

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 13th September 2023

Present Cllr Ham (Chairman presiding) Allen, Banks, Bell, Douglas-Burke, Evans, Paterson, Pearce, Moulding and Townsend

In attendance: 2 members of the public present.
The Clerk, Vickie Watts taking the minutes

1. Public Forum

1.1 A member of the public attended to promote the Community event which will be held on the 16th September at the Legion between 10am and 12 noon. There are lots of groups attending and refreshments will be served.

1.2 It was reported that there was a large pot hole on the road from Vobster heading in to Coleford, at the corner.

Action: Cllr Townsend to report

1.3 A resident said that he had heard that work was supposed to be starting on the pavement outside the new shop on the 25th September 2023.

1.4 It was hoped that the recent car crash on Charmborough Lane and Highbury Street (same car) had been recorded by the police in light of their attendance.

1.5 It was asked why the bin outside the Church Hall had been taped up to prevent use. The Clerk confirmed that she had not been made aware that this had been done but would speak with Idverde.

Action: Clerk to investigate

2. Apologies for Absence

Apologies were received from Cllrs Barrett, Drescher, West and Somerset Cllr Barry Clarke which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting

Cllr Allen declared an interest in Agenda item 10.4 due to a payment being presented from a family member.

4. Agree the minutes

The minutes from the Parish Council meeting held on the 9th August 2023 had been circulated to all Councilors. It was agreed that they accurately reflected the meetings and should be approved.

Vote: 9 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*

- 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*

- The Clerk to seek a quote for a new barrier to be installed at the gap adjacent to the metal gate at Highbury Playing Field on to Newbury Road.

Action: *Clerk to seek quote*

- There has been no response from Mr Devanny on accident records and highway safety on Charmborough Lane after many months. Councillors agreed that this should be elevated to the next level for a response.

Action: *Clerk to progress response from Mr Devanny*

6. Reports

6.1 Somerset Council

Somerset Cllr Philip Ham gave the following report:

Communications: It has been acknowledged that the single 0300 contact number is not working well and requests have been made for direct dial numbers for the different branches so that the process of getting a response is improved.

Planning: There have been some issues related to the planning process with many incidents where Ward Councillors have not been consulted on cases where there has been a difference of opinion between the Parish Council and the Planning Officer. A review of the planning process is scheduled for October.

Local Community Networks: The next meeting is scheduled for 18th October. Location and time still to be determined.

Council Finances: Somerset Council has warned that it will have to draw on reserves for the second successive year to meet its budget for 2023/24. A recent Executive report describes the council's financial position as "stark and challenging". The latest budget gap for the current year is £28.6m. The papers reveal that the Council has already drawn £18 million from reserves to fund spending beyond the 2022/23 budgets. These figures are despite an £18.5m annual bonus created by moving to a Unitary Council and which were planned to be fully realised by next year.

Bus Services: Four bus services in the county are to be subsidised to safeguard their future until spring. The routes are the 54 Yeovil to Taunton, 58/58a Yeovil to Wincanton, 25 Taunton to Dulverton and 28 Taunton to Minehead. First South has signalled it will review the routes later in the year, taking into account new data on passenger uptake.

Covid autumn booster programme: As the result of a newly identified variant the Covid-19 vaccine is being brought forward by one month and offered to those at high risk of serious disease and who are therefore most likely to benefit from the vaccination. Specifically, JCVI advises the following groups to be offered a Covid-19 booster vaccine this autumn:

- residents in a care home for older adults
- all adults aged 65 years and over.
- persons aged 6 months to 64 years in a clinical risk group.
- frontline health and social care workers

- persons aged 12 to 64 years who are household contacts of people with immunosuppression.
- persons aged 16 to 64 years who are carers and staff working in care homes for older adults.

Booster vaccinations are now planned to start on September 11th, 2023.

Flu vaccinations: NHS England has confirmed it will start by prioritising flu vaccinations for children from September, to prevent children from getting seriously ill and to break the chain of transmission to the wider population. School aged children will be able to get the flu vaccine at school or at community clinics, Children aged two and three years will be able to get an appointment with their GP practice. This year, based on the latest scientific evidence, the JCVI has recommended adults over the age of 65 and those with underlying health conditions will be eligible for a flu with the offer starting from early October, to maximise protection for patients right across the winter months. The flu season typically peaks in January when more people gather indoors.

Roundabout sponsorship: Local businesses are being invited to take advantage of roundabout sponsorship to advertise socially responsible goods and services. The space is available for advertising a wide range of goods and services. The new ethical advertising policy means that the Council will not sanction certain adverts such as those promoting junk food, fossil fuels, gambling or consumption of alcoholic drinks. The money generated by the initiative will go back into the Council's highways maintenance budget although not specifically earmarked for roundabout maintenance.

