

# Parish Council of Coleford

Miss V Watts  
Clerk to the Council  
Tel: 07971 516916 / 01749 880428  
Email: [clerk@colefordpc.org.uk](mailto:clerk@colefordpc.org.uk)

Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Minutes of the Parish Council Meeting held Wednesday 14<sup>th</sup> May 2024

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

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

### 1. Election of Officers

The following officials were elected for the forthcoming year:

Chair Mr. Philip Ham  
Proposed by Cllr Pearce and seconded by Cllr Bell

*Vote: 9 For, 0 Against, 0 Abstention*

Vice Chair Mr Chris Pearce  
Proposed by Cllr Bell and seconded by Cllr Ham

*Vote: 10 For, 0 Against, 0 Abstention*

### 2. Declaration of Acceptance of Office

Cllr Ham signed the Declaration of Acceptance of Office.

### 3. Apologies

Cllr Allen had sent apologies which were accepted by the Chair.

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

Subject to absent Councilors' confirmation:

Working Party	Lead Councilor	Team members
Playing Fields, Play areas & Pump Track	Cllr Allen	Cllr Bell / Evans / Ham
Environment & Cemetery	Cllr Evans	Cllr Allen / Paterson Townsend / Moulding
Allotments	Cllr Pearce	Cllr Ham / Moulding Allen / Townsend / Plus 1 x Allotment holder
Finance, Pay Review	Cllr Townsend	Cllr Ham / Pearce Bell / Moulding / Clerk
Small Grants	Cllr Banks	Cllr Pearce / Evans

*Vote: 10 For, 0 Against and 0 Abstentions*

**5. Lead / Link Councillors:**

Footpaths / Rights of Way  
Highways  
Open Spaces & Trees  
Community Plan  
Young People  
Climate  
Community Payback

Cllr Swords  
Cllr Townsend / Pearce  
Cllr Swords / Moulding / Allen  
Cllr Townsend / Bell / Paterson / Douglas-Burke  
Cllr Ham / Banks  
Cllr Moulding / Swords / Douglas-Burke  
Cllr Moulding / Cllr Swords

***Vote: 10 For, 0 Against and 0 Abstentions***

**6. Representatives:**

Local Community Network group  
  
@ The Hub  
Bishop Henderson School &  
Preschool  
Football Club(s) Representative  
PCSO Scheme  
Somerset Association of Local Councils  
Quarry Liaison Group  
Mendip Country Practice Patients Group  
Parochial Church

Cllr Pearce / Townsend  
(Cllr Pearce has voting rights)  
Cllr Banks / Ham / Townsend  
  
Cllr Allen / Douglas-Burke  
Cllr Allen  
Cllr Banks / Evans  
Cllr Evans  
Cllr Pearce / Bell / Townsend  
Cllr Townsend / Paterson / Douglas-Burke /  
Cllr Townsend

***Vote: 10 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 they should remain unchanged.

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

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

LSJ Gardening Services - Ground's maintenance	£1,527.48
Clerk's salary	£1,152.90
Somerset Council Pension contributions	£ 353.88

The following are paid by direct debit:

Data Protection fee is paid annually	£35.00
Changing room electricity supply EDF – Paid monthly	£16.00

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

The Council is currently tied into a 3-year long-term agreement with Clear Councils (formerly BHIB Councils).

**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 have been shared with Councillors and are displayed on the website and notice boards.

**12 Confirm Councils subscriptions for the year**

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

National Allotment Association  
Society of Local Councils Clerks  
Somerset Association of Local Councils

Somerset Playing Field Association  
CAM Valley  
CPRE The Countryside Charity

**13 Review and adoption of the following policies**

The following policies will be circulated to Councillors for consideration ahead of the next meeting:

1. Financial regulations
2. Code of conduct
3. Standing orders

***Action: Clerk to circulate all documents for approval at the next meeting.***

The meeting concluded at 19.25hrs