

Parish Council of Coleford

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Minutes of the Parish Council Meeting held on Wednesday **12th August 2015**

Public Discussion

The following matters were highlighted:

Mr Harrison attended for a progress update on the bus stop marked on the road at Stockhill (Vobster to Holcombe side). Cllr Ham confirmed that it had been confirmed that the markings would be removed within the next 10 days at the same time as the road resurfacing is completed. At this stage it is not known whether the stop will be marked in another location but a resident has said that they would welcome it outside their property. If this was to progress written consent would be needed from the homeowner in question.

Cllr Evans said that he had heard that First buses were continuing to run the Coleford 184 service for another year. Cllr Ham said that this was not true and Libra will be running the new service as of 24th August 2015.

Cllr Neesam had received a complaint regarding 15 Careys Mead which has large lavender plants over hanging the footpath making it difficult for users to negotiate. The property is empty and the garden has been left to become overgrown. VW

Cllr Ham said that he had received complaints regarding 21 Brick Cottages which is also empty and run down. The hedge has become overgrown making it difficult for road users to pass when entering the bordering driveway. There are also rats within the grounds. Cllr Ham has reported this to the Enforcement team. PH

There have been reports that trees have been cut down at 13 Beacon View and thrown over the fence onto Parish Council land which has made the area untidy and if not cleared will attract fly tipping. It is believed that the property is unoccupied.

Cllr Ham will speak with the empty home officer at Mendip District Council regarding the abovementioned empty properties PH

Present

Councillor Philip Ham (Chairman Presiding)

Cllr Townsend, Cllr Banks, Cllr Evans, Cllr Gurd, Cllr Talbot, Cllr Horler, Cllr Neesam, Cllr Littlechild & 2 members of the public

1 Apologies for Absence (acceptance of any reasons offered)

Cllr Parfitt and Cllr Turner sent apologies which was duly accepted by the Chair.

2 Declaration of Interest and Dispensations granted since last meeting

There were no interests to declare or dispensations granted.

3 **Approval of minutes**

Parish Council meetings were held on both the 8th and 21st July 2015. The minutes had been circulated to all Parish Councillors. Cllr Townsend requested that in the minutes dated the 8th July, paragraph 1 line 1, between the “need” and “for”, the words “in his view” be inserted so that it reads “and highlighted the need in his view for a street number scheme for Church Street”. All Councillors agreed that the amendment should be made and was inserted by hand and initialed by the Chair.

Both sets of minutes were then agreed by all Councillors and the Chair then duly signed the minutes. The Clerk to forward a copy of the approved minutes for uploading to the website.

Vote: 9 For, 0 Against; 0 Abstained

It was confirmed by the Clerk that any notes taken at this meeting had been destroyed.

4 **Matters arising**

All matters arising from the minutes were completed or will be mentioned later in the minutes under the appropriate agenda item apart from:

- The ownership of playing field wall be carried forward to the next month.

VW

5 **Reports**

- 5.1 PCSO report – PCSO Mike Storey did not attend but had emailed the following stats for the Rural North beat as a whole for the last month:

Criminal damage	5
Dwelling burglary	2
Non dwelling burglary	4
Theft from vehicle	3
Theft of a vehicle	0
Anti-social behaviour	1

The PCSO steering group meeting will take place on the 19th August 2015 at 7pm at The Meeting Room, Coles Garden, Kilmersdon with the PACT meeting taking place on the 29th September at the Hub, Coleford.

Cllr Ham said that PCSO Mike Storey is keen to set up a regular Beat Surgery from the Hub so that people can drop in to discuss any concerns or issues that they may have. He has asked for some suggested dates when the Hub will be available. Cllr Ham to action.

PH

5.2 County Councillor reports

County Cllr Ham said that there will be a meeting next week to discuss the Rivers Board funding for the next 30 years, which looks like it may come from a separate precept where every household will pay. Residents on the Somerset Levels are already paying to the Levy board.

A timetable has now been provided for the new bus service 184, which have been displayed on the notice boards, at the pubs and have been emailed to everyone who has been in touch with Cllr Ham regarding the demise of First buses. The new service is being provided by Libra minibuses and at present there will be no ~~Saturday~~ weekend services but it is hoped that this will be forthcoming in the future. The new service will start on the 24th August 2015.

