



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 6th May 2021 at 18:30

MINUTES

Present: Cllr Coucher (Chair), Cllr Lisa Davies, Cllr Perrett, Cllr Hutson, Cllr Reeves, Cllr Woodford, Cllr Davies

Two members of the public were in attendance.

Clerk: Louisa Gillett

17/21 Apologies

Apologies received from John Hassall and PCSO Henderson were accepted by the councillors.

18/21 Declarations of Interest

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

19/21 Election of Cllr Coucher as Chairman for 2021/2022

Cllr Perrett took the Chair. Cllr Coucher was elected as Chairman for the next financial year.

Proposer: Cllr Hutson

Seconder: Cllr Reeves

Resolution taken for Cllr Coucher to continue as Chair for 2021/22.

20/21 Matters arising from PC meeting of 8th April 2021

Item 6/21.1.2 Permissive path. Cllr Perrett and Steve Speck met the landowner to discuss the proposed path. The work required to create the path and the position of the path has been agreed. The next stage is to carry out a feasibility study to establish what permissions are required and to estimate costs.

Action: Steve Speck and Cllr Perrett will carry out a feasibility study for the project and report to the Parish Council.

Item 7/21.1 Youth projects. The Parish Council has received 12 birdbox kits that have been given to the village school for children to assemble. Once assembled, the bird boxes will be installed around the village. Advice on positioning the bird boxes is being sought from the Somerset Wildlife Trust.

21/21 Approval and signature of minutes of meeting of 8th April 2021

Proposer: Cllr Lisa Davies

Seconder: Cllr Perrett

Resolution to adopt the minutes as an accurate record of the meeting.

The minutes will be signed by the Chair and given to the Clerk at a future date.

22/21 Questions from the public (up to 15 minutes)

Cllr Woodford showed the meeting the Wellington Wildlife map and suggested CSL PC could produce a similar map of the parish. There was enthusiasm for the suggestion, although it was agreed that care must be taken to ensure wildlife is protected rather than exposed.

23/21 Referendum on local government reform

Stronger Somerset advised parish councils by email that district councils are proposing a referendum on local government reform and recommends local communities take part in the referendum (depending on the

outcome). Cllr Lisa Davies asked for a letter of support for the referendum to be sent to One Somerset. There were no objections to the request.

Action: Clerk to write a letter of support and send it to One Somerset.

24/21 Community matters

24/21.1 *Rights of way and paths* – the permissive path was discussed under item 20/21.

24/21.2 *Cycle path.* Cllr Lisa Davies is in discussion with the project leaders of the cycle path. A Facebook survey of resident's views on whether the path should be for cyclists only, or whether it should be shared between cyclists and pedestrians, voted mainly for the shared path option. Cllr Coucher offered to liaise with the project group on behalf of the parish council.

24/21.3 *Children and young people survey.* A survey for young people in the village is being written and will be managed by Young Somerset. It will be advertised in the village newsletter. Young Somerset is organising activities in Kilve and in the village and young people from the village will be invited to participate. Some of the young people in the village have asked for an outdoor table tennis table, and for the goal nets to be permanently installed on the football pitch. The parish council does not own the nets, which are only used for games and matches to prevent damage. The parish council will investigate costs for purchasing an outdoor table tennis table.

25/21 Parish Plan

Cllr Reeves will develop the Parish Plan. The first step is to carry out a public consultation with residents to find out what they would like done in the village. This process will start once Covid restrictions have been lifted. The Parish Council has received several suggestions for projects in the village and these will be added to the plan.

26/21 Update from the Media and Communications Working Party

26/21.1 *Newsletter.* Cllr Lisa Davies and Cllr Davies are producing the village newsletter. They have received a lot of articles, not all of which can be included due to space. The newsletter will include a survey asking residents what they would like done in the village, and the results of the survey will be added to the Parish Plan.

26/21.2 *Noticeboards.* Some of the noticeboards need to be cleaned and painted. The noticeboard at the Co-op is too small to display much information. The parish council cannot afford to purchase a large noticeboard, thought to be @ £700, and a member of the public offered help towards assembling one more cheaply. Cllr Lisa Davies will assess where it could be situated.

27/21 Update on estates

27/21.1 *Crown land.* Cllr Hutson explained that SWTC has confirmed they are unable to assist CSL PC with purchase of the Crown land, and therefore the parish council will not pursue the matter. The Crown is not willing to separate the land into smaller areas for sale separately. A member of the public expressed an interest in purchasing some of the Crown land.

