

Parish Council of Coleford

Gallant Hill Farm, Foxcote, Radstock, BA3 5YB
Miss V Watts, Clerk to the Council
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Minutes of the Parish Council Meeting held Wednesday 26th April 2023

Present

Cllr Ham (Chairman presiding) Cllrs Allen, Barrett, Drescher, Evans, Pearce, Paterson and West
6 members of the public were present. The Clerk, Vickie Watts taking the minutes

1. Public Forum

1. Mary Pearce reported that plans for the Community event on Monday the 8th May are progressing well. So far, we have confirmation that the following organisations will be attending:

Knit and Natter.	Tuesday Afternoon Group.
Dungeons and Dragons.	The Piano Shop -saxophones
Coleford Methodists.	Westfield Choir
Love to Move.	Coleford Football.
Coleford Scout Group.	Craft and Flower Show.
Food Bank.	Church of England.
Thursday Coffee.	Coleford ROCKS.
Health Connectors.	Climate n Environment Group.
Huckyduck Carnival Club.	Village Agent.
Time is Precious.	The Hub.
Coleford Conservation Group.	Parish Council.
Theatre Group.	Fitness and Wellbeing.
Walking Group.	New Coleford Allotments.

Some are yet to confirm but there was disappointment that despite PCSO Rob Nell promising to come along, Amanda Weir has now emailed to say that no one will be available and despite our best efforts to get a fire engine to attend, the Fire brigade have to remain in Frome on standby.

During the event there will be the opportunity for people to make suggestions for new activities, or be put in contact with something that is not currently at the event. For example, a repair shed, play skittles or cribbage.

The event has been well promoted in the village and Somer Valley Radio have said that they may also promote.

There will be colouring of crowns for children and refreshments for all attending.

2. It was asked by a member of the parish if there were any further information regarding planning application 2022/1207. Cllr Townsend was making enquiries and would be in touch.

Action: Cllr Townsend to respond

3. A resident thanked the Council and participants for completing the litter pick on Charmborough Lane. Cllr Ham thanked Cllr Townsend for arranging with the Quarry for the road to be closed, which allowed the event to take place.

4. There is a pot hole outside of the property known as Chbaos, on Anchor Road.

Action: Cllr Townsend to inspect and report.

5. A member of the public asked if the Council knew what the Somerset Councils budget was for dealing with potholes and resurfacing and within what timescale are they expected to address any issues?

Action: Cllr Ham to speak with Somerset Highways to find the answer.

6. It was asked how many times there had been a sewage overflow into the river Mells? Cllr Ham said that there was a website which showed this information but he couldn't recall the name of the site. He said that DEFRA had stated that this issue would be a priority.

Action: Cllr Ham to establish what the website was and pass on to the resident.

7. It was asked what the Parish Council would do to protect Coleford from the potential influx of lorries if the infill application is approved in Holcombe. This is a Holcombe application but the Clerk will keep the Council informed of any developments.

8. It had been noted that an archaeological survey had been completed on the land off Brewery Lane. The Council was asked if it knew what was being planned for the field? The Council had no information relating to the field.

9. It was noted that there had been a near miss on Church Street involving a car and 2 children walking on the narrow section of the road outside the Scout Hall where there is no pavement.

Action Clerk to apply for a speed watch site to be approved on Church Street.

2. Apologies for Absence

Apologies were received from Cllr Banks, Bell and Townsend which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting

Cllr West had a personal interest in planning application, 2023/0523/FUL.

4. Agree the minutes

The minutes from the Parish Council meetings held on the 12th April 2023 had been circulated to all Councilors prior to the meeting. It was agreed that they accurately reflected the meeting and should be signed by the Chair.

Vote: 8 For, 0 Against, 0 Abstentions

Action: Clerk to upload to website

5. Actions from the minutes

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

- It was noted that the notice board outside the piano shop was no longer as visible as it was when parishioners were visiting the post office and shop. It was agreed that the new co-op would be approached to establish if they would consider a new noticeboard outside the store.

Action: Clerk to write to the store manager at the earliest opportunity

- Cllr Evans confirmed that the streetlights on Church Street and over the junction outside the Co-op are still off.
- It was asked whether there was an update on the fence installed adjacent to the junction of Preachers Vale.

