

Parish Council of Coleford

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Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

Minutes of the Parish Council Meeting held on Wednesday the 12th December 2018

Present

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

There was 3 member of the public present.

PF Public Forum

- 1 A member of the public attended the meeting to complain about the number of cars now being parked at the top of Church Street. This has resulted in their driveway being blocked which has meant that an appointment was missed as the driver could not be found. A Councillor said that they had witnessed staff from the pharmacy parking on the road whilst working their shifts.

It was agreed that the Clerk would write to the Pharmacy to ask the staff to park considerately, highlighting that the Co-op has an agreement with the Legion that staff can use their car park and suggest that they might do the same. Clerk to see if cones can be sourced as a temporary measure. Further discussions will be had with the Somerset Highways team to highlight the ongoing problem in this area.

VW

VW
AT/PH

- 2 It was mentioned that the recently improved kerb outside the Co-op is now causing some parking issues. Some drivers are now parking on the pavement and others are parking further away from the kerb as it can appear that the new tarmac (in the road) defines the road edge. It was asked whether road marking could be done by the Highways team. Cllr Townsend to investigate.

AT

- 3 It was reported that there is a fallen tree across the footpath 4/27 which could benefit from being cut up to free access. Cllr Harding to investigate. It was agreed that the Clerk would provide a laminated copy of the footpaths to each Councillor and display it on the website and Facebook.

NH

VW

It was reported that the Butterfly Clearance event took place with 12 volunteers which enabled over half of the bank to be cleared. The January clearance date may need to be postponed to allow tools to be sourced.

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Banks, Pearce, Talbot, Hanney and PCSO Storey 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 14th of November 2018

The minutes from the abovementioned meetings had been circulated to all Councillors. It was agreed that both sets accurately reflected the meetings and were duly signed by the Chairman, Cllr Ham.

Vote: 9 For, 0 Against and 0 Abstained

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. Clerk to get quote ASAP. VW
2. Cllr Conn drew attention at a previous meeting to the risk of unwanted attention from strangers for children when using the play areas. He proposed that the Council could mitigate the risk by highlighting that children should be supervised when using the play areas which can be done using the website and Facebook. Clerk to work with Cllr Conn for appropriate wording. VW
3. Cllr Conn and Cllr Turner had discussed the arrangement at the Church with respect to dealing with the rubbish. Cllr Turner explained that the Church is currently paying annually £50.40 for the recycling bin and £66.87 for water, which is a total of £117.27. It was proposed by Cllr Ham that the Parish Council pays the Church £58 per year to cover the cost of cemetery use. Ag

Vote:9 For, 0 Against and 0 Abstained

4. Cllr Evans confirmed that the Community Pay Back had cleared the path to the rear of 29 Goodeaves, which had become impassable with overgrown brambles. He said that the clearance had revealed the fence which is in a poor condition due to rotten posts. It has also transpired that part of the fence has been sold off by Aster which makes the path unpassable in one direction. Cllr Evans said that the area is very untidy with rubbish and excessive dog fouling. Cllr Ham will speak with Mendip District Council regarding this to see if the area can be cleared. PH
5. The Clerk had been tasked with checking the minutes to see if it had been agreed at a previous meeting to extend the slatted fence which screens the barns behind the pump track. The minutes did not confirm this. It was agreed that the Clerk would seek a quote for the fence to be extended to the end of the barn. VW

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 – 0
- Theft of a motor vehicle - 2
- ASB – 1

The Clerk had not reported the vandalism at Highbury Play area where the swing had been burnt but it was agreed that this should be done. VW

5.2 District Council Report

5.2.1 District Cllr Ham attended the meeting and reported that:

Contrary to earlier reports the parish salt bins will be filled as required by the Highways department.

Progress has been made with the Saxonvale development, Frome. An override agreement has been agreed with the contractor Acorn Development. The Consultation process has started with planning being submitted in the new year. The total spend is expected to be in the region of £60 million.

A further asset has been purchased in Bristol with another 2 local units which are being negotiated. All of these, if complete will go towards bringing in an income for the Council.

A new changing places facility has been agreed for installation at the main entrance of the Bath & West Showground. This will be open to the public all year round offering changing facilities for adults and youth with disabilities.

A comprehensive car park strategy is being undertaken looking at what the future requirements might be. Do we need the car parks we currently have or do we need more?

Numbers have fallen for the Shape Mendip Lottery. There is a Christmas draw and Cllr Ham encouraged all to get involved and support the Coleford Hub at the same time.

The Local Plan Part II goes before full Council next week and then before the Inspectorate in January. All comments that have been submitted although not incorporated into the plan will go before the Inspectorate.