27/21.2 *Maintenance of Crown land.* There are several parcels of Crown land in the village, some of which require regular maintenance. It is not the responsibility of the Crown to maintain the land, and therefore it falls to the PC to pay for the work, however, the PC does not have the resources to pay for maintenance of all the Crown land. The PC will produce a map showing the Crown land and make a maintenance plan, which will form part of the Parish Plan.

28/21 SCC Councillor: update by Mike Rigby

Mike Rigby was not aware of the change of meeting date.

29/21 SW&T Councillor: update by John Hassall

Cllr Woodford reported to the meeting on behalf of Cllr Hassall. SWTC has received £100,000 to improve rural transport services. Cllr Hassall is trying to engage companies in the county to offer regional transport services.

30/21 Police update for March 2021

A report was not received in time for the meeting.

31/21 Cotford St Luke Community Association

Cllr Davies spoke to this item. The renovation of the hall is ongoing. A new sign is being made for the outside of the building, and the acoustic panels will be installed in the main room in June. The CSL PC website is being updated to include an online booking system for the hall. An inventory will be carried out as the microwave is missing from the kitchen.

32/21 Finance

32/21.1 *Financial report for 2020/21* The financial report was circulated prior to the meeting. There were no questions.

32/21.2 Payments

- 32/21.2.1 CSL 411 Louisa Gillett reimbursement for 20 keys for the tennis court £213.60
Proposer: Cllr Huston Seconder: Cllr Perrett
- 32/21.2.2 CSL 412 Countrywide Maintenance £808.80
Proposer: Cllr Perrett Seconder: Cllr Woodford
- 32/21.2.3 CSL 413 SWTC dog bins/MUGA inspections 2020/21 £559.25
Proposer: Cllr Davies Seconder: Cllr Woodford
- 32/21.2.4 CSL 414 Coomber Security Systems alarm monitoring Com. Centre £302.43
Proposer: Cllr Huston Seconder: Cllr Perrett
- 32/21.2.5 CSL 415 Steve Speck reimbursement for footpath signs £120.60
Proposer: Cllr Lisa Davies Seconder: Cllr Hutson
- 32/21.2.6 CSL 416 Data Protection Fee ICO £40
Proposer: Cllr Woodford Seconder: Cllr Hutson
- 32/21.2.7 CSL 417 SALC Councillor essentials training £25
Proposer: Cllr Huston Seconder: Cllr Perrett
- 32/21.2.8 CSL 418 Payroll Specialists annual fee £374.40
Proposer: Cllr Huston Seconder: Cllr Reeves
- 32/21.2.9 CSL 419 BHIB councils insurance annual fee £1397.60
Proposer: Cllr Reeves Seconder: Cllr Perrett
- 32/21.2.10 CSL 420 Clerk working from home allowance and printer charges £166.47
Proposer: Cllr Huston Seconder: Cllr Lisa Davies

It was resolved to make these payments.

33/21 Proposals

33/21.1 Standing Orders 2021/2022

Proposer: Cllr Perrett

Seconder: Cllr Reeves

Resolution to adopt the Standing Orders for 2021/22.

33/21.2 Financial Regulations 2021/2022

Proposer: Cllr Reeves

Seconder: Cllr Hutson

Resolution to adopt the Financial Regulations for 2021/22.

33/21.3 Privacy Notice 2021/22

Proposer: Cllr Lisa Davies

Seconder: Cllr Davies

Resolution to adopt the Privacy Notice for 2021/22.

33/21.4 Health and Safety Risk Assessment 2021/2022

Proposer: Cllr Woodford

Seconder: Cllr Reeves

Resolution to adopt the Health and Safety Risk Assessment for 2021/22.

Action: Once signed, these policies will be added to the CSL PC web site.

34/21 S106 projects

34/21.1 *Purchase of play equipment.* The PC will use the available S106 fund of £844.53 to purchase play equipment for one of the children's play areas.

Action: Clerk to investigate costs and make an S106 application for funding.

35/21 Planning

35/21.1 *Ref 53/21/0003* There were no objections to this application.

35/21.2 *Ref 53/21/0004* The application does not include elevations for the proposal. Cllr Reeves will ask to see them before commenting.

35/21.3 *Ref 27/21/0008* There were no objections to this application.

The meeting ended at 19:50

Signed

Dated