

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Tuesday 8th June 2016

Presentation by Gavin O'Meara, Regional Sales Manager of Shared Access.

Gavin explained that Shared Access is a property company which specialises in Telecommunications. Phone operators notify Shared access of areas that have poor mobile and broadband reception. They then identify playing fields and sports fields and work with the Football Association, Rugby Union, Lawn Tennis Association, Parish Councils etc to come to an agreement for installation of required antenna with a benefit to the club.

This would normally take the shape of either:

- An infrastructure investment, whereby for example floodlights could be purchased; with the on-going maintenance provided for a fixed term with the antenna then being installed on a floodlight.
- Or a Capital investment or one off payment with the antenna being installed on the site

If this is something that the Council is interested in pursuing then the next step would be to agree a location with the operator company who will then provide drawings of the scheme and provided coverage maps for consideration. If this is agreeable then the lease would be prepared for signing. There would be no commitment to the Council until the Lease is signed.

Councillor asked what sort of area would benefit from the installation of the antenna but Gavin said he was unable to say but that this would be highlighted by the coverage maps.

Gavin indicated that the capital investment would be in the region of £25 - £30K as a one off payment.

Questions were asked as to how we could calm the fears of local residents with respect to radiation. Gavin explained that the equipment used would fall within the permitted Inkner range and that there is a minor risk which is supported by extensive research. Gavin could provide literature & guidance on this matter.

The antenna requires and electricity supply and would have a cabinet installed at floor level. An electricity supply would be needed.

Gavin said that the next step would be for him to send a proposal to the Clerk for consideration. A site visit would then be arranged with the operator who would then provide coverage maps and drawings for consideration.

All Councillors agreed that this was something that must be investigated. The Chair thanked Gavin for coming along to speak with the Council and answering questions.

Gavin left the meeting at 7.25pm

Public Forum Period

Emma and Christian Slevin, residents of The Chapel on Church Street attended the meeting to discuss their new planning application for their land adjacent to the Chapel. Emma explained that they are the custodian of the Chapel and it has always been the intention to develop part of the parking area to help fund the redevelopment of the Chapel. The original application was considered in September 2015 when the Parish Council recommended that it should be refusal. Emma distributed copies of the new plans to Councillors and ran through the changes which they hoped would address some of the concerns raised with the last application. She explained that they have been working closely with Jane Boldy of the Listed Building team to make sure that the new build is sympathetic to the existing listed building. She confirmed the following points:

- Parking for residents of Wesley Cottage have been accommodated within its design.
- Parking bays for 4 cars is included within the design.
- Concerns that it would impact on the historic canal. Extensive research has been undertaken and there is no evidence to show that the canal was / is in the area.

The Chairman thanked them for coming along and said that they would take these points into consideration when the application was being considered.

Emma and Christian Slevin left the meeting at 7.40pm

The road sweeper did drive through the bottom of Coleford the other morning but it did not clean. This is totally unsatisfactory. The Clerk to make a complaint.

VW

It was noted that the bridge at the bottom of Coleford had been cleared of vegetation and cleaned both on top and below. The company completing the work were called Crest, working on behalf of SCC. It was agreed that the Clerk would write a letter expressing appreciation.

VW

Present

Cllr Ham, Chairman

Cllrs Banks, Fisher, Gurd, Horler, Neesam and Turner, 0 members of the public.

1 Apologies for Absence

Cllr Townsend, Conn and Littlechild had all sent apologies.
Cllr Talbot and Foot did not attend.

2 Declaration of Interest and Dispensations

Cllr Ham expressed an interest in agenda item 4.4 the planning application for the construction of a close boarded fence behind an existing classroom building and in front of a stone wall at Newbury Manor School, Tinkers Lane, Newbury.

3 Reports:

3.1 PCSO

PCSO Mike Storey did not attend but a report had been received and circulated to all Councillors prior to the meeting. It was agreed that the report which covers the Rural North area in its current format is of little use as a report for Coleford.

3.2 County Councillor

Cllr Ham explained that there was little to report due to the pending referendum.

3.3 District Councillors

Cllr Ham explained that the staff re-organisation is underway. The Chief executive will remain unchanged and there will be 2 Deputy Chief executives. The role of the corporate manager has gone but there will be 6 team managers.

The Frome leisure centre opened recently but the official opening will take place on the 2nd July 2016.

The Election will be taking place at the same time as Glastonbury Festival, which is making things slightly tricky for MDC.

