

Parish Council of Coleford

Miss V Watts
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Foxcote
Radstock
BA3 5YB

Minutes of the Parish Council Meeting held Wednesday 6th May 2026

Present Cllr Ham, (Chairman presiding) Evans, Douglas-Burke, Fisher, Moulding, Palmer, Paterson. Pearce, Swords and Townsend

In attendance 2 members of the public present
The Clerk, Vickie Watts taking the minutes

1. Election of Officers

The following officials were elected for the forthcoming year:

Chair Cllr Philip Ham
Proposed by Cllr Townsend and seconded by Cllr Paterson

Vote: 8 For, 0 Against, 1 Abstention

Vice Chair Cllr Pearce confirmed that he wished to stand down. Cllr Ham thanked Cllr Pearce all his help during his time as Vice Chair and for his support with many projects but in particular the creation of both the allotments and the Coleford Shedders.

Vice Chair Cllr Henry Banks
Proposed by Cllr Pearce and seconded by Cllr Evans

Vote: 9 For, 0 Against, 0 Abstention

2. Declaration of Acceptance of Office

Cllr Ham signed the Declaration of Acceptance of Office.

3. Apologies

Cllr Allen, Banks, Bell had sent apologies which were accepted by the Chair.

4. Formation of Working Parties within the Parish Council

Subject to absent Councilors' confirmation:

Working Party	Lead Councilor	Team members
Playing Fields, Play areas & Pump Track	Cllr Allen	Cllrs Bell / Evans / Ham
Environment & Cemetery	Cllr Evans	Cllrs Allen / Paterson Townsend / Moulding / Palmer
Allotments	Cllr Allen	Cllrs Ham / Moulding / Townsend / Palmer Plus 1 x Allotment holder

Finance, Pay Review

Cllr Townsend

Cllrs Ham / Pearce
Bell / Moulding / Clerk

Small Grants

Cllr Banks

Cllrs Pearce / Evans

Vote: 9 For, 0 Against and 0 Abstentions

5. Lead / Link Councillors:

Footpaths / Rights of Way

Cllrs Swords / Fisher

Highways

Cllrs Townsend / Ham

Open Spaces & Trees

Cllrs Swords / Moulding / Allen

Community Plan

Cllrs Townsend / Bell / Paterson / Douglas-Burke /
Palmer

Young People

Cllrs Ham / Banks / Swords

Climate

Cllrs Moulding / Swords / Douglas-Burke

Community Payback

Cllrs Moulding / Swords / Palmer

Vote: 9 For, 0 Against and 0 Abstentions

6. Representatives:

Local Community Network group

Cllrs Bell / Townsend

@ The Hub

(Cllr Townsend has voting rights)

Bishop Henderson School & Pre-school

Cllrs Banks / Ham / Townsend

Football Club(s) Representative

Cllrs Allen / Douglas-Burke / Palmer

PCSO Scheme

Cllr Allen

Somerset Association of Local Councils

Cllrs Banks / Evans

Quarry Liaison Group

Cllr Evans

Mendip Country Practice Patients Group

Cllrs Pearce / Bell / Townsend / Palmer

Parochial Church

Cllrs Townsend / Paterson / Douglas-Burke

Somerset Bus Partnership

Cllr Townsend

Cllrs Moulding and Douglas Burke

Vote: 9 For, 0 Against and 0 Abstentions

7. Resolve that the Parish Council continues to meet the criteria for eligibility for General Power of Competence

The Clerk confirmed that the Council was still eligible for the General Power of Competence.

Vote: 9 For, 0 Against and 0 Abstentions

8. Authorisation of Signatories for Bank Accounts

Current bank signatories are Cllr Ham, Townsend, Banks, Evans and the Clerk. It was agreed that they should remain unchanged.

Vote: 9 For, 0 Against and 0 Abstentions

9. Confirmation of direct debits / standing orders

The Clerk confirmed that the following items are paid monthly by standing order:

LSJ Gardening Services - Ground's maintenance	£1,527.48
Clerk's salary	£1,181.64
Somerset Council Pension contributions	£ 307.42

The following are paid by direct debit:

Data Protection fee is paid annually	£35.00
Changing room electricity supply EDF – Paid monthly	£33.040

Vote: 9 For, 0 Against and 0 Abstentions

10. Confirm Councils subscriptions for the year

The Clerk confirmed that the Council subscribes to the following groups:

National Allotment Association	Somerset Playing Field Association
Society of Local Councils Clerks	CAM Valley
Somerset Association of Local Councils	CPRE The Countryside Charity

Vote: 9 For, 0 Against and 0 Abstentions

11. Confirmation of Insurance cover for Parish Council

The Council is currently in its 2nd year of a 3-year long-term agreement with Clear Councils (formerly BHIB Councils). The policy renews on the 1st June each year.

12. Review and adoption of the following policies

The following policies were circulated to Councillors for consideration prior to the meeting:

1. Standing orders
2. Financial regulations
3. Code of conduct
4. Press & media policy
5. Social media policy

All Councillors agreed that the above policies should be agreed.

Vote: 9 For, 0 Against and 0 Abstentions

13. Review of the Asset list

The asset list was circulated to Councillors for consideration prior to the meeting. All agreed that this was an accurate record of the assets.

Vote: 9 For, 0 Against and 0 Abstentions

14. Review of the Financial Risk Assessment

The risk assessment had been circulated to Councillors for consideration prior to the meeting. All agreed that this was an accurate record of the assets.

Vote: 9 For, 0 Against and 0 Abstentions

The meeting concluded at 19.35hrs