



COTFORD ST LUKE PARISH COUNCIL

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

MINUTES, COTFORD ST LUKE ANNUAL PARISH COUNCIL MEETING

Held on Thursday 19th May 2022, commencing at 19:10 in the Community Centre

(in the format to be presented to the next meeting for approval)

Present: Cllr Coucher (Chair), Cllr Hutson, Cllr Woodford, Cllr Reeves

Locum Clerk: C Morrison-Jones

2 x members of the public were in attendance.

SCC Cllr Rigby (until 7.30pm)

SWT Cllr J Hassall (until agenda item 22/22)

Cllrs Coucher, Hutson, Woodford and Reeves signed their Acceptance of Office forms prior to the start of the meeting

SCC Cllr M Rigby reported on Somerset County Council matters

SWT Cllr J Hassall reported on Somerset West and Taunton matters

SCC Cllr M Rigby left the meeting at this point

16/22 Election of a Chairman

Cllr A Coucher was elected as Chairman.

RESOLUTION: Cllr Coucher to be elected as Chair for 2022/23.

17/22 Apologies

Apologies were received and accepted from Cllr L Taylor

18/22 Declarations of Interest

Two declarations were received from Cllr K Reeves as a Senior Planning Officer at Somerset West and Taunton Council and as a Community Association trustee

A declaration was received from Cllr M Woodford as a Community Association trustee

19/22 Minutes and matters arising from the Parish Council Meetings held on 7th and 14th April 2022

Matters arising from 14th April – Cllr Reeves still to meet with Cllr Hutson to draft an exact location / site plan for the proposed gym equipment to be submitted to SWT. The dead tree removal has been carried out. Cllr Woodford and Cllr Reeves are now trustees of the Community Association.

RESOLUTION: both sets of minutes were adopted unanimously as an accurate record of the meeting.

20/22 Councillor Co-option

Following the Parish Council elections of 5th May 2022, five Councillors have been elected unopposed.

This leaves 2 vacancies to be filled by co-option

No candidates at present. Cllr Coucher to promote the vacancies on Facebook

21/22 Councillor Responsibilities for the Municipal Year

RESOLUTION: that the following councillors be allocated the below responsibilities

21.1. Planning & Parish Plan

Cllr K Reeves

21.2. S106 and CIL & allotments

Leave this allocation until the next meeting

21.3. Estates

Cllr K Hutson

21.4. Health and Safety

Cllr A Coucher

21.5. Events

Leave this allocation until the next meeting

21.6. Transport

Cllr A Coucher

21.7. Youth Issues

Cllr M Woodford

21.8 Finance

Cllr L Taylor

SWT Cllr J Hassall left the meeting at this point

22/22 Governance Document Review:

22.1. Review Standing Orders

References to zoom meetings removed

RESOLUTION: to adopt the Standing Orders for 2022/23.

22.2. Review Financial Regulations

No changes made to previous year

RESOLUTION: to adopt the Financial Regulations for 2022/23.

22.3. Consider adopting the LGA Code of Conduct

RESOLUTION: to adopt the Code of Conduct for 2022/23.

23/22 Finance

23.1. Payments

23.1.1. 468	Countrywide Grounds Maintenance	£1852.05
23.1.2. 469	C Morrison-Jones, locum clerk services, April 2022	£147.82
23.1.3. 470	Kingfisher Tree Services	£594.00
23.1.4. 471	Information Commissioner, data protection registration	£40.00
23.1.5. 472	Payroll Specialists, 2022/23	£374.40
23.1.6. 473	MJR Landscape	£200.00
23.1.7. 474*	MJR Landscape	£215.00*

*Cllrs agreed that the amount to be paid was reduced from the £500 originally invoiced to £215 due to the unsatisfactory installation of the handrail at Baileys Gate

RESOLUTION: all payments adopted unanimously.

23.2. Receipts

23.2.1.	14.4.22 SWT, 1 st precept instalment	£16,768.00
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24/22 Planning applications

- 24.1. Application 53/22/0003 Erection of a timber framed building for use as treatment room at 31 Stutts End, Cotford St Luke (retention of works already undertaken)



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Cllrs noted that it was a simple single story structure at the end of a garden but it was not clear from the application what treatments are carried out. The next door neighbour has objected

with concerns regarding height and parking. Parking issues could be dealt with via a planning condition.