Broadband update – It looks as though this will go live on the 3rd September. Matt Ballard of Connecting Devon and Somerset will be giving a presentation on Broadband at the Mendip District Council Chambers on the 24th August starting at 6.30pm. If you have any questions regarding the presentation please email mdballard@somerset.gov.uk

5.3 District Councillor Reports

District Cllr Alan Townsend reported that he had attended the “Save our Buses” meeting hosted by Shepton Town Council. Mr Freeman the Managing Director of First Buses and Mr David Warburton our local MP both attended. Mr Freeman said that the service was not commercially viable, which is why it had to cease. Mr Warburton listened to the concerns raised by bus users who attended. The transport minister had been in Somerset and Mr Warburton had taken the opportunity to meet with him to push for financial backing for rural services to allow people to get to work, college etc and to prevent rural isolation.

District Cllr Philip Ham reported that he had received an email from Chris Cudmore of Leigh on Mendip Parish Council stating that Harlequin Group had pulled out of installing the new mobile telephone mast proposed for between Coleford and Leigh on Mendip.

Last weekend there was another illegal rave but this time it was held at Barnes Coles quarry. It started at 11pm and ran through the night and into the following morning. The police did attend but decided that it was safer to keep party goers held in one place rather than moving them on. The music was turned down by the police on more than one occasion through the night. The landowner Mr Massey went onto the site with the police force in the morning and confirmed that there was no criminal damage caused and admitted to the police that he had not sufficiently secured the gateway to the quarry to prevent trespass. The police have advised him that he needs to take sufficient action to secure the site to stop any future raves.

Cllr Parfitt although not present at tonight’s meeting had emailed to say that she had spoken with Sergeant Clark and she had confirmed she would be willing to attend the Parish Council meeting on the 9th September to address this issue as it happens time and again. The Clerk to contact Sergeant Clark and invite her to attend the meeting.

VW

The Legacy fund is now open with the closing date of 16th October 2015. This is available for projects between £5K and £30K. District Cllr Ham said that although we had received a successful grant last year but that shouldn’t stop any groups or the Parish Council applying from Coleford. Applications and criteria are available on Mendip District Council website.

Cllr Ham confirmed that Fusion Leisure will be starting work on Frome Leisure Centre the second week of October when the center will be closed until the new year. Some of the facilities like the astro turf will remain open to clubs but not to members of the public.

Councillors meetings

Mendip District Council - County Cllr Ham has attended the following meetings:

- 5.4
- 09/07 – Planning improvement meeting
 - 13/07 – Cabinet
 - 14/07 – Portfolio meeting – Transformation programme
 - 20/07 – Scrutiny
 - 20/07 – Leigh on Mendip Parish Council
 - 27/07 – CAMG
 - 2/07 – Equalities / Diversification
 - 03/08 – CMT / Cabinet
 - 04/08 – Holcombe Parish Council
 - 06/08 – Leisure / Fusion
 - 10/08 – Cabinet
 - 11/08 – Portfolio meeting

Somerset County Council – County Cllr Ham has attended the following meetings:

- 15/07 – Full Council
- 24/07 – Somerset Rivers Authority
- 06/08 – Highways meeting
- 06/08 – Trudoxhill Parish Council
- 10/08 – Cranmore Parish Council

Coleford Parish Council – Cllr Ham has attended the following meetings:

- 14/07 – Youth Club
- 16/07 – Playing field (Coleford Playing Field)
- 25/07 – Church fete
- 29/07 – At the Hub
- 11/08 – Playing Field /Coleford Athletic Football club meeting

5.4

Mendip District Council – District Cllr Townsend has attended the following meetings:

- 20/7 - MDC Scrutiny Board
- 20/7 - Leigh on Mendip Parish Council
- 27/7 - MDC Corporate Asset Management Group
- 30/7 - Stoke St Michael Parish Council
- 3/8 - Council Chamber - Save the Buses
- 4/8 - Holcombe Parish Council
- 6/8 - Meeting with Somerset Highways - C Higgins/A Fountain
- 11/8 - Playing Field Sub-Committee

