

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday 8th November 2017

Present

Cllr P Ham (Chairman)
Cllr Townsend, Pearce, Littlechild, Turner, Gurd, Conn, Banks and Evans.
There were 0 members of the public present.

PF Public Forum

- 1 Cllr Evans reported that two scaffolding lorries blocked the road whilst unloading and setting up scaffolding around the old Chip Shop which caused a back log of traffic along the high street. The Clerk to write to Castle Scaffolding and register the complaint. VW
- 2 Cllr Gurd mentioned that in the Coleford Parish Council report in On the Map it mentioned that the Council wished to reduce on road parking at Alford's Ridge, Cllr Gurd asked how they were intending to do that. It was explained that there was no solution available at present but it had been included within the Highways Small Improvement Scheme and it was hoped that if successful then a solution could be found.
- 3 It was noted that the hedge had been removed on Highbury Street adjacent to the Chip Shop which has improved visibility when negotiating from Church Street.

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Talbot, Fisher and PCSO Michael Storey sent apologies which were accepted by the Chair.
Cllr

2 Resignation of Councillor

The Clerk read out the letter received from Cllr Karla March stating that she wished to resign in light of being offered a voluntary position with the Scouts that she wished to pursue. The Clerk had prepared a letter thanking Karla for her time with the Council.

3 Declaration of Interest and Dispensations granted since last meeting

Cllrs Evans and Banks declared an interest payments to be made to them to cover expenses.

4 Approve minutes of the last Parish Council Meeting held on 4th, 11th and 24th October 2017

Each set of minutes had been circulated to all Councillors prior to the meeting. It was agreed that the minutes accurately reflected the discussions and decisions made so were duly signed by the Chair.

Vote: 9 For, 0 Against, 0 Abstained

5 Matters arising

All matters have been completed or will be covered within tonight's meeting.

6 Reports

6.1 PCSO report – PCSO Mike Storey did not attend but sent the following report.

The latest neighbourhood statistics / recorded crime for the Frome Rural North Beat during October were as follows:

- Criminal Damage – 8
- Dwelling Burglary- 0
- Non Dwelling Burglary – 9
- Theft from a vehicle – 2

- Theft of a vehicle – 2
- Anti-social behaviour – 5

A request has been made to the PCSO asking if statistics could be provided to show crimes solved.

There has been an increase of non-dwelling burglaries in our rural communities. Consider looking at the security of your sheds, garages and outbuildings. Possible alarms and lighting can be fitted. The local beat team are happy to attend and provide crime prevention advice if required. Please remain vigilant and report anything suspicious on 999 Emergency or 101 non-emergencies.

Current PACT priorities are:

The latest PACT meeting was held on the 11th September at Mells, and the following priorities were agreed by members of the public who attended.

- Anti-social Behaviour within our rural villages - Anti-social behaviour affects and hurts our communities. In the last three month period ASB has decreased but our rural villages would like this made a PACT priority to keep this decrease as a trend.
- Speeding through the villages - Speeding in the villages on both rural beats of Frome has been highlighted as a priority. The Speeding causes safety concerns amongst the communities. We have many active Community speed watch schemes in operation in the villages.
- Non – Dwelling Burglaries - has been highlighted as a major concern within the rural community of Frome. This was raised at the latest PACT meeting and chosen as a priority.
- Fly Tipping - Fly-tipping is on the rise. Fly-tipping is defined as the 'illegal deposit of any waste onto land that does not have a licence to accept it'. Tipping a mattress, electrical items or a bin bag full of rubbish in our rural locations causes a local nuisance and makes our rural communities look ugly and run down.

The PCSO also emailed to say that some members of the Coleford community have expressed their views on the public bench opposite Jones shop and their wish to have the bench re-located within the village. This is on the basis that the bench attracts the youths. He confirmed that he had not received any recent calls relating to this location.

Councillors felt that relocating the bench would just be relocating the problem. There were concerns that several issues have been reported recently that don't seem to have been addressed. It was agreed that Cllr Ham would write to Sargent Rachel Clark and Inspector Mark Nicholson

PH

6.2 **Somerset County Council report** –County Cllr Ham reported that:

County Farms: I have been chairing several task and finish group meetings to investigate the policy, sale of, management and future of the estate. We need to understand the need of these farms, the support of the key core industry with in Somerset, its associated business and communities should we be using these assets to support other activities, but lose the revenue provided year on year?