RESOLUTION: Cllr K Reeves will respond on behalf of the Council with no objection but including a request for a condition regarding parking

24.2. Application 53/22/0005 Application for Outline Planning with all matters reserved, except for principle means of access, for the erection of up to 80 No. dwellings, local centre (of up to 1000sqm of Class E and hot food takeaway) and access onto Dene Road with associated road/footway/cycleway provision, open space, landscaping, surface water attenuation and ancillary works on land at Dene Road, Cotford St Luke

Cllrs expressed concerns as to why another application had been submitted by the developer before the existing application has been resolved.

RESOLUTION: Cllr K Reeves to respond on behalf of the Parish Council with an objection, to also include the Council's two previous objections. In addition, he will raise concerns over the potential for the overloading of the existing sewage infrastructure.

25/22 S106 update

- i) Allotment (Cllr Reeves). The developer has now agreed to waive the time limit for spending this money. Potential sites have been identified – possibly the flood plains near Burge Crescent (access could be via Tithill Lane?)
Cllr Reeves to compile a report for next meeting.
- ii) Art installations (Cllr Reeves). Suggestions of
 - a) a nurse silhouette cut out for the Memorial Field (to reflect that Cotford St Luke was originally a hospital site)
 - b) a bench with a metal framed view on the Memorial Field overlooking the Hallam site
- iii) Outdoor gym (Cllr Reeves). A location plan of the equipment needs to be drawn up for submission to SWT
- iv) Skate Park (Cllr Woodford). Intending to set up a youth focus group to consult on ideas and gain opinions on proposed equipment.

26/22 Village projects

Cllr Reeves reported that that potentially installing dog waste bins is still a work in progress.

27/22 Estates (Cllr Hutson)

- i) Hand Rail at Baileys Gate
The handrail that has been unsatisfactorily installed at Baileys Gate is to be taken down by the contractor and (as resolved 23.1.7.) will not be paid for.
RESOLUTION: close residents have been asked to consider what style rail they would prefer, and this will then return to council for consideration.
- ii) Weed control
RESOLUTION: that the weed control programme previously discussed will be carried out by the Weed Control Company
- iii) The grass that is the responsibility of SWT to cut is getting long (SWT have adopted No Mow May.) SWT have cut the toddler playground but did not clear the cut grass – this has now been resolved.
- iv) The path at the back of chapel has now been repaired.

28/22 Bus shelter removal and replacement bench

The previous consultation within the parish resulted in 6 respondents expressing a wish to have the bus shelter removed, and 6 to leave it as it is. Police opinion is that it should be removed. SWT have confirmed that they do not own the bus shelter

Concerns were raised that if this shelter were to be removed, would it simply drive the misuse to the other shelter?

RESOLUTION: to remove the shelter and replace with a seat (cost dependant). Cllr Coucher to investigate costs involved and report back to PC

29/22 Defibrillator in the vicinity of the Community Centre

A proposal to install a defibrillator at or near the Community Centre has been received by the PC

RESOLUTION: the Community Association to obtain quotes

30/22 Jubilee Celebrations (Cllr Woodford)

The purchasing approval of bunting for the village.

Cllr Woodford reported that he has measured between lampposts in village and that 1750m of bunting is required. Stock is being provisionally 'held' for the PC but a purchase needs to be made promptly to ensure availability. £3000 has previously been budgeted by the PC for Jubilee celebrations.

RESOLUTION: to approve for Cllr Woodford to buy bunting (up to a maximum spend of £2500 ex VAT), and to hire the necessary equipment (up to a maximum of £500 ex VAT) to put up and take back down the bunting safely. The PC to reimburse Cllr Woodford

31/22 Police update April 2022

The Police report was read out by Cllr Coucher.

32/22 Cotford St Luke Community Association and Community Hall

PC representation on the committee

Cllrs Woodford and Reeves are now Community Association Trustees.

33/22 Tennis Court key deposit

Previously the Parish Council had charged a £5 deposit for a tennis court key. The tennis court will remain locked, accessible only to key holders, but a deposit will no longer be taken from parishioners wishing to have a key.

Current keyholders will be given the opportunity to reclaim their previously paid deposits (Cllr Coucher will inform them via text message).

RESOLUTION: Any deposits remaining unclaimed after the end of July will be donated to charity by the Parish Council

34/22 Recruitment of the new Clerk – update

Cllr Croucher reported that the closing date was yesterday (18th May) and that one application has been received. An interview has been scheduled for next Thursday 26th May.

There being no further business, the meeting closed at 20.34