



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 21stth July 2022, commencing at 19.00 in the Community Centre
(in the format to be presented to the next meeting for approval)

Present: Cllr Reeves (Vice-Chair), Cllr Hutson, Cllr Woodford, Cllr Taylor

Locum Clerk: C Morrison-Jones

3 x members of the public were in attendance.

SWT Cllr J Hassall

In the absence of the Chairman, Councillor Coucher, Councillor Reeves (Vice-Chair) took the Chair for the meeting

SWT Councillor J Hassell gave a verbal report on matters concerning SWT

58/22 Apologies

Apologies of absence received from Cllr Coucher and PCSO V Henderson

59/22 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 Member.

One declaration was received from Cllr M Woodford as a Community Association Member

SWT Cllr J Hassell left the meeting at this point

60/22 Minutes and matters arising from the Parish Council Meetings held on 16th and 30th June and 12th July 2022

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

61/22 To Consider the Co-option of Mr Tony Perrett onto the Council

Despite being absent from this meeting, Mr Tony Perrett had previously indicated his wish to re-join the Council.

RESOLUTION: Cllrs resolved to co-opt Tony Perrett to the Council. The clerk to obtain his completed acceptance of office and register of interest forms in order that he could join the next PC meeting

There is still one vacancy on the Parish Council to be filled by co-option.

62/22 Police update June 2022

PCSO Henderson's report was read out by the Chairman of the meeting.

63/22 Finance

63.1. Consider grant request from Life Education Wessex & Thames Valley

RESOLUTION: Councillors resolve not to award a grant as the event had already been organised before seeking grant funding.

63.2. Payments

479	Cllr M Woodford, reimbursement for jubilee bunting expenses	£2,803.20
480	Countrywide Grounds Maintenance	£1,852.05
481	Narkedesign, web hosting	£150.00
482	C Morrison-Jones, locum clerk services	£1,053.31
483	Somerset Web Services, domain names and Google G-suite renewals	£702.00
484	Somerset West & Taunton, grass cutting, dog bins, safety inspections	£715.27
485	Cllr A Coucher, tennis court key cutting reimbursement	£333.60
486	Complete Weed Control	£750.00

RESOLUTION: to pay all invoices detailed above

63.3. Receipts

63.3.1	04/05/2022	HMRC, VAT refund	£4,248.48
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64/22 Consider future actions arising from the Annual Internal Auditors report

The Clerk had previously prepared and circulated report recommending possible actions following the Internal Auditors report

RESOLUTION:

Report items 1. To progress with investigating setting up an additional bank account and actioning the other suggested changes

Report items 2. Required actions to be noted and actioned by the clerk

Report items 3. To address the insurance requirements and to ensure that a financial risk assessment is carried out at least annually

Report items 4. Introduce and approve the required policies

Report items 5. To carry out the actions recommended

65/22 S106 updates (Cllr Reeves)

65.1. Allotments

Councillor K Reeves had previously prepared and circulated a report

RESOLUTION: Councillor K Hutson to obtain a copy of the deeds from the Land Registry to ascertain ownership for the potential sites near Luscombe Road and Burge Crescent/Tithill Lane to enable Councillor K Reeves to make contact with the owners.

65.2 Outdoor gym

Cllr Reeves had previously prepared and circulated a report

Councillor K Reeves is still waiting for an installation date from the company

65.2 Public arts project

S Heath was appointed as project manager at a meeting held on 12th July. She anticipates a draft briefing document to be with the Parish Council by end of July.

66/22 Dog waste bins (Cllr Reeves)

Cllr K Reeves had previously prepared and circulated a report. Since the report had been circulated, the bin near the Chapel has been damaged beyond repair.

RESOLUTION:

- **to progress replacing the bins at Baileys Gate/Graham Way and by the Chapel with combined waste bins.**
- **To liaise with SWT regarding the relocation of the bin at the back of Baileys Gate to**

further away from the houses.

- To carry out research in the village about the best place to install a new bin.

67/22 Estates (Cllr Hutson)

67.1 Handrail, Baileys Gate

Councillor K Hutson reported that he had only been able to gain one quote so far.

67.2 Hard path, Bethal Mead

RESOLUTION: To accept the quotation provided by R W Gale Ltd; a total of £40,222.02 (+ VAT). Councillor K Hutson was given delegated authority to commission this work to start. The project is to be paid for with CIL funds

67.3 Picnic benches, Play Area and Village Green

SWT have confirmed that these could be paid for with CIL money.

Councillor K Hutson to investigate concrete benches and games table and report back to Council

67.4 Any other matters concerning estates not covered by the above items

Complaints have been received regarding grass not being cut. These are areas that SWT are responsible for; they have apologised and are catching up now

68/22 Bus shelter removal and replacement bench (Cllr Coucher)

Councillor A Coucher had forwarded correspondence with Highways that states that there is no need to seek planning permission if the Parish Council wishes to place the new bench in exactly the same place as the bus shelter that is being removed, however as it would require excavation next to a Highway a permit would need to be sought and checks need to be made for buried utilities.

69/22 Cotford St Luke Community Association

Councillor M Woodford reported that the Community Association are still striving to obtain quotes for the kitchen renovations. An application has been made to SWT for the release of s106 funds to fund the renovations.

It is needed to find ways for the centre to make money; it is currently running at a loss

The school is to take the shipping container.

There being no further business, the meeting closed at 20.28