Quarry Liaison Meetings:

Whatley, Wainwrights, Torr and Colmans held this month, all doing well except Whatley have stopped night production as stock piles were getting to large this is due to the jetty at Hinckley C not yet complete. Wainwrights are awaiting on planning permission as tipping space of waste material is becoming a problem.

Highway improvement schemes (small): A scheme for Coleford has been submitted. Cllr Ham thanked Chris Pearce and Alan Townsend for putting the application together. A second scheme for the old Wells to Frome road from Mary's grave at Chantry to where the road meets the A37 at the Beacon cross roads. This scheme is about upgrading the road, signage, speed limits and just making it safer.

A third scheme to help Stoke St Michael cope with pedestrian movements due the poorly designed scheme put a few years ago.

Winter road treatment: SCC highways team monitors the weather forecast each day and treats the roads with salt to stop ice forming when road surface temperatures are predicted to drop below 1c. In previous winters SCC have used the @somersetgritter account on Twitter to let people know when gritters are in action. However to keep it simple and to make sure all road related information can be found in one place, this year the SCC will issue winter weather updates along with all the usual travel

information from the @TravelSomerset account. Anyone not on Twitter can find the same winter updates each day at www.travelsomerset.co.uk/gritter

Somerset rural life museum: South West Heritage Trust who operate archive and museum services on behalf of the County are proud to announce the re-opening of the Somerset Rural Life Museum at Glastonbury. The museum tells the story of Somerset's rich rural, family and social history with learning at its heart through a series of interactive displays. Please visit and tell everyone about the fantastic new venue. There are lots of opportunities to learn and many to reminisce

A303 upgrade: Highways England have announced their preferred route option for the crucial Sparkford to Ilminster section of the A303. This route is the Option 1, the on-line option which they consulted on. The choice is largely due to adverse landscape and severance of routes associated with the alternative option and this reflects public opinion expressed in the recent consultation.

The Great South West: Businesses, politicians and key education leaders from across the South West together in Exeter for a conference aimed at igniting future growth opportunities in the region. The objective of the summit was to encourage and enable collaboration and partnership working under the Great South West banner. This strategy would include the development of shared propositions to take government to attract funding, the attracting of inward investment and talking of barriers to productivity making the South West a more prosperous region overall.

SCC Children's Services: Ofsted's arrival for a full inspection of SCC Children's services is imminent and expected in November. Two years since the last Ofsted inspection found services to be inadequate, Essex County Council the Councils improvement partner and the Department for Education have both confirmed that real progress is being made to the point where a further inspection is now appropriate. SCC are very clear about the improvements that have taken place but know that there is an enormous amount to do in the future to deliver the excellent services across the board that everyone aspire to.

Somerset Scientific Services: Somerset scientific services a traded service of SCC provide expert asbestos, water, workplace and environmental testing in the Southwest to local authorities, public bodies, schools, businesses and the general public. They have just launched their new website www.somersetscientificservices.co.uk. The team provide independent expertise and specialist advice of a range of matters including water supplies, suspected asbestos, swimming pools and hot tubs as well as air quality.

Early Help Services: The consultation on integrated early help services consisting of family support workers, health visitors and school nurses continues until 1st of December. The consultation is key to getting this right and ensuring that the need for high end social care services is lowered is to get the early help service right. www.somerset.gov.uk/familysupportandchildrenscentres

Dillington House Festive activities: Dillington House will be holding a number of events over the festive period, ranging from ice-skating on the 1st – 3rd of December to a masked ball on New Year's Eve. Another addition to the Dillington Calendar is the Go Crackers Christmas Market on the 2nd and 3rd of December featuring festive stalls and food, local producers and local entertainment. Entry to the market is free so please do show your support if you are in the area. There is a charge for Ice skating. Limited tickets are available for a Christmas party night on the 22nd December and there will be a Sunday Carvery on the 5th November, 3rd December and 14th January for those looking an escape to the country. Further info available www.dillington.com/page/christmas/22/

Flu Jabs: Don't put off getting the jab this year and help to protect yourself and your family from flu. Flu is highly infectious disease and can lead to serious complications which is why people who are over 65, have long term health conditions or pregnant are eligible for free flu jabs through their pharmacist and midwife. Children aged 2 and 3 can also receive their flu vaccine from their GP and school children from reception through to year 4 will receive the free flu vaccine at school. If you are eligible for the flu vaccine then it's the time to get it.

