

# Parish Council of Coleford

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## Minutes of the Parish Council Meeting held on Wednesday the 9<sup>th</sup> May 2018

### Present

Cllr Philip Ham (Chairman presiding)  
Cllr Townsend, Banks, Barrett, Conn, Drescher, Evans, Harding and Turner

There were 3 members of the public present

### PF Public Forum

- 1 It was reported that there had been a serious accident at the Pump Track where a youth had broken his jaw during a fall, which would be requiring surgery. It's hoped that other track users will learn from this unfortunate incident and use a helmet, preferably a full face version. Ag
- 2 Cllr Banks asked for clarification on what the status was with the mobile phone mast which had been installed at Rush Farm Lane. It was mentioned that although the mast had been installed, there is currently no electricity supply to the unit due to dispute with the landowner. VW

### 1 Apologies for Absence (acceptance of any reasons offered)

Cllr Gurd, Talbot, Pearce and PCSO Storey all sent apologies which were accepted by the Chair.

### 2 Declaration of Interest and Dispensations granted since last meeting

There were none.

### 3 Co-Option of new Councillor

The Clerk explained that there another interested person who it is hoped will be co-opted in the near future. Ag

The Chairman agreed to bring forward agenda item 6.3 – The complaint regarding the vehicle washing at Kilmersdon Common Farmhouse.

### 4 Complaints received by the Planning Enforcement Team, Mendip District Council

#### 4.1 Inc Vehicle Washing at Kilmersdon Common Farm House. Common Lane Coleford BA3 5QB

Members of the public attended the meeting and raised concern over a team of workers who are cleaning commercial vehicles and pick-ups within the drive of Kilmersdon Common Farmhouse.

Due to the impervious nature of the driveway the majority of the waste water which includes the chemicals used are washing down onto the shared driveway, onto the highway, fields and finally into the river.

The cleaning is taking place every Sunday throughout the day which is causing an unacceptable amount of noise. At the end of the cleaning the tarmac driveway to jet washed which is lifting oil and again is left to find its way onto the shared driveway, highway, and fields and into the river.

It was noted that the Mendip District Council Enforcement team have already been notified but the attendees were seeking support from the Parish Council. After discussion it was agreed that the Clerk would draft a letter to be sent to MDC Enforcement team with a copy also being sent to the Environment Agency and the householder of Kilmersdon Common Farmhouse. VW

*Vote: 8 For, 0 Against & 1 Abstained (Cllr Ham didn't take part in the vote)*

#### 4.2 Present Applications

2018/0632/FUL - Brookside Cottage, Underhill, Coleford, Frome, BA3 5LU

Demolition of derelict cottage, stable and garage and construction of one garage on the footprint of the existing buildings

The Applicant attended the meeting and explained that the Bat Roost was now built and as mentioned the when he last attended the Parish Council meeting that they now wished to apply for permission demolish the existing derelict cottage and buildings to construct a garage on the same footprint. A pre application had been submitted to MDC planning department but that had included a first floor yoga studio but it has now been decided that it will be just the garage, which is to be built from traditional stone. It is believed that once the work is completed the new discreet building will be an improvement on the existing buildings.

The Applicant confirmed that the garage would house 10 cars and that each car would be driven at most twice a year so the traffic movement is minimal.

All Councillors had considered the plans prior to discussion. It was proposed by Cllr Conn that the application be recommended for approval, which was seconded by Cllr Turner.

*Vote: 7 For, 0 Against & 2 Abstained (2 District Councillors didn't take part in the vote)*

3 Members of the public then left the meeting at 19.54hrs.

#### 4.3 Discuss and agree application for tree work on Oaks at Beacon View (TPO M1223)

The Clerk confirmed that 2 quotes out of a possible 4 had been received. It was agreed that the Clerk would ask Bo Walsh the Protected Tree Officer at MDC to attend and consider the work required to the oak trees prior to consideration of the quotes. This will then be reconsidered at the Planning meeting.

VW  
Ag

#### 4.4 Decisions on Previous Applications

An email had been received from MDC confirming receipt of the letter from Coleford Parish Council to Bo Walsh regarding the damage done to the trees at Kilmersdon Common Farmhouse.

#### 5 **Approve Minutes of last Parish Council meeting held on the 11<sup>th</sup> and 25<sup>th</sup> April 2018**

Both sets of minutes had been circulated to all Councillors prior to the meeting. It was agreed that they minutes were an accurate record and were duly approved and signed by the Chair.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

The Clerk will upload to the website.

