travel long distances or go out of county to find the right school is vitally important for their development, opportunities and quality of life. Selworthy school in Taunton is expanding on to a second site Hazelbrook and a brick laying ceremony takes place this month. It is expected the school will open for Sept 2019.

Social Care for Older People: Somerset Home First initiative has in the first year of operation, resulted in over 2000 patients avoiding 7500 bed nights in hospital. This has made significant cost savings for the NHS and improved the quality of life for the people involved. To date the overall delayed discharges across the County have reduced by 75% from 3500 bed nights to 800.

Secondary Schools Admission Deadline: With a 31<sup>st</sup> October deadline there are now just weeks left for parents to submit applications for secondary school places – for children moving from Primary to Secondary school or Middle to Upper school in September 2018. Whether your child is starting school for the first time or transferring to their next school, applications need to be made through SCC's website [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

Hinkley Point update: Two year after Hinkley Point C was fully launched, the scale of construction and progress continues to be on track. More than 3200 people are now at work building the new nuclear power station in Somerset. The project is on track for its next major milestone in 2019 – the completion of the 4500 tonne concrete platform on which the reactor building sit.

Proud to produce in Somerset: County Hall is the venue for the National Farmers Union event called Proud to Produce in Somerset. This event will spotlight the importance and the challenges of our rural businesses to the thriving Somerset economy.

Improving Health and Wellbeing: Spark have organised an inspiring event at 7.15 on Tuesday 16<sup>th</sup> October at the Edgar Hall, Somerton to showcase how people in Somerset communities are working together to improve local health and wellbeing. It's open to town and parish councillors, community groups and anybody with an interest in improving health and wellbeing in their community. For further information contact Matt Day 07714 648913

Flu Vaccine: Flu is a serious illness in vulnerable people, potentially causing deaths and complications such as pneumonia. SCC urge all eligible residents to protect themselves and get a flu jab. Flu outbreaks can also cause severe disruptions to health and social care services in the winter month. The flu vaccine is still the best protection we have against an unpredictable virus. It can reduce the risk of serious illness, Please check with GP's or local pharmacists for details of vaccination centres.

Potholes: As we come to the end of a long hot summer the number of potholes being reported on the highways has fallen to a record weekly low, down to 164 against 1034 at the beginning of May. Pothole repairs continue to meet the ongoing demand with 182 filled during the last week of September. As we come into the winter months, members of the public can help SCC Highways stay on top of carriageway repairs by reporting effects through [www.travelsomerset.co.uk](http://www.travelsomerset.co.uk)

Library services: Recommendations for the future for Somerset's libraries service will be published this month. During the recent consultations over 7000 responses were received including nearly 13000 comments. These have been carefully reviewed and analysed over the summer and a report detailing the findings and councils recommendations is expected to be published online 16<sup>th</sup> October ahead of discussion by the councils Scrutiny Committee on the 24<sup>th</sup> October.

Getting the facts on Fostering: Many people considering fostering think about it long before making an enquiry and do lots of research online. The newly launched [www.fosteringinsomerset.org.uk](http://www.fosteringinsomerset.org.uk) website from the Somerset County Council fostering service 'Fostering in Somerset' gives people a real insight into fostering and the benefits of working with a non-profit service.

#### 5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor:

26/09 - Wainwrights Quarry liaison meeting

26/09 - Torr & Colman's Quarry liaison meeting

As District Councillor:

13/09 – Phoenix project group meeting

13/09 – Moorlands panel meeting

17/09 – Cabinet

18/09 – Market review

24/09 – Saxonvale vision meeting

24/09 – Asset portfolio meeting

24/09 – MDC Full Council meeting

25/09 – Cabinet away day

01/10 – Planning training

04/10 – Transformation portfolio meeting

04/10 – Asset meeting

08/10 – National Co-op meeting ref: Yellow lines

09/10 – Abbey House Glastonbury – Trustees of Glastonbury Abbey

10/10 – Saxonvale Ward member group meeting

As Coleford PC:

02/10 – Meeting with the Youth club

02/10 – Meeting ref TPO Tree at Kilmersdon Common Farmhouse

Councillor Townsend attended:

