Parish Council of Coleford

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Minutes of the Parish Council Meeting held Wednesday 14th October 2026

Present Cllr Banks (Acting Chairman), Allen, Evans, Fisher, Moulding, Palmer, Pearce and Townsend

In attendance 8 members of the public present plus Somerset Cllr Barry Clarke
The Clerk, Vickie Watts taking the minutes

1. Public Forum

1.1 A member of the public asked if the back of the hedge which borders Church Street gardens can be cut as the brambles are encroaching into the neighbouring garden. They did ask the contractor if this could be done but they were told it was not part of the contract.

Action: Clerk to request that the Contractor cuts the back of the hedge.

1.2 A resident asked if the Council could promote the various groups which will be open during the winter which will welcome residents as a warm place. The Clerk confirmed that it was a priority for this week and will be well advertised.

Action: Clerk create list of warm places.

1.3 A resident said that having attended the Peoples Emergency Briefing film shown at the Hub this week, would the Parish Council be able to help to coordinate the installation of electric charging stations within the village.

Action: Cllr Palmer said that he had been tasked with this and will report back to the Council

1.4 A member of the public said that they had engaged with the Ramblers who were looking trying to identify unrecorded public rights of way for inclusion in the Definitive Map before the 2031 legislative deadline. They had responded by answering the questions on behalf of the residents of Coleford. The Chair thanked them for completing the review.

1.5 A member of the public said that they had been inspired by the Shepton Mallet Snowdrop festival and were considering a similar event for Coleford but with Cowslips. They are currently working on growing some plugs from seed which can then be donated to families to plant in their front gardens and be planted on Council land. They hoped that Councillors would be supportive of the concept. All present agreed that this was a lovely idea which would be supported by the Council.

1.6 A resident asked who was responsible for the weeds growing on the pavements and road sides. Cllr Banks said that this was previously addressed by Somerset Council but is not something that is now being given priority.

1.7 A request was made by a resident, for a full formal traffic survey of Charmborough Lane to assess both volume and type of vehicles. Cllr Townsend said that this has been requested in the past. Somerset Council Highways department said that we cannot stop HGV's if they have a legitimate need to access the village.

1.8 Concern was raised again regarding the trees which border the footpath which runs along the back of the Kings Head public house. The trees overhang the path and properties causing concern that they might fall, damaging property and electricity cables. The Clerk confirmed she has already contacted the Rights

of Way Officer who had agreed to try and progress but there had been no positive updates. Land registry documents have been obtained and the Council will write to the landowner and Western Power regarding the concerns.

Action: Clerk to progress

2. Planning Applications

Acting Chair Cllr Banks said that the planning applications would be brought forward. The plans for each application had been shared with all Councillors prior to the meeting and were discussed individually. The decisions were as follows:

2.1 2026/1790/FUL – Land At 367977 149770 Brewery Lane, Holcombe
Partial demolition of stables, relocation of two stables and the erection of a general-purpose agricultural building
Proposed by Cllr Allen and seconded by Cllr Moulding that the application be recommended for approval.

Vote:6 For, 1 Against and 1 Abstentions

2.2 2026/1791/FUL at Rope Walk Farm, Lipyeate, The erection of a general-purpose agricultural building and welfare facility/farm office
Proposed by Cllr Allen and seconded by Cllr Palmer that the application be recommended for approval.

Vote:4 For, 3 Against and 1 Abstentions

2.3 2026/1750/HSE - 18 Goodeaves Cottages, Highbury Street, Coleford
Conversion of an existing detached garage to an insulated home office/workspace with bathroom facilities ancillary to the main dwelling, including associated external alterations.
Proposed by Cllr Townsend and seconded by Cllr Moulding that the application be recommended for approval. It was agreed that it should be highlighted to the planning officer that the application makes no reference to how foul drainage would be addressed.

