



## **COTFORD ST LUKE PARISH COUNCIL**

*The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ [www.cotford-st-luke.org.uk](http://www.cotford-st-luke.org.uk)*

### **COTFORD ST LUKE PARISH COUNCIL MEETING**

Held on Thursday 20<sup>th</sup> July 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, Cllr Hutson, Cllr S Draper-Gammon  
Parish Clerk, C Morrison-Jones  
Members of the public x 1 (left after public speaking, before the start of the meeting)

#### **Public speaking**

A volunteer for St Luke's Centre youth club spoke about the youth club who wished to make contact with the PC to explain what the group does and enquire if there would be any funding opportunities that they could pursue.

#### **SC Councillor report**

Not present

#### **62/23 Apologies**

Cllr Woodford & PCSO V Henderson

#### **63/23 Declarations of interest**

Cllr Davies - Chair of the Community Association  
Cllr Reeves – Community Association member

#### **64/23 Minutes and matters arising from the Parish Council Meeting, 15<sup>th</sup> June 2023**

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

#### **65/23 Police update, June**

Cllr Coucher read PCSO V Henderson's report.

#### **66/23 Vacancies on the council, co-option of new Member**

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

#### **67/23 Planning applications**

67.1. Consider application 53/23/0002/LEW.

Application for a Certificate of Lawful Development for the existing use of the building and associated land as a commercial builders yard at Plot 2 Dene Road, Cotford St Luke

**RESOLUTION: Cllr Reeves to respond on behalf of the Parish Council to note that previous applications referenced an agricultural building (which was granted planning permission as equestrian development) and is it now referred to as a commercial builders yard**

67.2. Updates on previously considered applications

None

67.3. Any planning applications received since agenda publication

For information only: application 53/23/0003/T. Application to carry out management works to one oak tree included in Taunton Deane Borough (Bishops Lydeard No.2) Tree Preservation Order 1992 at 36 Merriefields, Cotford St. Luke (TD545)

#### **68/23 Defibrillators**

68.1. Signage

Cllr Reeves had previously circulated example signage

**RESOLUTION: To proceed with purchasing two aluminium 'ownership' signs for the defibrillators at an estimated cost of circa £36 each**

68.2. Provision of a child battery pack

No update

#### **69/23 S106 matters**

69.1. Allotments

No update

69.2. Any other matters connected to s106

None

#### **70/23 Estates**

70.1. Picnic tables / concrete bases

Awaiting site plan from Cllr Woodford

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

i) matters arising from the regular inspections

Nothing reported from SC monthly inspection

ii) matters arising from the annual safety inspection

The annual inspection report had been previously circulated and was considered.

iii) reinstatement valuation – MUGA and Tennis Court

To move to next meeting

iv) youth shelter

Somerset County have confirmed that the youth shelter is considered their responsibility

v) any other matters concerning the above

None

70.3. Hard path

The path is now completed. It has been very well received with the Parish Council receiving positive feedback from many parishioners.

70.4. Path behind Burge Crescent

A request had been received to consider hardstanding /installing a surface on the path behind Burge Crescent. Councillors considered this request was not actionable as any blocks/hard standing would move in flood conditions. Current advice is that foreign materials shouldn't be imported into an area that floods.

70.5. Benches on the village green

To progress

70.6. Consider online parish mapping software.

The annual subscription to parish online mapping software is circa £180 per annum.

**RESOLUTION: to subscribe**

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

i) It was noted that some properties have purchased, in 2018, small areas of from Crown Estate. Crown Estates has previously informed the Parish Council that it didn't

sell small parcels of land, only whole units.

**RESOLUTION: Cllr Hutson to draft a letter to Crown Estates questioning when their policy had changed.**

- ii) Brambles are overgrowing the path near the power box on the corner of Graham Way (near the dog waste bin). Cllr Hutson to liaise with Country Wide to have it cut back.
- iii) New table tennis tables. Cllr Reeves to contact Somerset County for permission to site 2 new table tennis tables on the old pétanque court.

### **71/23 Village newsletter**

Distribution – a door to door drop was considered not viable nor best use of funding. Instead to print a limited number of copies to be left for ‘self-collection’ by parishioners at the shop, Hub and Community Centres. Newsletter to be published on the Parish Council website and promoted on Social Media

Frequency – to aim for a quarterly newsletter to be produced.

Advertising – not to accept advertising but allow articles that promote village assets.

**RESOLUTION: to initially print approx. 200 hard copies**

### **72/23 Finance**

72.1. Bank reconciliation financial report April – May 2023

**RESOLUTION: To approve the bank reconciliation as of 31<sup>st</sup> May 2023 as presented showing a balance of £157,502.16**

**RESOLUTION: To receive and approve the financial report (April-May 2023) as presented**

72.2. Payments

|                         |                                        |            |
|-------------------------|----------------------------------------|------------|
| Clerk                   | Salary, July and August 2023           | £2025.42   |
| Clerk                   | Expenses and reimbursements, June 2023 | £17.70     |
| HMRC                    | July and August 2023                   | £170.90    |
| NEST                    | July and August 2023                   | £267.92    |
| Somerset Web Services   | domain name registration               | £43.20     |
| Somerset Webservices    | Google G suite subscription            | £529.92    |
| RW Gale Ltd             | hard path surfacing                    | £48,782.42 |
| Country wide            | July grounds maintenance               | £2,558.52  |
| Play Inspection Company | annual equipment safety inspection     | £300.00    |
| SALC                    | clerk training                         | £35.00     |
| NarkeDesign             | web hosting                            | £150.00    |
| Complete Weed Control   | weed control                           | £787.20    |
| Somerset County         | quarterly maintenance charges          | £1,387.13  |
| Unity Trust Bank Plc    | bank charges to 3/6/23                 | £17.80     |
| Defib Warehouse         | signs                                  | £67.02     |

**RESOLUTION: To approve the payments listed above**

72.3. Receipts

None

72.4. Parish Council Credit card application

In progress

72.5. Pension regulator, re-enrolment

The clerk reported that she had submitted the re-enrolment declaration for the Parish Council on 18<sup>th</sup> July. The next re-enrolment declaration will be due in three years time.

### **73/23 Christmas tree**

Awaiting site plan from Cllr Woodford

**74/23 Potential new skate area**

No update

**75/23 Bus shelter removal and replacement bench. Consider bench to be installed.**

RW Gale are applying for the required s171 license. Cllr Hutson to research an appropriate bench.

**76/26 CSLPC social media presence**

**RESOLUTION: Cllr Draper-Gammon to take responsibility for the Parish Council facebook page**

**77/23 Receive report of the Taunton LCN meeting held on 12<sup>th</sup> July 2023**

Cllr Woodford sent a report of the meeting.

**78/23 Cotford St Luke Community Association**

- Joint management group meeting was held with the school. There is to be a new headteacher in September.
- S106 – builders have been to site and are awaiting quotes.
- Plans for further developing community centre
- Booking system to be created that can be used by school and CA to ensure no double bookings

There being no further business, the meeting closed at 21.11