

Parish Council of Coleford

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Minutes of the Parish Council Meeting held Wednesday 10th September 2025

Present Cllr Banks (Acting Chairman presiding) Douglas-Burke, Evans, Fisher, Moulding, Paterson and Swords.

In attendance Somerset Cllr Barry Clarke (Part) and no members of the public present
The Clerk, Vickie Watts taking the minutes

1. Public Forum

- 1.1 The Clerk asked all Councillors to check the grit bins located near to there homes and advise if they need to be filled.

Action: Cllrs to report back on status of grit bins

2. Apologies for Absence (acceptance of any reasons offered)

Cllr Bell, Ham, Pearce, Townsend and Will Mortimer sent apologies which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting

There were none.

4. Approve the minutes from the meetings held on the 13th and 27th August 2025

The Clerk had circulated the draft minutes for both meetings to all Councillors. It was proposed by Cllr Paterson and seconded by Cllr Swords that the minutes accurately reflected the meeting and should be signed by the Chair.

Vote: 6 For, 0 Against and 1 Abstention

5. Actions arising from the minutes

All actions were completed or would be dealt with as agenda items during the meeting apart from:

- The hedge at the Old Gospel Hall had become overgrown with ivy and brambles and is now overhanging the road. It was agreed that the Clerk would write to the owner.

Action: Clerk to write a letter asking the owner to cut the hedge

- Concern was raised over the quality of service between the Mendip Country Practice and the Chemist.

Action: Cllr Townsend to feedback at the next Patients meeting

- A member of the public had recently responded to a fallen tree which had blocked Charmborough Lane. It was suggested that all landowners with fields adjacent to the road should be requested to address the issue of diseased trees and overgrown hedges.

Action: Clerk to write a letter of thanks. Cllr Townsend to ask Somerset Highways to contact the landowners and request that action be taken to address to trees.

- It was agreed that Cllr Ham will arrange a meeting with Nataliya Wills the Local Community Network Link Officer for Somerset Council along with Cllr Douglas-Burke and Cllr Moulding.

Action: Cllr Ham to arrange meeting

- New dog waste bin
Cllr Allen said he had been approached by member of the public who would like to see a dog waste bin installed at the bottom of Beacon View.

Action: Agenda item for the next meeting

- Consider quotes for renovation of the Coleford Village sign
A quote had been received from an experienced restorer who said that to complete the restoration would cost between £150 and £200 which would include a careful clean and repainting of the border and wording.

Action: Cllr Ham to provide a quote for a new post for when the sign is re-installed.

- Consider whether to accept the National pay award for 2025/26 for the Clerk
It was agreed that the National pay award would be accepted and implemented with immediate effect.

Action: Clerk to prepare letter for the bank to amend the standing order for salary and pension

- Crocs – Request for help with storage

Action: Clerk to suggest containers at old tip. Advise small grant application can be submitted for decision by Parish Council in November.

- **Discuss and agree whether to progress with the Strimmer scheme**
Clerk agreed that a volunteer has agreed to take on the role and will ensure that the appropriate forms are completed before finding a course that will need to be completed.

Action: Clerk to progress

- Wessex Water – It was reported that the meeting with their Director of Infrastructure was not very productive. The main point of immediate relevance to us was their conviction that the diversion of surface water from foul drains is a solution to their problems. The applicability of this to Rainier needs close examination. It was agreed that a letter would be sent to Wessex Water addressing the points discussed which would also be shared with the planning office.

Action: Clerk to draft letter with Councillors

- It was agreed that the Working Party group would get together to discuss the long-term plans for the 4 play areas.

Action: Clerk to arrange date for play area planning meeting

- Consider purchase of 5L tin of bituminous black paint for removal of graffiti at pump track
It was agreed that the Parish Council would purchase the paint for the volunteer to paint the graffiti at a cost of approx £25

Action: Clerk to purchase the paint and deliver to the volunteer

- Cemetery Policy

Agreed by all Councillors

Action: *Clerk to share with local undertakers*

- Cemetery Rules

Agreed by all Councillors

Action: *Clerk to share with local undertakers*

- Cemetery Fees

It was agreed that the fees would be increased by 10% from the 1st of September.

Action: *Clerk to share with local undertakers*

6. **Co-option of Councillors**

There were no applicants to consider.

7. **Reports**

7.1 Somerset Council report

The monthly report had been circulated and would be displayed on the parish website.

Somerset Cllr Barry Clarke gave the following report

- Emergency action has been implemented into the planning process, with all new applications being processed first and the older ones having to wait. Cllr Clarke said that he is encouraging people with an older application which have been subject to delay, to write to the planning inspectorate to appeal as non-determined.
- The planning officer does not have to allow an extension in time on a new application,
- AI technology has been implemented on the A361. At present it is being used for educational purposes.
- Sunday parking consultation – agreed that councilors should respond as individuals rather than on behalf of the Parish council.

7.2 PCSO

During the last month there were 1 x Burglary, 1 x Public Order offence 2 x Sexual offences and 1 x Violence against the person recorded.

PCSO has offered to hold a 'Meet the PCSO' session at the Hub on Sunday, 28th September 2025 from 12:00 PM – 1:00 PM.

Action: *Clerk to check Hub availability to see if the event can be held*

7.3 Climate Action Group

Cllr Moulding reported that the water butts are now being handed out to those that have requested them.

7.4 Report from Coleford Shedders

The Memorial Gates at the entrance to Coleford Playing Field have been removed ready for restoration. It was agreed that a barrier was not needed for the time that the gate would be out of action. The Clerk will purchase the materials required and drop to Chris for the work to be completed.

Action: *Clerk to purchase the materials and drop to the Shedders.*

8. **Planning Applications**

There were none.