Action: Cllr Townsend to action both points

- The Clerk had received information from Land Registry which showed the registered plots, that lie adjacent to the wall which runs along the footpath behind the Kings Head public house. Cllr Evans will liaise with the Clerk to confirm which part of the wall is a concern so that the owner can be established.

Action: Cllr Evans to liaise with the Clerk to establish who owns the wall

- Clerk would draft an agreement passing the ownership of the container from CRG to Coleford Parish Council.

Action: Clerk to draft the agreement

- Now that a speed watch group has formed the parish is eligible to apply for funding from Avon and Somerset Police towards a speed indicator device (SID). The Clerk will complete the application.

Action: Clerk to apply for SID funding

6. Co-option of Councilor,

There is currently one vacancy, which the Clerk will continue to advertise.

7. Planning Applications

2023/0523/FUL Change of use from agricultural to equestrian and the erection of a menage. Pippit Barn, Lipyeate Cross to Luckington Cross, Coleford.

All Councillors had considered the application prior to the meeting. The Applicant attended the and explained that the menage would only be used for their personal use and not for commercial purposes. No external lighting would be installed.

After discussion it was proposed by Cllr Paterson and seconded by Cllr Moulding that the application should be approved on the basis that it doesn't breach material planning considerations.

Cllr West did not take part in the discussion or the vote.

Vote: 6 For, 0 Against, 2 Abstentions (Somerset Councillor)

Action: Clerk to notify the planning office

8. Planning updates including enforcement issue

The Clerk had circulated an updated spreadsheet showing the status of Parish planning applications.

9. Reports

1. PCSO – No report had been received.
2. Somerset Council – No report had been received. Cllr Ham said that the first Unitary planning meeting would take place on Tuesday the 2nd May 2023.

10. Highways including:

1. Councillor update – Cllr Townsend provided the following report:
The potholes have been filled below the Eagle and on Hippys Lane, as has the dropped water cover on Anchor Road.

Somerset Highways have been asked to inspect:

- The numerous patches at Ham junction on the road from Springers Hill to Common Lane.
- Edge erosion around the location of the 30 mph sign at the Vobster end of the village.
- Charmborough Lane – There is still much concern about the effective narrowing of the highway by the erosion over several stretches opposite Lipyeate House.
- About 400m from the Charlton Rd junction the potholes at the edge on the left are over 6 inches deep. Somerset Highways have been asked if they do not qualify as potholes, could they arrange for some stone filler to be used
- 100m before the T junction with Charlton Rd, the drain on the left has dropped.

2. Report of any new issues to be reported

Pot hole located outside the property known as Chbaos, on Anchor Road.

Action: Cllr Townsend to report.

The hedge bordering footpath FR4/13 needs to be cut back.

Action: Clerk to write to the landowner

3. Consider asking residents to report accidents to the council to help compile evidence of accidents to fight future development

It was agreed that the Clerk would ask residents via social media to report any accidents which they had encountered whilst driving on the roads within Coleford

Action: Clerk to promote via social media and CHCM

11. Finance

1. Consider and approve the design of new signage for Newbury Works

The Clerk had spoken with a sign company and was awaiting further information about possible design and cost.

Action: Clerk to progress. Agenda item for next meeting

2. Agree Bank Reconciliation

The Clerk had prepared the reconciliation which would be checked by Cllr Allen at the end of the meeting.

3. Review and approve the year end accounts 2022/23

The Clerk had circulated the updated year end accounts. An amendment had been made to deal with a duplication under the small grant awards along with the reallocation of the Oak tree expenses to the Jubilee fund as originally agreed rather than the Environment. All Councillors present agreed that the accounts should be approved.

Vote: 8 For, 0 Against, 0 Abstentions

4. Review and agree the Asset Register 2023/24

The asset register had been circulated to all for consideration prior to the meeting and was accurate for the purposes on the Audit process. The container and allotments should be added once ownership agreed.

Vote: 8 For, 0 Against, 0 Abstentions

Action: Clerk to continue to update the register as required.

5. Review and Financial Risk Assessment 2023/24

The Risk assessment had been circulated to all Councillors for consideration prior to the meeting. All Councillors present agreed that it should be signed.

Vote: 8 For, 0 Against, 0 Abstentions

6. Consider and approve section 1 Audit - Annual Governance statement 2022/23

The Clerk had signed and circulated section 1 of the Annual Governance statement for consideration prior to the meeting. The Clerk then read out the questions with Councillors answering yes to questions 1 to 8 and not applicable to question 9. It was agreed that the Chair should sign the statement.

