

Parish Council of Coleford

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Minutes of the Parish Council Meeting held Wednesday 12th November 2025

Present Cllr Pearce (Acting Chairman) Bell, Evans, Fisher, Moulding, Paterson and Townsend.

In attendance 1 members of the public present
The Clerk, Vickie Watts taking the minutes

1. Public Forum

1.1 A resident raised concern over a pot hole which had developed on Vobster Hill as you approach Coleford.

Action: Cllr Townsend to report to Somerset Highways

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

Cllr Allen, Banks, Douglas-Burke, Ham and Swords sent apologies which were accepted by the Chair.

3. Declaration of Interest and Dispensations granted since last meeting

Cllr Townsend declared an interest in agenda item 12, Small Grants.

4. Approve the minutes from the meetings held on the 1st and 22nd October 2025

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

Vote: 7 For, 0 Against and 0 Abstention

5. Actions arising from the minutes

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

- 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

- The letter circulated by the Chemist to be shared to all Councillors

Action: Cllr Townsend to share the letter

- 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

- 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

- Consider and agree quote for new post for the Coleford sign
Cllr Allen will inspect and the Clerk will seek a quote from Charlton's 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
- A request had been made asking if the car park gate at Highbury playing field could be kept locked overnight again.
Action: Clerk to ask the volunteers
- Cllr Evans explained that the Chemist had been broken into again recently. Also, the opening hours are being compromised due to staffing issues.
Action: Cllr Townsend to share the letter from the Chemist outlining the issues they are currently experiencing.
- A new driveway has been installed off Highbury Street but camber is so steep that it has caused a wheelchair almost to tip over and the user is now having to go into the road rather than navigate the camber.
Action: Clerk to raise with Somerset Highways.
- 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

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.

7.2 PCSO

PCSO Will Mortimer provided the following report for October:

Arson and criminal damage	1
Violence against the person	1

7.3 Climate Action Group

Cllr Moulding said that all of the water butts purchased with the grant had now been installed.

8. Planning Applications

There were none

9. Planning updates

The Clerk explained that 2 applications needed to be considered at a public meeting before the 20th November. It was agreed that the planning meeting would be held a week earlier than scheduled on the 19th November at 7pm

Action: Clerk to publish agenda for Planning meeting one 19th November 2025

10. Highways including:

10.1 Councilor update

Cllr Townsend submitted the following Highway report:

Old Co-op - Depression and pothole just by pavement - reported to Highways after resident was nearly bumped off mobility scooter. This was marked up and filled in within 48 hours.

Charlton Lane - Stone in road from crumbling wall at junction - reported to Highways and road cleared.

Kings Head Bridge – Waiting for a response after Clerk sent chasing email.

Lipyeate Street Lights - Group failure for many months reported, response from Volker Highways that that they are waiting for National Grid to reinstate power, they have no date from them.

10.2 Report of any new issues

The following issues were reported:

- Cllr Moulding raised concern over the cross roads located at Soho on the outskirts of Leigh on Mendip and asked if the signage and road markings could be improved to inform drivers of the pending junction.
- The village sign at Lipyeate needs to be reinstated
- The bridge located at Underhill remains damaged despite being outstanding for 18 months. The Clerk has sent chasing email to Highways and the contact for bridges.
- The signage on Mells Road warning of Tinkers Lane are buried in the depths of the hedges leaving those exiting the concealed junction vulnerable. The signage needs addressing.

Action: Cllr Townsend to follow up

11 **Leaking pipe at the Recreation Ground, Coleford**

Councillors considered the information provided Bristol Water regarding the pipe which had been leaking during the summer and was subsequently turned off. It was agreed that in light of there being no complaints regarding the supply being turned off, that it should be cut off on the basis that it seems to be redundant on the proviso that if it proves to be necessary to reinstate in the future that this should be done at their expense.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to notify Bristol Water

12 **Consider applications for the Small Grants 2025/26**

The total budget for the small grants was £2,500. The working party met prior to the meeting to consider the applications received and made the following recommendations:

For approval in full:

1 st Coleford Scouts	New sink	£ 192.00
Tuesday afternoon trip	Coach trip	£ 350.00
Coleford & Holcombe Community Magazine	Printing costs	£ 287.00
Coleford Theatre Group	Costume hire	£ 500.00
Knit and Natter	Wool	£ 75.00
	Total	<u>£1404.00</u>

An award of £100 was made to Coleford group, Crocs in the summer which also came from the Small grant fund.

Cllr Townsend did not participate in the discussion or vote due to the declared interest in CHCM. Councillors agreed that the recommendations should be made as specified.

Vote: 6 For, 0 Against and 1 Abstention

Refused:

Somerset Art Works	£30.00	No specific use specified in the application
Great Western Air Ambulance	£2,200.00	Not approved as not our local provider.

