



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 21st September 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 Draper-Gammon, Cllr T Freeman (from agenda item 83)

Parish Clerk, C Morrison-Jones

Members of the public x 4

Public Speaking

None

SC Councillor report

None

79/23 Apologies

Apologies of absence received from Cllr Woodford and PCSO V Henderson.

80/23 Declarations of interest

Cllr Davies - Chair of the Community Association

Cllr Reeves – Community Association member

81/23 Minutes and matters arising from the Parish Council Meeting, 20th July 2023

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

82/23 Police update, August

Cllr Coucher read out PCSO V Henderson's August report.

83/23 Vacancies on the council, co-option of new Member

RESOLUTION: To co-opt Tony Freeman onto the Parish Council

Cllr Freeman signed his acceptance of office form and joined the remainder of the meeting as a councillor

84/23 Planning applications

84.1. Updates on previously considered applications

Cllr Reeves offered to approach Somerset County requesting a TPO be placed on trees on Dene Road near the new development that has recently been granted.

84.2. Any planning applications received since agenda publication

None

85/23 Defibrillators

85.1. Signage

RESOLUTION: Cllr Reeves to order signs approved last meeting

85.2. Provision of a child battery pack

The school potentially may install their own child pack; Cllr Reeves to confirm with school

86/23 S106 matters

86.1. Allotments

None

86.2. Any other matters connected to s106

No update on the art project

87/23 Estates

87.1. Picnic tables / concrete bases

Still awaiting proposed site plan to submit to Somerset County

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

i) matters arising from the regular inspections

Cllr Hutson offered to look at the damage noted to the MUGA fence

ii) reinstatement valuation – MUGA and Tennis Court

RESOLUTION: Cllr Freeman to pursue a valuation / visit from a supplier

iii) any other matters concerning the above

None

87.3. Hard path

It was noted that short areas of the path had weeds growing through the new surface. This was raised with the contractors who returned to site to apply herbicide. After this had taken effect, they returned to carry out the necessary remediation work.

87.4. Benches on the village green

Cllr Hutson offered to liaise with Cllr Woodford on this.

87.5. Sale of Crown Estate land

Cllr Hutson reported that Crown Estates have denied sales of parcels of land to individuals and he is continuing to pursuing this matter

87.6. Waste/dog bins

Cllr Reeves reported that Somerset County has removed the estates team budget to replace bins for free – if the PC wishes to have more bins the combined bins installed earlier in the year are £1000 each (purchase and installation cost). Cllr Reeves suggested that maybe three more bins were needed (Graham Way/Burge Crescent, top of playing fields off Dene Road and the village green). Cllr Reeves offered to further any potential charges from SC for emptying these bins if the PC were to install them.

88/23 Village newsletter

Cllr Davies reported that he was struggling with at format as the point of a news letter is to be current...once something is printed it is almost immediately out of date.

What would be more useful would be a short document outlining what the PC does, who to contact regarding various common issues and welcoming new residents to Cotford. Copies could be placed at community gathering points, on noticeboards and on the website to ensure maximum reach.

Resolution: Cllr Draper-Gammon to produce a draft copy for consideration by councillors

89/23 Finance

89.1. Remembrance Sunday. Consider the purchase of a wreath

RESOLUTION: clerk to purchase wreath on behalf of the PC. The Chairman to represent the PC at remembrance service

89.2. Consider grant requests from the Blaze Youth Club, Cotford-St-Luke and Life Education

RESOLUTION 1: not to award a grant to Life Education

RESOLUTION 2: to award a grant of £1000 to the Blaze Youth Club

89.3. Payments

Clerk	Salary, September 2023	£1012.81
Clerk	Expenses and reimbursements, July & August 2023	£23.70
HMRC	September 2023	£85.35
NEST	September 2023	£133.96
Parish Online	Annual digital mapping software subscription	£153.00
PKF Littlejohn	External audit fees	£378.00
Unity Trust	Bank charges, 2 nd quarter (d/d 30.9.23)	£18.00
Blaze Youth Club	Grant	£1000.00

RESOLUTION: to approve above payments

89.4. Receipts

None. The clerk reported that a VAT reclaim was submitted to HMRC on 27.3.23 for £7,410.74 covering the Feb 2022- March 2023. Such claims are usually settled in 6-8 weeks. Despite many attempts to follow up this claim, HMRC have been unable to confirm if the delay in payment is due to the claim not arriving with HMRC or to delays in processing. On the advice of HMRC, a claim was resubmitted on 21.7.23, together with a new claim for VAT paid by the PC until July 2023 (total claimed amount now £17,591.26).

89.5. Parish Council Credit card application

The application is now complete and the clerk holds a card in the name of the PC

89.6. Review of reserves held by the Parish Council

RESOLUTION 1: to move all unspent funds in the *Outdoor Gym (CIL)* reserve to *Unallocated CIL Funds*.

RESOLUTION 2: to move all *Safety crossing* funds to *General reserves*

RESOLUTION 3: to move all unspent *Village Fete* funds to *General reserves*

90/23 Annual Governance and Accounting Review 2022/23

90.1. Receive and consider external auditors report

The external auditor was completed on 26th July and the report reads

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

RESOLUTION: to receive and accept the external auditor's report for 2022-23

90.2. Notice of conclusion of audit

The clerk reported that the required conclusion of audit notice was posted on the noticeboard and website on 31st July 2023

91/23 Christmas tree

Cllr Draper-Gammon offered to liaise with Cllr Woodford on this

92/23 Potential new skate area

No update

93/23 Bus shelter removal and replacement bench.

Cllr Coucher reported that the contractor has confirmed that Somerset Council have agreed to waive the fee for the licence to carry out roadside.

94/23 Cotford St Luke Community Association

- Meeting last week.
- Sorting finance/bank
- Bookings have increased. Cub group starting as a regular user
- Investigating an online bookings system
- Getting quotes for a bespoke insurance policy from Zurich
- Water leak in ladies toilet being attended to this week
- Charity commission registration details being updated

There being no further business, the meeting closed at 20.37