Vote: 8 For, 0 Against, 0 Abstained

The Clerk read through the statement made by the Internal Auditor who said that the Financial Risk document identifies that documents are kept at the Clerks private residence. He recommended that this should be reviewed in light of security from fire or theft and also from a GDPR perspective. He suggested storing the documents in a locked metal filing cabinet or similar (possibly at the Hub). Or consider moving document storage from paper to a form of electronic storage. It was agreed that the Clerk would start to store records electronically to reduce the risk.

Action: Clerk to commence with scanning finance documents with immediate effect.

7. Consider and approve section 2 Audit - Accounting statements 2022/23

The Clerk then read out Section 2 the Accounting statements for 2022/23 which had been completed using the figures for the previous financial year ending 2022 and year ending 2023. All Councillors present acknowledged that the page was completed correctly and agreed that the Chair and the Clerk should sign off the section at the earliest opportunity.

Vote: 8 For, 0 Against, 0 Abstained

8. Accounts approved for payments:

The following invoices were presented for payment:

V Watts - Clerks Expenses	£ 64.46
A R Mason – internal; Audit	£ 45.00
Les Allen – Relocation of the litter bin	£ 110.00
Coleford Youth Club – Grant	£6,000.00

It was agreed that all payments should be made and that the cheques would be signed.

Vote: 8 For; 0 Against and 0 Abstentions

12. **Update on the Allotments including approving:**

1. Discuss and agree whether to submit planning permission for the car park

Cllr Ham said that Somerset Cllr Clarke had offered to draft plans for the allotment car park, which would be made from gravel. It was agreed that this should be progressed.

Vote: 8 For; 0 Against and 0 Abstentions

Action: Cllr Ham to liaise with Cllr Clarke to progress.

2. Discuss and agree information to be used to promote allotments

It was agreed that the Allotment information sheet would be available at the Community Village event on Monday 8th May 2023. It would also be circulated on social media to encourage take up.

Councillors present agreed that the following signs were required for the allotment before the 1st June:

- A sign to highlight where the allotments are
- A banner to promote that plots are available
- 2 x No parking signs
- A sign with emergency contact details

Action: Clerk to progress with promotion of the allotments and get quotes for the signs

3. Allotment rules/regulations

Cllr Pearce ran through the proposed draft rules and regulations. After discussion the first draft was agreed on the basis that this could be adjusted in time if required.

It was agreed that a starter pack with useful contacts and information could be provided to all allotment holders. An open day will also be held at the allotments to allow interested parties the opportunity to come and have a look around the site.

It was agreed that the allotment working party should meet to see how we can facilitate creating the allotments.

Action: Clerk to arrange date for the open day and for the working party to meet

Cllr Ham thanked Cllr Pearce, Allen and Nick Ham for giving their time to complete the tree work at the allotment site.

13. Playing Fields and Play Equipment

1. Consider quote to remove graffiti from play tower, picnic bench and moss from the safety surfaces at Coleford play area

It was agreed that the Clerk would seek further quotes and bring back to a later meeting.

Action: Agenda item for next meeting

2. Discuss upgrade to electricity supply in the changing rooms

It was agreed that the Clerk would seek further quotes and bring back to a later meeting.

Action: Agenda item for next meeting

14. Consider Memorial application

An application had been received from Exclusive Memorials for a Memorial wedge tablet. All Councillors agreed that the application should be approved.

Vote: 8 For, 0 Against, 0 Abstained

Action: Clerk to notify the Stonemason.

15. Meetings to attend or attended

29/04/23 – SALC AGM was cancelled to rescheduled later in the year

08/05/23 – 10 til 2pm Coleford Community event at the Royal British Legion, Coleford

16. Correspondence

Citizen Advice Mendip – A thankyou email received, thanking the Parish for the £6K

Notification that the Clerks pension rate has increased to 22.3% meaning the monthly payment has risen from £317.63 of to £323.45.

17. Matters of Urgency – at the Chairman’s Discretion

Cllr Moulding asked the Hub if they had access to projector for use in the hub?

18. Date of Next Meetings:

17th May 2023 Annual meeting of the Parish Council meeting @ 7pm

The usual monthly meeting to follow on thereafter

The meeting finished at 21.50hrs