Vote:8 For, 0 Against and 0 Abstentions

2.4 2026/1856/HSE at Southview House, Ham Hill, Coleford
Proposed demolition of existing garage, erection of replacement garage and extensions and alterations to existing dwelling.
Proposed by Cllr Allen and seconded by Cllr Townsend that the application be recommended for approval.

Vote:8 For, 0 Against and 0 Abstentions

2.5 2026/1851/HSE at The Old Mill, Hippys Farm Lane
Demolition of the existing lean-to extension on the rear (west) elevation of the dwelling and the erection of a replacement single storey extension with associated alterations
Proposed by Cllr Pearce and seconded by Cllr Moulding that the application be recommended for approval subject to the approval of the Conservation Officer.

Vote:8 For, 0 Against and 0 Abstentions

2.6 2026/1852/LBC at The Old Mill, Hippys Farm Lane
Demolition of the existing lean-to extension on the rear (west) elevation of the dwelling and the erection of a replacement single storey extension with associated alterations
Proposed by Cllr Pearce and seconded by Cllr Moulding that the applications be recommended for approval subject to the approval of the Conservation Officer.

Vote:8 For, 0 Against and 0 Abstentions

Action: Clerk to notify the planning office of the decisions made

3. Apologies for Absence

Apologies were received from Cllrs Ham, Swords and Bell which were accepted by the Chair. Cllr Douglas-Burke did not attend.

4. Declarations of Interest and dispensations

Cllr Pearce declared an interest in the planning applications 2026/1790/FUL and 2026/1791/FUL. Cllr Evans declared an interest in agenda item 12.7 – Payments.

5. Resignation / Co-option of Councillors

There were none. Councillors asked to spread the word that the Council has a vacancy.

6. Approve the minutes from the meetings held on 9th September 2026

The draft minutes from the meeting had been shared and displayed on the website. It was agreed that they accurately reflected the meeting and should be signed by the Chair.

Vote:8 For, 0 Against and 0 Abstentions

7. Actions arising from the minutes

All actions had been completed or would be discussed as an agenda item during the meeting, apart from:

- **Consider hosting a warm space during the winter 2026/27**
  After discussion it was agreed that the current groups which are already set up and running within the village would be approached to establish if they would be prepared to welcome people over the winter as a warm space if needed.
  Action: Clerk to discuss with group leaders.

- Cllr Townsend to send a letter to the planning officer regarding the implications building on mining sites.
  Action: Cllr Townsend to action

- The hedges from Vobster to Stockhill continue to be an issue despite Cllr Townsend reporting to Somerset Highways. It was agreed that Cllr Ham would pass on the landowners addresses so that the Clerk can write directly requesting that they cut back the hedges.
  Action: Clerk to write requesting the hedges be cut back

- Three other locations of overgrown hedges were reported by Cllr Banks. Addresses to be confirmed so that the Clerk can write.
  Action: Cllr Banks to provide the addresses. Clerk to write requesting the hedges be cut back

- Highway - Report of any new issues
  Cllr Palmer asked if the proposed pedestrian crossing at Alfords Ridge, which was mentioned at the last meeting, was in fact too close to bend which may explain why it was never built. Cllr Ham said this could be the reason but he would be raising it with Somerset Highways.
  Action: Cllr Ham to discuss the Alfords Ridge pedestrian crossing with Somerset Council

- Community Car Share Scheme
  Action: Clerk to arrange a meeting to discuss Community Car Share

8. Reports from

8.1 Somerset Council - Report received from Cllr Barry Clarke which had been shared with Councillors and is displayed on the parish council website.

8.2 PCSO - Report submitted and displayed on the website. Crime statistics for August were:

Theft	1
Violence against the person	6

8.3 Climate Action Group - The Peoples Emergency Briefing film was shown last night at the Hub which was well attended.

8.4 Coleford Shedders – Cllr Palmer said that the shed is progressing well. The group has agreed to renovate the bench at Underhill. It was agreed that a letter of thanks would be sent to the Shedders thanking them for the renovation work completed on the Preachers Vale benches and the phone box. Particular thanks to Dave Morse, Terry Reakes ad Pete Matthews.