6.3 **Mendip District Council report** - District Cllr Philip Ham reported that during the month activities included:

Assets: Two assets have been purchased in the last couple of weeks which will return approx 780K

per year to our revenue budget. One is a large warehouse and the other a national retail outlet. We have others projects in the pipeline.

Local Plan: Part 11 goes to Cabinet next Monday and final consultation for seven weeks finishing on 2nd February 2018. Housing numbers in the plan are to be expected to be increased by central government based on average wages and house prices within a given Local Authority.

Core contract review: This is proving difficult as the contract states a 1.5% savings per year on year but did not mention the living wage but only minimum wage. They say the difference is to be paid by MDC. Outcome to be decided.

YMCA 125 year's celebration: District Cllr Ham attended this at Wells Cathedral. It was a brilliant experience and the highlight was the Coleford Youth Club leader Chiara who told her life story and how the YMCA had helped her, it was so moving that she got a standing ovation of 3000 people.

Cabinet away day: This was held in Street, we looked at budgets for the next five years which overall looked OK but some years better than others so thoughts were more about timing and smoothing the peaks and troughs. What sort of Council do we want to be? The local plan moving forward .Was the new structure of MDC working and could we improve it further? Were there any new ideas big or small? It all led to lively discussion.

CAPITA cabinet spent an evening with the chief executive Mark Chapman discussing services and to understand partnerships to make them work. It was interesting that Mark rarely meets elected members but nearly always officials of a Council. He praised Mendip in the way members and officers work together.

Mendip District Council report – District Cllr Townsend reported as follows:

- Planning Training for Parish Councillors– MDC are offering courses on 10 Jan at MDC, 6 Feb at Frome, 15 March Glastonbury
- October Planning Board-significant decision at Norton St Philip for the refusal of a backland development because of harm to setting of Listed Buildings
- Licensing – the decision has been made that for legal reasons the service will be retained in house at Mendip and not be part of the 5 Council contract, with the benefit that local knowledge will be retained
- Wells Christmas Market – The Council has agreed for the extended Market be held Wed 20th to Sat 23rd December.
- KeyRing Letting Agency – We still suffer from a shortage of landlords bringing property to rent at the lower end of the market. A new marketing campaign has been started involving the five Mendip towns to get more on board.

6.4 Meetings attended

Councillor Ham attended the following meetings:

As Somerset County Councillor:

- 13-10-17 Task and Finish Group, County Farms
- 17-10-17 Whatley Quarry Liaison meeting
- 18-10-17 Wainwrights Quarry Liaison meeting
- 18-10-17 Torr & Colmans Quarry Liaison meeting
- 30-10-17 Highway Improvement schemes
- 31-10-17 Policy and Place Scrutiny
- 02-11-17 Fly Tipping meeting

As Mendip District Councillor:

- 16-10-17 Cabinet meeting ref: Local Plan Part II
- 16-10-17 Interviewing for Marketing Communications Manager
- 16-10-17 Pheonix Board meeting
- 18-10-17 Meeting with Capita Chief Executive
- 19-10-17 Cabinet meeting ref Aquisitions
- 19-10-17 Core Service Contract Review meeting
- 19-10-17 Stoke St Michael PC
- 20-10-17 YMCA 125th Celebration Wells Cathedral 4
- 23-10-17 Member and Officer Development Group
- 23-10-17 Assets meeting
- 01-11-17 Cabinet Away day Street

As Coleford Parish Councillor:

- 26-10-17 Flower & Craft Show meeting

District Cllr Townsend attended the following meetings:

11-10-17 Meet MDC on Housing Needs Survey
16-10-17 MDC Cabinet briefing on Local Plan progress
16-10-17 Leigh on Mendip Parish Council meeting
17-10-17 KeyRings Letting Agency Director's meeting
18-10-17 Wainwrights Quarry Liaison meeting
18-10-17 MDC Planning Board
19-10-17 Coleford Parish Council Finance Working Group meeting
19-10-17 MDC Scrutiny Working Party
23-10-17 MDC Shape Our Future Working Group
25-10-17 MDC Licensing Board
31-10-17 KeyRings Marketing Strategy meeting
1-11-17 MDC Scrutiny and Audit Seminar
3-11-17 Poo Signs Prize Giving at the School
4-11-17 Hub Management Committee
7-11-17 Holcombe Parish Council

7 **Planning**

7.1 Decisions on Previous Applications

There were none

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

There were no new issues raised.

