

# Parish Council of Coleford

---

**Miss V Watts**  
**Clerk to the Council**  
**Tel: 07971 516916 / 01749 880428**  
**Email: [clerkcolefordsomerset@gmail.com](mailto:clerkcolefordsomerset@gmail.com)**

**Gallant Hill Farm**  
**Foxcote**  
**Radstock**  
**BA3 5YB**

## Minutes of the Parish Council Meeting held on Wednesday the 26<sup>th</sup> September 2018

### Present

Cllr Townsend (Chairman)  
Cllr, Allen, Banks, Evans, Harding, P Ham (Part), Hanney, Talbot and Pearce

There was one member of the public present

### PF      Public Forum

- 1      Concern was raised over the number of cars now parking at the top of Church Street. On occasions this is back as far as Mendip Country practice without space for passing which is resulting in cars having to reverse back. It was questioned as to whether this is a result of people using the pharmacy. It was suggested that a disabled parking bay near to the pharmacy would ensure that less able bodied wouldn't have to walk too far to access the facility. Installation of double yellow lines in this area is now becoming more pressing to ensure the safety of both drivers and pedestrians. Cllr Townsend will discuss this with the Highways representative (that has replaced Chris Betty) AT to stress that the situation is worse now that the pharmacy is open.
- 2      It was noted that an increasing number of cars are using the junction outside the co-op and at Preachers Vale as a roundabout to turn around. It was not felt that any action could stop this from happening.
- 3      John Fisher has reported that he has used up all of the bags for the dispenser units. Clerk to re-order. VW He also said that someone is placing used bags into the dispenser. Clerk to place notices on the adjacent waste bins to confirm that they can be used for dog waste. VW

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

Cllr Turner, Barrett, Drescher and Conn sent apologies which were accepted by the Chair.

### 2      Declaration of Interest and Dispensations granted since last meeting

There were none.

### 3      Planning applications

2018/2226/FUL - Erection of a single residential dwelling, garage and associated works  
Springwater Farm, Anchor Road, Coleford, Radstock, BA3 5PG

The Clerk read out section DP13 regarding the 'Accommodation for Rural Workers' from the Local Plan which outlined criteria that needed to be met in order to grant permission. It was noted that copies of the accounts were available upon request if required.

*Cllr Harding arrived at 7.20pm*

All Councillors considered the plans and supporting evidence. It was noted that originally the business was that of a dairy unit which has subsequently changed to that of beef rearing, a suckler herd and some sheep on the 26 acres. The Dairy unit ceased as it was not proving viable.

*Cllr Ham arrived at 7.20pm*

It was questioned as to whether the applicant had demonstrated that he had tried alternative methods of accommodation but it was acknowledged that as temporary accommodation had been approved already (3 years) then it was felt that he could argue he still needed to be on site with the new business model. One of the requirements was that the business needed to demonstrate that it had been running for a minimum of 3 years with at least 2 being profitable

After much discussion and consideration it was proposed by Cllr Banks that the Council should recommend refusal on the basis that insufficient evidence had been provided to satisfy the requirements especially around financial viability. It was stated within the appraisal that as of September 2016 the enterprise was described as new and with no track record. The recommendation was seconded by Cllr Evans.

*Vote: 7 For, 0 Against, 2 Abstained (Both District Councillors)*

**4 Report on Cemetery Memorial testing**

The Clerk explained that the memorial testing had been discussed at the previous meeting. Review of the rules should be done under the correct agenda title at a future meeting. Ag

**5 Pay review for the Clerk to include the NALC review of pay scales**

**The Clerk left the room.**

Cllr Townsend explained that there were 2 elements that needed to be considered namely the NALC pay scale increase and secondly the Clerks appraisal and possible increase in pay scale.

Cllr Townsend explained that the Clerk was currently on pay scale 29 which equates to £13.488 per hour. As the Clerk had continued to fulfill her role as Clerk and responsible financial officer in the last year it was felt that an increase in pay increment was justified. She has stepped in and taken on the responsibility for the play area inspections without complaint as well as the website and Facebook updates. If the increment is given it would equate to pay scale 30 £14.219 per hour or £710.95 per month. The difference between pay scale 29 and 30 is £0.46.

New pay scales had been agreed by NALC to take effect from 1<sup>st</sup> April 2018. The Clerk is currently on pay scale 29 which equates to £13.488 (£674.40 per month). The new rate is £13.757 (687.85 per month) which is a difference of £0.269.

