

# Parish Council of Coleford

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Miss V Watts  
Clerk to the Council  
Tel: 07971 516916 / 01749 880428  
Email: [clerk@colefordsomerset.org](mailto:clerk@colefordsomerset.org)

Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Minutes of the Parish Council Meeting held on Wednesday 10<sup>th</sup> May 2017

### Present

Cllr P Ham (Chairman)  
Cllr Townsend, Conn, Gurd, Turner, Fisher (Part), Banks, Littlechild and Evans.

There were 2 members of the public present

### Public Forum

There were no matters raised.

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

Cllr Talbot and Cllr Neesam 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 12<sup>th</sup> and 25<sup>th</sup> of April 2017

The minutes had been circulated to all Councillors prior to the meeting. All Councillors agreed that both sets of minutes accurately reflected the meetings so were duly signed by the Chair.

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

### 4 Matters arising.

All matters arising have been completed or will be discussed within the agenda apart from:

- A complaint had been received regarding the containers at the old recycling center being used to dismantle vehicles. Cllr Ham confirmed that he had spoken with the landowner who had apologised for the activity. Continue to monitor.
- The Clerk explained that Aster had refused the request to install a litter bin at Goodeaves due to the fact that the road was un-adopted and therefore MDC would not arrange for it to be emptied.
- The deposit from CRG had been received by way of a cheque which will be held on file

### 5 Councillor vacancy

The Clerk read out the letter of resignation which had been received from Val Horler after 26 years of service to Coleford Parish Council. It was proposed that the Clerk should write a letter of thanks and purchase a gift to the value of £50 to thank Val. Suggestions of an appropriate gift should be emailed to the Clerk.

VW

Mr Chris Pearce attended the meeting and expressed an interest in becoming a Councillor. He introduced himself and explained that he had moved to the village in 1988 and had stood as a Parish Councillor between 2005 and 2011. He then moved to Australia where they have resided for the last 5 years. During his time on the Council he had acted as the Highways representative during that time.

Mr Pearce left the room and after a brief conversation it was proposed that Mr Pearce should be co-opted on to the Council, which was unanimously agreed.

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

Mr Pearce returned to the room and completed the declaration of acceptance of office along with the registration of interests which will be sent to MDC. Mr Pearce was invited to join the Councillors. Clerk to notify MDC & update website

VW

*Cllr Fisher arrived at 19.25hrs*

**The meeting was adjourned at 19.29hrs to conduct the Annual meeting of the Parish Council and resume thereafter.**

**Meeting resumed 20.05hrs**

## **6 Reports**

- 6.1 PCSO report – No report had been received. The next PACT meeting will take place on the 11<sup>th</sup> May at the Rode Pavilion.
- 6.2 Somerset County Council report  
County Cllr Ham thanked everyone who voted for him as part of the recent local elections. He confirmed he did not have a report as it had been very quiet due to the restrictions imposed from purdah.
- 6.3 Mendip District Council report  
District Cllr Townsend and District Cllr Ham said that due to the recent elections and purdah there was little to report.
- 6.4 Meetings attended  
Due to elections and purdah there was minimal meetings to attend.

## **7 Planning applications**

- 7.1 Decisions on Previous Applications  
2017/0445/HSE – To erect a White PVCu framed roof canopy to the side of the property  
Waverley, Church Street, Coleford  
Approved with conditions  
  
2017/0834/AGB – Land at Rope Walk Farm, Coleford, Radstock  
Erection of apex building for the storage of animal feed.  
Prior approval is not required.
- 7.2 Complaints received by the Planning Enforcement Team, Mendip District Council  
The Enforcement team have made a site visit to 2 Hillside, Church Street, Coleford.
- 7.3 Present Applications
  - 7.3.1 2017/0891/TPO - 26 Preachers Vale Coleford BA3 5PT  
Oak (A) - Crown lift to a height of 5m above ground, reduce the crown to leave a finished crown spread of 8m high and 6m wide, remove all dead or decaying limbs, branches and foliage.  
All Councillors had considered the plans. After consideration it was proposed by Cllr Gurd that the application be recommended for approval which was seconded by Cllr Evans.

