



Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of Cotford St Luke Parish Council to be held on **Thursday 19th September 2024**, starting at 19.00, in the Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ, for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at Council meetings** are asked to contact the Council in advance at clerk@cotford-st-luke.org.uk. Documents are available in large print by request.
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014;** please refer to section 3 of the Council's Standing Orders ([2022_23-CSL-PC-Standing-Orders-signed.pdf \(cotford-st-luke.org.uk\)](#)).
- **Public participation is welcome during the allocated Public Open Forum session**, please refer to section 3 of the Council's Standing Orders ([2022_23-CSL-PC-Standing-Orders-signed.pdf \(cotford-st-luke.org.uk\)](#)).

Katharine Sheehan FSLCC, Locum Clerk (signed on original)
12 September 2024

Agenda

- 40/24 To receive and approve apologies for absence.**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
 - this record forms part of the minutes of the meeting.
 - Members who are unable attend a meeting should tender apologies in advance to the Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 41/24 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 42/24 To approve the draft minutes of the Parish Council meeting held on 18 July 2024.**
- 43/24 Public Open Forum:** Questions may be put to the Council in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Chair reserves the right to vary or extend these time limits.

44/24

To receive reports from:

- a. Somerset Councillors.
- b. Representative(s) to the Taunton Local Community Network.
- c. Cotford St Luke Neighbourhood Policing Team.

45/24

Finance & Governance:

- a. To approve the accounts for payment up to 31st August 2024 as listed.
- b. To report the bank reconciliation for August 2024 has been completed.
- c. To approve the Annual Governance statement for 2023/24

46/24

- a. To receive and approve report of the Internal Auditor and note issues raised.
- b. To formally approve the internally audited accounts for 2023/24.
- c. To approve the Annual Return for the year ending 31 March 2024:.
 - i. Section 2: to approve the Accounting Statements.
 - ii. To authorise the signing of the Annual Return.
 - iii. To confirm arrangements for the period of electors rights. Public notifications will be placed on noticeboards and the website.
- d. To adopt a Co-option Procedure.

47/24

Planning Applications:

- a. To consider the following current applications: none at time of publication.
- b. To note the following determinations: none at time of publication.

48/24

Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:

- a. To discuss proposal to commission an independent survey of the entire Cotford St Luke flood defence system (all ditches and culverts, attenuation ponds and flood plain).
- b. To discuss proposal for the PC to contact all landowners who have responsibility for maintaining the ditches and culverts to establish regular maintenance cycles (in order to ensure the village is safe from flooding during the coming autumn/winter).

49/24

Councillor responsibilities: to confirm areas of responsibility including representative to LCN.

50/24

25th Anniversary of Cotford St Luke: to consider options for village celebrations.

51/24

Bleed kits: to consider quotations for the provision of bleed kits.

52/24

Amenities and assets:

- a. Tennis courts: to discuss and approve allocating budget for repair/maintenance work.
- b. Multi Use Games Area (MUGA): to consider quotations for repair.
- c. Grassed areas: to agree a proposal for for a one-off cut in October, prior to the contracts for next year being renegotiated to include areas that have been being missed.
- d. Playground inspection arrangements: to review current arrangements and confirm contract for 2025.
- e. Shelter location: to discuss the future of the shelter.

53/24

To receive Matters of Report (verbal reports from Councillors for information only).

54/24

Next meeting: Thursday 17th October 2024, 19.00, Community Centre.