Coleford Parish Council – Cllr Val Horler has attended the following meetings:

- 14/07 – Youth Club
- 11/08 – Playing Field /Coleford Athletic Football club meeting

6 Planning Applications

6.1 Preparing for the Local Plan Part II

Mendip District Council will be holding many Neighbourhood Planning Forums across the District over the coming months with one event being held at the Hub, Coleford on the Monday 19th October, 2pm to 8pm. It was agreed that the Parish Council should invite parishioners along to a pre event meeting to discuss the points which were included in the email provided by Mendip District Council titled “What Makes Your Villages Special?” The template provided in the email is designed to help get our parish ready for the Local Plan Part II. The Clerk to re-email to all Councillors.

It was agreed that a meeting would be held at the Hub, Coleford on the 2nd October from 7 – 9pm. The Clerk to advertise the event in On the Map and on the notice boards.

VW

6.2 Decisions on Previous Applications

2015/1310/HSE – Single storey side and rear extension
63 Farley Dell, Coleford, BA 3 5PN
Approval with conditions

2015/1475/CNT – County matter

S 73 application to vary condition 2 of application 2015/0872/CNT to amend the approved plans and details to alter materials to be used to construct the multi-use games area.

Bishop Henderson C of E School, Farley Dell, Coleford.

The Local Planning authority has no objections to the changes proposed.

6.3 Complaints received by Planning Enforcement Team, Mendip DC

There is nothing to report.

6.4 Present Applications

- 6.4.1 2015/1550/HSE – Reinstating the wrought iron balcony, railings for the existing balcony above the bay windows at the front of the house. Secondly reinstating the original feature of the French doors along the front of the property.

The Old Post Office, Church Street, Coleford, BA3 5NG

All Councillors had considered the abovementioned plans. After consideration it was proposed by Cllr Horler that the application be approved. This was seconded by Cllr Gurd and a vote was taken which was unanimously in favour of approving the application.

Vote: 8 For, 0 Against; 2 Abstained (2 of which were District Councillors)

- 6.4.2 2015/1605/HSE – Nathaniel's Barton, The Barton's, Church Street, Coleford, BA3 5NB

Erection of two storey extension.

All Councillors had considered the abovementioned plans. After discussion it was proposed by Cllr Gurd that the application should be refused on the grounds that:

1. The immediate neighbours are upset at the proposed extension and have not been consulted or notified by Mendip District Council planning department of the planning application.
2. There are no planning notices up in the area.
3. The property has already been extended and the detached building has not been shown on the plans provided.
4. The design of the extension and the materials proposed are not in keeping with the neighbouring properties.
5. This extension will be over development of the plot and will dominate the neighbouring properties.

The Cllr Gurd's proposal was seconded by Cllr Horler.

Vote: 7 For, 0 Against; 3 Abstained (2 of which were District Councillors)

7 Finance

- 7.1 Review of the sub-committee expenditure 2015/16

Council reviewed sub-committee expenditure which was as expected. Continue to monitor.

- 7.2 Review of Allotment charges

All Councillors considered the current allotment charges and the effect that the proposed 5% increase would have. It was proposed that allotment holders should be notified that there will be an increase of 5% to take effect from the 1st October 2016 with a further 5% increase on the 1st October 2017 as tabled in the table below:

Allotment location	Current annual rent as from 1 st April 2015	Proposed annual rent 5% as from 1 st October 2016	Proposed annual rent 5% as from 1 st October 2017
Coleford Playing Fields	£25.00	£26.25	£27.50
Highbury Playing Fields	£25.00	£26.25	£27.50
Goodeaves	£40.00	£42.00	£44.00

All Councillors voted unanimously in favour of the proposal. Clerk to notify all Allotment holders.

