Parish Council of Coleford

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Minutes of the Parish Council Meeting held Wednesday 11th November 2026

The Chair asked for a minutes silence to mark Remembrance Day.

Present Cllr Ham (Chairman), Allen, Banks, Evans, Palmer and Townsend

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

1. Public Forum

1.1 It was mentioned that the drain outside the new house next to the new Co-op is blocked.

Action: Cllr Townsend to report.

1.2 A resident raised concern about the trees on the land adjacent to the footpath to the rear of the Kings Head. A mature tree is overhanging his property and he wanted to know whose responsibility it is to cut it back. It was noted that if branches are overhanging your land you are entitled to cut them off. The resident said that the tree is large and will need specialised attention.

The Clerk said a letter had been sent to company recorded as the owner with land registry requesting that they take action. It had since been mentioned that the company had gone bankrupt.

Action: Clerk will investigate further.

It was noted during the last week Somerset Council had been seen on two occasions measuring the footpath. It is not known why this was being done but it had been mentioned by a resident that they were questioning the ownership.

1.3 A resident had said that a barrier needed to be erected on the Charmborough Lane bridge but Cllr Townsend said that he believed Somerset Council had already added some reflective posts to highlight the edge.

1.4 It had been reported that the drain at the back of the Hub had been broken. It was noted that this should be dealt with by the Hub committee.

2. Apologies for Absence

Apologies were received from Cllrs Bell, Fisher, Moulding and Swords which were accepted by the Chair.

3. Declarations of Interest and dispensations

Cllr Townsend declared an interest in the Small Grant application from Coleford & Holcombe Community magazine.

4. Resignation / Co-option of Councillors

Deborah Douglas- Burke had sent a letter of resignation.

Action: Clerk to write a letter of thanks from the Council

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5. Approve the minutes from the meetings held on 14th and 28th October 2026

The draft minutes from the meetings 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: 5 For, 0 Against and 0 Abstentions

6. Actions arising from the minutes

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

- Cllr Palmer to investigate the installation of electric charging points within the village.

  Action: Agenda item for the next meeting

- Clerk to write letters to the landowners of the overgrown hedges which border the roads to Vobster.

  Action: Clerk to write requesting the hedges be cut back

- The Clerk to be notified whether the other overgrown hedges have yet to be cut.

  Action: Cllr Banks to notify the Clerk if letters need to be sent to the owners requesting the hedges be cut back

- Community Car Share Scheme

  Action: Clerk to arrange a meeting with Cllr Palmer and Nick Margison to discuss Community Car Share

7. Reports from:

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

7.2 PCSO - Report submitted and displayed on the website. Crime statistics for October were:

Theft	4
Violence against the person	3

7.3 Climate Action Group – No report received

7.4 Coleford Shedders – Cllr Palmer said that he would be stepping down as Chair, but the team were doing well.

7.5 Coleford @ The Hub – Saturday 5th December from 5.30pm and 9.30pm there will be a Christmas event held at the Hub when they will be switching on the Christmas tree lights. The event will be run both inside and out. Refreshments will be available with all proceeds going to @ The Hub.

Cllr Allen arrived 19.47hrs

8. Small Grants

Cllr Banks reported that the Small Grants working party had met to consider the applications. He explained that there was a total of 8 applications which he then read and advised the merits and the recommendation made. After discussion a vote was taken which was in favour of supporting the working party's decision. It was noted that the Football Clubs application was refused as the Parish Council had agreed a large grant to support the changing rooms renovation at the last Council meeting. It was also felt that the application from Bishop Henderson School was outside the scope of the grants scheme.

