



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 SKYPE ON 14TH MAY 2020 AT 19:30

MINUTES

Present: Cllr Coucher (Chair), Cllr Beaufoy (Vice-Chair), Cllr Woodford, Cllr Lisa Davies, Cllr Pete Davies, Cllr Hutson, Cllr Perrett

Clerk: Louisa Gillett

One member of the public joined the meeting at 19:35.

13/20 Apologies

PCSO Vicky Henderson
Cllr John Hassall

14/20 Declarations of Interest

Declarations were received from Cllr. Pete Davies as Acting Chair of the Community Association Management Group and Cllr Lisa Davies as a member of the Cotford Corners group.

15/20 Matters arising from PC meeting of 16th April 2020

15/20.1 *Item 6/20.1 Village noticeboards.* The Co-op has contacted their Head Office for permission to purchase and install a larger noticeboard outside the Co-op.

16/20 Approval and signature of minutes of meeting of 16th April 2020

The minutes were adopted as an accurate record of the meeting, to be signed by the Chair and scanned and sent to the Clerk.

17/20 Questions from the public (up to 15 minutes)

There were no matters raised by the public.

18/20 Community matters

18/20.1 Cotford Corners Green Waste Disposal Proposal

18/20.1.1 Do you agree with the proposal for a green waste disposal facility? Proposer: Cllr. Woodford.

RESOLVED: *Councillors agree with the proposal for a green waste facility.*

18/20.1.2 Do you agree the parish council will pay for the purchase of a shed like structure and pay for the groundwork? Proposer: Cllr. Perrett

RESOLVED: *Councillors agree the parish council will pay for the purchase of a shed and for the groundwork of the shed.*

18/20.1.3 Do you agree the parish council will pay SW&T to collect the green waste? The councillors were unable to adopt this proposal without an estimate of the cost of green waste collection. Cotford Corners are asked to propose a written estimate at the next meeting.

ACTION: H Young to ask SW&T to estimate the cost of collection, and for a method of securely emptying the bins.

18/20.2 Tennis Court & MUGA

On May 11th, the government published its 'Recovery Strategy' with new guidance for the use of outdoor, shared leisure facilities. Based on this guidance, it was decided to open the tennis court for use by residents, although it should be used according to guidance. The MUGA will remain closed as there are no legitimate ways to use this area. Usage of the tennis court will be monitored.

ACTION: Cllr Beaufoy to draft a message explaining the decision of the parish council, and usage guidance, to be circulated to the other councillors before publication on the Facebook page.

19/20 Update from the Media and Communications Working Party

19/20.1 *Re-design of the parish council web site.* Estimates for the re-design of the parish council web site have been received from several web site designers, with costs between £900 and £1700. The new web site will be paid from the Community Infrastructure Levy under digital infrastructure. Cllr Davies and Lindsay Carroll have offered to assist with the re-design, which will save money. The on-line booking system for the Community Centre will be added to the CSL PC web site. The booking system will be paid for by the Community Centre.

ACTION: The Media & Comms WP to write a proposal with estimates of the different re-design options and their respective costs; to be presented at an Extraordinary Meeting. Councillors asked to be sent links to the designer's portfolios prior to the meeting.

20/20 SCC Councillor: update by Mike Rigby

Report not received.

21/20 SW&T Councillor: update by John Hassall

Cllr Hassall sent a report that was circulated prior to the meeting. There were no matters arising from the report.

22/20 Police update for April 2020

PCSO Henderson sent a report. The monthly report sometimes contains important information about anti-social and criminal behaviour in the village, and the councillors would like to inform parishioners of these matters in a timely matter as possible, which is not always possible if the report is received for the previous month.

ACTION: Clerk to ask PCSO Henderson to send more regular police updates.

23/20 Cotford St Luke Community Association

The Community Hall remains closed and the cleaners have been stood down. The school caretaker is carrying out checks on the hall. The association is applying for a small business grant for loss of income during the COVID-19 pandemic. The association will present its 2018/2018 financial report at the next meeting of the parish council.

24/20 Proposals

24/20.1 Standing Orders 2020/2021. Proposer Cllr. Woodford

RESOLVED: Councillors adopted the Standing Orders for 2020/21.

24/20.2 Financial Regulations 2020/2021. Proposer Cllr. Perrett

RESOLVED: Councillors adopted the Financial Regulations for 2020/21.

24/20.3 Privacy Notice 2020/2021. Proposer Cllr. Lisa Davies

RESOLVED: Councillors adopted the Privacy Notice for 2020/21.

24/20.4 Grievance Policy 2020/2021. Proposer Cllr. Perrett

RESOLVED: Councillors adopted the Grievance Policy for 2020/21.

24/20.5 Dispensation for Disclosable Pecuniary Interest (update) 2019/23

24/20.6 Purchase of ZOOM for parish council virtual meetings. Proposer Cllr. Woodford.

RESOLVED: Councillors adopted the use of ZOOM for virtual meetings and agreed to purchase an annual subscription for £119.90.

24/20.7 Cost of audit training for clerk. Proposer Cllr. Huston.

RESOLVED: Councillors agreed the parish council will fund up to two hours of training to the value of £50.00.

25/20 Finance

25/20.1 Financial report 2019/2020. The financial report for 2019/20 was circulated prior to the meeting. S106 funds are due to be spent by the council before the end of 2022, although it was suggested this date may be extended due to the current COVID-19 pandemic.

ACTION: Clerk to find out if S106 funds expenditure deadlines can be extended.

25/20.2 May payments.

25/20.2.1	CSL 371 Payroll Specialists for payroll services 20/21	£374.40
25/20.2.2	CSL 372 SW&T Electoral fee 2019	£100.00
25/20.2.3	CSL 373 HMRC PAYE/NI CLERK FINAL QUARTER 2019/20	£119.00
25/20.2.4	CSL 374 ZURICH MUNICIPAL INSURANCE 2020/21	£1534.00
25/20.2.5	CSL 375 INFORMATION COMMISSIONER DP FEE	£40.00
25/20.2.6	CSL 376 COOMBER SECURITY SYSTEMS INT. ALARM	£293.63
25/20.2.7	CSL 377 CLERK EXPENSES	£137.10

All payments were approved. All councillors have been added as bank signatories; the Clerk will arrange for Cllr. Beaufoy and Cllr. Huston to sign payment vouchers and cheques during next week.

26/20 Planning

26/20.1 *Case Ref: 53/20/0005 Chapel change of use.* There were no objections from the councillors to this application.

The meeting ended at 20:30

Signature of Cllr. Coucher (Chair).....

Date.....