



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 in the Community Centre on 9th September 2021 at 18:30

MINUTES

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

Clerk and RFO: Louisa Gillett

Daniel Bishop, Neighbourhood Sergeant and Victoria Henderson, PCSO joined the meeting for the first hour.

Three members of the public were in attendance

75/21 Apologies

None received.

76/21 Declarations of Interest

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

77/21 Matters arising from the parish meeting of 14th July 2021

Item 67/21 Tony Freeman has offered to do village maintenance and would like the Parish Council to donate to a charity of his choice in return for his work.

Action: Clerk to contact Tony and discuss how this arrangement could work.

78/21 Approval and signature of minutes of the parish meeting of 14th July 2021

Proposer: Cllr Perrett

Seconder: Cllr Reeves

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

ITEM 88/21 WAS DISCUSSED NEXT TO ENABLE SERGEANT BISHOP AND PCSO HENDERSON TO LEAVE THE MEETING EARLY.

79/21 Complaint received

A report about a complaint made to the parish council was circulated prior to the meeting. No questions were asked. The councillors and the Clerk agreed that lessons have been learnt and that guidance received from the ICO will be followed.

80/21 Clerk appraisal

A paper was circulated prior to the meeting. There were no questions. There were two proposals.

1. It was proposed that the Clerk be given a pay increase for the financial year 2020/2021 from grade 13 to grade 14.

Proposer: Cllr Hutson

Seconder: Cllr Davies

Resolution adopted unanimously.

2. It was proposed that the Clerk be given a pay increase for the financial year 2021/2022 from grade 14 to grade 15.

Proposer: Cllr Lisa Davies

Seconder: Cllr Woodford

81/21 Questions from the public

A member of the public submitted three questions prior to the meeting.

1. *Could there be a couple of 'Dene Road' signs at the B3227 junction?*
Somerset County Council Highways Team should be contacted about this matter. They will assess the proposal.
2. *4 West Villas has been empty/derelict for at least eight years; apart from being an eyesore its condition may well be affecting the adjacent properties.*
Somerset West and Taunton council deals with abandoned and empty properties, and they should be contacted about this matter.
3. *Who determines and when, which areas of the Village are mown; strimmed; flailed; clipped or otherwise?*
The Clerk explained that some of the maintenance work was inherited by the parish council. Cllr Hutson explained that there are several areas in the village that are no longer maintained by SWTC and the parish council has taken over responsibility for these areas, with priority being given to more urgent work. Residents sometimes request that work is done and Cllr Hutson investigates.

82/21 Community matters

- 82/21.1 *Permissive path* Cllr Reeves has made an application to SWTC for hedgerow removal for both ends of the path. However, the landowner has put the field up for sale, and because the new landowner is not required to retain a permissive path it was agreed that the application will be put on hold until the land has been purchased. The parish council will ask the new owner to support the application for a permissive path.
- 82/21.2 *Cotford St Luke Summer Fete 2022* It was proposed that the parish council organises a village fete to be held next August 2022. Cllr Woodford and Cllr Perrett will contact the organisers of Williton fete and the Cotford St Luke dog show to get people involved.

83/21 Village Plan

- 83/21.1 *Steering group meeting* Seven members of the public and two councillors have expressed an interest in becoming involved in the Steering Group. Cllr Reeves would like to consult as many people as possible to get a wide range of views and comments and will arrange an event at the Community Hall and invite Cotford residents, the vicar and representatives of local businesses. After this meeting the Steering Group will be formed. It was suggested the parish council's Standing Orders are used as the group's Terms of Reference. This will be decided once the group is established.
Action: Cllr Reeves will organise a meeting at the Community Hall.
- 83/21.2 *Questionnaire results* Responses to the questionnaire that was distributed with the village newsletter were circulated prior to the meeting. There were no questions. The results will inform the Steering Group and the Village Plan. The questionnaire for young people is still active due to a problem with the QR code.
Action: The Clerk will forward the questionnaire to Kingsmead school to be circulated to pupils from Cotford.
- 83/21.3 *Outdoor gym equipment* Proposals to improve games, sport and fitness infrastructure in the village received a lot of support from respondents to the village questionnaire, and the most popular proposal was for a Fitness Trail. The parish council will allocate funding for this proposal at the extraordinary meeting on 30th September.
- 83/21.4 *Funding application for Family Support Early Help project* A proposal to the parish council to assist with funding to set up a Family Support Early Help initiative was circulated prior to the meeting. The parish council agreed to support the project and the Clerk will make a funding application to the SCC Opening Up Safely fund being administered by SALC. The closing date for the application is 30th September.
Action: The Clerk will apply to the fund on behalf of the project.

84/21 Update from the Media and Communications Working Party

Cllr Lisa Davies has been responsible for parish council media and communications but resigned as a councillor at the end of the meeting. Her duties were shared between other councillors and volunteers. Cllr Coucher will manage the parish council Facebook page, and Steve Speck will keep the noticeboards up to date. The Clerk thanked Steve Speck for offering to manage the noticeboards.

85/21 Update on estates

Cllr Hutson reported that he has finished investigating alternative methods of weed control in the village and that none of the alternatives are comprehensive weed control solutions. Details of alternative methods are listed in his report that was circulated prior to the meeting. Not included in the report was his visit to Cornwall to see a demonstration of Foamstream. He cannot recommend this option because of the cost of the equipment and the salary of an operator; it would take about a week to foam the village and four days to sweep up the dead weeds. The councillors are committed to finding an alternative to herbicide; other options to be investigated include purchasing equipment jointly with another parish, using a combination of weed control methods, and employing a gardener or groundsman. It is thought that the current precept will not be sufficient to pay a groundsman, but figures would need to be calculated. In the meantime, weeds have started to damage the surface of the MUGA, tennis court and the paths in the area. It was proposed that a contractor is employed to spray specific areas for one time only before the winter.