Single use plastics ban: Trading Standards are reminding businesses, such as takeaways, sandwich bars, care homes and retailers who supply certain single use plastic items, that a ban comes into force October 1st. The ban includes all single use plastic cutlery, trays, plates, bowls, and balloon sticks, as well as banning the use of certain types of polystyrene cups and food containers used to supply food which is ready to consume.

Soft plastics recycling: More than four tonnes of plastic bags and wrapping such as bread bags and confectionary packets, have been collected for recycling as part of the Council's role in a national project to expand recycling collections. The small-scale pilot involving 3,600 homes across two locations in Frome started at the end of May.

6.2 PCSO

PCSO Louise Perry provided a report which showed that 5 incidents had been reported, 1 miscellaneous crime against society, 1 public disorder and 3 violence against the person. Priorities for the police are to provide a visible Police presence in Coleford.

7. **Planning Applications**

7.1 [2023/1424/OUT](#) - Application for Outline Planning Permission with all matters reserved for erection of 4no. dwellinghouses. Land At 368143 149916 Rope Walk Coleford Radstock
All Councillors had considered the plans prior to discussion. It was agreed that the application should be recommended for refusal on the basis that:

1. The site is outside the development line
2. On agricultural land
3. Overdevelopment of the plot
4. Will put pressure on residential amenity
5. Highway safety within the existing Rope Walk and on the wider highway network are a real concern
6. Risk of mines on the site

Vote: 8 For, 0 Against, 1 Abstentions (Somerset Cllr)

Action: The Clerk to notify the planning office

8. **Planning updates including enforcement issues**

Update to be given at the next meeting.

Agenda item for the September meeting.

9. Highways including:

9.1 Councillor update

There were no updates.

9.2 Report of any new issues to be reported

It was noted that the dip by the telegraph post on Dark Lane is getting worse.

It was agreed that the Clerk would write to Somerset Highways to request that the hedge be cut back on the Vobster to Coleford road which has become overgrown.

Action: Clerk to write to Somerset Highways.

It was agreed that the Clerk would highlight the safe walking route from the bus stop to the allotment holders.

Action: Clerk to post on Facebook & email allotment holders

10. Finance

10.1 Agree Bank Reconciliation

The bank reconciliation to be checked at the next meeting.

10.2 Discuss and promote the Small Grants 2023

The Clerk confirmed that the small grant application form was available on the website and were available for village groups to apply. Deadline for applications is the 1st November with the working party group meeting taking place on the 2nd November. Cheques will be issued at the Parish Council meeting on the 8th November.

Action: Councillors and Clerk to promote the Small Grants

10.3 Discuss whether to support the Christmas Light switch on 2023

The Clerk to liaise with CROCK's to establish their plans for the Christmas event. Cllr Ham and the Clerk will consider the points raised that might need to be addressed to ensure the event can go ahead.

Action: Cllr Ham and Clerk to action

10.4 Accounts approved for payments:

The following invoices were presented for payment:

HMRC - National Insurance	£121.27
V Watts - Clerks Expenses	£103.48
Adam Drescher – Fuel for generator & Water containers	£110.00
Les Allen – Goodeaves swings/bench & parking sign	£ 80.00
Isaac Gregory – Tree work at entrance to Coleford PF	£200.00
Coleford Royal British Legion – Community event x 2	£120.00
PKF Littlejohn LLP – External Audit	£378.00
Western Web - Annual renewal of web space	£ 96.00
Somerset Council - Planning fee for car park	£181.00
Debra Dando – Foodbank Grant	£525.88

It was agreed that all of the payments should be approved. Cheques were signed by Cllr Ham, Townsend and the Clerk.

Vote: 8 For, 0 Against, 1 Abstention

11. Allotments – Discuss and agree:

11.1 Discuss and agree purchase of a generator for pumping water supply

It was agreed that the Council should purchase a 15 litre fuel capacity generator with an electric start for use at the allotments. Cllr Ham to complete research for discussion at the next meeting.

Action: Quotes will be sought for consideration at the next meeting.

11.2 Discuss location of generator at the allotment site

It was suggested that a metal box should be purchased to house the generator which could be bolted securely to the rear of the container.

Action: Quotes will be sought for consideration at the next meeting.

11.3 Consider whether to allow allotment holders to have 2 plots.

The Council had received a request from an allotment holder asking if they could take on a second plot. After discussion it was agreed that this would be deferred until the 1st January 2024 to allow Coleford residents the opportunity to take a plot before 2nd plots were issued.

Action: Agenda item for January

11.4 Discuss and agree suggested varieties of fruit trees for allotment orchard.

Councillors agreed that the trees suggested by Coleford Conservation was agreeable and should be purchased. The Clerk will seek quotes from suppliers for consideration at the next meeting.

