

Parish Council of Coleford

Miss V Watts
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Gallant Hill Farm
Foxcote
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Minutes of the Parish Council Meeting held Wednesday 22nd October 2025

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

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

1. Public Forum

- 1.1 Cllr Evans was driving towards Westfield through Charlton when he had to swerve to miss a large boulder which was in the road. It was possible that it had come from a boundary wall. Cllr Townsend agreed to raise this with Somerset Highways for investigation.

Action: Cllr Townsend to report

- 1.2 It was reported that the Police have asked for a photograph of the inconsiderate parking on the pavement near to Anchor Close so that they can approach the registered keeper and ask them to stop blocking the pavement.

Action: Clerk to share the photo

- 1.3 Concern was raised over how the chemist is choosing to process prescription requests at the weekends. A sign had been placed in the window, which had offended some people. This was later removed.

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

Cllr Banks, Bell, Moulding, and Swords sent apologies which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting

There were none.

4. Planning Applications

There were no applications to consider.

5. Planning updates

Somerset planning service shared an update on the changes implemented to ease the planning backlogs. Somerset Cllr Philip Ham said that there would be a Climate and Place meeting the next day when this will be discussed further.

The Clerk submitted the agreed response to the Gladman reserved matter on the 15th October. Cllr Ham reported that as Somerset Councilor he had contacted Ed Winter, the Planning Officer and requested that the application be referred to the planning board. Ed Winter replied and said that it will go to the board if he was minded to recommend approval.

A summary on the Rainier application needs to be updated to include information from Wessex Water and the latest decision to refuse the planning application at Packsaddle in Frome. Once the draft has been prepared it will be shared with all Councillors by email for comment before submitting to the Planning Officer.

Action: Clerk to ensure draft is shared and submitted

6. Finance

6.1 Update on switch to Unity Bank Account

The Clerk said that the Unity account had been set up and the switch had been agreed and would take place in 7 days. It is not possible to switch the savings account, just the current account. The Clerk therefore suggested that the savings account balance should be transferred to the TSB current account in the next couple of days so that it can be included as part of the switch. It was agreed that this would be the best way forward so the signatories would sign the letter that the Clerk had prepared to complete the transfer but they would also need to go into the branch to show ID before that transfer could be completed.

Vote: 8 For, 0 Against and 0 Abstention

Action: Clerk ensure letter is signed & ID provided to transfer the balance from the savings account.

6.2 Consider and agree the 2nd quarter budget review 2025-26

The Clerk had shared the 2nd quarter budget report which included forecasting until the end of the financial year 31/03/26. The detailed breakdown of all payments & receipts which supported the budget report was also provided with the bank reconciliation. The Clerk highlighted the following points:

1. There is a predicted £2067 more income than budgeted.
2. Salary shows an underspend of £1268
3. HMRC shows overspend £612 & code 24 – Pension shows overspend £908. When these are deducted by Code 10's underspend there is a deficit of £252 against clerk costs
4. Training includes the GDPR package
5. A new cabinet for the Kings Head defibrillator is required at an estimated cost of £500
6. Electricity & Water were put into the budget at a reduced rate due to levelling of pitch but still no signs of this starting and the club are still using the facilities hence will be higher than budget amount.
7. Play area repairs at Highbury completed but Goodeaves predicted at £2900

Total Budget for income	£87,807
Actual as at 30/09/25	£84,965
Total inc Forecast	£89,874
Increase in income of:	£ 2,067

Total Budget for payments	£77,786
Actual as at 30/09/25	£36,492
Total inc Forecast	£70,124
Underspend of:	£ 7,662

It was proposed by Cllr Allen and seconded by Cllr Paterson that the grant to the Hub which the Council had budgeted for, should be paid today.

Vote: 8 For, 0 Against and 0 Abstention

Action: Cheque to The Hub @ £2,000 be signed

6.3 Consider and agree quote for handrail at the cemetery

After discussion it was agreed that the Clerk would contact PH Fabrication to establish if they will quote to make a handrail and install at the steps to the cemetery.

Action: Clerk to seek quotes for consideration at the next meeting

- 6.4 Consider and agree quote for new post for the Coleford sign
It was questioned whether the post really needed to be replaced. Cllr Allen will inspect and the Clerk will seek a quote from Charltons for consideration if required at the next meeting.

Action: Cllr Allen to inspect the post. Clerk to seek quote for post. Agenda item for next meeting

- 6.5 Consider and agree quotes for play area repairs at Goodeaves
The Clerk presented 3 quotes to Councillors for the repairs at Goodeaves Play area. After discussion it was agreed that the quote from Alvian Play and Recreation of £2829.42 would be accepted.

Vote: 8 For, 0 Against and 0 Abstention

Action: Clerk to instruct the Contractor to complete the work

- 6.6 Accounts approved for payments:
The following invoices were presented for payment:

V Watts – Expenses	£ 59.98
V Watts – Back pay (Sept £166.60 & Oct £28.74)	£ 195.34
Somerset Council Pension Fund - Pension arrears (Sept £68.06)	£ 68.06
HMRC – National Insurance & tax (October)	£ 194.37
Royal British Legion Poppy Appeal – Remembrance Day wreath	£ 22.25
@ The Hub – Parish Council Grant	£2,000.00
Keith Evans – Expenses for travel	£ 33.75
Glynn Pitt – Repairs to Rainwater harvesting set up at Goodeaves allotments	£ 191.05

It was agreed that all of the invoices should be paid. The payment to the Clerk would come from the TSB account but the others will be paid by cheque from the Unity account after the switch had been completed.

Vote: 8 For, 0 Against and 0 Abstention

Cllrs Townsend, Evans, Ham and the Clerk signed the cheques.

- 7 **Discuss and agree whether to support the Community Cars Scheme**
The Clerk had received correspondence regarding a Community Car Scheme, which is being promoted by the Shepton Mallet Local Community Network. Representatives of Mendip Country Practice attended the meeting and are very keen to see the scheme active in Coleford. Nataliya Wills has said that she will share the minutes from the previous meeting and keep us informed of future meetings, the next of which will take place on Friday 7th November from 2pm til 4pm at Shepton Mallet Council Offices in the Committee Room.

After discussion all Councillors agreed that they supported the concept of a Coleford scheme and would help with advertising, raising awareness and encouraging volunteers.

Action: Agenda item for the next meeting. Cllr Townsend to attend the meeting on 07/11/25

- 8 **Date of Next Meetings:**
12th November 2025 Parish Council meeting
26th November 2025 Planning meeting

The meeting ended at 21.10 hrs