



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 17<sup>th</sup> October 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](mailto: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 \(cotford-st-luke.org.uk\)](#)).

Helen McGladdery – CILCA – Clerk and RFO to Cotford St Luke Parish Council  
10<sup>th</sup> October 2024

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**“Have Your Say”**

Before the Parish Council meeting starts there will be an opportunity for residents to “have your say” a public open forum where 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. Once the meeting commences residents are welcome to stay to observe the meeting but are not permitted to speak.

## Agenda

- 58/24 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.
- 59/24 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.
- 60/24 To approve the draft minutes of the Parish Council meeting held on 21<sup>st</sup> September 2024.**

- 60/24**      **To approve the draft minutes of the Parish Council meeting held on 21<sup>st</sup> September 2024.**
- 61/24**      **To receive reports from:**  
a. Somerset Councillors.  
b. Representative(s) to the Taunton Local Community Network.  
c. Cotford St Luke Neighbourhood Policing Team.
- 62/24**      **Clerks report**  
a. Update on actions since previous meeting  
b. Update on actions taken to ensure compliance.  
c. Details of correspondence received since the last meeting.
- 63/24**      **Finance & Governance:**  
a. To approve the accounts for payment since the previous meeting.  
b. To receive bank reconciliations  
c. To agree to The Clerk - Helen McGladdery to be the administrator for the Unity Trust Bank and Lloyds bank credit card and to change the correspondence address  
d. To agree signatories for Unity Trust bank  
e. To agree to close HSBC bank once access achieved and transfer funds to a new Unity Trust reserve account and set up a separate account for CIL funds  
f. To receive an update on External audit  
g. To approve the purchase of a poppy wreath using S137  
h. To discuss grant request from Cotford St Luke Parochial Church Council to finally support the Youth Club  
i. To approve quote for No-Fly tipping signs  
j. To approve quote from Kingfisher Landscapes of £594.00 to remove a dead tree on crown land  
k. To discuss the Parish Councils responsibility to enrol the Clerk in a pension scheme
- 64/24**      **Planning Applications:**  
a. To agree response to planning applications received:  
    **53/24/0005/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 30 Stutts End, Cotford St. Luke (TD545)  
b. Update on Lovell Partnership Planning consultation
- 65/24**      **Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:**  
a. Update on work carried out on ditches from Hallam.  
b. Update on correspondence sent to residents with riparian responsibility.
- 66/24**      **Amenities and assets:**  
a. Tennis courts: to receive update on planned works.  
b. Multi Use Games Area (MUGA): to receive update on repair.  
c. Grassed areas: to agree areas for one-off cut in October and agree a budget to cover these works.  
d. To discuss the purchase of picnic benches and new benches in the Parish from CIL funds  
e. Shelter location: to receive update on views of residents.
- 67/24**      **Suggested items from Councillors for inclusion in the next meeting.**
- 68/24**      **Next meeting: Thursday 21<sup>st</sup> November 2024, 19.00, Community Centre.**