17/09 - Leigh Parish Council

18/09 - MDC Planning Board site visits

19/09 - MDC Planning Board

04/09 - Hub/P.O. meetings

24/09 - MDC Full Council

26/09 - Wainwrights Liaison Meeting

01/10 - MDC NPPF Planning Seminar

02/10 - Holcombe Parish Council

04/10 - Saxonvale site visit

## 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	<u>Present applications</u> There were none.	
<b>7</b>	<b>Highways including parking</b> No new issues had been reported to Cllr Townsend other than the parking at the Pharmacy. He stated that he had written to Sara Davies regarding these issues and requested a site visit so that the extent of the problem can be witnessed.  Cllr Banks asked if there was any progress with the improved signage and speed reduction for the farm on Newbury Road. Cllr Townsend said that it was being considered by the Highways team but he had not heard any more than that.  Councillors asked Cllr Townsend to report the low branches on the road from Vobster into the village which are being hit by larger vehicles.	AT AT
<b>8</b>	<b>Update on Allotments at Orchard Close ref fire</b> Cllr Barrett said that a second investigation of the area would be completed with Cllr Turner who would hopefully be able to provide the history on the site. This will then be discussed again at the next meeting.	MB/NH/ CT
<b>9</b>	<b>Update of GDPR</b> The Clerk has started working through the process on ensuring we are compliant.	AT
<b>10</b>	<b>Launch Small Grants 2018</b> The Clerk had amended the application form for 2018 with the agreed deadline of 5 <sup>th</sup> November 2018 and a total for all applications of £2500. The Small Grants working party would consider the applications on Tuesday 6 <sup>th</sup> November with full Council deliberating at the meeting on the 14 <sup>th</sup> November 2018. The Clerk will put posters on the notice board, Facebook and website as well as direct emailing the village groups that have previously applied.	HB/AC/ KE VW
<b>11</b>	<b>Finance</b>	
11.1	<u>Income</u> The Clerk confirmed that payments had been received from: £ 335 for allotment rent £ 164 for memorial applications <u>£1739.VAT</u> <u>£2238 Total</u>	
11.2	<u>Bank reconciliation</u> The Clerk asked for this to be adjourned until after the budget review.	Ag
11.3	<u>Amend bank standing order for Clerks salary</u> The Clerk to draft the letter to the bank and circulate to Cllr Townsend and Cllr Conn for comment to ensure that the details for the pension and salary are correct.	VW
11.4	<u>Internet banking – confirmation of users</u> It was acknowledged that TSB bank are not able to provide internet banking which can satisfy the parish council rules of having 3 signatories. At this point it was proposed by Cllr Ham that the Council should proceed with a ‘View Only’ internet account which was seconded by Cllr Conn. <i>Vote: 10 For, 0 Against and 0 Abstained</i> The Clerk to complete the application form.	VW
11.5	<u>2<sup>nd</sup> Quarter budget review</u> Cllr Conn, Townsend, Ham and the Clerk will meet to consider the 2 <sup>nd</sup> Quarter budget review with a view to starting to consider allocations and requirements for the 2019/20 precept which needs to be agreed in January 2019. The recommendations will be brought to the November meeting.	AT/AC VW/PH Ag

11.6 Approve Highbury Playing Field Charity Accounts 2017/18 for Charity Commission

The Clerk had presented the accounts for the playing field charity which needed to be agreed and submitted to the Charity Committee. It was recommended by Cllr Conn and seconded by Cllr Townsend that the accounts were correct and signed by the Chair.

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

The Clerk to upload to the Charity Commission website.

VW

11.7 Conclusion of Audit 2017/18

The Clerk confirmed that the Audit had been concluded without any issues or recommendations. The required Notice of Conclusion of Audit has been displayed on the village notice boards and the website.

11.8 Accounts approved for payments

The following payments were approved:

Clerk expenses (£36 home office)	£71.99
Clerk back pay to include play area inspections/NALC increase & appraisal increase.	£853.71
Somerset Playing Field Association membership	£15.00
Keith Evans – Community Pay Back expenses	£37.98
PKF Littlejohn LLP – External audit	£360.00
Playforce – Swing seat	£134.18
Fosseway Tree Services – Work at Beacon View	£690.00
Somerset Playing Fields Association - Annual membership	£15.00
Cam Valley - Annual membership	£5.00
Read Agri-services – Gate for Highbury playing field at the pump track	£188.74

All Councillors agreed that upon Cllr Conn and Townsend reviewing the calculations for the Clerks back pay and being satisfied that they are correct then the cheque can be written and signed for the Clerk.