Councillors – details of meetings attended this month

County Cllr Ham attended the following Somerset County Council meetings:

15/04 SCC Scrutiny

24/05 SCC Scrutiny

District Cllr Ham attended the following Mendip District Council meetings:

14/04 Rural forum

14/04 Hub meeting with Jo Milling

14/04 Meeting with Julian Haines (Rose & Crown)

18/04 Leigh on Mendip

20/14 Shape Mendip

21/04 Fly tipping

25/04 MDC Scrutiny

28/04 Quarries meeting

28/04 Transformation portfolio holder meeting

23/05 MDC / Library meeting

24/05 Equalities

25/05 Migrants Forum

01/06 Frome Leisure Centre

01/06 Transformation Portfolio holder meeting

07/06 G & T group meeting

07/06 Wells rugby club meeting

Councillor Ham attended the following Parish Council meetings:

26/04 Youth club meeting

07/04 Coleford Hub

08/06 Rose & Crown drainage

District Cllr Townsend attended the following Mendip District Council meetings:

16/5 Leigh on Mendip Parish Council, Annual and Regular Meetings

18/5 MDC Enforcement - Preliminary Meeting with Dave Woodridge and introduction to Zoe Marr as nominated Point of Contact. Dave has offered to do a presentation to the Parish Council at our August Meeting.

19/5 Stoke St Michael Parish Council, Annual and Regular Meetings

23/5 Housing Needs Survey - meeting with Matt Day to initiate a quote for CCS to do the survey for the Parish Council. Quote now received so we need to decide whether to go ahead. Note that CCS advise that Lottery funding has been successfully applied for in every case they have dealt with so we would not have to fund the project.

26/5 MDC - meeting with Planning Officers re Whitehole development

31/5 MDC Licensing Sub Committee

4 Planning Applications:

4.1 Decisions on Previous Applications

- a. 2016/0910/HSE – Single storey rear extension and dormer in the rear of the roof
Arundel, High Street, Coleford, BA3 5LS
Mendip District Council approved with conditions
- b. 2016/0482/FUL – Change of use of the former waste recycling site to self-storage site
Civic Amenity site, Newbury Hill, Coleford, BA3 5RX
Mendip District Council approved with conditions
- c. 2016/0363/FUL – Retrospective planning for 6 stables
Luckington Gables, Lipyeate Cross to Luckington Cross, Newbury Farm, BA11 3RL
Mendip District Council approved with conditions

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

A decision had been made by the Planning Inspectorate at Mendip District Council regarding the trees located to the North side of Coleford House, who found that there were no issues with them.

4.3 Update on Housing needs survey

The Clerk read out the email received from Matt Day at CCS which explained that the quote for the Housing Needs Survey is based on 990. A typical survey would have around 50 questions, on 9 sheets of paper (18 sides), with return postage, data entry and report writing all included in the price. It would be down to the Parish to deliver the survey. The cost of the survey, which would be 100% funded by an Awards for All grant, would be £4,371.46. He also provided a copy of the report for Rode HNS which was completed a couple of years ago, which shows the kind of report which would be received. The report was passed to Cllr Fisher for consideration.

4.4 Present Applications

2016/1154/HSE – Single storey rear extension, 6 Anchor Close, Coleford, BA3 5BZ
All Councillors had considered the abovementioned application prior to any discussion. It proposed by Cllr Neesam that the application should be approved which was seconded by Cllr Turner.

Vote: 7 in favour, 0 Against & 1 Abstained (As District Councillor)

2016/1232/FUL & 2016/1233/LBC – A proposed close boarded fence behind an existing classroom building and in front of a stone wall.

Newbury Manor School, Tinkers Lane, Newbury, BA11 3RG

All Councillors had considered the abovementioned application prior to any discussion. It proposed by Cllr Horler that both applications should be approved which was seconded by Cllr Neesam.

Vote: 7 in favour, 0 Against 1 Abstained (Due to declaration of interest as per minute ref 2)

5 Approve Minutes of the last Parish Council meetings held on the 11th & 24th May and the Annual Parish Council meeting held on the 11th May and matters arising.

The minutes for the Parish Council meetings held on the 11th & 24th May 2016 and the Annual meeting of the Parish Council also on the 11th May had been circulated to all Parish Councillors prior to the meeting. It was then agreed that all sets reflected accurately the meeting so the Chair then duly signed the minutes.

Vote: 6 For, 0 Against; 2 Abstained

The Clerk to forward a copy of the approved minutes for uploading to the website.

VW

The Clerk confirmed that all actions had been completed or would be mentioned under the appropriate agenda item.

Agree the allocation and representatives allocated at the Annual Parish Council

The Clerk highlighted that all Councillors should ensure that they are aware of which working parties they have been allocated to as per the minutes from the Annual Parish Council meeting.