Vote: 9 For, 0 Against, 0 Abstentions

Action: Clerk to progress

11.5 Discuss and agree whether the Council should share the digital NAS magazine

Cllr Pearce had spoken with Allan Cavill who confirmed that the digital magazine can be shared with allotment holders.

Action: Clerk to share with the allotment holders

12. Playing Fields and Play Equipment including:

12.1 Consider annual play inspections reports and action where required

The Clerk to recirculate the inspection reports to the working party for review.

Action: Clerk to send the reports

12.2 Consider quote to replace the car park fence with Armco barrier

A quote had been received for 37m of Armco barrier to replace the existing broken timber fence which borders the Highbury Playing Field car park. 12 sections of barrier at £20 each and 24 4ft posts at £10 each totalling £480 plus £100 for delivery totalling £580. A contractor provided a quote of £850 which makes a total for materials and labour £1430.

It was proposed by Cllr Ham and seconded by Cllr Bell that the quotes should be accepted providing the barrier is clean galvanised and not painted or damaged.

Action: Clerk to make enquiries and place orders

12.3 Consider quote to create a barrier at the pedestrian exit near to the Pump track from Highbury playing field onto Newbury Lane near

Clerk to seek quotes. This will be an agenda item for the next meeting.

Action: Agenda item for the next meeting

- 12.4 Consider quote to repair fence at Goodeaves & Highbury play areas.
2 quotes were considered. It was agreed that a temporary repair would be made to both fences at a cost of £67.10. It was agreed that the fencing would require replacing in the next financial year and should be included in the 2024/25 budget.

Action: The Clerk to contact the contractor.

- 12.5 Review options and quotes received to repair electrical supply to run sufficient showers at the changing rooms
The Clerk had tried to secure quotes for 2 options – an electrical upgrade and a new system with a hot water cylinder however had struggled to get contractors to engage. Further quotes to be sought.

Action: Clerk to seek further quotes. Agenda item for the next meeting

- 12.6 Consider the quotes for tree work at the Butterfly bank. (To be funded by CCG)
Two quotes had been received to complete the specified work. It was proposed that the quote received from Isaac Gregory totaling £770 should be accepted. This work will be paid for by the Coleford Conservation group who had secured grant funding for the maintenance work.

Isaac Gregory had also quoted £600 for the removal of Ash trees on the Butterfly Bank.

Action: Clerk to instruct contractor. The Clerk to review the Ash trees in the tree survey and make an agenda item for the next meeting.

- 12.7 Agree location of gates in new fencing at the hardcourts
It was agreed that the single gate should be located on the playing field side near to the play area with the double gate where the current single gate is located. The left gate will be sited over the tarmac path with the right gate locked. All gates to open out.

Action: Clerk to notify the contractors

13. Update on the Community event on 16th September 2023

Cllr Pearce will attend to represent the Allotments, Cllr Ham the Parish Council and the Hub, Cllr Patterson and the Clerk to represent Speed Watch.

14. Select new Footpath Wardens

The Parish Council had received applications from 5 members of the public for the 2 posts. After consideration of each applicant, 2 were selected.

Vote: 9 For, 0 Against, 0 Abstentions

Action: Clerk to notify successful applicant and those that were not.

15. Meetings to attend or attended

15/09/23 @ 10.30am – Somerset Local Council Clerks AGM

16/09/23 @ 10 to 12noon - Community Event at the Legion

04/10/23 @ 7pm – National Allotment Society AGM

18/10/23 – Shepton Mallet Local Community Network. Date and venue to be confirmed

Planning Events hosted by Mendip Hills Area of Outstanding Natural Beauty – Cllr Townsend to attend

16. Correspondence

13/09/23 – Email from resident raising concern after a fall occurred on the path which joins FR4/8 to Mendip Vale.

Action: Clerk to write to Somerset Rights of Way and Somerset Highways

13/09/23 – Email from Pennys highlighting that the Planning Enforcement department have received a complaint stating that work had started on leveling the football pitch. This complaint is erroneous because NO work whatsoever has started.

Action: Cllr Ham to write to Planning Enforcement

27/08/23 – Letter from PKF Littlejohn to confirm the external audit has been completed and with no issues raised.

12/09/23 – Coleford Conservation group – covering:

- Purchasing willow for Coleford Playing Field – Agenda item for next meeting
- Planting wild flowers in the concrete planters at Church Street Gardens – Accept offer
- Leaving small areas of grass uncut – Agenda item for next meeting

Action: Clerk to progress. Agenda item for the next meeting.

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

There were none.

18. Date of Next Meetings:

27th September 2023 @ 7pm Planning meeting

11th October 2023 @ 7pm Parish Council meeting

The meeting finished at 21.45hrs