AC/AT

It was proposed by Cllr Turner and seconded by Cllr Harding that the abovementioned payments be made.

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

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

*Cllr Barrett left the meeting.*

**12 Playing field, Play areas and BMX track:**

12.1 Progress on CAFC improvements

This had been dealt with by John Hansford in the presentation at the start of the meeting.

12.2 Consider quotes for Roman Way update

Danielle Hayes attended the meeting and said that a revised quote had been received from Bigwood Play Systems which included a new play train with slide, balance logs, Burmah bridge and stepping logs which came to a total of £4250 plus VAT. A quote had also been received from Sutcliffe Play but the Clerk and Danielle felt that you had a lot more equipment for your money from Bigwood Play.

It was agreed that Danielle would ask for a detailed plan showing the proposed layout to ensure that the equipment proposed will work in the area available. This will be reviewed at the November meeting.

Ag

12.3 Agree order for bare rooted whips to create hedge at BMX track

Cllr Conn reminded the Council that it had been agreed that a new hedge would be planted from the corner where the new fence started along the fence line and beyond. The bare rooted whips would need to be planted in January and Cllr Conn felt that he would be able to recruit some volunteers to help with the task. The predicted cost will be between £380 to £450.

Cllr Banks thought that the Council had agreed for the wooden fence to be extended further along the fence line. The Clerk will review the minutes to establish what was agreed,

VW  
Ag

**13 Review Grass cutting contract for next season and CAFC proposal**

The Clerk had provided Councillors with a copy of the contract which now included the suggested amendments made by Cllr Conn.

All Councillors present agreed that the contractor should be evaluated on not only price by the quality of the workmanship and service. It was felt that a split of 60% price and 40% quality was a sensible split. This will be need to be added to the cover letter so that all Contractors are aware of the evaluation process. The contract will be for 2 years rather than 3 as in the past.

**14 Agree tender advert to be placed in the local press**

The Clerk had prepared an advert in the same format as used in previous years. It was agreed that the advert would be placed in the Frome Times and Radstock Journal as well as social media and the parish website. It was suggested that a poster be placed in the Mower shop in Kilmersdon and the Clerk will also email or write to all the businesses that provided quotes 3 years ago.

*Vote: 9 For, 0 Against and 0 Abstained*

**15 Meetings to attend / attended**

Parish Forum at MDC on 18/10/18 at 6.15pm at Council Chambers.

Question Time at Council Chambers on 24/10/18 at 7pm at Council Chambers

CPRE AGM on 25/10/18 at 2pm at Glastonbury Town hall

Improving Health and Wellbeing in your community 16/10/18 at Edgar Community Hall at 7.15pm

Various SALC training – none of which was required at this moment.

**16 Report of any risks identified**

There were none.

**17 Correspondence**

Royal Mail letter warning of spam mail. Poster to be placed on the website and noticeboards. Already on Facebook.

Clerk and Councils direct newsletter

**18 Matters of Urgency – at the Chairman’s Discretion**

The Clerk confirmed that Exclusive Memorials had submitted an application for a memorial for Rachel Sellars. The details were read out and shown to the Councillors. It was proposed by Cllr Banks that the application should be approved which was seconded by Cllr Allen.

The questionnaire prepared by the Clerk, which consulted the parishioners regarding a potential new play area to the East of the village, had been circulated prior to the meeting. Some small amendments were proposed which the Clerk will undertake. 500 copies will then be printed and delivered by hand around the village.

**19 Date of Next Meetings:**

Wednesday 24th October 2018 Planning Meeting & Finance Working Party Meeting – Precept

Tuesday 6<sup>th</sup> November 2018 Small Grants Working Party Meeting

Wednesday 14<sup>th</sup> November 2018 Parish Council Meeting

**The meeting finished at 21.25hrs**