Cllr Ham attended the Frome Independent Market AGM. The market has brought in 3 million pounds in spending to the town although the company that runs it has just about broken even. It has been proposed that there will be a specific Christmas market in Frome for 2019.

Shepton Mallet will be hosting a Christmas market over the weekend of 14/15/16th of December with Wells holding their market on the 19th to the 22nd of December.

Aqueous Housing has been formed to create housing in a combined project with BANES. Further information to follow in the New Year.

5.2.2 District Cllr Townsend attended the meeting and reported that:

Key Ring Letting Agency – There have been two meetings in the month where they continue to try to find more landlords and properties to rent at the lower end of the market to help people in difficult circumstances. Keyrings Lettings have many more potential tenants than properties and are trying to attract more properties in Frome.

The November Planning Board featured a number of applications for dwellings in the open countryside. All were approved against the very specific criteria which are set. For example one was for accommodation at a new poultry unit to provide security for some 15000 birds.

The November Cabinet endorsed the final version of the Local Plan Part 2 prior to presentation to Full Council on 17th December. Our requests for the Careys Mead Oval to be included has been recognized, but the wider areas that the Parish Council proposed were rejected. Cllr Townsend held a meeting with Planning Dept to promote the case but was advised that they did not meet the criteria.

The December meeting of the Licensing Board considered the consultation responses for increased Taxi fares. It was agreed that a 7% increase was appropriate, the first since 2012, with no change to the premiums for unsocial hours.

A further session was held with the Shape Our Future Group where staff and members examine ways of better working in the future to improve the service we offer and support staff development.

5.3 County Council Report

County Cllr Ham said that Somerset County Council will, over the next few weeks be focusing on areas that they can cut back to save money.

The Council has confirmed that the Highway improvements scheme currently has 2 x 1 million pound projects in the pipeline but once they have been completed there will be no more.

10 million pounds of additional funding has been provided for repairing pot holes but this must be spent before March. Councillor to report pot holes to Cllr Townsend. Cllr Conn said that there were pot holes at The Green and on the corner to the sewage works.

5.4 Councillors – details of meetings attended this month

Councillor Ham attended:

As County Councillor:

22/11 – Audit

28/11 – Full Council

11/12- Policy and Place Scrutiny

As District Councillor:

19/11 – Cabinet /CMT
20/11 – Shape our Future
21/11 – Shape our Future
21/11 – Planning board
22/11 – Saxonvale
22/11 – Phoenix board
26/11 – Cabinet
27/11 – Equalities and Diversity
31/12 – Cabinet / CMT
04/12 – Halecombe 106 agreement
04/12 – Holcombe PC
06/12 – Transformation
06/12 – Asset PH meeting
10/12 – Core service ½ year review
10/12 – Cabinet
11/12 – Frome Independent market & AGM

As a Parish Councillor:

05/12 – CRG meeting
26/11 – Youth Club meeting

Councillor Townsend attended:

13 Nov KeyRing Directors
17 Nov Planning Board site visits
18 Nov Planning Board site visits
21 Nov MDC Shape our Future seminar
21 Nov Planning Board
26 Nov MDC Cabinet
4 Dec Holcombe Parish Council
5 Dec Licensing Board
6 Dec KeyRing tenant meeting
10 Dec MDC Cabinet
11 Dec KeyRing Director’s Meeting

Notes from the CPRE AGM Cutting through the various political grandstanding that went on, the main points that the CPRE advocates and has been supporting are:

- The main focus was on affordable rural housing. Developing on brownfield sites was a must
- There is an unsatisfied and barely recognised demand for 2 bedroom properties
- Community development was seen as a way forward.
- Understanding local needs is key - hence the importance of Housing Needs Surveys
- The Somerset CPRE now has a Planning Officer who is available to work with Parish Councils and give help with Neighbourhood plans
- The public must accept that there will be a loss of some countryside.
- It was noted that Radstock had achieved 30% Affordables in its Regeneration Project.
- There was criticism of Mendip’s Enforcement record. I was able to tell them that two new heads were being recruited.
- It was noted that the new NPPF requires more robust Viability Assessments to reduce the ability of developers to escape their Affordables obligations.
- The CPRE are working to support the extension of the Exmoor AONB to include the Quantocks and Blackdown Hills.

On housekeeping, Chris Lewis from Frome was re-elected as Chairman

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 Present applications

2018/2827/OTS - Application for Outline Planning Permission with some matters reserved for erection of a No. 1 agricultural workers dwelling house with an attached annex with details of access. Hillside Farm Newbury Hill Coleford Radstock BA3 5RU

All Councillors had considered the application prior to discussion. It was noted that there was no mention on the application about the footpath and whether it would be effected. It was also highlighted that apart from the title there is no mention of the fact that the proposed building is intended to be used for an agricultural worker and the box indicating that it is for the open market is ticked rather than for a key worker.