Action: Clerk to draft letter of thanks.

9. Planning updates

Cllr Townsend confirmed he had written to Planning Consultant Mark Reynolds regarding a time limit on Gladman application. There has been no response. Somerset Cllr Barry Clarke said that he believed that there would be no deadline.

10. Highways including:

10.1 Councillor update

Items reported / actioned since 9th September meeting:

- Anchor Rd/Brewery Lane - further patching done
- Stoke Bottom - major edge erosions made up towards Fairy Cave junction
- Goodeaves Close/Highbury St junction - pothole repaired
- Highbury St - sunk trench reported
- Anchor Close - pedestrian crossing light failed, LEDs requested
- Anchor Rd/Fairfield - sunk drain reported and repaired
- Underhill - damaged wall reported
- Stockhill - abandoned Road Closed sign reported again
- Haydon Rd - further patching done
- Charlton Lane - further patching done.
- Preachers Vale - hole in pavement by no 8 filled
- Charmborough Lane – 100-yard-long stretch of edge erosions made good, pity about the road closure sign in the wrong place.
- Road closure - noted that the closure of Charlton Rd for one day will cause a diversion through Charmborough Lane with the continued closure of Stratton Rd due to the long-delayed badger issue.

10.2 Report of any new issues

- The road between the lorry entrance at Halecombe Quarry and the junction is subsiding.
- A request was made for the installation of a 'Slow' sign as you leave Leigh on Mendip to warn drivers of the junction which is around the corner.

Action: Cllr Townsend to investigate both issues and report / action

10.3 Update on installation of Speed Indicator Devices (SID's) at Stockhill and Lipyeate

The Clerk continues to work on seeking approval from Somerset Highways and has engaged with residents for consent over the new locations. Once approved the Memorandum of Understanding will be submitted and the posts will be ordered.

Action: Clerk to continue to progress with the information required from Somerset Highways.

11. Consider Grass Cutting Contract to commence Spring 2027

To be carried forward to the next meeting.

Action: Agenda item for next meeting

12 Finance

12.1 Agree Bank Reconciliation – To be considered at the next meeting.

Action: Agenda item for next meeting

12.2 Consider the 2nd Quarter Budget Review - The Clerk asked all Councillors to consider the information shared ready to comment at the next meeting.

Action: Agenda item for next meeting

12.3 Consider and approve privacy documents for Clerks Pension scheme – It was proposed by Cllr Allen and seconded by Cllr Palmer that the Finance working party should review the policy, agree, submit and report back at the next meeting.

Vote:8 For, 0 Against and 0 Abstentions

Action: Finance working party to review the privacy document. Agenda item for next meeting

12.4 Consider and agree Copyright Infringement penalty – It was proposed by Cllr Fisher and seconded by Cllr Evans that after consideration it was agreed that there would be no further action until a legal letter is received.

Vote:7 For, 0 Against and 1 Abstentions

12.5 Consider quote for bench repairs at Coleford playing field Reconciliation – To be considered at the next meeting.

Action: Agenda item for next meeting

12.6 Summary of payments made electronically last month - All payments were made in line with the minutes agreed from the meetings held last month. The Clerk also amended the standing orders for one month only, the Clerks Salary to £1,357.71 and Pension £368.52 to account for the back pay agreed at the September meeting.

12.7 Accounts approved for payments
Cllr Evans declared an interest. The following invoices were presented for payment:

V Watts	September Expenses	£44.50
HMRC	October payment	£212.58
PATA Payroll	Quarterly payroll services	£67.30
SALC	Responding to Planning Applications 05/10/2026	£25.00
SALC	Code of Conduct 12/10/26	£25.00
Cam Valley	Annual Membership	£10.00
Nick Ham Services	Preparation of Highbury Playing Field & re seed	£4,729.20
Somerset Council	2nd Quarter Bin Emptying	£655.20
Keith Evans	Mileage 78 miles @ 55p	£42.90

All Councillors agreed that the payments should be made. Invoices were checked by Cllr Banks, Townsend and Evans. Payments are to be set up online by the Clerk and will be approved by Cllr Banks and Townsend.

