



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 Friday 19th May 2023, commencing at 19.15 in
the Community Centre

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

Present

Cllr A Coucher, Cllr Davies, Cllr Reeves
Members of the public x 1. PCSO V Henderson
Parish Clerk, C Morrison-Jones

Public speaking

- Could the council consider installing chairs and / or benches on the village green?
It was agreed that this could be placed on the June agenda for consideration.

The member of the public left the meeting at this point

21/23 Election of a Chairman

RESOLUTION: Cllr Coucher to be elected as Chair for 2023/24. Cllr Coucher signed his Acceptance of Office form

22/23 Election of a Vice-Chairman

RESOLUTION: Cllr Reeves to be elected as Vice-Chair for 2023/24. Cllr Reeves signed his Acceptance of Office form

23/23 Apologies

Apologies of absence received from Cllrs Hutson, Woodford and Draper-Gammon

RESOLUTION: to accept the apology of Cllr Hutson and to approve his long term absence due to family commitments (section 85 (1), LGA 1972)

24/23 Declarations of interest

Cllr Davies - Chair of the Community Association.

Cllr Reeves - Senior Planning Officer at Somerset Council and a Community Association member

25/23 Minutes and matters arising from the Parish Council Meeting held on 20th April 2023

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

26/23 Police update, April

PCSO Henderson's gave her report

PCSO Henderson left the meeting at this point

27/23 Vacancy on the council, co-option of new Member

There is currently one vacancy on the council to be filled by co-option

28/23 Councillor Responsibilities for the Municipal Year

28.1. Planning

Cllr Reeves

28.2. S106 and CIL

Cllr Reeves

28.3. Crown Estates

Cllr Hutson

28.4. Health and Safety

Cllr Coucher

28.5. Events

Cllr Draper-Gammon

28.6. Transport

Cllr Coucher

28.7. Youth Issues

Cllr Woodford

29/23 Governance Document Review:

29.1. Review Standing Orders

The draft document presented by the clerk detailed changes made to the procedure regarding completion of council business following a meeting being declared in quorate

RESOLUTION: to adopt the Standing Orders as presented for 2023/24.

29.2. Review Financial Regulations

No changes made from the regulations adopted in the previous year

RESOLUTION: to adopt the Financial Regulations as presented for 2023/24.

30/23 Planning applications

30.1. Consider application 06/23/0011

Erection of a single storey extension to the side of The Cottage, Tithill Lane

It was noted that CSL PC was being consulted as a neighbouring parish as the application site was within Bishops Lydeard parish.

RESOLUTION: Cllr Reeves to respond on behalf of the council. No objection but noting that the building is grade II listed and as such the windows and door should be natural timber, the rooflights should be conservation style and the wall and roof materials should be appropriate to the character and appearance of the listed building.

30.2. Updates on previously considered applications

None

30.3. Any planning applications received since agenda publication

None

31/23 Finance

31.1. Payments

Clerk.	Salary, May 2023	£1026.38
Clerk.	Expenses and reimbursements, April 2023	£29.40
HMRC.	PAYE & NI, May 2023	£94.50
NEST.	Pension, May 2023	£136.50
Mrs J Larcombe.	Internal Audit	£126.20
Cllr S Draper-Gammon	Community Coronation celebration reimbursements	£762.25

AED Locator	Spare adult pad pack	£135.15
Kingfisher Tree Services	Tree maintenance	£960.00

RESOLUTION: To approve all payments listed above.

31.2. Receipts

Somerset County.	Precept	£45,745.00
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31.3 Parish Council Credit card application

RESOLUTION: to proceed with the application of a credit card (with Lloyds, via Unity Bank) issued to the clerk, with the clerk and Cllr Coucher nominated as account administrators. Total monthly balance of the card to be paid in total by direct debit from the Unity Bank current account and to have in place a £500 total monthly transaction limit

32/23 Annual Governance Review 2022/23. Consider Annual Internal Audit Report

The internal auditors report for 22/23, carried out by J Larcombe had been previously circulated to councillors

RESOLUTION: To formally accept the internal auditors report and note the matters raised

33/23 Annual Governance Review 2022/23. Approve 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.

34/23 Annual Governance Review 2022/23. Approve 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

35/23 Set the dates for the Period for the Exercise of Public Right

RESOLUTION: to set the Period for the Exercise of Public Rights to commence on Monday 5th June and finish on Friday 14th July 2023

36/23 Defibrillators

36.1. Signage

Still awaiting to source some signs and stickers as seem not available from AED anymore.

36.2. Provision of a child battery pack

Cllr Reeves to speak with school about what is required. The spare adult pad pack purchased is to be stored with Tony Freeman who is the defibrillator guardian.

37/23 S106 matters (Cllr Reeves)

37.1. Allotments

Nothing to report

37.2. Any other matters connected to s106

Art project update – SC have reported that the school have carried out refurbishments to the pond ahead of the artwork being installed. The new date for the detailed design meeting will be w/c 5th June with the project completion date of September 2023.

38/23 Estates

38.1. Essential tree works

The remedial work on the oak at Burge Meadow has been completed
Still awaiting response from Somerset County regarding which trees are their Responsibility

38.2. Picnic tables / concrete bases

Awaiting site plan from Cllr Woodford

38.3. Playground, Outdoor Gym, MUGA, youth shelter:

i) Inspections, ownership and insurance

The clerk reported that the following has been confirmed:

- SC carryout monthly inspections of the outdoor gym, MUGA & Tennis court and youth shelter on behalf of the PC
- The MUGA & Tennis Court belong to the PC (transfer of ownership was July 2018). At the time they were not added to the PC asset list. This will be rectified. Re-build valuations need to be obtained for insurance purposes.
- The outdoor gym is owned and maintained by the PC and appears on their asset register. Despite assurance from SWT that this would be added to the monthly inspections when installed in late 2022, it was not. Moving forwards, SC have confirmed that it will be included in the monthly safety inspections
- The playground is owned and maintained by SC
- The ownership of the youth shelter is still unclear and clarification is being sought from SC

ii) matters arising from the regular inspection

The last monthly inspection carried out by SC highlighted two issues:

- 1) a piece of gym equipment is loose in its ground mount. The clerk has contacted the installers to request that this is rectified under the guarantee.
- 2) a small part of the surrounding fence of the MUGA is loose. Cllr Coucher offered to inspect and report back.

38.4. Hard path

Cllr Davies met with the contractor and the work is now scheduled for the summer months and will take between 2 and 3 weeks. The whole path will be done at same time. The path will be closed off and users will be asked to go around. Some minor trimming of overhanging branches needs to be carried out before work starts.

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

- i) Some areas that are of concern regarding grass cutting have been drawn to the attention of the clerk
- ii) Tennis court weeds will be sprayed on 2nd June. Court to be closed on that day to allow for spraying but fine to use once dry (approx. 15mins after spraying)
- iii) Table tennis tables. KR. Moving away from concrete tables as undulations in ground will make it difficult to install so researching a metal table fixed by bolts to a concrete base. Tech ball table has no way to directly anchor it to ground (but is heavy, 1.5 tonnes)

39/23 Village newsletter

Progressing

40/23 Christmas tree

Nothing to report

41/23 Potential new skate area

Nothing to report

42/23 Bus shelter removal and replacement bench

Ongoing

43/23 Chair's Award for Service to the Community

RESOLUTION: to nominate Tony Freeman for his contributions to village life. Cllr Reeves offered to research and compose the nomination

44/23 Cotford St Luke Community Association

- End of year finances are being finalised
- Catch up meeting next week

There being no further business, the meeting closed at 20.47