Parish Council of Coleford

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Minutes of the Parish Council Meeting held Wednesday 28th October 2026

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

In attendance 1 member of the public present
The Clerk, Vickie Watts taking the minutes

1. Public Forum

1.1 Cllr Pearce submitted the small grant application on behalf of Knit and Natter.

1.2 Cllr Fisher reported that the hedge bordering the footpath which runs from the car park on Highbury Street to Church Street was encroaching and causing an obstruction to those using the footpath. The car park hedge was also in need of being cut.

Action: Cllr Fisher to take photos and establish the address of offending hedges. Clerk to write to Somerset council and residents to request that the hedge be cut back.

1.3 Cllr Townsend confirmed that he had written to Somerset Highways regarding the recently proposed diversions for work taking place at Stockhill and Mells Road. Both diversions direct traffic to use Charity Lane which incorporates single track lanes causing issues especially during Newbury Manor school drop off and pick up times. Cllr Townsend has highlighted that the route is not comparable to that of the closed section so the route should be re routed to allow ease of access for all traffic.

1.4 The Clerk reported that 2 emails had been received highlighting that there had been a near miss between a child and a car of Church Street. The residents requested that the issue be reported to Somerset Highways and that implementation of 20mph and improved signage to highlight that there are pedestrians and speed should be reduced. Cllr Ham said that he would forward this to Somerset Council as the Somerset Councillor.

1.5 Cllr Banks said that some years ago the street name signage at the lower end of the village was improved however, the Norton Hill properties, which run from the old off licence down to the Green was missed off. This road has its own postcode and regularly experiences difficulties with deliveries. A resident has given verbal consent to have a new street sign installed on their land.

Cllr Banks said that Hippys Lane was also in need of a sign.

Cllr Townsend asked if Lipyeate could also be included within the request.

Action: Cllr Banks and Townsend to provide a plan showing where the signs to be installed and with the names as they should appear. The Clerk to then request the signs from Somerset Council.

1.6 The Clerk confirmed that the land registry document and map identified the landowner responsible for the trees which border the footpath which runs behind the Kings Head to the Green.

Action: The Clerk to write to the owners and request that the trees be cut back to reduce the risk to neighbouring property and making the footpath more accessible

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1.7 A resident has offered to buy hardcore and lay in the entrance of the footpath FR 4/25 which floods badly. Cllr Ham believes that he may be able to obtain some free of charge from a local quarry.

Action: Cllr Ham to source materials from the quarry.

1.8 Cllr Ham confirmed that a letter had been received from Somerset Council confirming that the application submitted by the Parish Council to make the Royal British Legion, Coleford an Asset of Community Value had been accepted.

2. Apologies for Absence (acceptance of any reasons offered)
Cllr Swords and Allen sent apologies which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting
There were none.

4. Planning Applications
There were none.

5. Consider Grass Cutting Contract to commence Spring 2027
The Clerk had shared the grass and hedge cutting contract with all Councillors for comment. Some minor amendments were suggested which the Clerk will update. It was agreed that the tender documents would then be ready to send to contractors.

Vote: For 7, Against 0, Abstention 0

Action: Clerk to update the documents and advertise the contract in line with the financial regulations

6. Finance

6.1 Agree Bank Reconciliation
This will be approved at the November meeting.

Action: Agenda item for November meeting.

6.2 Consider the 2nd Quarter Budget Review 2026/27
The Clerk had shared the 2nd quarter budget review with all Councillors prior to the meeting, which included predicted forecast until the financial year end. It was noted that the Council is expected to hold 6 months of its total predicted spend in reserves at any one time. It was agreed that the budget review should be approved and signed by the Chair.

Vote: For 7, Against 0, Abstention 0

Action: It was noted that the Clerk should progress with the purchase of the SID for Stockhill

6.3 Consider and approve privacy documents for Clerks Pension scheme
Clerk to resend so that it can be reviewed and agreed by the Finance working party.

Action: Clerk to resend and ensure progressed.

6.4 Approve amendment to standing order for Salary and Pension payment
All Councillors agreed that the standing orders should be amended to match the required amount as advised by PATA Payroll for the October payment.

Vote: For 7, Against 0, Abstention 0

6.5 Consider purchasing a new defibrillator
The Clerk outlined that the defibrillator outside the Co-op was currently out of action due to unit being used meaning the pads/batter pack need to be replaced. This particular type of defibrillator is still experiencing back-order delays due to recall some time ago, which means we are vulnerable to being without a defibrillator when waiting for replacements to come. A different make of unit would not experience the same delay.

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After discussion it was agreed that the Clerk would purchase 2 x pad/battery packs so that there is a spare set and investigate grants to purchase a 3 defibrillator for the village.

Action: Clerk to order pad/battery pack. Seek grant opportunity for new defibrillator.

7. Discuss the proposed improvements to the changing rooms at Highbury playing field & consider whether to contribute towards the work.

Coleford Athletic Football Club explained that in order to play in a higher league, the changing rooms require upgrading to meet expected standards. Quotes have been provided and schedule of work proposed. The Club have agreed to utilize the various skilled workmen to help complete the work as well as committing to £5K towards the cost. They need an additional £7,500. After much deliberation it was agreed that the Parish Council would match fund the £5K that CAFC had raised. If CAFC raise the additional £1,250 then the Parish Council would match that making the maximum contribution £6,250.

Action: Clerk to notify CAFC in writing

8. Date of Next Meetings:

4th November 2026	Small Grants Working Party meeting
11th November 2026	Parish Council meeting

The meeting ended at 21.10hrs

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