



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 March 2024

Commencing at 19.04 in the Community Centre

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

Present

Cllr A Coucher (Chairman), Cllr P Davies, Cllr Hutson,
Parish Clerk, C Morrison-Jones
13 x members of the public present
PCSO V Henderson and colleague

Public Speaking

Covered topics including

- Why are the public not allowed to contribute during a meeting
- How can the council exclude the public from a meeting
- What is involved surrounding items being placed on an agenda
- Information on the planning application to be considered at the meeting

144/23 Apologies

None received

145/23 Declarations of interests and requests for dispensations

Cllr Davies – Community Association
Cllr Coucher – agenda item 158/23
Cllr Hutson – agenda item 158/23

146/23 Minutes of, and matters arising from that are not covered in the below agenda, Parish Council meeting of 15th February 2024

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

147/23 Resignations from the Council and co-option of a new Member

Since the February meeting Cllrs Freeman, Draper-Gammon and Reeves have resigned. The vacancies have been advertised as required. One vacancy is now able to be filled by co-option at this meeting, the other two (if no call for election is received by Somerset Council) will be able to be filled by co-option at the April meeting. Currently no applications to join the council have been received.

148/23 Police update

PCSO V Henderson read out the February policing statistics for Cotford

149/23 Planning applications

- 149.1. Updates on previously considered applications
None
- 149.2. Any planning applications received since agenda publication
None
- 149.3. Consider application 53/24/0001. Change of use of builders building and yard into 1 No. dwelling with associated works and change of use of land to residential at Plot 2, Dene Road, Cotford-St-Luke

RESOLUTION: to unanimously support the application

2 members of the public left the meeting at this point

Cllr Davis had earlier declared an interest in the Community Centre, leaving agenda item 150/23 inquorate and unable to be considered.

150/23 s106 funds

Consider Community Association application for s106 funds associated with application 53/12/20008 – Orchard Lodge, Dene Road, Cotford-St-Luke

The council was not quorate for this agenda item so it was not discussed and no resolution was passed

151/23 Defibrillators (Cllr Reeves)

- 151.1. Signage – update
No update
- 151.2. Child pack – update
No update

152/23 Estates

- 152.1. Estates report (Cllr Hutson)
Cllr Hutson gave his report. In addition to his published report, he noted that he had directed two residents to Hallam regarding enquires about the culverts, and a tree of concern was on privately owned land so beyond the responsibility of the Parish Council.
- 152.2. Ditches and culverts
 - i) Update.
Hallam have confirmed that they will be undertaking an ongoing programme of maintenance for the ditches that they are responsible for and that they will be taking specialist advice as to the appropriate frequency / timing of that maintenance.
Somerset Council (the Lead Local Flood Authority) have confirmed that they will be writing to the property owners they have identified as having riparian responsibilities. They are also going to be sending their maintenance letter to the managing agent for Crown Estates
 - ii) Riparian responsibilities workshop
This is to be held by Somerset Council in April for property owners in Cotford-St-Luke with riparian responsibilities. These property owners will be contact directly By Somerset Council.

- 152.3. New picnic tables on the playing fields and bench on village green
- Concrete bases for above (Cllr Woodford)
No update
- 152.4. Outdoor gym, MUGA and Tennis court
- i) Regular safety inspections – report
 - a) Somerset Council report not yet received for February
 - b) A report from a member of the public that the tennis court net was broken over the weekend and that the lock has been damaged.
Quotes to be obtained for repairs
 - ii) Reinstatement valuation for MUGA and Tennis court
allocation of responsibility following Cllr Freeman’s resignation
RESOLUTION: this to be added to the estates portfolio
 - iii) Consider quote for annual safety inspection
RESOLUTION: to approve quote of £185 from the Playground Inspection Company for the annual safety inspection of the MUGA, Tennis Court and Outdoor Gym
- 152.5. Hard path signage (Cllr Reeves)
Nothing to report. To be added to estates portfolio
- 152.6. Additional dog waste/rubbish bins – update
The order for the three new bins has been placed with Somerset Council with an advised a 8-12 week lead time. 1 at Baileys Gate/village green, 1 at the top of playing fields next to Dene Road and 1 at Burge Meadow/Graham Way
- 152.7. Consider quotes for estate management and weed control. 2024/25
RESOLUTION:
- i) **General weed control contract for 2024/25 to be awarded to Complete Weed Control at a cost of £676 per application (3 applications across the year)**
 - ii) **Tennis court weed and moss control contract for 2024/25 to be as awarded to Countrywide at a cost of £328.87 (2 applications and 2 moss brushing per year)**
 - iii) **Estate maintenance contract for 2024/25 to be awarded to Countrywide at cost of £7322.45 (specifications as per the quote proposal document)**
- 152.8. Any additional matters concerning estates
- i) two areas of flood plan (owned by Crown Estates) have been fenced off by private individuals. One of these areas contains an attenuation pond which could have adverse impact on the village if not maintained. Crown Estates have informed the Parish Council that they will not be taking action to remedy this.
 - ii) an area by the hard path (owned by Crown Estates) has had carpet laid over it. The council has been informed that has been done by an individual to suppress weeds to allow for the planting of fruit trees. Another area has been planted with wildflowers by an individual in an attempt to make a wildflower area for community benefit.

153/23 Village newsletter/information sheet

allocation of responsibility following Cllr Draper-Gammon’s resignation
To be carried over to a future meeting.

154/23 Finance

154.1. Payments

Staff costs	March 2024	£1,305.01
Clerk	reimbursements, February 2024	£17.70
Somerset Council	estate management, 4 th quarter 23/24	£195.13

RESOLUTION: to approve the above listed payments

154.2. Receipts

None

154.3. Unity Trust bank account, change to authorised signatories

RESOLUTION: not to proceed with the application to add Cllr Freeman and Cllr Reeves as authorised signatories as they are no longer Members of the Council

155/23 Audit

155.1. Review risk assessment

RESOLUTION: the presented document was approved

155.2. Review Internal controls

RESOLUTION: the presented document was approved

155.3. Review asset register

RESOLUTION: the presented document was approved

155.4. Appoint internal auditor

RESOLUTION: to approve the appointment of Mrs J Larcombe at the quoted cost of £120 plus mileage

156/23 The King's official portrait

The PC has made its application for the free, official framed portrait of the King which is anticipated to arrive by the end of April. It will be hung in the Community Centre

157/23 Cotford-St-Luke Community Association

- There was a break-in in early March. Enquires are ongoing with police involvement
- Joint management meeting has been held with the school, particularly to discuss the resurfacing of the school hall
- Proceeding with the upgrades to toilets and kitchen.
- More regular user groups have been enrolled

Cllrs Coucher and Hutson had earlier declared an interest in the following agenda item, rendering the council inquorate and unable to consider agenda item 158/23. Those present were told that it would be considered at the next meeting.

158/23 Complaint received by the Parish Council

158.1. To consider the exclusion of the press and public

The council was not quorate for this agenda item so it was not discussed and no resolution was passed

158.2. To consider the complaint received by the Parish Council on 12th January 2024

The council was not quorate for this agenda item so it was not discussed and no resolution was passed

There being no further business, the meeting closed at 19.35