7.3 Housing Needs Survey – Approve publicity plan and agree timetable

Some 10 years ago a Housing Need Survey (HNS) was carried out in the village. It identified the need for more affordable housing. As no suitable site was available within the village Development Limits, planning permission was given for the construction of 28 Affordable homes, Mackintosh View, at the rear of Goodeaves on a Rural Exception site.

The current Mendip Local Plan Part 1 identified a need for some 70 new homes to be built in the village between 2006 and 2029. This number has been significantly reduced by the completion of Mackintosh view and other infill. The Parish Council has formally advised Mendip that we consider these numbers to be maxima due to the constraints of our local infrastructure – highways in particular. It is important therefore that the homes to be built should reflect what the village needs, not what some developer would like to impose on us. The HNS will become a material consideration in any planning decision.

The Parish Council set up a Working Group, comprising Cllr Evans, Cllr Fisher and Cllr Townsend, to investigate how a HNS could be carried out. Mendip DC were keen to offer their support and produced a draft Questionnaire. This document was reviewed by the Working Group and a meeting held with Nina Richards and Roisin McDermott of Mendip Housing to agree changes to the draft.

Mendip have changed the document accordingly and have confirmed that they will fund the cost of printing, posting out the document to every home in the village, the return postage, and the analysis. The analysis will be carried out by Mendip on a strictly anonymous basis and the findings reported back to Coleford Parish Council.

CPC is requested to agree that we should ask Mendip to proceed with the survey and our Chairman will prepare a covering letter to the Questionnaire to explain the purpose and the importance of the HNS. We need to agree the timing – go ahead as soon as possible and risk it being overtaken by Christmas, or wait until early January? We also need to agree how to publicise the Survey to try to achieve a maximum response to give it a statistical significance. Obvious ways are through On the Map, public notice boards, possibly notices in the RBL, the Post Office, the Co-op, the pubs. Any other suggestions welcome.

It was agreed that Cllr Townsend would establish how quickly MDC could get the questionnaire dispatched and if it was felt that it would not conflict with Christmas that it should be sent out.

Vote: 8 For, 1 Against, 0 Abstained.

7.3 Planning Applications

There were none

8 Reports on Highway and Footpath Issues including renovation of Finger post signs

Cllr Pearce reported that the lights were out at the zebra crossing which has been reported.

The Clerk confirmed that an email had been received from Somerset County Council's Charlie Higgins who said that the County Arboriculturalist, Mr Keith Yates will be making an inspection of the trees at Underhill and will report back as to whether they will be taking any action.

Cllr Pearce confirmed that he had spoken with Chris Ingham and Tim McCarthy who have both expressed an interest in taking on the renovation of the fingerposts although Chris would only want to deal with the painting and not the site clearance etc. Both contractors are busy until the New Year.

Cllr Pearce said that our current budget would allow for 5 posts to be renovated each year. He will now prepare a detailed spec of requirements.

CP

9 Progress report on BMX track to include agreeing financial plan and funding applications.

Cllr Turner confirmed that MDC should have a decision should by the 16th November 2017.

Cllr Ham confirmed that further conversations with the Quarries would indicate that the stone will be available for the project free of charge.

Cllr Conn confirmed that the project financial plan has been updated, to take account of:-

- i. the decision in October to choose a preferred contractor
- ii. revisions to the contingency allowance in the light of the decision that the project team carry out the planning determination / application process and
- iii. identification of the need for a landscaping works following completion of the main build contract.

Updated Financial Plan October 2017

	Proposed Project Budget (at this stage) Net of VAT *
Costs	
Bike track works cost / Preferred Contractor's submitted estimate (Rounded)	£15,000
Estimate for materials (subject to FoC or reduced price offers by local quarry and building supplies companies	£ 7,000
Allowance for planning process / cost inflation / contingency	£ 2,000
Landscaping	£ 3,000
Working Total	£27,000
Proposed funding (Oct 2017):-	
County Councillor grant for project (held by Coleford PC)	£10,000
Proposed bids to Sport England and other grant sources *	£14,000
Local fund raising	£ 3,000
Coleford Parish Council reserves **	£ 0
TOTAL TARGET FOR PROJECT	£27,000

Figures are shown net of VAT, because Coleford Parish should be able to reclaim any VAT paid.