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

## **8 Reports on Highways and Footpath Issues**

Cllr Townsend confirmed that he had met with Charlie Higgins and Graham Gibson and confirmed that repairs had been carried out at Lipyate Cross and opposite Lipyate House. The brambles causing an obstruction to pedestrians on Church Street will be cut back by SCC Highways.

Cllr Townsend had circulated a highway report by email prior to the meeting which showed issues previously reported.

The following new items were reported:

- A couple of pot holes have become worse on Common Lane AT
- Church Street continues to deteriorate although the Highways team has confirmed that they will not be repaired during the current financial year.
- The Mell's road although out of parish has started to deteriorate with pot holes starting to develop. AT
- The road edges on Charmborough Lane continue to be a concern. Cllr Townsend continues to highlight this to the Highways team.

- 8.1 The Clerk confirmed that Mell's Parish Council's Clerk had passed on the specification for the renovation of the finger posts and also included contact details for the Tim McCarthy who is the contractor who has been completing the renovation of the Mell's signs. He was competitively priced and his work is to a high standard. It was agreed that a list of white finger posts would be collated in preparation of the Council giving this project the go ahead. Clerk to ask Mr McCarthy for a quote. AT/PH  
VW

Footpath complaints:

1. The Clerk had received a detailed email from Mr Button the landowner of Ashill following up on his email to the Parish Council dated the 9<sup>th</sup> January 2017. He was disappointed that we did not respond in writing and goes on to say that he will be fencing off the footpaths on his property and will be invoicing the Parish Council for the costs incurred of doing so.

Cllr Ham said that he had emailed Mr Button to apologise if he had expected a reply to his last email. After the original email Cllr Ham had passed a sign encouraging footpath users to keep dogs on leads and requesting that they pick up after them. It was assumed that this was to be acknowledged as a response. The Clerk confirmed that she had sent the latest email from Mr Button to Clare Haskins of the RoW team for a response.

2. An email had been received from Mr Alex Marson who is the landowner at Rope Walk. There has been opposition against Mr Marson's decision to fence his fields which do not have footpaths passing through them, which has resulted in fences being cut. Mr Marson has requested maps from SCC RoW team so that they can be displayed on the footpaths in order to educate the footpath users.

Mr Marson was also keen to have the dog poo bin which the Parish Council recently purchased installed at a mutually convenient location as soon as possible. It was agreed that Cllr Ham would contact Mr Marson to discuss the difficulties that he has experienced and agreed a suitable location for the new bin. PH  
VW

3. An email had been received from Mr Paul Gilson which expressed concern over the fact that no stile had been installed at the time of the recent work being completed on the Coffin Route FR4/67. He provided a detailed report which included photographs showing the location of the recently removed stile and even showed the post with waymarkers which are still at the previous site of the stile. The Clerk will raise this again the RoW VW

4. An email had been received from Diana Francis-Jones who wanted an update on the installation of a kissing gate to replace a stile on footpath FR4/17 at Ham Hill. The Clerk reminded Council that the RoW team had approached the landowner to replace the stiles with kissing gates prior to Mrs Francis-Jones request but the landowner did not want them installed. They had suggested that the Parish Council might like to approach the landowner to see if they could be persuaded. It was agreed that Cllr Ham would contact them to seek approval. PH

5. Val Horler had emailed to express her thanks to a resident at The Green who had taken the time to brush the footpath FR4/66 which runs along the rear of the Kings Head public house. Councillors agreed that this was a kind gesture. Mrs Horler requested that the Council asks the RoW team to cut back the brambles which are starting to encroach onto the footpath. She also suggested that the clearance of the path could be added to the list of projects for the Community Pay Back team. VW  
VW

## 9 Finance

### 9.1 Bank reconciliation

The Clerk confirmed that she had completed the bank reconciliation and would ask Cllr Townsend to complete the calculations after the meeting.

### 9.2 Approve asset list

The Clerk had updated the asset register to ensure that all items purchased during the year had been added to the list. The updated list had been circulated and all Councillors agreed that it was an accurate record and voted unanimously in favour of approving the list.

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

### 9.3 Review Risk Assessment Statement

The Clerk had circulated the statement prior to the meeting to allow Councillors time to read. All Councillors agreed that the statement should be adopted and was duly signed by the Chair.