Vote: 5 For, 0 Against and 1 Abstention

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Table of awards shown below:

Group / Club	Total Cost of Project	Total recommended	Project	Amount agreed
Friday Afternoon Club	£425.70	£220.00	5 x Comfy chairs	£220.00
Coleford Theatre Group	£2,000.00	£500.00	Hall hire and costume	£400.00
Knit & Natter	£100.00	£100.00	Wool	£150.00
CAFC	£13,000.00	£500.00	Towards playing field renovations	£0.00
Tuesday Afternoon Club	£1,140.00	£380.00	Coach travel	£380.00
CHCM	£500.00	£300.00	Printing costs	£300.00
Bishop Henderson School	£1,520.00	£500.00	Treework	£0.00
Coleford Food Store	£500.00	£600.00	Food parcels	£600.00
Amount requested:	**£19,185.70**	**£3,100.00**	**Total**	**£2,050.00**

9. Planning

9.1 2026/1979/FUL at Land At 367854 150191 Brewery Lane, Holcombe
Change of use of agricultural land for canine exercise & training field. Install 1.2m post-and-mesh boundary fence, parking and turning area with access gates and placement of timber shelter.
All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed that the application be approved subject to the visibility splays meeting the required standards set by Somerset Highways.

Vote: 4 For 1 Against and 1 Abstention (Somerset Councillor)

9.2 2026/2104/FUL - Cherry Gardens Farm Lipyeate Cross To Luckington Cross, Newbury.
Demolition of existing dwelling & part of adjacent barn to erect replacement dwelling & garage building with associated landscaping works
All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed that the application be approved. It would like to recommend that there should be an improvement to the visibility splays where the entrance track meets the highway.

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

9.3 2026/2103/FUL - Cherry Gardens Farm Lipyeate Cross To Luckington Cross, Newbury
Installation of horse walker and covered lunge pen with associated access track
All Councillors had the opportunity to consider the plans prior to the meeting. After discussion it was proposed that the application be approved.

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

10. Planning updates

Cllr Townsend said that he would draft the letter regarding the presence of mining shafts to be sent to the planning department along with an article on how mining shafts meant that newly built houses had to be evacuated.

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11. Highways including:

11.1 Councillor update – Cllr Townsend provided the following report:
Issues reported and actioned since 14th October meeting -

- Kings Head Bridge - several potholes/erosions reported
- Halecombe - undulations and potholes reported, Highways responded "Not urgent - planned work"
- Soho cross roads - lack of warning signage from Leigh direction and overgrown hedges reported
- Anchor Rd/Beacon View junction - small but deep pothole reported and repaired
- B3139/Charlton Lane junction - stones from collapsing wall reported and removed
- Road closures at Stockhill and Mells Rd - objected to dangerous diversions through Charity and Cherry Gardens Lanes, review promised, response awaited
- Kilmersdon Ames Lane - potholes and edge erosions reported, inspected, and work issued to contractor.

The Chairman had issued a robust follow up to Somerset Chief Exec following no action from his meeting with Somerset Highways in May covering 6 critical areas around the parish. A response had been received explaining why many of the issues raised could not be addressed. Cllr Ham said that he would respond and consider sharing the letter received with the public so they could see first hand how Somerset Highways view the issues raised within the parish.

Action: Cllr Ham to draft a response to Somerset Highways and include in Parish Magazine if felt appropriate.

Somerset Highway Engineer has been in touch to ask if the Parish Council wanted to apply for any single or double yellow lines in the Parish. If so, the requests will be considered by Somerset Highways and submitted and advertised in the next amendment order.

After discussion it was agreed that double yellow lines would be sought at the following locations:

1 At the junction of Careys Mead
2 Opposite the Coleford Playing Field entrance at Underhill
3 Opposite Newbury Hill to help lorries when pulling on to Highbury Street
4 At the junction of Beacon View
5 Opposite Church Street outside of the Co-op on both roads

Action: Clerk to submit the abovementioned locations which will be considered by Somerset Highways.