*As identified on the list submitted to the PC at the September 2017 meeting.

**We may need to use CPC reserves to top up funding.

It was recommended that the modified project financial plan be noted.

Cllr Conn confirmed that the Tesco Bags of Help application cannot be submitted until it has been established if Planning permission is required.

Sport England have confirmed that the project application has passed the first stage. The Case officer has been in touch and has requested further information which Cllr Conn will provide. They have asked if £15K would be workable which Cllr Conn confirmed it would in-line with the Financial Plan. Cllr Conn now needs to provide proof of tenure and the team need to look towards forming a management committee.

AC

Cllr Gurd confirmed that the next meeting will take place on the 16th November at 7.30pm to be held at the British Legion.

Cllr Turner asked when the stone was going to be moved and then fenced? Cllr Ham said that this would be completed as soon as weather allowed.

PH

10 **Update on CAFC including discussion and decision on alterations to internal layout and repair.**

Cllr Conn confirmed that he had updated that calculation sheet to help work out what might be the appropriate fee for the 2018-19 season. He explained that:

1. The current season's charges to Coleford Athletic Football Club (CAFC) for use of the Highbury Changing Rooms and related facilities were calculated using a spreadsheet, agreed by the Parish Council during Autumn 2016. The current charge for the season is £990.
2. A new version of the spreadsheet with a calculation for the 2018-19 season is attached. This follows the same principles as those agreed last year. The changes are
 - a) that the year for calculating costs incurred by the Parish Council has been moved on and
 - b) that annualised charges agreed last year for the larger costs have been repeated in the spreadsheet, as they should be until these costs are paid.
3. The same discount is applied as last year (25%), in recognition of the importance of CAFC to village life.
4. The resulting calculated charge for 2018-19 is £948.24, compared with a calculation of £990.
5. During last year's negotiations CAFC stated that they found it helpful to know the charges as early as possible.

It was agreed that the Council would continue to monitor however Cllr Conn reminded us that CAFC wanted to have warning if charges were to change. Cllr Gurd said that he was happy to update CAFC as to where we stand at this time.

An email had been received from John Hansford to say that they do not have a date for the repairs to the home changing room toilets but they hope to be able to fix up a date sooner rather than later.

11 **Finance**

11.1 Bank reconciliation – Adjourn until the next meeting.

Ag

11.2 Agree Reserves – Cllr Conn circulated the following report prior to the meeting:

1. The Parish Council's substantial and growing reserves have been a frequent subject for discussion in the context of the grant bidding process and the annual audit of accounts.
2. The Parish Council has been advised that it should retain a contingency reserve of £22,000, equivalent to 7 months' precept, as a contingency fund. Also, we have discussed commencement of various projects, including the Pump Track, for which we do not have allocations in the annual budget.
3. It is therefore possible to compile a list of allocations for Parish Council reserves. The table below is based on projects underway or being actively discussed.

Parish Council Reserves and Proposed Allocations	2017 onwards
Total Reserves (cash and savings / all bank accounts) year end April 2017	£52,282
Source: Audited Accounts for 2016-17	
Contingency Reserve	£22,000
Equivalent to 7 months' precept (rounded) as advised by Mendip DC	
Projects, 2017 onwards:-	
Pump Track project, Highbury PF (Grant awarded by Somerset County Council for the project)	£10,000
New gated entrance, Highbury Playing Field	£5,000
Rolling Fund for Childrens' Play Area Improvements	£10,000
Country Fingerposts Restoration Project	£5,000
TOTAL of project allocations	£52,000

4. The Parish Council will need to discuss the contents, both now and in the future, perhaps when we carry out our quarterly budget reviews. Cllr Conn said that it would be very helpful to approve this table, to help us with our grant bids and audits.

All Councillors agreed that this living document would be approved and regularly monitored.

Vote: 9 For, 0 Against, 0 Abstained.

11.3 Approve Small Grants Awards 2017 -

The working party which was made up of Cllrs Banks, Conn and Evans met on Tuesday 7th November 2017 at the home of Cllr Banks and made recommendations for the applications received.

Cllr Banks declared an interest in the application from the Coleford Theatre group and @ The Hub so did not participate in the discussion and decision for this applications.