ALL

7 Highway and Footpath Issues to include:

7.1 Lead Councillor Report– Cllr Townsend highlighted that the following points have been raised with Somerset Highways:

- Dark Lane - two potholes close to Luckington Cross
- Brewery Lane - two potholes by manhole covers at Oaklands and two further up
- Charmborough Lane - edge erosion between Hill Farm and Lipyeate House
- Lipyeate Cross - cracks in the middle of the road causing a hazard to mobility scooter users
- Anchor Rd and Highbury St - what are the plans to ensure the making good is not a repeat of the poor quality of the original work?
- Pedestrian Crossing by Post Office - light on the south side not working

Other Items:

The dangerous tree hanging over the road at the Holcombe Dark Lane has been removed.

The major drainage work south of the Duke of Cumberland has begun.

The issue of the dangerous footpath at Goodeaves Close has been raised again and Cllr Townsend has asked Aster and Highways to get together and sort it out. This is an accident waiting to happen, and I have suggested to them that the bad publicity will not do anyone any good, apart from the distress of any injury caused. The Clerk to write to Wyn Bevan of Aster Homes to request that the matter be dealt with as a matter of urgency.

VW

Cllr Townsend has sent a chaser to the PCSO on the issue of dangerous and obstructive parking and invited him to give a response at Wednesday's meeting.

7.2 Outstanding Issues

It was reported that the new pavement recently laid in Farley Dell stops at start of number 56 Farley Dell which has caused distress to the home owner. It seems strange that the rest of the estate has been completed apart from this house. Cllr Townsend to follow up and find out why.

AT

7.3 Items Reported by Councillors

The grass at Underhill is very long and could cause an accident. The Clerk confirmed that she has already asked Steve Hill to cut it and the Parish Council can then pursue SCC for the cost.

There are reports of a car which is repeatedly parking at the junction of Preachers Vale which makes it difficult to pull out of the junction onto Highbury Street. Clerk to report to the PCSO.

VW

7.4 Parking on the road outside the Hairdressers at Highbury

A letter has been received from a local resident expressing concerns over the parking on the main road which causes problems for customer entering and leaving the premises. Cllr Townsend to speak with Highways to try and find a solution.

AT

8 Finance

- 8.1 Agree purchase of vinyl overlay to update the details on the sign at Goodeaves play area.
It was agreed that the vinyl overlay should be purchased to update the signage at Goodeaves Play area at a total cost of £21.60 inc VAT from Sign Efex. Clerk to action.

VW

- 8.2 Dog waste bags – discuss whether to purchase more
The Clerk explained that we have already used half of the bags recently purchased. Using the Glasdon bags, which are the correct fit for the units, we are getting through 100 bags a week. It was agreed that a further 1000 should be purchased and that it should be discussed as an agenda item at the July meeting to see if we should roll this out and install further units within the Parish. Clerk to purchase 1000 from Glasdon.

Ag

VW

- 8.3 Accounts Approved for Payment

The Clerk read through the proposed payments which were all agreed.

Glasdon UK Ltd – Poo bags	£ 33.99
EDF Electricity – Changing rooms	£ 77.98
Tony Gurd – Notice board renovations	£ 25.00
AON Insurance PC annual premium	£841.91
SJ Hill – Grass cutting	£706.14
The following 2 items to be paid next month:	
Clerk Expenses – May	£ TBC
Somerset Playing Field Assoc – annual sub	£ 15.00

Ag

Invoices were checked for payment by the Cllr Ham, Cllr Horler and the Clerk.

Vote: 8 For, 0 Against; 0 Abstained

Cllr Evans was thanked for the time he had spent negotiating the Parish Council insurance which has secured a good level of cover at a reduced price.

9 Environment Committee Lead Councillor Report

Cllr Evans had nothing to report.

- 9.1 Rose & Crown update – Cllr Ham explained that he had met with Cllr Gurd, Cllr Horler, Cllr Evans, Cllr Turner, Julian Haines from Mendip District Council and two of the residents from Rose & Crown Cottages to discuss the drainage issues to the rear of the cottages. After much deliberation it was agreed that Julian Haines would look at the previous applications which have been submitted for the land to see if further information can be gleaned. Cllr Ham to speak with the MDC legal team. Clerk to seek information from the archive minutes and files. Agenda item for the July meeting.

PH
VW
Ag

- 9.2 Agree purchase of a litter bin

The Clerk had found three quotes for a 120 litre Derby litter bin, which were priced as follows:

1. Broxap - £195 + VAT
2. Glasdon - £380 + VAT
3. Bin Shop - £336.25 + VAT

After discussion and cross referencing to ensure that the three bins were comparable, it was agreed that the Broxap bin should be purchased and delivered to Cllr Hams address. Clerk to action.