VW

Vote: 10 For, 0 Against; 0 Abstained

7.3 Accounts approved for payment

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

Julia Neesam – Environment Committee (Plants/compost)	
R Stanley – Footpath Warden (2 nd payment for the year)	
Grant Thornton UK LLP – External Audit fee	
Playsafety Limited – Annual inspection	
Glasdon UK Limited – 2 x litter bins	
John Webb – Key holding & Play area inspection	
Vickie Watts – Clerk expenses (inc UK Packaging £54.60)	
Noel House – Referee changing room	

Vote taken: 9 For, 1 Against, 0 Abstained

8 **Highways and Footpath Issues**

8.1 Lead Councillor Report

Cllr Townsend reported that he had met with Charlie Higgins and Andy Fountain of Somerset Highways on 6th August when they discussed as follows:

1. Surface dressing programme - in jeopardy because of the delayed Wessex Water programme. In order to maximise the cover in the dressing 'window' available this summer it is planned to start the surface dressing 12th August along Anchor Rd and continue into Highbury St as far as the Wessex Water works will allow. The balance will almost certainly have to follow next year. There will be a letter drop to ask residents to clear their cars from the highway.
2. High St resurfacing - planned for October 2015. The works will take 2 to 3 days, will entail a road closure, and residents will be given 2 weeks' notice to remove cars.
3. Farley Dell pavement resurfacing - further delayed by commercial issues, now scheduled to start 23rd October with the left hand side to complete it during the half term. The right hand leg will follow next year.
4. Small Improvement Schemes - the proposals submitted by the Parish Council last autumn appears to have stalled. Charlie Higgins suggested we should progress the application by emailing ltptdelivery@somerset.gov.uk
5. Pedestrian crossing light near Post Office - one lamp had been reported as defective in April. There is concern over this safety issue. Charlie Higgins agreed to chase Street Works team again.
6. Goodeaves pavement - we inspected the section on the left which has a drop at one end but a dangerous higher than normal kerb at the other. Charlie Higgins agreed to pursue urgently with Highways Development Control.
7. Stockhill Bus Stop - we expressed the concerns of the Parish Council and residents affected by the placing of the westbound road markings in a position that forces the bus to stop so that it blocks the drives to two houses and causes passengers to use private property to get on/off. An affected resident reinforced these concerns. Going eastwards the bus stop is on a curve in the road which

reduces the visibility for overtaking vehicles, however no simple alternative presents itself if the resident's needs are to be met. It was agreed that residents should contact Somerset CC Transport, Charlie Higgins would contact Tom Maine, and Philip Ham as County Councillor was asked to contact him also.

8. Road edge erosion at lower Church St - inspected the significant drop between the highway and the resident's drive. Cllr Townsend advised that the resident would ideally like Highways to make good the highway up to his boundary and then install kerbstones which he would then make up his drive to. Charlie Higgins and Andy Fountain wished to check their records as they believed there had been previous investigations.
9. Common Lane - we drove along the Lane and there were no overhanging branches that could be considered dangerous or any significant effect on junction visibility. The Clerk to write to inform Mr and Mrs Stevens of their findings. Charlie Higgins agreed that the developing pothole at the Ham junction is in need of attention.
10. Drain jetting - noted that a number of drains on Anchor Rd and Highbury St had been marked up for jetting. Cllr Townsend mentioned the previous concern at Stockhill House. Andy Fountain advised that the problem was caused by a blocked drain further down into Vobster and this would involve major works. Situation to be monitored to see if temporary works at Stockhill House were effective. At Holcombe we checked the drain by the Village Hall - this is clearly blocked and in heavy rain causes a large puddle to stretch into the new Mendip Gardens un-adopted road. Andy Fountain will need to gather evidence before this can be agreed for action.
11. Dark Lane - inspected the two groups comprising at least 5 potholes that are significant. Charlie Higgins and Andy Fountain agreed to action.

VW

8.2 Outstanding Issues for Highways & Footpaths

There were no matters raised.

8.3 Items reported by Councillors

Cllr Neesam asked why there are 3 cones over a drain outside the Catholic Chapel on Common Lane as they have been in place for a long time.

Cllr Horler noted that the ground has started to sink at the water point outside the Co-op.