Cllr Banks read out the applications received and advised the recommendations of the working party which were listed below. The Council voted in favour of approving the awards as stated. There is a separate document which supports the decisions made held on file.

Name of Group	Description	Award
		£
Church Hall Holy Trinity Church	Clearance & repairs to guttering	120.00
Coleford Theatre Group	Costume hire	150.00
Coleford Flower & Craft Show	Help with expenses for the 120th show.	170.00
@ the Hub	Upgrade toilet facilities	200.00
Tuesday Afternoon Club - Coleford	Towards guest speakers & cost of trips	150.00
1st Coleford Scout Group	Burco boiler & pump air pot	220.00
Coleford Revival Group	Towards the cost of the village day	200.00
Age UK Somerset	Health & wellbeing session to reduce loneliness & isolation.	0.00
Coleford Dungeon & Dragons Club	Room hire for the first 3 x meetings	50.00

Coleford Athletic Under 7's Football Team	Coaching costs required to expand youth section	50.00
Huckyduck Carnival Club	Towards cost of an angle grinder	100.00
Court Café	Crockery and tea towels	90.00
		1500.00

Vote: 9 For, 0 Against, 0 Abstained

It was agreed that the cheques would be written by the Clerk and signatories after the meeting.

Cllr Banks requested that the total fund be increased from £1500 to £2500 for next year's awards. This will be considered as part of the Precept discussions next month.

The Chairman thanked the working party for putting together the recommendations.

11.4 Accounts Approved for Payment

The following payments were read out.

Clerk expenses (£36 home office)	£86.37
SJH Services – Grass cutting	£65.00
SALC Annual affiliation fees	£589.29
Cartridge Save – Laser printer cartridges	£273.96
SLCC Training Seminar for Clerk (Holcombe & Cranmore to pay Coleford PC a third of the charge which Coleford will initially pay in full)	£41.40
Grant Thornton – External Audit fee	£240.00
Keith Evans – Community pay back refreshments & materials	£17.26
Henry Banks – SALC AGM mileage	£22.50
Oakleigh Garden Services – to be released once the work at Goodeaves play area is completed	£126.00

The Clerk to write the cheques for the Small Grants as listed in the earlier table.

VW

The Clerk to check the Grass cutting contract to ensure that hedge cutting being completed is in line with contract. Cllr Ham to inspect the hedge cutting completed at Church Street and decide whether more should be cut off of the height.

VW
PH

Councillors agreed that all payments should be made in accordance with the abovementioned list and the cheques were signed by Cllr Conn, Townsend and the Clerk

Vote: 10 For, 0 Against, 0 Abstained.

12 **Application for memorial from Exclusive Memorial**

An application had been received from Exclusive Memorials for the installation of a new tablet. The design and material was considered and all Councillors agreed that the application should be approved. The Clerk to confirm with the applicant.

VW

Vote: 9 For, 0 Against, 0 Abstained

13 **Discuss Saturday Bus Service**

Cllr Ham said that he had recently been approached by Parishioners who had asked if there was anything that the Parish Council could do to reinstate a Saturday bus service. He confirmed that there were other Parish Councils in the area that had negotiated with companies to put on a service. It was agreed that Cllr Ham would speak with Mendip Community Transport to investigate options. This will be an agenda item for next month.

PH
Ag

14 Discuss request for the new entrance from private garden into Coleford Play area.

The Clerk read out an email from Mr Alex Marson which asked permission for the creation of a new entrance from his garden at Hillcrest House on Church Street into the Coleford Playing Field which would offer his children a safe route to the playing field rather than using Church Street.

All Councillors agreed that this should be approved and the Clerk would write to inform Mr Marson.

VW

Vote: 9 For, 0 Against, 0 Abstained

15 Coleford Revival Group

15.1 Update on the requests made at the September meeting – The Clerk confirmed that an email had been sent to Philip Horler in response to the questions raised in September as agreed at the October meeting.

15.2 Village Day – The Clerk said that an email had been received from Philip Horler confirming that the village day 2018 will be on Sunday 26th August. They would like to be able to use the field from Thursday the 23rd and will complete the clear up on Monday 27th. It was agreed that the Clerk would ask for a cheque to cover the deposit in May.

VW

Philip Horler said that the group will be putting up the Christmas tree lights again this year and next but will Harris fence around it to hopefully avoid a repeat of last year's vandalism.