#### 6 **Matters Arising**

All actions had been completed or will be discussed under an agenda item apart from:

- The register of interest for Cllr Drescher and Cllr Harding had been returned by the Monitoring Officer and required amendment which would be completed at tonight's meeting and returned to MDC. VW
- Finger Post Signs. The Clerk to gather the information already compiled by Cllr Pearce ready to present at the next meeting to make a plan for renovation. VW
- The new bin is to be installed at the Pump Track ahead of the official opening. Clerk to arrange. VW
- Installation of street furniture. Add to the June Agenda so that a contractor can be selected. Ag
- Clerk to provide quotes for a piece of play equipment to be installed at Roman Way play area. VW
- The witness statement template for enforcement to be an agenda item for June. Ag

#### 7 **Progress report on BMX pump track including:**

##### 7.1 Risk assessment for the pump track

Cllr Conn had circulated a note regarding a potential risk assessment template that could be used for the BMX track. After discussion it was agreed that:

- The Clerk would establish if the track requires an annual RoSPA inspection. VW
- Cllr Conn will put together a risk assessment to cover the playing field, play area and the pump track. AC
- The Clerk to add the Pump track to the asset register and the insurance policy. VW

7.2 Pump track association  
Cllr Conn said that he would like to call a meeting to try and progress this as he believed that there was an appetite for an association. It was agreed that Cllr Conn would call a meeting which would be held at the Hub. Cllr Banks confirmed that there would be no charge for the use of the hall. AC

7.3 Update on safety signage  
The Clerk provided a spreadsheet with 4 quotes from sign writers for both the donor signage and the safety sign. After discussion it was agreed that SignEfex would be asked to complete the work on the basis that the quote of £87 for the sponsor sign, £141 for the safety sign plus £105 for installation was competitive plus the fact that we know he is able to deliver the product within the timescale and we've been happy with the quality of their work in the past.

The Clerk will email the artwork for the BMX working party to comment and agree the wording for both signs before placing the order.

7.4 Update on Commemorative Plaque to show donors  
As above

7.5 Arrangements for formal opening ceremony  
The list of potential guests had been circulated by the Clerk along with a draft letter to be sent inviting guests to attend. It was agreed that the invitations should be sent out as a matter of urgency. VW  
Cllr Ham said that CRG may be able to help with providing food. Agenda item for Planning meeting. PG  
Ag

## 8 Finance

8.1 Bank Reconciliation – The Clerk has completed the reconciliation on all bank accounts and will ensure that this is checked by a Councillor prior to the next meeting. VW

8.2 Agree to pay Clerk to attend training – The Clerk explained that she would like to attend 2 training courses being run by SALC namely:  
1- Understanding Charitable Trusts. 20/06/18 Cost £55.  
2- GDPR Training 22/05/18 Cost £30.00  
The Clerk confirmed that the cost could be split between with Cranmore and Holcombe Parish Councils VW  
Everyone agreed that they would be worthwhile and that the Clerk should attend.

8.3 Approve Asset list - The Asset list had been circulated to all Councillors. The Clerk to add the BMX Pump track to the asset list along with the gates around the Highbury playing field. The asset list was agreed but Councillors felt that it should be reviewed once the new street furniture has been installed.

The Clerk to amend the spreadsheet to make it easier to sort into areas within the village. VW

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

8.4 Approve Risk Assessment statement - Councillors reviewed the statement and agreed that it should be signed by the Chair.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

8.5 Review year end accounts - Cllr Conn confirmed that the finance working party had reviewed the year end accounts and reported as follows:

Cllr Conn explained that the pump track forecast overall balance of expenditure was £29,692.77 with income at £30,838.65 subject to receiving the grant from Sport England.

Other areas were highlighted:

Clerk salary and expenses – modest overspend due to some figures not known when budget set. Ag

CAB – one off catch up payment of £2000 to cover the two missing years

Grass cutting – modest underspend Ag

Housing Needs Survey - £500 underspend as MDC bore cost

General admin and misc expenses – overspend due to no budget allocation. (Budget allocations made for 2018-19)

Capital Improvements (exc pump track) plus repairs - £500 underspend despite payback team's modest costs

VW

Repairs and improvements at changing rooms – over £900 underspend as CAFC proposals not started yet.

AT/AC  
Ag

Play equipment inspections - £1000 not spent and clerk has been doing inspections FoC. It was agreed that Cllr Conn and Cllr Townsend will meet to discuss a way of reimbursing the clerk and bring back to the Council for discussion and approval.

Play equipment repairs and improvements. Only £1448 spent from £7000 budget  
Parish Plan - £500 not spent. No capacity to start this yet.

Overall an over spend is shown, because the Pump Track project straddles the year end and we have to claim £14,000 from Sport England. Also we have the funds in the BMX/Pump track account.

Activity excluding the Pump Track was well within budget overall.