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

### 9.4 Review & agree Cemetery fees & policy

It was agreed that this should be adjourned until next month to allow more time to research comparable cemetery fees.

Ag

### 9.5 Approve Section 1 the Annual Governance statement of the Audit 2016/17

The Clerk provided a copy of the Annual Governance statement of the audit for 2016/17 prior to the meeting. The Chairman then read out Section 1 of the Annual governance statement 2015/16 with Councillors answering yes to all questions. The Chair and the Clerk then duly signed by sections.

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

### 9.6 Approve Section 2 the Accounting Statement of the Audit 2016/17

The Chairman then read out Section 2 the Accounting statements for 2015/16 with the figures for the previous financial year ending 2016 and year ending 2017 which all Councillors agreed were in line with the end of year accounts. The Clerk to ensure that the audit paperwork is submitted by the deadline and displayed on the notice boards and website to allow the electors an opportunity to examine the accounts.

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

### 9.7 Discuss & agree Clerks expenses and pay review – Inc NALC pay increase

The Chairman explained that as of the 1<sup>st</sup> of April 2017 the National Association of Local Councils had agreed that there would be a 1% pay increase for Clerk Pay Scales.

It was also noted that the Clerk was entitled to payment to cover costs towards her expenses relating to her home office as per her contract. The Clerk had provided evidence of the amounts paid to cover broadband, mobile phone, business insurance on her car, the additional increment on home insurance and electricity for a month. It was agreed that these were reasonable and that 50% was attributable to her work as the Clerk for the three parishes. It was agreed that Coleford should pay half of this sum to reflect the relative size and work for Coleford parish with Holcombe and Cranmore liable for the balance. Cllr Townsend and Cllr Ham had given this consideration and proposed a payment of £34 per month to cover this expense which Councillors accepted.

The Clerks appraisal and pay review had also been due. Cllr Ham and Cllr Townsend put forward justification for raising the Clerks salary from pay scale 28 (£12.975 per hour - £648.75 per month) to pay scale 29 (£13.488 per hour – £674.40 per month).

The Clerk left the room to allow discussion. It was agreed by Councillors that the proposed expenses of £34 per month and the raise in pay scale increment from 28 to 29 namely £13.488 per hour – £674.40 per month.

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

The Clerk returned to the room. A letter to the bank had been prepared in anticipation of an increase in increment to amend the standing order to the new salary figure although the expenses would still be claimed monthly. This was signed by bank signatories Cllr Ham and Townsend.

9.8 Accounts Approved for Payment

The following payments were read out.

Clerk expenses	£ 46.10
Bin shop – Various items	£1282.45
Adrian Mason – Internal Audit	£ 87.50
Douglas Yates Room Hire - Housing & Care 21	£ 300.00
SJH Services	£ 679.44

Cheques were signed by Cllr Conn, Ham, Townsend and the Clerk

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

10 **Playing Fields Committee Lead Councillor Report – Colin Turner**

10.1 Agree action to correct safety issues at Coleford Playing Field play equipment

The Clerk had obtained some quotes to deal with the issue of the excessive moss which has grown on the carpet type safety matting at Coleford Playing Field. There is also a split in the rubber matting under the swings along with some lifting around the edges. Further quotes are expected imminently. These will be presented to Council at the next meeting. Cllr Gurd said that he would spray the moss.

TG

10.2 Update on the Coleford Athletic Football Club

The Club had rejected the £1550 quote which the Parish Council had said the club needed to pay. John Hansford had emailed a reply disputing many aspects of the breakdown which the Council had provided and said that any charge over £854 will simply be unaffordable to the football club. After considerable discussion it was accepted that the £200 key holder fee was not relevant to the football club which would bring the figure down to £1300. Councillors generally felt that an annual fee just under £1000 was more likely to be acceptable to CAFC. This would allow a discount to acknowledge and help fund the new youth element to the club which the Parish Council are keen to support.

It was proposed by Cllr Conn that the £1550 should be reduced by £200 to account for the key holding along with a further reduction to just under £1000 in support the youth team. This was seconded by Cllr Turner.