At the AGM Philip Horler will remain chairman, Nicola remains vice chairwoman, Mark Hamblin the Treasurer and Heather Secretary. Full details will be emailed to the Council to show the committee members and their roles along with the diary of events for next year.

16 Parish Plan – Review action list.

Cllr Conn review the actions and gave the following report

Introduction and Purpose

1. This report summarises progress made on the Coleford Village Plan 2009 -2019 Action Plan.

Summary of Position at November 2017

2. Actions Completed or Significantly Advanced

- a. Build affordable houses – Mackintosh View. Next Housing Need survey being planned.
- b. Use of web site (improved and updated 2017) and On the Map
- c. Walking Group – Thursday Walking Group well supported.
- d. The Hub project (in place of Community Hall)
- e. Youth Club – improve Youth Services (part)
- f. Junior Drama

3. Actions Started but Not Completed (nb some are continuous)

- a. Build Cycle / Pump / BMX / Skateboard track
- b. Achieve adequate broadband and mobile communications throughout parish.
- c. Increased Police presence – PC liaison with police
- d. Improve facilities for disabled – Co-op store pavement and dropped kerbs
- e. Footpath network – wardens in place
- f. Pavements, walkways and safe routes to school – work with SCC highways
- g. Resolve car parking issues – work on Church St and parts of Highbury St - ongoing
- h. Litter bins, planting and litter picks - ongoing
- i. Comment on planning applications (all planning applications are being commented on)
- j. Control traffic speed – speed humps and signs
- k. Control Lorry traffic- study not done but signage significantly improved
- l. Traffic signage – see previous item
- m. Working from home – happening due to social changes
- n. New light industry and local business – new firms welcomed
- o. Local tourism (holiday lets, footpaths) – several holiday lets locally

4. Actions Not Started
 - a. Community self –build houses.
 - b. New Residents packs
 - c. Youth Representation on CPC
 - d. Neighbourhood Watch
 - e. Assess age profile of village - (but Census data is available)
 - f. Lower Coleford Conservation Area
 - g. Open Gardens
 - h. Coleford in Bloom
 - i. Pedestrian crossing at Goodeaves / the Crescent
 - j. Transport for disabled,
 - k. Village Map
 - l. Access to education.

The Parish Plan and Parish Council Projects

5. As well as the actions identified in the Parish Plan, the Parish Council takes other actions e.g. providing bins and bags to deal with dog waste, liaison with Mendip DC on street cleaning and replacement of litter bins and benches - and is running other projects eg Community payback, Fingerpost re-painting and Butterfly Bank reclamation and maintenance.
6. The Parish Council cannot rely solely on the Parish Plan to determine its agenda, because it reflects the aspirations of all residents and therefore will be the responsibility of other organisations as well. Also, to hold back urgent projects until they are included in a new Parish Plan would cause great delays.
7. However, it is almost 10 years since the Parish Plan was written and there is a case for a review to be undertaken. There is the opportunity to re-assess residents' priorities.

Neighbourhood Plans

8. Planning legislation now provides for communities to undertake Neighbourhood Plans. These enable a community to express preferences for the location of development and carry some weight in planning decisions. However they have to be prepared according to strict rules and require a referendum before approval. The workload is significant and there would be costs.

Recommendations

9. That the significant progress made to date on Parish Plan actions be noted.
10. That the Action Plan be reviewed annually, when the Parish Council considers its budget and precept for each forthcoming year.
11. That the actions not started be reviewed, and any considered to be the responsibility of the Parish Council be re-assessed for practicality in terms of financial and human resources.
12. That the Parish Council considers a timetable for review of the Parish Plan and formation of a working party to liaise with other organisations and residents.
13. That if a working party is formed, this should investigate and report on the arguments for and against conversion of the Parish Plan to a formal Neighbourhood Plan.

Parish Plan should be revisited after the completion of the BMX Pump Track.

17 Website - It was agreed that the update – Agree link to Radstock Museum website

The webmaster at Somerset Coalfield Life at Radstock Museum has been in touch and said that they have recently visited the Coleford parish website including the Local History page which details the connections that Coleford has with Somerset mining heritage. At Radstock Museum they hold a unique archive of documents and images especially those relating to the social and industrial heritage of the former Somerset Coalfield and within our digital archive we have over 17,000 photographs and documents available for research. Two volunteers in the Museum's IT group have made available a small selection of the Museum's catalogue entries, with associated thumbnail images, to browse and search on-line in a new website.