It was proposed by Cllr Townsend that:

1. The Clerk should be given the NALC pay scale increase from 1<sup>st</sup> of April to the 1<sup>st</sup> of July. The Clerk has worked a total of 150 hours up to the 1<sup>st</sup> of July which amounts to back pay of £40.35
2. That the Clerk should be given a uplift to pay scale 30 from the 1<sup>st</sup> of July, which is when the appraisal was due. The Clerk will have worked a total of 100 hours from the 1<sup>st</sup> of July to the 1<sup>st</sup> of September which would amount to back pay of £46.00.

The proposal was seconded by Cllr Harding and a vote taken in favour of the recommendation.

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

**\*\*POST MEETING NOTE\*\***

The total period for back pay should have been recorded as 150 hours (1<sup>st</sup> of July to the 1<sup>st</sup> of October) and should therefore read as follows:

1. That the Clerk should be given an uplift to pay scale 30 from the 1<sup>st</sup> of July, which is when the appraisal was due. The Clerk will have worked a total of 150 hours from the 1<sup>st</sup> of July to the 1<sup>st</sup> of October which would amount to back pay of £69.30.

**6 Play areas:**

Consider creation of new play area facility in East of village (Beacon View / Mendip Vale)

Cllr Ham explained that there are two areas that could possibly be utilized for a new play area - Beacon View is owned by the Parish Council and the green area at Farley Dell. Cllr Ham will investigate the status of the land at Farley Dell.

It was suggested that a leaflet drop should be completed around Beacon View, Farley Dell, Coal Barton, Mendip Vale and Merryfield to establish if a new play area would be met with approval. The Clerk to design a leaflet/questionnaire which should include a section to establish how many children are living in the area. VW

Hard court play area fence

Cllr Ham had put together a rough estimate of costings to update and repair the hard court. To replace the side panels with hardwearing stock board, new supporting posts, new wire on the South end of the courts and repair damaged wire to the other three sides came to around £7000 including labour.

It was agreed that the Clerk would see three quotes using the specification drafted by Cllr Ham for discussion at a future meeting. VW

It was mentioned that Aviva Insurance are inviting applications for grants up to £8K. Cllr Townsend to investigate. AT

7	<b>Consider replacing or renovating the fence along the Newbury Road near the BMX pump track</b> It was proposed that the perimeter fence to the Highbury playing field be replaced with post and rail with the addition of coloured wire netting to prevent children or footballs leaving the area and stray dogs from entering the grounds. The Clerk to seek 3 quotes for discussion at a future meeting.	VW
8	<b>Progress on CAFC improvements</b> This was adjourned as Cllr Drescher was not present. It was agreed that Mr John Hansford would be invited to attend the October meeting.	VW
9	<b>Review Summer Footpath report – North and South of the village</b> Mr Russ Stanley is the Footpath Warden for the South of the village and Mr Rick Hedges is the warden for the North. Both have submitted their reports which gave feedback on all of the footpaths. The Clerk confirmed that a copy had been sent to Clare Haskins at Somerset County Council for her to review. Councillors reviewed the content and were happy with the reports. The Council agreed that this report should be compared to the next report received and if problems highlighted are not rectified then this should result in further discussion with Clare at SCC. The Clerk was asked to clarify with Clare who the liability lies with once an issue is reported to SCC highways	VW
	The Clerk said that during the recent storms she had received reports of 2 trees that had fallen and were blocking footpaths, one of which at the bottom of Beacon View, which was precariously balanced and pose a risk.	
	The Clerk had written to the manager of Douglas Yates Court to ask if they could repair the fence which borders the Cinder Path before it deteriorates further and becomes impassable. An email had been received from the manager who confirmed that the fence is due to be repaired imminently.	
10	<b>Update on Allotments at Orchard Close ref fire</b> Cllr Barret and Harding visited the site but found it difficult to interpret the plans in relation to the plots and therefore were not able to measure up. It was felt that it might be beneficial for all Councillors to view the area before further discussion at a later meeting.	ALL Ag
	The Clerk confirmed that the allotment invoices had been sent and were due for payment on the 1 <sup>st</sup> of October.	
11	<b>Review Grass cutting contract for next season and CAFC proposal</b> <u>Cllr Conn was not able to attend the meeting but forwarded the following suggestions:</u>	
	<u>Grass Cutting Contract</u> <ol style="list-style-type: none"> <li>1. Suggest a 2 year contract in place of 3 years.</li> <li>2. The reference in the introductory letter to “quoting for both contracts individually” could be in bold or underlined, as this is very important.</li> <li>3. Include a statement that the PC is looking for a contractor who has capacity and equipment to deal with any difficulties on site e.g. roughened ground due to damage by animals. Any additional works required to be paid for by agreement between the PC and contractor.</li> </ol> <p>Area A – Highbury Playing Field</p> <ol style="list-style-type: none"> <li>4. Clarify that the edge strimming is required with each of the 14 cuts</li> <li>5. Incorporate annual maintenance of the banks at the BMX Pump track. Something like :-</li> </ol> <p>“The Parish Council also requires maintenance of the slopes around and within the BMX Pump track, which are planted with a meadow grass and wildflower seed mix and stabilised with coir netting. Maintenance to consist of :-</p> <ol style="list-style-type: none"> <li>a. One cut with a strimmer to be carried out between 31<sup>st</sup> October and 30<sup>th</sup> November</li> <li>b. If required and agreed between the PC and contractor, a second cut with a strimmer between 28<sup>th</sup> February and 31<sup>st</sup> March.</li> </ol> <p>All cut material is to be removed from the banks to an agreed tipping point nearby at the edge of the playing field.</p> <p><u>Note</u> the Spring cut referred to at (b) will be required in Spring 2019, to commence the maintenance cycle.</p> <p>Contractors should specify the cost for each cut in their bid.”</p>	

