



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 21st November 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 \(cotford-st-luke.org.uk\)](#)).**

Helen McGladdery – CILCA – Clerk and RFO to Cotford St Luke Parish Council
14th November 2024

“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

- 69/24 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.
- 70/24 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.
- 71/24 To approve the draft minutes of the Parish Council meeting held on 17th October 2024.**

- 72/24 To receive reports from:**
- a. Somerset Councillors.
 - b. Representative(s) to the Taunton Local Community Network.
 - c. Cotford St Luke Neighbourhood Policing Team.
- 73/24 Clerks report**
- a. Update on actions since previous meeting
 - b. Details of correspondence received since the last meeting.
- 74/24 Finance & Governance:**
- a. To approve the accounts for payment since the previous meeting.
 - b. To receive bank reconciliations
 - c. To receive budget to spend report
 - d. Update on internal audit actions
 - e. To approve the Clerks backdated pay rise to the commencement of her employment with Cotford St Luke PC following the decision from National Joint Council for Local Government services
 - f. To approve the purchase of a new mobile phone for the Clerk
 - g. To adopt the amended Financial Regulations
 - h. To receive update on External Audit
- 75/24 Planning Applications:**
- a. To agree response to planning applications received:
 - None at date of publication of agenda
 - b. Update on Lovell Partnership Planning application
- 76/24 Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:**
- a. Update on work carried out on ditches
 - b. Update on site visit with Somerset Council Flood Manager
- 77/24 Amenities and assets:**
- a. Tennis courts: to receive update on planned works, to discuss quotes received and approve purchase of new net from CIL funds
 - b. Grassed areas: to agree areas for one-off cut
 - c. New benches and Picnic benches - To discuss quotes received and approve the purchase of picnic benches and benches from CIL funds
 - d. Shelter – to discuss quote to replace bin
 - e. To discuss trees in the Parish requiring work and receive update from Crown Estates
 - f. To approve the quote from Somerset Council to repair the broken fences in the Parish
- 78/24 Suggested items from Councillors for inclusion in the next meeting.**
- 79/24 Next meeting: Thursday 23rd January 2024, 19.00, Community Centre.**