<http://radstockmuseum.co.uk/pubcat/> The aim is to encourage people to use the Museum's Archive for personal study and research. The current set of 2700 entries and images are a broad spectrum including references to Coleford, its associated pits and many local surnames.

They are keen to promote this new website, PUBCAT, to everyone and especially all those who already have an interest in our local industrial heritage, and to foster links wherever possible.

They therefore asked if:

1. They could include your website Local History page as a link on the front page of PUBCAT?
2. Whether we would consider including a link, with suitable explanatory text, to the Museum's new research website, PUBCAT.
3. Whether we might run a post about PUBCAT on your Facebook page.

VW

All Councillors agreed that this would be a good idea and that the Clerk should liaise with the group to update the website accordingly.

18 Agree dates for the 2018 meetings

The Clerk had circulated a list of the 2018 meeting dates. It was noted that a couple of dates fell in the first week of the month rather than the usual second so it was agreed that the dates should be amended. The Clerk to update and circulate to all Councilors and post on the website and notice boards.

VW

It was also confirmed that the next meeting would take place on the 13th of December and not the 6th December as previously listed.

19 Environment Report – Cllr Keith Evans

19.1 Agree locations for new street furniture and dog waste bin at Rope Walk

The bin list has been completed and shows the location of bins that need to be replaced. The new grit bins have been put in place and partially filled to keep them in place. Somerset Highways team will need to be notified of the new bins and which need to be filled up.

VW

19.2 Community pay back team update

Cllr Evans reported that at the last visit they started to remove the wooden slats from around the outside of the hard courts. During the session ¾ of the wood was removed and stacked up for the coordinator Mr Pete Mellen to take away.

19.3 Dog Fouling Signage competition

Cllr Townsend attended Bishop Henderson School to present the prizes to the winners of the poster competition. It was very successful and photographs were taken of the presentations. Once approval has been received from the Head, Ms Tonie Scott a story and photograph will be submitted for inclusion in the local papers. All of the posters created by the children will be used to highlight the problem of dog fouling.

AT

20 Meetings to attend

06/02/17 starting at 6.30pm at Assembly Rooms, Frome - Cllr Gurd, Townsend, Banks and Evans will be attending the briefing sessions. These are refresher sessions on procedures for dealing with planning applications and parish councils' involvement in particular and will be run by senior planners. Clerk to book Councillors places.

TG/HB/
AT/KE

22/11/17 – SLCC South West regional training seminar

28/10/17 – SALC meeting – Cllr Banks to attend

Wednesday 24th January at 7:30pm The Meeting Room, Coles Garden, Kilmersdon, BA3 5T - Frome Rural PACT meeting

SALC AGM meeting – Cllr Banks attended the meeting and circulated his report.

21 Report of any risks identified

There were none.

22 Correspondence

Walkers are welcome – An email had been received from Frome Town Council asking if Coleford wished to become involved with the Walkers are Welcome scheme. Cllr Conn said that there is concern that Coleford may not benefit from being part of the scheme. Continue to monitor.

SJH services – Quoted to cut, harrow and roll Coleford Playing Field is £350. It was agreed that the Clerk would ask for a breakdown of the costs and ensure that the work is not completed until after the next Badger breeding season which is in April.

The Remembrance Service will take place at the RBL on Sunday the 12th November. It was agreed that the Clerk would try to purchase a wreath to be laid by Cllr Banks on behalf of the Parish Council.

VW

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23 Matter of urgency – at the Chairmans discretion

The Clerk confirmed that the Insurance company had added the new Defibrillator to the current policy at no additional charge. The Somer Valley Rotary Club have agreed for the Parish Council to purchase the Defibrillator and cabinet for £1 which would ensure there was no question surrounding ownership. The Defibrillator would then be added to the Councils list of assets. The Clerk to undertake the transaction and will put together a document for the Somer Valley Rotary Club to sign to support the purchase. The Clerk should also get a valuation of the unit to show the true cost.

VW

VW

Vote: 9 For, 0 Against, 0 Abstained

17 Date of Next Meetings:

Tuesday 21st November 2017 Planning Meeting

Wednesday 13th December 2017 Parish Council Meeting

The meeting ended at 22.30hrs