Balance on spreadsheet = -£16,854.24

BMX Account balance = £15338.65

Sport England offer to be claimed =£14,000

8.6 Consider and Approve Annual Governance statement – To be adjourned until the next meeting.

8.7 Consider and Approve the Accounting statement – To be adjourned until the next meeting.

8.8 Agree transfer of funds raised for BMX pump track to main account & close account – It was agreed that the money currently in the BMX Pump track bank account should be transferred to the main account. Clerk to draft letter showing consent from 3 signatories.

8.9 Accounts approved for payments

|                                                                     |          |
|---------------------------------------------------------------------|----------|
| Clerk expenses (£36 home office)                                    | £129.77  |
| Shepton Mallet Landscape Ltd – Coleford Playing field grass cutting | £90.00   |
| Andy Conn – Posts for signage at BMX track                          | £20.89   |
| SALC / NALC Affiliation fee                                         | £603.01  |
| S J Hill – Grass cutting                                            | £346.50  |
| Mike Panicco – Fence at Roman Way & bench repair.                   | £1431.00 |
| AON - Annual Insurance                                              | £762.98  |

The Clerk said that Steve Hill the grass cutting contractor was still unhappy about the state of the pitch area at Coleford playing field and also the bottom of Highbury where the recent BMX track works was undertaken which has left some rutting. Cllr Ham will try to arrange for the Highbury field to be rolled ASAP and will take a look at the Coleford playing field.

PH

Councillors agreed to make the abovementioned payments. Cllr Townsend, Cllr Ham and Cllr Conn signed the cheques with the Clerk signing for Cllr Conns expenses.

*Voting FOR 9, AGAINST 0, ABSTENTIONS 0*

**9 Confirm rental charge to CAFC for the use of the changing rooms for the playing season 2018/19.**  
Cllr Conn explained that the calculation used to work out last season's accounts was re run and showed that the same charge could be applied for the 2018/19 season.

The Clerk to write to CAFC to confirm that the annual charge will be £990 to be paid by direct debit over 9 months from August to April.

VW

- 10 Consultation – Unauthorised developments & encampments**  
 Cllr Barrett confirmed that he had made a start on the consultation but felt that it would be worthwhile another Councillor also looking at the points raised. It was agreed that Cllr Townsend would get together with Cllr Barrett to further review and complete the consultation. The deadline for responses is the 25/05/18. AT/MB
- 11 See Saw repair**  
 Cllr Barrett provided a quote for the parts to repair the see saw:
- 2 × M16×220mm stainless steel bolts @£17.96ea.  
 2 × Rubber square buffer @£20.48ea.  
 2 × Square washer with integral nut @£11.03ea.  
 6 × Two part plastic bolt cap @ £00.47ea.  
 Subtotal £101.83 + VAT @ 20% £ 20.37  
 Total parts (delivery charge to be added) £122.20
- This is a quote from the see-saw manufacturer and are based on their suggestion of what is needed, but as the see-saw design has recently changed they don't stock them and would have to order them in.
- It was agreed that Cllr Barrett would source the M16 x 220mm and install immediately which will reinstate the see-saw to full working order. The rubber square buffers, which the manufacturers suggest are replaced annually will be ordered in and fitted once received. The Chair thanked Cllr Barrett for undertaking this project. MB
- 12 Meetings to attend**  
 CAFC – Cllr Drescher said that he had met with John Hansford who said that they were keen to progress with the work to the new door. Council agreed that ideally 3 quotes would be required. AD  
 Understanding Charitable Trusts. 20/06/18 VW  
 GDPR Training 22/05/18 VW  
 SALC Councilor Essential Training – 17<sup>th</sup> May 2018 at 7pm Mendip District Council Chambers. MB/AD/  
 NH
- 13 Report of any risks identified**  
 There were none
- 14 Correspondence**  
 CPRE newsletter – to circulated around Councillors
- 15 Matters of Urgency – at the Chairman’s Discretion**
- 15.1 New premises license / variation application for a premises license for the Co-op, (former Crossways Garage), Anchor Road, Coleford, Somerset BA3 5PG.  
 Cllr Ham outlined that this was a straightforward application which simply requested that the new co-op be allowed to sell alcohol. All Councillors agreed that they had no objections. VW
- 15.2 Post Office  
 Things are slowly progressing. The required upgrading materials have been ordered to ensure sufficient broadband is available. Some cupboards and work surfaces will need to be installed within the room which will be used as the post office. The Post Office will open for 2 hours on a Wednesday and Friday with the times to be confirmed.
- 15.3 Cllr Evans will purchase the required paint and stain for the community pay back team to continue with the renovations on the benches, rails at the steps in lower Coleford and the cemetery. It is also hoped that they will be able to clear the fly tipping at Beacon View. KE
- 16 Date of Next Meetings:**  
 Wednesday 23<sup>rd</sup> May 2018 Planning Meeting  
 Wednesday 13<sup>th</sup> June 2018 Parish Council Meeting
- 17 The meeting finished at 22.23hrs**