**Area B – Coleford Playing Field**

6. A note on the limited access to the PF, due to a sharp turn from a steep road onto a narrow slope to the PF gates, which needs to be manageable for the contractor's machinery.
7. We are experiencing problems with the winter cut of the Butterfly Bank, due to lack of able bodies volunteers. The site is popular with residents, so Cllr Conn suggested that we should pay for a winter cut, to make sure that the area does not become unmanageable. He suggested adding something like:-

"The Parish Council also requires the contractor to carry out one cut annually of the area known as the Butterfly Bank (area to be shown on the plan of the PF site) between 31<sup>st</sup> October and 28<sup>th</sup> February. This is to be a cut to near ground level by brush cutter, of brambles and soft vegetation. (The cut material to be removed by volunteers.) The date of the cut to be notified to the Parish Council, with 2 weeks' notice.

Contractors should specify the cost of this annual cut separately in their bid."

**Area E – Green at Underhill**

8. This as essential, not "optional" and give more stress to the removal of cut material.

**CAFC offer to cut the Highbury PF**

There are a number of issues to be considered by both the PC and CAFC before the PC decides on this:-

- a. If this work is removed from the PC's grass-cutting contract, how viable / attractive will the remainder be to bidders? Are we taking the cherry off the cake?
- b. Who would do the annual work on the BMX Pump track (see 5 above)?
- c. Timing – the PC would require 14 cuts over the summer. How does that fit with CAFC capacity?
- d. What equipment and person-power does CAFC have? Does CAFC have funds to replace a broken down mower?
- e. Would CAFC be willing to sign a contract with the PC? We need a contract to make sure that grass cutting takes place if CAFC circumstances change.
- f. Finance. According to the report to the Charity Commission, during 2017-18 the PC paid an estimated £830 for grass cutting at the Highbury PF. CAFC paid £1090 for hire of the changing rooms. Unless there is a financial adjustment, the PC is likely to be £260 worse off.

It was also been suggested that:

1. The Cemetery hedge should be cut twice year rather than once.
2. Should the Cemetery be cut separately by the same person that does the churchyard as this always looks immaculate? This person is a Coleford resident and would need to be asked if he would be interested in taking on the work.
3. Contractors should be asked to clarify what back up they have for mechanical failure or illness.

VW  
Ag

It was agreed that the Clerk would amend the Contract to include the points above for review at the October meeting.

VW

Cllr Conn had emailed a report to say that the bare areas of the BMX track had been reseeded with wildflower and grass mix which will hopefully grow. There is still a small amount of seed which could be used in the Spring. The Councillors thanked Cllr Conn for completing the reseeding.

Cllr Ham asked when the hedge needed to be planted in front of the new panel fence. Clerk to email Cllr Conn.

**12**

**Matters of Urgency – at the Chairman's Discretion**

The Clerk said that she had received a report that a dog owner was allowing his dog to defecate in the Roman Way play area despite there being a sign saying that no dogs were allowed in the area. The Clerk had the address of the owner and was unsure as to how the Council wanted to progress. It was agreed that the Clerk would seek advice from Ian Glover of MDC Enforcement team.

VW

**13**

**Date of Next Meetings:**

Wednesday 10<sup>th</sup> October 2018 for Parish Council Meeting

**The meeting finished at 20-20 hrs**