11.2 Report of any new issues – There were none.

11.3 Update on installation of Speed Indicator Devices (SID's) at Stockhill and Lipyeate – The Clerk had further consulted with residents around the new site for the SID near Rope Walk. The response was unanimously in favour of the unit being installed. The Clerk had completed the Memorandum of Understanding and submitted it to Somerset Highways Engineer Sara Davies along with the letters of support. Sara has confirmed that she has requested to posts be installed.

The Clerk asked which SID unit we wished to purchase, the version with the message shown beneath the speed shown or without. The basic version is £300 less than the higher spec. After discussion it was agreed that the higher spec should be purchased.

Vote:6 For, 0 Against and 0 Abstentions

Action: Clerk to confirm the spec for the SID with Elan

12 Review of the Footpath Warden Reports

The Clerk confirmed that the reports for the footpaths in both North and South of the village have been received and would be shared with both the Councillors and Somerset Rights of Way with a request that action be taken where required.

Action: Clerk to share the Footpath reports

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13 Finance

13.1 Agree Bank Reconciliation – Cllr Palmer checked the bank reconciliation which he agreed was correct.

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

Action: Agenda item for next meeting

13.3 Summary of payments made electronically last month - All payments were made in line with the minutes agreed from the meetings held last month.

13.4 Accounts approved for payments

The following invoices were presented for payment:

V Watts	October Expenses	
HMRC	November payment	£212.58
RBL Poppy Appeal	Poppy Wreath (£23) & Donation (£7)	£30.00
Holy Trinity Church, Coleford	Donation towards the grass cutting for the Church yard	£1,350.00
Read Agriservices	Generator service	£82.69
The Hub	Hall Hire 6 months for April - September	£372.00
Alison Green	Footpath warden	£50.00
Paul Gilson	Footpath warden	£50.00
Friday Afternoon Club	Small Grant Request £220	£220.00
Coleford Theatre Group	Small Grant Request £500	£400.00
Knit & Natter	Small Grant Request £100	£150.00
Tuesday Afternoon Club	Small Grant Request £380	£380.00
CHCM	Small Grant Request £300	£300.00
Coleford Food Store	Small Grant Request £600	£600.00
Paid on 05/11/26		
Medisol BV	Defibrillator pads x 2	£242.88

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 two Councillors.

Vote:7 For, 0 Against and 1 Abstentions

Action: Clerk to set up payments

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

V Watts – Salary	£1,211.09
Somerset Council – Clerk Pension	£ 317.60
LSJ Gardening services – Grass Cutting	£1,527.48
EDF – Electricity at the Changing Rooms	£ 33.04

14 Highbury Playing Fields

14.1 Update on the planning conditions for levelling of the playing field

The Clerk confirmed that progress is being made if pulling together the required information.

14.2 Update on Coleford Recreation Charity

The working party are pulling together the required paperwork for the charity. They are also in discussion with Coleford Athletic Football Club regarding providing them with an agreement to show they have security to use the field and changing rooms for an agreed period of years, which they need to enable them to play in the higher league.

Action: Agenda item for the next meeting.

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15 Consider relocating the Notice Board from Underhill to outside @ The Hub, Church Street
Coleford Shedders to provide a quote to renovate the notice board at Underhill rather than relocate.

Action: Agenda item for next meeting

16 Update on the Community Fridge project
It was agreed that a letter would be sent to the Coleford Legion to ask if they would consider hosting the community fridge outside the building.

Action: Clerk to progress. Agenda item for next meeting

17 Meetings to attend / attended
20/11 – CPRE AGM. Cllr Townsend to attend
24/11 – Climate Group meeting. Cllr Townsend to attend

Request from the allotment holders to have a meeting / social event.

Action: Clerk to coordinate for the New Year with allotment holders

18 Correspondence
Clerk & Council Direct – Passed to Cllr Ham
Allotment magazine – Passed to Cllr Ham

19 Date of Next Meetings:

25th November 2026	Planning meeting
9th December 2026	Parish Council meeting

The meeting ended at 21.36hrs

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