



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 March 2023, 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 Davies and Cllr Woodford

Clerk: C Morrison-Jones

SWT Cllr J Hassell arrived just before item 184/22

Public Speaking:

None

SWT Cllr J Hassell gave a report as meeting was adjourned before item 184 for him to speak

178/22 Apologies

Apologies received from Cllrs Hutson & Reeves and PCSO Henderson

179/22 Declarations of interest

Cllr Davies - Chair of the Community Association. Cllr Woodford – Community Association member

180/22 Minutes and matters arising from the Parish Council Meeting held on 16th February 2023

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

181/22 Vacancies on the council, co-option of a new Member

Cllr S Charlton resigned from the Parish Council on 20th February. SWT have been informed and the required casual vacancy notices displayed. No call for election has been received. The Parish Council now has two vacancies to fill by co-option.

182/22 Police update, February

PCSO Henderson's report was read out by Cllr Coucher

183/22 Planning applications

183.1. Updates on previously considered applications

None

183.3. Any planning applications received since agenda publication

None

SWT Cllr J Hassell arrived, gave his report and left the meeting at this point

184/22 Defibrillators

- 184.1. Signage
RESOLUTION: to purchase two green signs (£29 +VAT) + Cllr Reeves to investigate the costs for ownership signs
- 184.2. Provision of spare battery and a child battery pack
RESOLUTION: to approve the purchase of spare adult battery pack. More information needed before a decision can be made on the purchase of a child battery pack.

185/22 Finance

- 185.1 Consider the awarding of grants for 2022/23
RESOLUTION: to award grants of £285.11 each to Wivey Link and Taunton CAB under the power of s137
- 185.2. Payments
- | | | |
|--------------------------|------------------------------------|----------|
| Salaries | March 2023 | £1038.00 |
| HMRC | PAYE & NI | £12.11 |
| NEST | February 2023 | £131.40 |
| C Morrison-Jones | Reimbursements, February | £79.01 |
| Cllr Hutson | Reimbursement for rubbish disposal | £65.00 |
| Kingfisher Tree services | Clear fallen tree @ West Villas | £360.00 |
| Kingfisher Tree services | Clear fallen branch near chapel | £144.00 |
| Taunton Electricians | Defibrillator installation | £585.00 |
| Wivey Link | Grant (s137) | £285.11 |
| Taunton CAB | Grant (s137) | £285.11 |
- 185.3. Unity Trust bank account
The application process is now complete and the switch of current accounts is scheduled for next week. The signatories remain as Cllrs Coucher, Hutson, Woodford and Davies.
- 185.4. Amendments to the adopted Financial Regulations to reflect the Parish Council's switch to online banking
RESOLUTION: to adopt the amendments as proposed in the previously circulated draft document

186/22 Audit:

- 186.1. Review Risk Assessment
RESOLUTION: to approve the previously circulated draft document
- 186.2. Review Internal Controls
RESOLUTION: to approve the previously circulated draft document
- 186.3. Review Asset Register
RESOLUTION: to approve the previously circulated draft document with the addition of the new waste/dog bins installed by SWT approve

187/22 S106 matters

- 187.1. Allotments
None
- 187.2. Arts project
Cllr Woodhead reported that the school will pay maintenance and insurance for the installation, it is a secure site with CCTV and there are plans to make it available for community use.
RESOLUTION: the Parish Council is supportive of the plans put forward

- 187.3. Any other matters connected to s106
None

188/22 Estates

- 188.1. Essential tree works
188.1.1. The fallen tree has been removed near Bailey's Gate and also a large fallen branch at the rear of The Chapel
188.1.2. SWT have taken responsibility for some of the trees requiring work. Still awaiting a response from SCC. Crown Estates refuse to take responsibility for the trees on their land.
188.1.3. Oak tree at Burge Meadow has been identified as responsibility of the PC and permission has been granted from the Tree Officer at SWT for the necessary works, quoted at £800 + VAT

RESOLUTION: to make enquiries regarding the possibility of purchasing the land owned by Crown Estates.

To approve the work on the oak tree at Burge

- 188.2. Loose drain cover, playing fields
Awaiting a quote to fence it off
188.3. Hedge, footpath/cycle path from The Chapel to Graham Way
This is on land owned by Crown Estates' land. Overgrown hedge reported to SCC Rights of Way as obstructing footpath
188.4. Picnic benches and Outdoor table tennis table
RESOLUTION: preferred option is the round concrete picnic table with a wooden top (£749). Need the cost of base preparation / installation to determine number to be purchased and their final destination
188.5. Playground Inspections
RESOLUTION: to place an order for an annual inspection from The PlayGround Inspection Company. To request the last 3 years of monthly inspection reports from SWT
188.6. Any other matters concerning estates not covered by the above items
188.6.1. SWT quote for play area inspections, bin emptying and grass cutting 2023/24
RESOLUTION: to accept the quote of £3995 + VAT for above works
188.6.2. Trash Trail
RESOLUTION: to approve participation as long as at no cost to the Parish Council
188.6.3. RW Gale have requested a meeting regarding the hard path. Cllr Davies has offered to meet with them in the absence of Cllr Hutson.

189/22 Village newsletter

Cllr Davies presented a proposed list of content which councillors approved and ask him to continue with development.

190/22 Coronation celebrations

Consideration of the hire of cherry picker to erect decorations at £513.71+VAT for 4 days hire, delivery & collection. This includes the cost of an electric cable which would remain the property of the Parish Council afterwards.

RESOLUTION: to proceed with hire for 4 days from Friday 21st April

191/22 Potential new skate area

Waiting for a designer to draw up ideas to consult public with. Planned for area behind community centre. School have been consulted and are happy with proposal in principle .

192/22 Bus shelter removal and replacement bench

Cllr Coucher to take back responsibility for this project following the resignation of Cllr Charlton

193/22 Cotford St Luke Community Association

- More hirers are interested
- Concert planned for June
- Banking issues still to be resolved

There being no further business, the meeting closed at 20.54

Chairman : Date :