

COTFORD ST LUKE PARISH COUNCIL

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

Chairman Adrian Coucher

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

COTFORD ST LUKE PARISH COUNCIL MEETING

Virtual meeting held on Skype on Thursday 16th April 2020 at 7.30pm

MINUTES

The Councillors and Clerk connected on Skype for a virtual meeting. The meeting started at 19:30.

Present: Cllr Adrian Coucher (Chair), Cllr Pete Davies, Cllr Lisa Davies, Cllr Donna Beaufoy, Cllr Kevin Hutson, Cllr Matt Woodford, Cllr Tony Perrett

Clerk: Louisa Gillett

1/20 Apologies

PCSO Henderson

2/20 Declarations of Interest

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

3/20 Matters arising from PC meeting of 12th March 2020

There were no matters arising.

4/20 Approval and signature of minutes of meeting of 12th March 2020

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

5/20 Annual Meeting and election of Chairman 2020/21

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 were introduced on 4th April. Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020 and regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021 although councils may elect a chairman at earlier meeting should they wish to. It was proposed that the Annual Meeting and the re-election of the Chair are postponed.

Proposer: Cllr Hutson

Seconder: Cllr Beaufoy

RESOLVED: *The Annual Meeting will not be held in May 2020, and Cllr Coucher will continue as Chairman without re-election. Both matters will be reviewed at the Parish Council meeting on 8th October.*

6/20 Community Matters

6/20.1 Update from the Media and Communications Working Party

- *Re-design of the Parish Council web site.* Cllr Davies has received an estimate of between £1100 - £2000 to re-design the web site, which is more than the council is willing to spend. More estimates will be obtained from other web site companies including web site designers in the village. Estimates will be discussed at the next meeting on 14th May. The project will be paid for from the Community Infrastructure Levy.

- *Village noticeboards.* Under government guidance on social distancing, notices do not need to be displayed on village noticeboards. All notices could be displayed at the Co-op but the board is too small to do this.

ACTION: Clerk to ask Southern Co-op group if they can install a larger noticeboard outside the Co-op on behalf of the Parish Council.

- *Social media.* Cllr Beaufoy has set up an Instagram account for the Parish Council, which can be found at Cotford_St_Luke_Parish_Council. The Facebook page has 69 members; Cllr Beaufoy & Cllr Davies will aim to increase this number by linking with other local Facebook groups. It was decided not to open a Twitter account at the moment. A link will be made between the Facebook page and PCSO Henderson's blog.

ACTION: Cllr Beaufoy to post a social distancing reminder on Facebook.

- *Farmers Market.* The council will book a table at the first market after lockdown is lifted, after which an attendance schedule will be decided.
- *Newsletter.* A newsletter cannot be distributed in the village during lockdown and is therefore on hold.

6/20.2 Proposal received from Rob Cozens to construct a stream bridge on the meadows. The councillors thanked Mr Cozens for his proposal. The council is unable to approve the proposal because the village does not own the land on which the bridge will be built.

ACTION: Mr Cozens to be advised to submit his proposal to SW&T.

7/20 SCC Councillor: update by Mike Rigby

Report not received.

8/20 SW&T Councillor: update by John Hassall

Report not received.

9/20 Police update for March 2020

The police report had been previously circulated. There were no comments or questions.

10/20 Cotford St Luke Community Association

The Community Hall is closed, and no bookings are being taken. The school caretaker is carrying out occasional maintenance checks on the building. The new booking system will be linked to the web site but cannot be tested at the moment.

11/20 Finance

11/20.1 April payments

11/20.1.1 CSL 369 SW&T installation of MUGA bin & repositioning of dog bin £158.83

11/20.1.2 CSL 370 Somerset Web Services – new councillor email addresses £28.85

11/20.2 Internal and external audits

The Clerk reported that Jill Larcombe will be carrying out the internal audit, and that the external audit has been delayed by government.

12/20 Planning

There were no planning matters to report.

The meeting ended at 20:25

Signature.....

Date.....