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

Cllr Ham would put together a reply to John Hansford to be sent tomorrow with a discounted offer just under £1000 on the basis that this be paid to the Council by regular standing order.

PH

10.3 Review Allotments at Coleford Playing Field

Cllr Conn confirmed that an inspection of the Coleford allotments had been made by himself and Cllr Gurd from the butterfly bank. Clarification of land ownership is required before this can be progressed. An enquiry will be made with the Land Registry office.

AC/TG  
VW

10.4 Progress on the BMX track

Cllr Gurd confirmed that the small tree near the proposed new entrance will be removed tomorrow with the larger trees within the field boundary being removed within the next couple of weeks. Trevor Wilkins has been approached to quote for the creation of the new entrance off Newbury Lane. Two further quotes will be sought to ensure best value is obtained.

TG

Cllr Gurd has agreed to complete the written planning application and has already prepared scale drawings to support the application. Cllr Conn has written a supporting statement. It was agreed that a cheque for £75 (Reduced from the standard £150 planning fee due to being a Parish Council) should be written tonight although not on the agenda, to ensure that the process is not delayed. Cllr Ham, Townsend and Conn signed the cheque.

TG  
VW

Cllr Gurd confirmed that he will meet again with Ki Forte the track designer to discuss Coleford PC's requirements in more detail within the next couple of weeks.

TG

Cllr Conn said that he had details for many different funding options many of which were for smaller amounts of money. The Sport England Community Asset Fund could be our main source of funding. There are some requirements that the Parish Council may wish to pursue before putting in a bid which could strengthen our case e.g. the implementation of a Parish Council policy on Safeguarding Children.

- Cllr Fisher said that he could have experience with such policies so would be happy to help put this together in conjunction with Cllr Conn who has a copy of a Parish Council safeguarding policy which could be used as a template. This will need further discussion in the near future. There has been interest from a resident who has said that they are happy to help with some community fund raising which will certainly help support grant funding applications with match funding. This will be an agenda item for the next meeting. JF  
AC  
VW  
Ag
- 10.5 Dog Fouling signage for Highbury Playing Field  
It was agreed that due to time restraints this would be adjourned until the next meeting. Ag
- 10.6 Community Pay Back scheme  
The Clerk had circulated a table showing a list of potential jobs for the Community Pay Back scheme. It was agreed that each project should be prioritised in order of importance and noted whether it was suitable for wet weather or dry. A list of materials required was also needed along with an idea of how much it would cost to complete. Cllr Ham said that he had some materials in stock so would complete the exercise with the support of Cllr Pearce. Clerk to re-email the table for completion. PH/CP  
Ag
- 11 **Review website**  
Cllr Conn and the Clerk will review and update some of the text which will then be circulated to all Councillors for consideration. Agenda item for the next meeting. AC/VW
- 12 **Meetings to attend**  
The next PACT meeting will take place at Rode Pavilion on the 11<sup>th</sup> May. CT/DL  
An allotment meeting is planned for the 25<sup>th</sup> May 2017 at 7.30pm at the British Legion for the allotment tenants. Cllr Gurd will chair the meeting which will follow the agenda as circulated to all Councillors prior to this meeting. TG/VW
- 13 **Reports of any risks identified**  
There were none.
- 14 **Correspondence**  
An email received from Mr John Wesker had been received which queried the need for local connection with houses at Macintosh View. Cllr Ham confirmed that the development at Macintosh View is a rural exception site and residents must have a local connection. In the event that a house becomes available and there are no applicants waiting with a connection then the connection would then widen to incorporate neighbouring parishes until a suitable applicant is found. Clerk to write to confirm situation to Mr Wesker. VW  
  
CPRE membership renewal request - £36 annual membership fee. Agreed for payment at next meeting. Ag
- 15 **Matters of Urgency – at the Chairman’s Discretion**  
Cllr Townsend said that the funding for the Housing needs survey is no longer available however it transpires that Mendip Housing will complete the survey for a small fee to cover the stationery costs. All Councillors agreed that this avenue should be pursued by Cllr Townsend. AT
- 16 **Date of Next Meetings:**  
Tuesday 23<sup>rd</sup> May 2017 Planning Meeting  
Wednesday 14<sup>th</sup> June 2017 Parish Council Meeting