

# Parish Council of Coleford

Miss V Watts  
Clerk to the Council  
Tel: 07971 516916  
Email: [clerk@colefordpc.org.uk](mailto:clerk@colefordpc.org.uk)

Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Minutes of the Annual Parish Council Meeting held on Wednesday the 17<sup>th</sup> May 2023

**Present:** Councillor Philip Ham  
Cllr Allen, Banks, Drescher, Evans, Pearce, Paterson and Townsend

**In Attendance:** Vickie Watts the Parish Clerk taking the minutes  
There were no members of the public present

### 1 Election of Officers

The following officials were elected for the forthcoming year:

Chairman Mr. Philip Ham  
Proposed by Cllr Pearce and seconded by Cllr Allen

*Vote: 8 For, 0 Against, 1 Abstention*

Vice Chairman Mr Chris Pearce  
Proposed by Cllr Allen and seconded by Cllr Evans

*Vote: 8 For, 0 Against, 1 Abstention*

### 2 Declaration of Acceptance of Office

Cllr Ham signed the Declaration of Acceptance of Office.

### 3 Apologies:

Cllr Barrett, Bell, Moulding and West had sent apologies which were accepted by the Chair

### 4 Formation of Working Parties within the Parish Council

Subject to absent Councillors' confirmation:

Working Party	Lead Councillor	Team members
Playing Fields, Play areas & Pump Track	Cllr Barrett	Cllr Allen / West Ham & Drescher
Environment & Cemetery	Cllr Evans	Cllr Allen / Paterson Townsend / Moulding
Allotments	Cllr Pearce	Cllr Ham / Drescher Allen / Townsend / Moulding
Finance, Pay Review	Cllr Townsend	Cllr Ham / Pearce Bell / Clerk
Small Grants	Cllr Banks	Cllr Pearce / Evans

*Vote: 8 For, 0 Against and 0 Abstentions*

**5. Lead / Link Councillors:**

Footpaths / Rights of Way	Cllr Barrett
Highways	Cllr Pearce / Townsend
Open Spaces & Trees	Cllr Barrett / Drescher / Moulding / Allen
Community Plan	Cllr Townsend / Bell / Paterson
Young People	Cllr Ham / Banks

*Vote: 8 For, 0 Against and 0 Abstentions*

**6. Representatives:**

Local Community Network	Cllr Townsend / Pearce
@ The Hub	Cllr Banks / Ham / Townsend
Bishop Henderson School & Children's Centre	Cllr Drescher / Ham / Allen / West
Football Club(s) Representative	Cllr Drescher / West
PACT & PCSO Scheme	Cllr Banks / Evans
Somerset Association of Local Councils	Cllr Evans
Quarry Liaison Group	Cllr Pearce / Bell / Townsend
Coleford ROCKS	Cllr Barrett / Bell / Ham / Paterson
Mendip Country Practice Patients Group	Cllr Paterson
Parochial Church	Cllr Townsend

*Vote: 8 For, 0 Against and 0 Abstentions*

**7. Resolve that the Parish Council continues to meet the criteria for eligibility for General Power of Competence**

The Clerk confirmed that the Council was still eligible for the General Power of Competence.

**8. Authorisation of Signatories for Bank Accounts**

Current bank signatories are Cllr Ham, Townsend, Banks, Evans and the Clerk. It was agreed that Cllr Pearce would be added to replace Mr Conn who was no longer a Councillor.

*Action: Clerk to update the bank mandate*

**9. Confirmation of direct debits / standing orders**

The Clerk confirmed that the following items are paid by standing order:

LSJ Gardening Services - Ground's maintenance	£1038.13	Paid 18 <sup>th</sup> of each month.
Clerk's salary	£1033.23	Paid 28 <sup>th</sup> of each month.
Somerset Council Pension contributions	£317.63	Paid 28 <sup>th</sup> of each month.

The following are paid by direct debit:

Data Protection fee is paid annually	£35.00
Changing room electricity supply EDF. Monthly	£23.00

**10. Confirmation of Insurance cover for Parish Council**

It was agreed that this would be discussed and agreed at the meeting on 24<sup>th</sup> May 2023.

**11. Confirmation of Coleford Parish Council meetings for the coming year**

The Clerk has put together the proposed dates for the coming 12 months which will be circulated to all Councillors for comment. This will be displayed on the website.

**12 Confirm Councils subscriptions for the year**

The Clerk confirmed that the Council subscribes to the following groups:

National Allotment Association	£67
Society of Local Councils Clerks	£93.00
Somerset Association of Local Councils & National Association of Local Councils	£621.27
Somerset Playing Field Association	£15.00
CAM Valley	£5.00
CPRE The Countryside Charity	£36.00

The meeting concluded at 19.25hrs