VW

- 10** Playing Fields Committee Lead Councillor Report
 Cllr Turner asked if Steve Hill could be reminded that the fence line of the Highbury Playing field where it joins the Newbury road should be trimmed between the posts, which it would appear has not as yet been done. The Church Street Gardens also needs to be cut. Clerk to speak with Steve. VW
- It was agreed that the Clerk should write a letter to Keith Marshall of Preachers Vale to thank him for the regular litter picks which he has been completing. VW
- It was agreed that the Community Pay Back team could be utilised to help with litter picking and other jobs around the village.
- 10.1** Review hard court & changing room charges
 Cllr Turner had provided a draft of new charges for the Hard Courts and Changing rooms. After discussion it was agreed that the Clerk would make a couple of amendments to show that there is no actual charge for the hard court just the ancillary items like tennis nets, netball hoops etc. Once amended the charges are to be emailed to all Councillors for them to respond as to whether they find the new charges to be acceptable. If the majority sent approval to the Clerk then the charges will then be sent to CAFC for the coming season. If it is not agreed then the charges will be an agenda item for the July meeting. VW
 ALL
 VW
- The Playing Field working party to arrange a meeting to agree the location of the new shed within the Highbury grounds with CAFC together with discussing the pitch improvements and proposals. The date of the meeting to be circulated to all Councillors prior to the date. CT/PH
 ALL
Vote: 8 For, 0 Against; 0 Abstained
- 10.2** Update on the Tesco's bags of help award
 The Clerk confirmed that she had completed the process of responding to the offer of grant. It was agreed that the Clerk would ask Bigwood if they are able to utilise the slide and rails which are to be dismantled either in this project or in another play area. VW
- Cllr Turner expressed thank to the Clerk and Cllr Townsend for fencing off the old multi-play equipment in the Coleford play area.
- Cllr Ham and Cllr Gurd to check the picnic tables within the Coleford play area and re-site as they have sunk into the ground. PH/TG
- 11** **Skateboard park – Form working party**
 It was agreed that Cllr Horler, Littlechild, Banks, Turner and Gurd would be part of the working party to discuss the way forward for a skate park. It was agreed that the Clerk would write to Chilcompton Parish Council to find out how they have got on with their skate park and the amount of time and money spent on maintenance. Stoke St Michael PC may also be a helpful contact. VW
- **Post meeting note – Cllr Gurd emailed the Clerk to suggest that he does not sit on this working party as he is oppose to the installation for a number of reasons. He asked that the working party should provide risk assessments both physical and financial, insurance uplifts, qualified costings together with lessons learnt from our neighbouring councils that have ventured down this route.****
- 12** **Play rangers – Discuss options**
 There was nothing to report about alternative options however it was suggested that the money allocated could be utilised for a play equipment maintenance scheme. This will be Ag

an agenda item for the July meeting.

13 CRG proposal for swimming pool and gym

The Parish Council agreed that although they could not help with the funding they were in principle behind the concept. Subject to the completion of a feasibility study the Parish Council may be able to offer the East end of the Highbury Playing field but there would have to be conditions, conveyance and deeds checked. Clerk to write and to notify CRG of the Parish Councils support.

VW

14 Review and adoption of Policies

Councillors had received a copy of the following policies which they confirmed they had read prior to the meeting.

- Financial regulations
- Code of Conduct
- Standing orders
- Handling complaints

All voted in favour of continuing to use the policies in their current format with no changes.

Vote: 8 For, 0 Against; 0 Abstained

15 Correspondence

Email from Adrian Mason confirming the internal audit had been completed and that everything is in order other than:

1. Wants to see a copy of the asset register
2. Wants to see a copy of the risk assessment
3. Ensure that all VAT is reclaimed (currently £30 has been missed off the return)

12 Matters of Urgency

It was asked if all of the ground at the top of Coleford Playing field, which has provided extra garden space to the rear of several properties on Church Street was as agreed with the Council.. The Clerk confirmed that all of the properties had tenancy agreements and were paying an annual rent.

Cllr Ham said that the Bonfire celebration was looking unlikely to go ahead as the insurance company had confirmed to the Clerk that the bonfire had to be 100m away from any properties – which is not possible. The bar was also having staffing issues and the weather forecast was poor. It was agreed that although the bonfire could not happen a final decision was to be made regarding the rest of the event tomorrow.

PH

7 Date of Next Meetings:

Tuesday 28 th June 2016	Planning Council Meeting
Wednesday 6 th July 2016	Annual Parish Council Meeting

The meeting finished at 22.05pm