9 **Playing Field update:**

Lead Cllr Turner did not attend but had emailed the report as follows:

9.1 Coleford Playing Field.

1). Melanie from Playforce's viewed the Multiplay item which we intend having replaced. She took measurements and will be quoting separate prices for:-

- a). The removal of this item;
- b). The provision of a similar item;
- c). The removal of the existing bark safety surface and provision of a new rubberised underlay.

She has been told that we do not have monies available at present but that we will be seeking grant funding. *[GB Sports and Leisure have not yet visited site but have been asked for a similar quotation.]*

2). The strimming of grass under the Picnic Tables and around the 5 a-side goalposts is still not happening. Clerk to liaise with Tony Cross.

VW

3). Growth on both sides of the driveway entrance road is overhanging and needs attention. Maybe the Environment committee could take a look and action if appropriate. KE

Goodeaves Play area

1). At the request of Cllr Turner, Playforce's Melanie made a site visit to view the Picnic table and the new bench. He explained that despite two telephone requests nothing had been done to stabilise these items and they still 'rock' badly. She will arrange for them to be put right.

2). During her visit she took photographs of the grass growing on the new rubberised safety surface. Cllr Turner informed her that the areas had been treated with weed killer but felt that something more should be done as we did not anticipate such a problem over such a short period. She was surprised at how much growth there was and assured me that she would investigate the situation.

3). Litter is being scattered in this play area owing to the fact that we have still not installed our Waste Bin. The fitting of this is urgently required. PH

4). Some of the new timbers are being vandalised with rude graffiti by youths using ball point pens.

Highbury Changing Rooms.

1). Councillor Littlechild and Cllr Turner met with key holder, Mr John Webb and viewed the referee's changing room from both the outside of the new entrance door and also from the 'Away' team dressing room which is now blocked off from the official's. Cllr Turner has been unable to contact Noel House for keys to ascertain whether the plumbing etc. within the official's room has been completed.

2). A meeting of interested Councillors and Mr John Hansford, of Coleford AFC, is to take place at the changing rooms on Tuesday, 11th August 2015, to discuss the football club's proposals for additional storage space. There is obviously a need as they currently have items of kit spread over the floor in the Changing Rooms. They will be asked to have another tidy up prior to 'Flower Show' day. VW

Highbury Play Area.

1). There is an abundance of broken glass on the macadam playing surface. Mr Webb had been asked to sweep the area clean. It is understood that the bottle throwing was carried out by the known problem group of youths within the village.

At the meeting held on the 11th August the Councillors present considered:

Approval of Playing Field end of year accounts for uploading to the Charity Commission website.

At the recent Playing Field meeting the draft accounts for the year end 2015 had been considered and it was agreed that the costs incurred at the Highbury playing field should be amended to show one third of the overall total expenditure for all of the play areas for the year. A vote was taken which was unanimously in favour of accepting the change to the balance sheet. Clerk to update the Charity Commission website. VW

9.2 Election of 2 new trustees for the Charity

The Chair asked for volunteers who would be prepared to stand as trustees and Cllr Littlechild and Cllr Gurd agreed to stand. A vote was taken which was unanimously in favour of appointing both volunteers as the new trustees.

Vote taken: 8 For, 0 Against, 0 Abstained

The Chair explained that during the meeting held on the 11th August with Councillors and John Hansford of Coleford Athletic Football Club they discussed and agreed as follows:

1. The changing room work has been completed and the CAFC are pleased with the changes.
2. They wish to double to size of the current storage facilities at the field and want to provide a concrete standing area at their own expense. It was agreed that Cllr Townsend will enquire with the MDC Planning department to ascertain if planning permission is required for either project.

3. The club wants to use temporary gazebos as dug outs to which the Parish Council has no objections.

Councillors voted unanimously in favour of agreeing to the above 3 actions.

4. John Hansford said that the club is keen to talk to a contractor regarding improving the playing surface of the field. No action required by the Parish Council at this stage.
5. The club are keen to install a worktop in the changing room to facilitate preparation of drinks which would make it safer. However they shouldn't be making drinks in the changing rooms. It was agreed that at the moment it was felt that the request should be refused.

