

Parish Council of Coleford

Miss V Watts
Clerk to the Council
Tel: 07971 516916 / 01749 880428
Email: clerk@colefordpc.org.uk

Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

Minutes of the Parish Council Meeting held Wednesday 27th May 2026

Present Cllr Ham (Chairman), Banks, Evans, Fisher, Paterson and Townsend

In attendance No members of the public present
The Clerk, Vickie Watts taking the minutes

1. Public Forum

1.1 It was noted that a hedge located on the High Street, on the bend before the property known as the Grove has become overgrown and is impacting on those using the road.

Action: Clerk to establish address and write requesting that the overgrown hedge be cut back

1.2 A hedge and verge have become overgrown at a property located on Church Street which is impacting on road users.

Action: Clerk to establish address and write requesting that the hedge and verge be cut back

1.3 Concern was raised over a tree at the Highbury bus stop. It is alleged that the roots are causing damage to the neighbouring property.

Action: Clerk to seek professional advice.

1.4 Cllr Fisher said that a parishioner had given thanks to the Parish Council for completing the recent tree work at Roman Way.

1.5 Cllr Townsend said that he had challenged the current road closure with Somerset Highways in the same way that he had the previous, but the response was that on this occasion the work could not be completed safely without complete road closure.

2. Apologies for Absence

Apologies were received from Cllr Allen, Bell, Douglas-Burke, Moulding, Palmer, Pearce and Swords

3. Declarations of Interest and dispensations

There were none.

4. Planning Applications

4.1 2026/0907/HSE - Erection of a new single storey rear/side extension and front porch
The Haven, 65 Mendip Vale, Coleford, Radstock

All Councillors had considered the plans prior to the meeting. After discussion it was proposed by Cllr Townsend and seconded by Cllr Paterson that the application should be recommended for approval.

Vote: 5 For, 0 Against, 1 Abstention (Somerset Councillor)

Action: Clerk to notify the Planning Officer

- 4.2 2026/0800/HSE - First floor side extension, replace conservatory with single storey rear extension. Kanda Cottage, Tinkers Lane, Newbury
All Councillors had considered the plans prior to the meeting. After discussion it was proposed by Cllr Banks and seconded by Cllr Paterson that the application should be recommended for approval

Vote: 5 For, 0 Against, 1 Abstention (Somerset Councillor)

Action: Clerk to notify the Planning Officer

5. Planning updates

- 5.1 It was agreed that Cllr Townsend would draft a response to the letter dated 22nd April received from Bill Cotton, Service Director of Somerset Council with regards the Rainier Appeal, 2024/0163, Anchor Road, Coleford and why they did not defend the appeal.

Action: Cllr Townsend to draft a response to be shared with all Councillors

6 Review Footpath reports for Spring 2026

Councillors had considered both the North and South report and agreed that they should be sent to Somerset Rights of Way with encouragement that some of the more serious issues are addressed.

Action: Clerk to send to Somerset Rights of Way. Clerk to ask Jamie Witt for the name of the new owners of Newbury works.

7 Finance

- 7.1 Review and accept the insurance renewal with Clear Insurance Management Ltd
The clerk confirmed that the Parish Council insurance was in its 2nd year of a 3 year contract and provided appropriate cover which was agreed by full Council.

Vote: 5 For, 0 Against, 1 Abstention (Somerset Councillor)

- 7.2 Consider & approve section 1 Audit - Annual Governance statement 2025/26
The Clerk had signed and circulated section 1 of the Annual Governance statement for consideration prior to the meeting. The Clerk then read the questions with Councillors answering yes to questions 1 to 10 and not applicable to question 9. It was agreed that the Chair should sign the statement.

Vote: 6 For, 0 Against, 0 Abstention

- 7.3 Consider & approve section 2 Audit - Accounting statements 2025/26
The Clerk read Section 2 the Accounting statements for 2025/26 which had been completed using the figures for the previous financial year ending 2025 and year ending 2026. All Councillors present acknowledged that the page was completed correctly and agreed that the Chair should sign off the section.

Vote: 6 For, 0 Against, 0 Abstained

Action: Clerk to ensure that the audit is published on the parish noticeboards and website and submitted to the external auditors.

- 7.4 Consider Internal Auditors report 2025/26
The Clerk confirmed that the internal audit had been completed and section 1 – the Internal Audit Report 2025/26 had been signed. The Internal Auditor had submitted a report confirming there were no significant issues identified but gave some recommendations which could be implemented in the future.

Action: Clerk to send letter of thanks to the internal auditor and ensure payment is made at the next meeting

7.5 Accounts approved for payments:
The following invoices were checked by Cllr Banks and Evans and recommended for payment.

V Watts – Expenses	£ 17.47
Travis Perkins – Composite joists for Preachers Vale benches	£177.35
Somerset playing Field Association – Annual subscriptions	£ 15.00

It was agreed by full council that the payments should be made and that the Clerk would submit the payments to Unity Bank for Councillors to approve.

Vote: 6 For, 0 Against, 0 Abstained

Action: Clerk to submit payments for approval

8 **Agree the removal of the old 5 aside goals at Highbury Playing Field Hardcourts**
The old tractor weights are to be returned to Cllr Ham. The Clerk to arrange the collection of the old goals for safe disposal. Any funds raised will be paid to the Council.

Action: Clerk to progress

9 **Review and Agree Policies**
The following policies were adopted:

- Complaints policy and procedure
- Data protection policy
- Document retention and disposal policy
- Privacy policy

Action: Clerk to ensure the policies are uploaded to the website.

10 **Correspondence**
21/05/26 - Email received highlighting concern on the levels of soil brought into the playing field which were exceeding the approved heights. It was reported that large rocks had also been tipped. Pennys had confirmed the large rocks were in fact consolidated clay and the levels will be in line with the required heights once landscaping has taken place.

14/05/26 – Grant request received to support an individual for the international adventure Somertrek 27 to Switzerland.

Action: Clerk to make enquiries and report back.

13/05/26 – Information requested from Aspiris to enable them to set Coleford PC up as a supplier.

Action: Clerk to provide the information requested.

11 **Date of Next Meetings:**
10th June 2026 Parish Council meeting
24th June 2026 Planning meeting

The meeting ended at 20.50hrs