Vote: 7 For, 0 Against and 0 Abstention

Refused:

Friday Friendship Group

£300.00

As the club is not the owner of the building the council agreed the application could not be approved as they did not have the authority to complete the work.

Vote: 5 For, 0 Against and 2 Abstention

The total awards of £1,504 came from the budget of £2,500 leaving an underspend of £496.00.

Action: Clerk notify the applicants and make arrangements for the payments to be made.

13 Update on Community Car Scheme

Cllr Townsend attended the recent LCN meeting where the scheme was discussed. It was agreed that as there was no representative from Mendip County Practice it would be appropriate for Cllr Townsend to meet with them to discuss the need for a scheme in Coleford. Councillors agreed that a joint survey conducted by the Parish council and MCP would be helpful and could be fed back to the LCN.

Action: Cllr Townsend to speak with representatives of MCP – Agenda item for next meeting.

14 Consider extending the grass cutting contract for the third year or going to tender

Clerk to liaise with current contractor regarding price for extending the contract by a further year.

Action: Clerk to contact contractor. Agenda item for the next meeting

15 Finance

15.1 Agree Bank Reconciliation

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

15.2 Update on Unity Bank and agree amount to transfer to savings account

The Clerk confirmed that the Unity accounts were now live and the TSB current account had been closed. The TSB savings account remains open and has a balance of £15.84 which will need to be transferred. It was also agreed that the sum of £50,000 should be transferred to the Unity savings account.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to arrange for £15.84 to be transferred from TSB savings account to Unity Current account. Clerk to transfer £50k from Unity current account to the savings account.

15.3 Agree charges for Coleford Athletic Football Club

It was agreed that there should be a 3% increase on the £31.25 per game to cover the cost of using the changing rooms, which was the rate paid last year making a total of £32.19 per game.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to notify Coleford Athletic Football Club

15.4 Consider tree work at Roman Way

A resident had made a request that a branch over hanging their drive be removed to allow delivery lorries to access their property. There is also a hawthorn which is overgrown in the play area which needs attention. The Clerk explained that the tree survey was being completed this month and any work would be considered once the survey had been received.

Action: Clerk to monitor and consider once the survey received

15.5 Consider and agree quote for new post for the Coleford sign.
Cllr Allen to inspect the post to establish if it needs to be replaced.

Action: Agenda item for the next meeting

15.6 Consider and agree quote for new defibrillator cabinet

The Clerk presented several quotes for new defibrillator cabinet outside the Kings Head Pub. After consideration it was agreed that a lockable cabinet should be purchased from the Defib Warehouse for £564.30 delivered inc VAT.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to place the order.

15.7 Consider and agree quote for Topsy bin

The Clerk presented several quotes for new bins, one for the new location pending approval from Somerset Council and the other to replace the dog waste bin behind 65 Mendip Vale, which has been approved by Somerset Council. After discussion it was agreed that the Clerk would purchase 2 x Glasdon Topsy 65 litre bins in Green for £156.94 plus VAT.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to place the order.

15.8 Consider and agree quote for washing the bus shelters

The Clerk had sought quotes to clean the 4 bus shelters on Anchor Road and Highbury Street. After discussion it was agreed that the quote of £20 per shelter would be accepted from DT Cleaning services.

Vote: 7 For, 0 Against and 0 Abstention

Action: Clerk to notify the contractor that the quote had been accepted

15.9 Accounts approved for payments

The following invoices were presented for payment:

V Watts – Expenses	£ 46.46
V Watts – Defibrillator battery	£131.64
HMRC – National Insurance & tax	£194.37
AF Denning – Shower installation	£365.24
Somerset Pension scheme – deficit for October	£ 11.35
Read Agri-services – Generator service	£ 73.07

It was agreed that the invoices should be paid.

Vote: 7 For, 0 Against and 0 Abstention

Cllrs Banks, Evans and Townsend to sign the cheques.

15.10 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

16 Meetings to attend / attended

07/11/25 - LCN Meetings Community Car Scheme. AT attended

13/11/25 - LCN Meetings Highways Working Group. AT & CP to attend

17/11/25 - Defibrillator training provided by South West Ambulance Services Trust. All to attend

24/11/25 - Somer Valley Forum – Teams meeting at 6pm

17 Correspondence

11/11/25 – Notification from member of the public about a fallen tree on the bridleway near the concrete works

Action: Clerk to notify the RoW team

Undated letter regarding inconsiderate parking at 5 Coal Barton.

Action: Clerk to investigate & write

23/10/25 Letter from Anna Sabine MP regarding women safety during dark evening

Action: Clerk to share survey

Clerks & Councils Direct – November edition

War Memorial Trust Bulletin – November edition

Allotment & Leisure Gardener – Issue 4

Action: Share with Cllr Banks in the first instance

18 Date of Next Meetings:

19 th November 2025	Planning meeting
10 th December 2025	Parish Council meeting

The meeting ended at 21.45hrs