Councillors raised some concern over the liability issue with respect to footballs hitting houses, windows or property. The Clerk will ask Mr Hansford if the club has liability insurance cover for such incidents. VW

CRG have approached the Council for storage on the field but it was agreed that the Council was a not comfortable to agree to this as it could open the door to more village groups requesting the same. The Parish Council is trying to facilitate storage off site.

9.3 Discussion re Coleford Tennis Courts

The Clerk asked the Council to consider how the tennis courts could be managed in such a way that would make playing tennis more accessible to villagers. Councillors were asked to give this some consideration for discussion at the next Parish Council meeting. Ag

10 **Provisions for Skate Park**

A grant of £10K was awarded by Somerset County Council towards the cost of installing a skate park in the village. The Council is aware that this is a small sum and may not provide much in the way skate equipment however it was agreed that further investigations will be done prior to the next meeting. The Clerk to liaise with Stoke St Michael Parish Council to seek advice including insurance premium and ongoing maintenance costs to their skate park. This will be an agenda item at the next meeting. VW
Ag

11 **Environment update**

11.1 Lead Cllr Evans reported that over the last few months the environmental committee has completed several of its objective:

1. The entrance to lower Coleford playing field has been cleared of weeds and rubbish.
2. Church Street Gardens has been cleared and the containers and borders have been planted. Any local volunteers that might be interested in watering them in the dry weather would really help to keep it looking bright and tidy.
3. Careys Mead has taken a great deal of work to get up to scratch, which has included cutting back of the stinging nettles, clearing branches brambles and hedge trimmings. Most of the village have seen the huge piles of vegetation which were left for collection. Thanks were expressed to all those who have stopped and thanked the Environment committee for what has been achieved, however they are a small band and any further help would be gratefully received.

Cllr Evans was passed information regarding trees for open spaces provided free of charge from the Woodland Trust. KE

It was mentioned that the bag dispensers have been installed for a short while now and research should be completed to establish if they are proving to be worthwhile. Cllr Evans felt that there had been a slight increase in evidence again recently. It was suggested that the Clerk might ask MDC if they have had to empty the dog waste bins more frequently which would indicate that more people have been picking up behind the dogs. VW

11.2 Discussion on whether to move the bench currently located at Beacon View junction

The general consensus of the Councillors was that it would not be the right decision to remove the bench at Beacon View junction but that both the Council and the Police will continue to closely monitor the situation.

12 Youth Provision update

The Clerk circulated a copy of the Youth club report for July. There was nothing to add as the Club was not currently meeting due to the Summer holiday.

13 Report of any Health and Safety issues

There was nothing raised.

14 Update on Parish Plan/The Hub

Cllr Banks confirmed that the millennium tapestries were in the process of being installed and were looking good.

Cllr Gurd asked if we should as the Parish Council be holding our meetings at The Hub. The Chair said that this is something that should be considered in a few months.

All the weeding has been completed which has improved the outside of the building. Cllr Littlechild has tidied out the store but there is a little more to complete. The Chair said that they have managed to secure a further years funding from Mendip District Council.

15 Correspondence

The list of email correspondence is annexed to the hard copy of the minutes.

Street numbering – Mr Bradbury had emailed a letter with 14 points. Council understood his frustration but all Councillors agreed that it was not the Parish Councils responsibility. The letter from Mendip District Council to the residents of Church Street stated that the legal responsibility to display the house name or number was with the home owner/occupier.	No Action required.	
Email re parking issues at Harris Vale, Coleford. – This was copied to the Parish Council by Steve Watts, Traffic Engineer to Mr Coombes.	AT & PH will include this in the Highways improvement plan.	PH/AT
NHS Somerset Choices – Highlighting the new website.	Clerk to put posters on noticeboards, put flyers at the Surgery and Post office.	VW
Advice received from SLCC regarding the Rose & Crown car park.	Cllr Ham to to speak with Stuart Finney regarding drainage to establish who is liable.	PH

16 Matters of Urgency – at the Chairman’s Discretion

The Clerk reminded Councillors that the Rural Forum would take place on the 23rd September 2015 at Mendip District Council Chambers.

17 Date of Next Meeting:

Tuesday 25th August 2015

Planning Meeting

Wednesday 9th September 2015

Parish Council Meeting

