



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 20th April 2023, commencing at 19.00 in
the Community Centre
(in the format to be presented to the next meeting for approval)

Present

Cllr A Coucher, Cllr Woodford, Cllr Davies, Cllr Draper-Gammon (after agenda item 4)
Members of the public x 2 (1 after item 4)
Parish Clerk, C Morrison-Jones

Public Speaking

- none

SC Councillor report

- none present

1/23 Apologies

Apologies received from Cllrs Hutson & Reeves and PCSO Henderson

2/23 Declarations of interest

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

3/23 Minutes and matters arising from the Parish Council Meeting held on 16th March 2023

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

4/23 Vacancies on the council, co-option of new Members

The Parish Council has two vacancies to fill by co-option.

RESOLUTION: to co-opt Mrs Sarah Draper-Gammon

Cllr Draper-Gammon signed her declaration of office form and took her place on the council

5/23 Police update, March

PCSO Henderson's report was read out by Cllr Coucher

6/23 Planning applications

- 6.1. Updates on previously considered applications
None
- 6.2. Any planning applications received since agenda publication
Application 06/23/0011. Erection of a single storey extension to the side of The Cottage, Tithill Lane, Bishops Lydeard

RESOLUTION: To pass comment at the next meeting

7/23 Defibrillators

- 7.1. Signage
Carry over to next meeting
- 7.2. Provision of a child battery pack
Carry over to next meeting
- 7.3. Certificates of compliance

RESOLUTION: The clerk to approach the electrician regarding the outstand certificates

8/23 Finance

- 8.1. Approve clerk's annual pay scale increase

RESOLUTION: To approve the increase to point 29 on the scale of pay, backdated from 1st April 2023

- 8.2. Approve payment of relevant proportion of clerk's SLCC subscription

RESOLUTION: To approve payment

- 8.3. Payments

Salaries, April 2023	£ 997.00
HMRC, April 2023	£78.44
NEST, March & April 2023	£262.80
C Morrison-Jones. reimbursements, March	£17.70
SLCC proportion of clerk's membership renewal	£108.46
Stanbury Rural Services, fencing around manhole	£440.06
Countrywide Grounds Maintenance, April 2023	£2552.40
Scribe, accounting software 23/24	£417.60
Somerset West & Taunton Council, 4 th quarter maintenance	£273.96
Payroll services, annual fee	£374.40
SALC repayment of-Training (chq 100512 authorised 16.2.23 – cancelled)	£40.00
ICO, data protection registration (direct debit)	£35.00
Cllr A Coucher replacement padlock	£105.51

RESOLUTION: To approve all payments listed above.

To approve the setting up of a direct debit for the annual ICO fee.

- 8.4. Approve end of year bank reconciliation dated 31.3.2023

RESOLUTION: To approve the end of year bank reconciliation as presented showing a balance of £121,231.97

- 8.5. Receive and approve end of year financial report

RESOLUTION: To receive and approve the end of year financial report as presented

9/23 Consider Insurance renewal

Somerset County have confirmed that the fabric of the Community Centre does not have to be covered on the PC insurance as it is included on the master policy held by County.

RESOLUTION: To take out insurance with Zurich for 2023/24 for the quoted sum of £848.31 and enter into a 3 year long term agreement (LTA) with the same.

10/23 S106 matters (Cllr Reeves)

- 10.1. Allotments
No update
- 10.3. Any other matters connected to s106
The Arts project has a projected installation date of the beginning of September

11/23 Estates

- 11.1. Essential tree works

No response yet from County in regard to trees believed to be their responsibility

11.2. Loose drain cover, playing fields

This has now been fenced off to make the area safe

11.3. Picnic tables / concrete bases

RESOLUTION: To accept the received quotation of £1480 for 2 concrete bases.

To progress with an order for 3 tables and 3 concrete bases. Cllr Woodford to map exact proposed locations to enable SC to be approached for formal permission.

