



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 PARISH COUNCIL MEETING

Held on Thursday 16th June 2022, commencing at 19.00 in the Community Centre

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

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

Locum Clerk: C Morrison-Jones

4 x members of the public were in attendance.

PCSO Henderson

SWT Cllr J Hassall

SCC M Rigby

S Heath (remotely via Teams) together with C Gamblin and SWT Cllr C Ellis – from SWT, cultural project team regarding agenda item 41/22

Cllr L Taylor had signed her acceptance of office form prior to this meeting

SCC M Rigby delivered his report on SCC matters to the meeting

SWT Councillor J Hassell delivered his report on SWT matters to the meeting

35/22 Apologies

Apologies received from Cllr M Woodford

36/22 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

37/22 Minutes and matters arising from the Parish Council Meeting held on 19th May 2022

The Chairman reported that he has been in contact with SWT and SCC respectively regarding the bus shelter and speed prevention measures and is still awaiting a response.

SWT have been given a week to respond to the latest correspondence otherwise the Parish Council will commence removing bus stop and installing a bench

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

38/22 New Clerk recruitment

The Chairman reported that, although a potential new clerk had been given offered the role, they had decided to decline the offer. The position will be re-advertised.

39/22 Vacancies on the Council

The PC has received two expressions of interest in being considered for co-option from parishioners. Unfortunately, at the present time neither candidate meets the requirement of having been a resident of the parish for twelve months so cannot be considered until that

requirement has been met.

Consequently, there are still two vacancies on the Parish Council to be filled by co-option.

40/22 Election of a Vice-Chairman

Cllr K Reeves was elected as Vice-Chairman

RESOLUTION: Cllr K Reeves to be elected as Vice-Chairman for 2022/23.

53/22 Police update May 2022

This agenda item was brought forward to allow PCSO Henderson to deliver her report and leave the meeting. PCSO Henderson read out her report.

PCSO Henderson left the meeting at this point

41/22 S106 funding for Public Art

Chloe Gamblin (Cultural Project Delivery Lead – SWT), S Heath and SWT Cllrs C Ellis and J Hassell to attend to discuss the projects planned for Cotford St Luke and offer the support of a project manager.

C Gamblin reminded those present that the s106 funds of £32,968 money (as a result of the Orchard Lodge development) needs spending or it will get lost to the community by 8th March 2023

SWT recommended Suzanne Heath (attending via teams) to be appointed by the Parish Council as an arts project manager. She has worked delivering public art projects across the South West. Her role would be developing an artist's brief, researching artists, contracting artists, and overseeing design and delivery of the project. Her costs would be approx. £5000, which could be paid from the £32968 s106 funds.

SWT Cllr Ellis presented some examples of public art in SWT

RESOLUTION: to hold an extra ordinary meeting earlier than the scheduled July PC meeting to consider engaging S Heath and discuss ideas and an action plan with her.

SWT Cllr Ellis, C Gamblin and S Heath left the meeting at this point.

SCC Cllr M Rigby left the meeting at this point.

1 member of the public left at this point.

SWT Cllr J Hassell left meeting at this point.

42/22 Councillor responsibilities for the Municipal Year

The following responsibilities were left unallocated at the previous meeting:

RESOLUTION: that the following councillors be allocated the below responsibilities

42.1. S106 and CIL and allotments

Cllr K Reeves

42.2. Events

This role was left unfilled.

43/22 Finance

43.1. Payments

43.1.1. 475	C Morrison-Jones, locum clerk services, May 2022	£1008.25
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43.1.2. 476	CSL Community Association, room hire invoices	£162.80
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43.1.3. 477	Jill Larcombe, Internal Auditor	£100.00
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43.1.4. 478	Somerset Web Services, domain name renewal	£19.80
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RESOLUTION: all payments adopted unanimously

43.2. To approve end of year bank reconciliation, dated 31.3.22

The clerk had previously circulated the end of year accounts to councillors

RESOLUTION: to approve the bank reconciliation dated 31.3.22. Funds held total £141,890.30

44/22 Annual Governance Review 2021/22. Consider Annual Internal Audit Report

The internal auditors report for 21/22, carried out by J Larcombe had been previously circulated to councillors

RESOLUTION 1: To formally accept the internal auditors report

RESOLUTION 2: the clerk to draw up a report for next meeting with suggestions of how the Parish Council could address matters highlighted by the Internal Auditor

45/22 Annual Governance Review 2021/22. Approve Section 1, the Annual Governance Statement

Councillors considered the Annual Governance Statement which had been previously circulated

RESOLUTION: answers 1-8 to be answered 'yes', question 9 answered n/a.

46/22 Annual Governance Review 2021/22. Approve Section 2, the Accounting Statement

Councillors consider the Accounting Statement which had been previously prepared and circulated by the clerk

RESOLUTION: to approve the Accounting Statement as presented

47/22 Set the dates for the Period for the Exercise of Public Rights

RESOLUTION: to set the Period for the Exercise of Public Rights to commence on Monday 20th June and finish on Friday 29th July 2022

48/22 S106 updates (Cllr Reeves)

48.1. Allotments

Still progressing with investigations, nothing to report back yet

48.2. Outdoor gym

A plan has been sent SWT the plan which has been accepted. The installers H&S report needs to be forwarded to SWT. Cllr Reeves will continue to progress this project.

49/22 Village projects (Cllr Reeves)

The suggestion of a dog waste bins on the edge of the playing field is not feasible as it is too remote from the road for crews to empty.

There is potential for replacing the litter bins near the Memorial Fields and at Burge Crescent with a combined recycling, litter& dog poo bin at no cost to the Parish Council. Cllr Reeves will compile a report to be considered at the next Parish Council meeting.

50/22 Estates (Cllr Hutson)

50.1. Handrail, Baileys Gate

The rail has now been removed and the bottom slab step that was installed at the same time will be removed as soon as possible as it is a trip hazard. Input has been requested from parishioners for what should be put there. So far there have been mixed responses received but two people have suggested lighting as it is a dark area.

50.2. Hedge, pathway from Baileys Gate to Orchard Vale

Cllr Hutson reported that he has requested Countrywide (contractors) for a breakdown of the works schedule in the village.

50.3. Any other matters concerning estates not covered by the above items

- i) Grass is overly long in Graham Way – have asked SWT when it will be done
- ii) Hard path from Bethnal Mead. A new estimate has been received which he will distribute to councillors – the price has increased, as to be expected, but an order placed now would be scheduled for work in October so there is a need to make a decision soon in order to get the work completed before the winter.
- iii) Unused area between Millsone Place and Orchard Vale that is responsibility of PC that is fenced off. Should PC allow the land to be used by residents and remove the fence?
- iv) Is there a possibility of two new picnic benches near the children's play equipment? The clerk was requested to investigate from which funds the Parish Council could pay for these.

51/22 Bus shelter removal and replacement bench (Cllr Coucher)

As reported in agenda item 37/22 , the Chairman is awaiting update from SWT for Parish Council to proceed with a bench replacement

52/22 Defibrillator in the vicinity of the Community Centre

Cllr Reeves reported that he is progressing this enquiry for the Community Association

53/22 agenda item moved to the beginning of meeting

54/22 Cotford St Luke Community Association

Cllr Reeves reported that:

- Quotes are being sought for refurbishments.
- The Association are still trying to recruit a bookings clerk.
- The progress on moving the shipping container has stalled somewhat.
- A seating area is being planned for outside the back of the building

There being no further business, the meeting closed at 20.26