It was proposed by Cllr Conn and seconded by Cllr Barret that the application should be refused on the basis that:

- The application form states that the proposed building is for the open market and not for a key worker.
- There is no mention of the property being utilised as a farm workers dwelling within the application apart from in the title on the MDC planning portal.
- The application needs to address footpath 4/57
- The design and access statement is insufficient.

Councillors were sympathetic to the applicant's position, but felt that they could not support the application unless their concerns were addressed.

Vote: 7 For, 0 Against and 2 Abstained (Which were District Councillor)

7 Highways

Cllr Townsend said that he had spoken to the Highways department regarding the increase in HGV lorries passing through Coleford during the recent road closure at Buckland Dinham. They explained that there were over 100 signs diverting traffic to an alternative route and there was little that could be done to stop drivers using sat navs or local knowledge to bypass the alternative route.

After a near miss at Lipyate a request has been made for the road markings to be repainted highlighting that there are concealed entrances ahead.

A tree has fallen on Springers Hill which is partially obstructing the road. Cllr Townsend to report to Highways department.

AT

Cllr Townsend said that he had reported that the pedestrian lights were reported as not working recently but it was repaired within 24hrs.

A meeting with Rebecca Davis is planned to look out issues within the village.

Flooding at Ham has been reported.

8 Open quotes for grass cutting contract 2019 - 2020

The Clerk had received one envelope in response to the published advert inviting tenders plus the Clerk had also sent the tender documents directly to 15 contractors.

The Clerk opened the envelope and read out the information within. Brentons Landscaping had quoted and answered the questions raised by the Parish Council within the tender documents.

It was agreed that the Clerk would contact Mr Brenton for clarification on some of his answers and to arrange a meeting on site to ensure that he is aware of the condition of the bumpy areas in Highbury Playing field and Coleford Playing field. This will be further discussed at the January meeting.

VW
Ag

9 Update of GDPR

The Clerk has started working through the process and is now a priority.

Ag

10 Finance

10.1 Income

£44 has been received for allotment rent.

10.2 Bank reconciliation

Cllr Conn to check the prepared reconciliation after the meeting.

10.3 Update on internet banking

Despite applying for view only internet access full access has in fact been provided. It was agreed that it would only be used to view Parish accounts until the Council agrees otherwise.

10.4 Discuss and agree request for funding from Mendip Community Transport

A letter had been received from MCT seeking funding in support of the charity. After discussion it was agreed that an award of £100 should be made to the charity. Cheque to be written at the next meeting.

Vote: 7 For, 1 Against and 1 Abstained

10.5 Accounts approved for payments

The following payments were approved:

Clerk expenses (inc £36 home office)	£65.92
Shepton Mallet Landscape Ltd	£144.00

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

Vote: 9 For, 0 Against and 0 Abstained

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

12 Consider and approve Electricity Contract for the changing rooms

The Clerk explained that the current contract for electricity supply at the changing rooms with EDF is due to come to an end on 31/12/18. The Clerk had done some research and come up with a better quote via Love Energy Savings with EDF with a standing charge of 23.25p per day, 16.67p day rate, 14.19p for evening and weekend rate. This is for a 3 year period. It was agreed that this contract should be accepted. Clerk to action.

VW

13 Review & select Trustees for Coleford Recreation Ground

The Clerk said that the Charity Trustees needed to be bought up to date with 3 needing to be removed as they were no longer Parish Councillors, namely Val Horler, Dan Littlechild and Tony Gurd. It was agreed that Cllr Allen, Cllr Harding and Cllr Drescher would become the new Trustees. Clerk to action.

VW

14 Play areas:

14.1 Discuss vandalism at Highbury Play area toddler swings

The Clerk reported that one of the toddler swings at Highbury play area had been set alight which had caused extensive damage to both the seat and the chains. The Clerk had obtained a quote from the supplier to replace the seat and chains which totalled £179.03 in total. It was proposed by Cllr Conn that the seat and chains should be replaced which was seconded by Cllr Allen.

Vote: 9 For, 0 Against and 0 Abstained

Cllr Drescher to provide the Clerk with the measurements for the chains and then place the order.

VW

14.2 Consider and agree quotes for Roman Way update

A floor plan had been provided by Mark of Bigwood Play to show the lay out of the proposed new play equipment at Roman Way. The total cost of the new equipment installed would be £4250 plus VAT. It was proposed by Cllr Conn and seconded by Cllr Evans that the new equipment should be purchased.