9. **Planning updates**

There was no update.

10. Consider the 1st Draft of the Emergency plan

Councillors said that they had reviewed the first draft and agreed that it was a good start. It was agreed that Cllr Moulding would continue to add the relevant phone numbers to the document (with the approval of the individuals) and seek funding to help purchase the equipment for the battle box.

Action: *Cllr Moulding to seek Funding and progress the document*

During the discussion it was agreed that Defibrillator training should be held at the Hub again.

Action: *Clerk to organize the defibrillator training*

11. Highways including:

11.1 Councilor update

Cllr Townsend did not attend but confirmed in writing that there had been a productive meeting with Highways on Monday 8th. Issues covered included -

Flooding drain by Co-op - cleared after last week's email

Drain works by old Rose and Crown - cleared after last week's email

Charmborough Lane - overhanging tree stump cleared

Stockhill - inspection arranged and drain clearing brought forward

Planters at village entrances - Highways need to see a proposed design/location

Quality of repairs - Highways do have the ability to withhold payments for substandard work.

Residents' reports always welcome as Highways resource doesn't allow full inspection routines.

Charlie Higgins asked us to use the Somerset reporting site where possible, as it copies immediately to him. Regardless of the LCN and its Highways Working Group Charlie is happy to continue his regular meetings with us.

11.2 Discuss issues around Stockhill

Agenda for the next meeting.

Action: *Agenda item for the next meeting*

11.3 Discuss speeding and the use of Auto Speed Watch

Cllr Townsend had received reports of dangerous speeding along Newbury Lane/Dark Lane, especially to Newbury Works. Small animals are being killed. Other Councillors expressed concern at the speed drivers were driving at, which seem to be worse in the evening.

The Clerk explained that Autospeedwatch, did not record details during the dark hours. It was agreed that this would not be helpful to the issues in Coleford. It was agreed that a speed indicator device (SID) could be a worthy investment.

Agenda: *Clerk to seek quotes for SID's with data capturing facility. Agenda item for the next meeting.*

11.4 Report of any new issues

The Clerk had received an email from a resident chasing up the overdue repair of the bridge near the Kings Head.

Action: *Clerk to chase up Somerset Highways.*

12 Consider add a dog waste bin to the bottom of Beacon View

The Clerk to share the map showing the proposed location. Cllr Fisher will take a look in the area and provide a photograph of an appropriate location.

Somerset Council have agreed that the broken dog waste bin can be replaced by a litter bin. Clerk to get quote to replace.

Action: Agenda item for the next meeting. Clerk to seek quote for a litter bin and waste bags for the 2 x dispenser units

13 Finance

13.1 Agree Bank Reconciliation

Cllr Paterson had checked the bank reconciliation and signed to say that it was accurate.

13.2 Consider and agree quote for handrail at the Cemetery

Clerk to seek quotes for consideration at the next meeting.

Action: Agenda item for the next meeting.

13.3 Consider and agree quote for new post for the Coleford sign.

Clerk to seek quotes for consideration at the next meeting.

Action: Agenda item for the next meeting.

13.4 Consider and agree quote for play area repairs at Goodeaves

It was agreed that the Clerk would chase the 3rd quote to present at the next meeting.

Action: Clerk to seek third quote and present at the October meeting

13.5 Consider and agree quote for a replacement shower in the home changing rooms

The Clerk presented 2 quotes. It was agreed to accept the quote from AF Denning who will supply and fit the new shower for £210 plus VAT. It was proposed by Cllr Evans and seconded by Cllr Paterson that the quote should be accepted.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to notify the contractor

13.6 Accounts approved for payments

The following invoices were presented for payment:

HMRC – National Insurance & tax	£279.89
Nippers Garden Services – Repair of bench outside the piano shop	£116.85
WesternWeb Ltd – Annual renewal of Webs space & renewal of emails	£276.00
SLCC Clerk membership	£190.00
Josh Scrivens – Repair to the stop tap in the changing rooms	£ 50.00
EDF Energy – Balance of back pay	£ 68.86
PATA Payroll – 2 nd quarter services	£ 63.46

It was agreed that the invoices should be paid.

Vote: 7 For, 0 Against and 0 Abstention

Cllrs Banks, Evans and the Clerk signed the cheques.

13.7 Notification of monthly payments made by standing order

The following invoices are paid during the month by standing order and direct debit:

LSJ Gardening Services – Ground maintenance	£1527.48
V Watts – Clerks Salary	£1152.90
Somerset Council - Clerks Pension	£ 353.88
EDF – Electricity Supply Changing rooms	£ 33.04

- 14 Discuss and agree whether to add photos of Councillors to the website**
Agenda item for the next meeting.

Action: Agenda item for the next meeting

- 15 Consider and agree Memorial application**

The Clerk confirmed that the wording had now been provided. The application was agreeable and Councillors agreed it should be approved.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to notify the applicant

- 16 Meetings to attend / attended**

11/09/25 @ 6.30pm – Mendip Country Practice Patient liaison meeting. Cllr Townsend, Douglas-Burke and Paterson to attend.

17/09/25 @ 10am – National Allotment Society. Allotment officers Forum

23/09/25 @ 6.30pm - Community Solution Seekers @ Evercreech village hall. Cllr Douglas-Burke to attend

- 17 Correspondence**

- 01/09/25 – The Pension Regulator. The re-declaration has been completed
- 01/09/25 - Support Somerset Art Works. Seeking grant contribution

Action: Clerk to add to the applications from the Small Grants award.

- 18 Date of Next Meetings:**

24th September 2025

Planning meeting

8th October 2025

Parish Council meeting

The meeting ended at 20.55hrs