



COTFORD ST LUKE PARISH COUNCIL

The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ www.cotford-st-luke.org.uk

COTFORD ST LUKE PARISH COUNCIL MEETING

Held virtually on ZOOM on Thursday 10th September 2020 at 6.30pm

MINUTES

Present: Cllr Woodford, Cllr Beaufoy (Vice-chair), Cllr Davis, Cllr Perrett, Cllr Hutson, Cllr Lisa Davies

Two members of the public joined the meeting.

Clerk: Louisa Gillett

54/20 Apologies

The councillors accepted apologies from Cllr Coucher and PCSO Henderson.

55/20 Declarations of Interest

A declaration was received from Cllr. Pete Davies as Acting Chair of the Community Association Management Group.

56/20 Matters arising from PC meeting of 16th July 2020

Item 45/60 Community Speedwatch scheme. Cllr Lisa Davies will erect speed awareness signs in the village. The Clerk will ask PCSO Henderson for an update on the handheld camera training for volunteers.

57/20 Approval and signature of minutes of meeting of 16th July 2020

The minutes were adopted as an accurate record of the meeting, to be signed by the Vice Chair at a future date.

58/20 Questions from the public (up to 15 minutes)

A member of the public reported that three bridges on the flood plain have been repaired with funds provided through village crowd funding and the paths are being used by the villagers. Information was requested about a programme for weedkilling in the village; weeds have become a big problem and the village is looking scruffy. The Clerk explained that she is being sent the name of a contractor who specializes in this type of work. It was asked when the bus shelter will be re-painted and repaired. The Clerk explained that the district council has been asked to estimate this work. The Clerk will provide an update at the next meeting.

59/20 Community matters

59/20.1 Report on Cotford St Luke estate

A report was circulated prior to the meeting. Cllr Hutson volunteered to take on the responsibility of managing the village estate and a plan of action was agreed.

- Obtain estimates from SWTC for maintenance of the Crown estate areas within the village
- Contact the Crown estate managing agent to discuss maintenance of Crown estate and enquire about purchasing options
- Contact Jonathan Stevens of SWTC regarding acquisition of Crown estate land including the flood plain
- Contact the environment agency regarding flood prevention

Chairman Adrian Coucher cllrcoucher@cotford-st-luke.org.uk

Clerk & Responsible Financial Officer Louisa Gillett clerk@cotford-st-luke.org.uk tel: 07531898272

Action: Cllr Hutson will report any updates at the next meeting in October.

59/20.2 Village patrol

A paper from a member of the public was circulated prior to the meeting. Clarification was sought on how village issues should be reported, and it was suggested councillors might consider patrolling the village. Four of the councillors are employed full time and one is self-isolating due to CV-19 so they are not free to patrol the village. It was agreed that villagers could be better informed on how to report issues. Links to SWTC and SCC 'report an issue' web pages will be added to the new CSL web site, and the areas around the noticeboards will be cleared of foliage by Cotford Corners to make it easier to post and read notices. All issues can be reported to the Clerk; her email address and telephone number is on the web site and noticeboards.

Action: The Media and Communications group will add a Report Issues page to the new web site.

60/20 Update from the Media and Communications Working Party

Cllr Beaufoy reported that the new CSL village web site is up and running but unfinished. Cllr Beaufoy and Cllr Davies will be trained to upload information to the web site.

61/20 SCC Councillor: update by Mike Rigby

Report not received.

62/20 SW&T Councillor: update by John Hassall

Report not received.

63/20 Police update for June 2020

A report was circulated prior to the meeting; there were no questions.

64/20 Cotford St Luke Community Association

64/20.1 Treasurers Report. This was circulated prior to the meeting; there were no questions.

Cllr Davies reported that a risk assessment for using the hall post COVID has been carried out and a pilates group are using the hall and testing the new systems. The public liability insurance document is out of date.

Action: The Clerk to send Cllr Davies an up to date copy of the insurance.

65/20 Finance

65/20.1 Quarterly financial report. This was circulated prior to the meeting; there were no questions. Cllr Perrett will inspect the accounts on a quarterly basis.

65/20.2 Payments

65/20.2.1 CSL 385 SWTC £1003.74

65/20.2.2 CSL 386 CLERK Louisa Gillett statutory salary increase paid by standing order

RESOLVED: *The payments were agreed by the councillors.*

66/20 Ideas for expenditure of S106 funds

A list of suggestions for projects funded by S106 funds was circulated prior to the meeting. The funds are designated for the Community Hall, Arts, Allotments and Play areas. The councillors decided to form a working party (now known as the S106 Working Party) to evaluate the different proposals after which the village will be consulted on their views on how the money should be spent.

Proposer: Cllr Beaufoy

Seconder: Cllr Woodford

RESOLVED: *The councillors formed the S106 Working Party.*

67/20 Proposals

67/20.1 Appointment of Clerk as Responsible Finance Officer

Proposer: Cllr Woodford



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Seconder: Cllr Perrett

RESOLVED: *The councillors appointed the Clerk as the RFO.*

67/20.2 Statement of Internal Controls

Proposer: Cllr Perrett

Seconder: Cllr Beaufoy

RESOLVED: *The councillors adopted the Statement of Internal Controls as a template for 2020/2021.*

68/20 Planning

There were no new planning applications.

The meeting ended at 19:39