Vote: 8 For, 0 Against and 1 Abstained

Clerk to action

VW

- 14.3 Consider quotes for Hard Court play area fence Ag
This is to be adjourned as quotes have yet to be received.
- 14.4 Consider quotes for replacing the fence around Highbury playing field Ag
This is to be adjourned as quotes have yet to be received.
- 14.5 Agree action for returned questionnaires re New Play area for West Coleford
Cllr Townsend confirmed that 18 responses had been returned from the 350 questionnaires that had been delivered to the properties in Anchor Rd, Lipyeate, Beacon View, Merryfield, Farley Dell, Coal Barton and Mendip Vale. The questionnaire had been put together to gather feedback as to whether residents would support the creation of a new play area within walking distance of these properties.
- The results were conclusive in that there was very little support for the Council to invest in a new play area at that end of the village. The Clerk to highlight the findings in On the Map and on the Facebook page. VW
- 15 Update on Allotments at Orchard Close ref fire**
Cllr Barrett said that initial discussions had been had with Cllr Turner and Harding. It was felt that there needed to be a clear objective on what we were trying to achieve. The tenancy agreements needed to be reviewed and the Clerk offered to take them for a professional opinion. All Councillors were asked to visit the site ready to discuss what the best options would be going forward in the New Year. VW
ALL
- 16 Decide what to do about the rubbish at Goodeaves Allotment**
Complaints had been received from some Goodeaves allotment holders about the amount of rubbish at the site. The Clerk suggested hiring a skip and arranging an allotment clear up day. The cost of skips range from £110 plus VAT for a 2yd skip up to £245 plus VAT for an 8yd skip. The first 2 weeks is free then there is a charge of £6 per week thereafter. If it is to be sited on the road then a road licence is required at a cost of £75. It was agreed that the Clean-up day should take place on Saturday the 2nd February. The Clerk to book the skip and promote the event. VW
- 17 Consider additional dog bin at Rope Walk Farm**
It has become apparent that the dog bin located at Rope Walk is being well used to the extent that it is overflowing between the weekly emptying. Idverde have suggested that a larger bin, or an additional bin be installed to alleviate the problem. The Clerk has spoken with Mr Marson the land owner who would like to see another bin installed at the entrance to the footpaths on his land at Farley Dell. Councillors felt that this was a good site and that it would make sense for the additional bin to be installed to hopefully ease the use of the Rope Walk bin.
- It was agreed that the Clerk would purchase a Retriever 60 dog waste bin in green at a cost of £239.49 plus VAT. Mr Marson will provide photographs of the proposed location for approval to be sought from Idverde to ensure that they are happy for the bin to be added to the rota for emptying. VW
VW
- 18 Meetings to attend / attended**
18/12/18 SALC AGM. Cllr Banks and the Clerk to attend VW/HB
17/01/19 Parish Forum at MDC
- 07/12/18 – CRG meeting. A meeting had been held to bring together the village to work in unison to raise funds and seek grants to improve the facilities at the Highbury playing field. It is early days but it is hoped that positive things will come from the united effort.
- Cllr Ham said that Idverde had contacts that would be able to provide a quote for a new surface which is a mix of astro and grass. It will be good to get a quote to ascertain how much such a surface would cost. Cllr Ham to action. PH
- 19 Report of any risks identified**
There were none.
- 20 Correspondence**
A letter had been received asking for the Parish Council to consider purchasing and installing a defibrillator at the bottom of the village, maybe at the Kings Head (with the Landlords approval). It was agreed that the Clerk would research the best unit and obtain a quote for consideration at the next meeting. VW
Ag

An email has been received highlighting a consultation into the classification of parish footpaths. This will be an agenda item for January when Veryann Conn has kindly offered to come and give a presentation on some of the issues that need addressing.

21 Matters of Urgency – at the Chairman’s Discretion

At the January meeting the Council will need to consider and set the Precept for 2019/20.

Ag

Cllr Ham highlighted that consideration should be given to our youth provisions in particular whether we should be actively supporting the Coleford Scout group which currently has 61 regular members. The group have just taken on the lease of the Scout building for the next 25 years. There is much work to be done on the building, which will be expensive and indications have been that they need at least £5K to get up and running.

The Parish Council has historically supported the Youth Club to the sum of £6K. It was agreed that this would be an agenda item for January when it can be discussed in more details alongside the 3rd quarter budget review.

Ag

22 Date of Next Meetings:

Wednesday 9th January 2019 Parish Council Meeting
 Wednesday 23rd January 2019 Planning Meeting

The meeting finished at 22.30hrs