Vote:7 For, 0 Against and 1 Abstentions

Action: Clerk to action

12.8 Notification of monthly payments made by standing order - The following payments were made by standing order in September:

V Watts – Salary	£1,357.71
Somerset Council – Clerk Pension	£ 368.52
LSJ Gardening services – Grass Cutting	£1,527.48
EDF – Electricity at the Changing Rooms	£ 33.04

13 Highbury Playing Fields

13.1 Update on the levelling of the playing field and subsequent works
The Clerk confirmed that the contractor cultivated the land but found that there was one particular area which was excessively stoney. After consultation with the Chair, it was agreed that a stone picker would be hired to ensure that the quality of seed bed was not compromised. A team of volunteers also assisted with hand picking some of the large stones which were placed around the perimeter of the field which will need to be collected at a later date once the grass has become more established. The seed was sown and has grown well.

The Clerk will press Pennys for the report and establish when the benches will be reinstated near to the pump track and when the hard standing area adjacent to the pump track will be cleared.

Action: Clerk to contact with Penny's to progress the final points

13.2 Update on information from Stone King regarding the playing field charity
The Clerk has sought advice from the Somerset Playing Field on how we progress after the advice from Stone King.

Action: Clerk to follow up

13.3 Discuss the proposed improvements to the changing rooms at Highbury playing field.
To be discussed at the next meeting when the second quarter budget review has been considered.

Action: Agenda item for next meeting.

14 Consider relocating the Notice Board from Underhill to outside @ The Hub, Church St.
To be considered at the November meeting.

Action: Agenda item for next meeting

15 Update on the Community Fridge project
To be considered at the November meeting.

Action: Agenda item for next meeting

16 Consider and approve the Coleford PC Small Grants policy
The new Small Grants Criteria and newly laid out Application Form were shared with all Councillors. It was proposed by Cllr Evans and seconded by Cllr Townsend that the new documents should be approved for use immediately. Clerk to upload onto the website and advertise that applications are welcome with the deadline being 1st November.

Vote:8 For, 0 Against and 0 Abstentions

Action: Clerk to action

17 Meetings to attend / attended
16/09/26 at 10am – Halecombe Quarry meeting. Cllr Pearce attended
08/10/26 – SALC AGM – Cllr Evans attended
13/10/26 – Peoples Emergency Briefing – Cllrs Moulding, Banks, Townsend, Fisher and the Clerk attended
06/10/26 – Whatley Quarry, Potential extension to the quarry – Cllr Townsend attended.

21/10/26 @ 7.30pm National Allotment Society South West AGM
23/10/26 from 10 – 12 noon Wessex Water Community Drop in at Shepton Mallet Library
25/10/26 @ 10am – Coleford Litter Pick

18 Correspondence
12/10/26 – Application for Memorial. Awaiting confirmation of the proposed material

Action: Clerk to follow up.

24/09/26 - Email received re Public Transport – Shepton Mallet on the Move.

Action: Resent to Cllr Moulding for review and comment

02/10/26 – Royal British Legion Poppy Appeal – Request for confirmation of any donation on top of the cost of the wreath. It was agreed that the amount should be round up from £23.00 to £30.00

Vote:8 For, 0 Against and 0 Abstentions

Action: Clerk to notify the RBL as requested & add to next agenda for payment. It was agreed that Cllr Banks would lay the Wreath at the Legion on Sunday 8th November at 3pm

12/10/26 – Notification from the mobile library driver to say they are retiring. It is understood that the service will continue but there may be a delay whilst recruiting and training.

19 Date of Next Meetings:

28th October 2026	Planning meeting
4th November 2026	Small Grants Working Party meeting
11th November 2026	Parish Council meeting

The meeting ended at 21.24hrs