Proposer: Cllr Hutson

Seconder: Cllr Woodford

Resolution adopted.

86/21 SCC Councillor: update by Mike Rigby

No report received.

87/21 SW&T Councillor: update by John Hassall

A report was received after the meeting and was not circulated.

88/21 Police update for August 2021

88/21.1 Anti-social behaviour: update from Sgt Dan Bishop

Sgt Dan Bishop and PCSO Henderson were asked to attend the meeting to update the parish council on anti-social behaviour in the village. This request was prompted by a specific incident that happened in July, which had worried some of the residents in the village. Sgt Bishop was not able to discuss the event in detail due to data protection but reported that of 16 calls received in the last month, only two were for anti-social behaviour and no calls were received after 11pm. He said that data collected from the last month indicates that the problem of ASB is manageable. PCSO Henderson stated that it was not Cotford residents involved in the incident. It was acknowledged that some incidents are mentioned on Facebook but are not reported to the police. The police can investigate only those incidents that are reported to them, and residents are encouraged to report all issues. This will ensure that incidents are recorded and that resources expended are adequate. Issues can be reported to the police on the Avon and Somerset police web site <https://www.avonandsomerset.police.uk/report/> A member of the public reported fires being lit on the land near Dene Barton owned by SWTC. Sgt Bishop will report this issue to the fire service.

Sgt Bishop and PCSO Henderson left the meeting after their report.

89/21 Cotford St Luke Community Association

89/21.1 *Management of the Community Hall*

THERE WAS NO TIME TO DISCUSS ITEM 89/21.1. IT WILL BE DISCUSSED AT AN EXTRAORDINARY MEETING TO BE HELD ON 30TH SEPTEMBER.

90/21 Finance

90/21.1 *Financial report April to June 2021 including budget and expenditure* Reports were circulated prior to the meeting. There were no questions.

- 90/21.2 *Transfer of funds from current to savings account* The Clerk reported that £60,000 has been transferred from the parish council current to the savings account.
- 90/21.3 *Allocation of specific reserves for a safety crossing, youth projects, grounds management and maintenance and an outdoor gym*

THERE WAS NO TIME TO DISCUSS ITEM 90/21.3. IT WILL BE DISCUSSED AT AN EXTRAORDINARY MEETING TO BE HELD ON 30TH SEPTEMBER.

- 90/21.4 *Payments*
- | | | |
|-----------|---|----------|
| 90/21.4.1 | Xeralynx print: print costs of the village newsletter | £297.20 |
| | Proposed: Cllr Lisa Davies Seconded: Cllr Davies | |
| 90/21.4.2 | Somerset Association of Local Councils: annual subscription | £582.76 |
| | Proposed: Cllr Lisa Davies Seconded: Cllr Hutson | |
| 90/21.4.3 | Somerset Web Services: ann. Fee for domain name registration | £36.00 |
| | Proposed: Cllr Lisa Davies Seconded: Cllr Reeves | |
| 90/21.4.4 | Kingfisher Tree Services #484 Tree behind Burge Cres. | £288.00 |
| | Proposed: Cllr Hutson Seconded: Cllr Perrett | |
| 90/21.4.5 | Kingfisher Tree Ser. #485 Clearance of culvert behind Merrifields | £660.00 |
| | Proposed: Cllr Reeves Seconded: Cllr Hutson | |
| 90/21.4.6 | Reimburse Cllr Reeves for hedgerow removal application | £26.40 |
| | Proposed: Cllr Davies Seconded: Cllr Lisa Davies | |
| 90/21.4.7 | Countrywide Maintenance second quarter maintenance | £1243.22 |
| | Proposed: Cllr Perrett Seconded: Cllr Hutson | |
| 90/21.4.8 | PKF Littlejohn external audit fee | £240.00 |
| | Proposed: Cllr Perrett Seconded: Cllr Hutson | |

Resolution to make payments listed above adopted unanimously.

- 90/21.5 *Proposal: Reserves Policy 2021/22*

THERE WAS NO TIME TO DISCUSS ITEM 90/21.5. IT WILL BE DISCUSSED AT AN EXTRAORDINARY MEETING TO BE HELD ON 30TH SEPTEMBER.

91/21 S106 update

- 91/21.1 *S106 funds for allotments from the Orchard Vale development*

The S106 funds for allotments are restricted to use on allotments within the Orchard Vale development, although there is no space for allotments at the site. Cllr Reeves is in discussion with SWTC to re-designate the funds for development of allotments elsewhere in the village.

92/21 Planning

- 92/21.1 *Planning Application 53/21/0008/T*

Details of the application, including the reasons for the application and the type of work proposed, were circulated prior to the meeting. The application was made by a tree surgeon on behalf of the owner of the tree and several objections have been lodged against the application. None of the councillors are experts in tree surgery, and the contractor was invited to the meeting to inform them of the proposed work. He gave a summary of his qualifications and experience and answered questions from the councillors. He explained that tree surgeons are only employed as a compromise between people and trees, and that his work is unlikely to benefit the tree, although the changes will not last longer than five years. Cllr Reeves suggested that the parish council leave the decision to the SWTC Tree Officers as they have expertise in the matter. Most of the councillors agreed with this suggestion.

93/21 Resignation of Cllr Lisa Davies

Cllr Lisa Davies resigned from the parish council. She was thanked for all her hard work.

The meeting ended at 20:26

Signed

Dated