



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 19th October 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 Davies, Cllr Reeves, Cllr Hutson, Cllr T Freeman, Cllr Woodford
Parish Clerk, C Morrison-Jones
1 member of the public (arrived after item 101)

Public Speaking

None

SC Councillor report

Not present

95/23 Apologies

Apologies of absence received from Cllr S Draper-Gammon and PCSO V Henderson

96/23 Declarations of interest

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

97/23 Minutes and matters arising from the Parish Council Meeting, 21st September 2023

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

98/23 Police update, September

Cllr Coucher read PCSO V Henderson's September report.

99/23 Planning applications

- 99.1. Updates on previously considered applications
None
- 99.2. Tree application received (for report only)
53/23/0004/T. Application to carry out management works to one horse chestnut tree
included in Taunton Deane Borough (Bishops Lydeard No.2) Tree Preservation Order
1992 adjacent to 16 Nichol Place, Cotford St. Luke (TD545)
- 99.3. Any planning applications received since agenda publication
None

100/23 Defibrillators (Cllr Reeves)

- 100.1. Signage – report
Cllr Reeves to progress
- 100.2. Child pack – report
Ongoing

101/23 S106 matters

101.1 Art installation – report

The installation is now scheduled for the week commencing the 30th October

102/23 Estates

102.1. Estates update - report (Cllr Hutson)

Cllr Hutson's previously circulated Estates report was received. Additional information had been received earlier in the week regarding the attenuation pond in the open space by Dene Road which Somerset County have accepted responsibility for and they have confirmed that clearance work will commence next week. The responsibility for the two other attenuation ponds (behind Venn Close and Bethell Mead) has yet to be confirmed by Somerset County.

102.2. Picnic tables / concrete bases: To consider site plan (Cllr Woodford)

Cllr Woodford to progress the site plan

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

i) Regular safety inspections – report

The monthly safety inspections carried out by Somerset County highlighted two issues 1- the MUGA fence is damaged in one corner, 2- two base plate covers are missing from the air walker in the outdoor gym

ii) To consider purchase of replacement base covers for the air walker

RESOLUTION: to purchase the required replacement base plates at a quoted cost of £79.08

iii) Reinstatement valuation for MUGA and Tennis Court - report (Cllr Freeman)

Cllr Freeman reported that he had been trying to gain a quote but contractors are reluctant to visit to give a quote without charging a fee. To continue

102.4. Benches on the village green: To consider site plan (Cllr Woodford)

Cllr Woodford to progress the site plan

102.5. Hard path: To consider signage in respect of bicycle and pedestrian usage

RESOLUTION: Cllr Reeves to order three signs (one for each path entrance) requesting cyclists be considerate, pedestrians have priority.

102.6. Additional Dog Bins (Cllr Reeves)

i) Somerset Council, emptying costs -report

Cllr Reeves reported that Somerset County had informed him that the costs would be the same as the current charge for the bins that would be replacing

ii) To consider whether to proceed with the purchase of new dog bins and agree installation location(s)

RESOLUTION: Cllr Reeves to progress with the replacement of 3 existing dog waste bins with 'multi bins'

1- Baileys Gate/village green

2- Top of playing fields next to Dene Road

3- Burge Meadow/Graham Way

103/23 Village newsletter / information sheet (Cllr Draper-Gammon)

To consider draft layout and content of the information sheet / website information

No draft provided.

Cllr Woodford put forward a suggestion for 'drop in' sessions for parishioners to be able to speak with the Parish Council

104/23 Finance

104.1. To receive and approve bank reconciliation and financial report to 31st Aug 2023

RESOLUTION 1: to approve the presented bank reconciliation to 31st August 2023

showing a total balance held of £98,740.90

RESOLUTION 2: to receive and approve the presented financial report

- 104.2. Remembrance Sunday: approve donation to RBL in lieu of wreath purchase (ref min 89.1)

The wreath purchase last year by the PC is still available. Consideration was given to recycling the wreath and making a donation for the cost of a new one to the Royal British Legion

RESOLUTION: to approve a donation (s137) of £50 to the Royal British Legion in lieu of purchasing a wreath

- 104.3. Payments

Clerk	Salary, October 2023	£1012.81
Clerk	Expenses and reimbursements, Oct 2023	£17.70
HMRC	October 2023	£85.35
NEST	October 2023	£133.96
Somerset Web Services	G-Suite additional user fee	£59.76
Complete Weed Control	Weed control (August 2023)	£787.20
Somerset Council	Maintenance	£1925.95
SALC	Affiliation fee	£599.08
Country Wide	Grounds maintenance	£2558.52
Cllr Hutson	Land Registry fees- reimbursement	£54.85
Microsoft 365	Annual fee (credit card)	£59.99

RESOLUTION: to approve the above listed payments

- 104.4. To consider the addition of more councillors as official bank account signatories to the Unity Account

RESOLUTION: to add Cllrs Reeves and Freeman as authorized signatories to the Unity Trust Bank account.

- 104.5. 23/24 budget preparation: to receive suggestions for 23/24 additional to regular budget lines to assist with budget preparation
- to consider costs for bi-annual maintenance of hard path

105/23 Christmas tree

To consider if this project is to be continued

RESOLUTION: not to continue with the project

106/23 Bus shelter (Cllr Coucher)

- 106.1. Removal – report

Cllr Coucher reported that the shelter has now been removed and the concrete bench base laid

- 106.2. To consider quote for suggested replacement bench

RESOLUTION: to purchase the bench (quote previously circulated) for total cost of £560.96). Bench to be delivered to Cllr Coucher who will liaise with the contractor regarding installation

107/23 Cotford St Luke Community Association – report

- The recommended insurance policies are now in place
- Cubs are now using the hall for their meetings
- An online booking system for the hall is to be put in place on Parish Council website soon

There being no further business, the meeting closed at 19.51