11.4. Playground Inspections

An annual inspection has been booked for play area and MUGA/tennis court with the Play Inspection Company

The regular inspection reports have been requested for the past 3 years have been requested from Somerset County (formally SWT) but not yet received by the PC

11.5. Weed control

RESOLUTION: To accept the quote from Complete Weed Control for £656 (ex VAT) to repeat the weed killing programme carried out in the parish last year

11.6. Hard path

Cllr Davies had agreed to meet with the contractor but no date has yet been arranged

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

11.7.1. Tennis Court lock

The padlock on the tennis court has gone missing and there have been reports of people playing football on the court

RESOLUTION: To purchase a replacement padlock (with same locking mechanism)

11.7.2. Tennis Court/MUGA surface cleaning

RESOLUTION: To approve the quote received from Country Wide for £265 (ex VAT).

To seek clarification from Country Wide if the court/MUGA need to be closed

whilst treatment is in progress

11.7.3. Cllr Davies reported that the CountryWide contractors had missed an area between the bridge and Burge meadow on their last cut but had gone back and cut it when requested.

12/23 Crown Estates:

12.1. Maintenance of Crown Land

Crown Estates have confirmed that they will not carry out any maintenance work on their land, not accept responsibility or liability for matters connected to land they own. Any work carried out by a third party on Crown Estate Land will infer that liability is accepted by the third party.

RESOLUTION: In order to maintain the appearance and function of the village, the PC will cut hedges and grass on Crown Estate land but not trees

To approve Country Wide cutting back the laurel hedge running alongside the path from the chapel

12.2. Possibility of purchasing Crown Land

Correspondence received from the solicitors acting for the Crown indicated that the land would only be sold as a whole unit at current market value and there would be an initial fee of a minimum of £750 to commence enquiries. All further legal and valuation fees would also be borne by the purchaser regarding any land purchase.

RESOLUTION: To delay any decision on pursuing the purchase of Crown Land in Cotford-st-Luke. In time funding options may become available that are not currently viable

13/23 Village newsletter

Cllr Davies reported that content was progressing. Consideration was given to the creation of a newsletter specific email address, both to encourage engagement and also to allow parishioners

to register an interest in receiving the newsletter electronically rather than in hard copy.

14/23 Coronation celebrations

A request for the PC to support the planned Village Coronation Celebrations on Monday 8th May at The Chapel was considered, and councillors resolved to support the celebrations, subject to satisfactory receipt of proof of liability insurance by the event organisers.

RESOLUTION: If there is spare bunting, it will put round the Chapel area.

To fund the purchase of craft items, to a maximum value of £1050, to be given to children attending the celebrations to enable crown making and decorating and face painting activities.

15/23 Christmas tree

RESOLUTION: Cllr Woodford to research the possibilities for planting a living Christmas tree and providing Christmas lighting and decorations

16/23 Potential new skate area

Nothing to report

17/23 Bus shelter removal and replacement bench

Nothing to report. Cllr Coucher to investigate if Somerset County can be engaged to carryout the work

18/23 Set date for 2023 Annual Parish Meeting

RESOLUTION: 18th May at 7pm in the Community Centre

19/23 Confirm Parish Council meeting dates for 2023/24 municipal year

RESOLUTION: Meeting dates 2023/24, at the Community Centre commencing at 7pm.

Friday 19th May 2023,

Thursday 15th June 2023

Thursday 20th July 2023

No meeting scheduled for August 2023

Thursday 21st September 2023

Thursday 19TH October 2023

Thursday 16TH November 2023

No meeting scheduled for December 2023

Thursday 18TH January 2024

Thursday 15TH February 2024

Thursday 21ST March 2024

Thursday 18TH April 2024

20/23 Cotford St Luke Community Association

- May have found someone to do kitchen upgrade, subject to site visit
- Gathering further information re insurance

There being no further business, the meeting closed at 20.43