



Minutes of meeting of Cotford St Luke Parish Council held on **Thursday 17th October 2024**, at The Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ, starting at 7.00pm.

Present:

Cllr Draper-Gammon, Cllr Best, Cllr Freeman, Cllr McCrea

In attendance 7 members of the public, Somerset Cllr Sully and Helen McGladdery – Parish Clerk and RFO

“Have Your Say”

Residents raised the following concerns:

1. Concerns relating to culverts, attenuation ponds and flood plains and advised the April 2023 agenda is not readable on the website
2. Drainage concerns
3. Passed on thanks for the work being carried out in the Parish ditches and culverts

Parish Council meeting commenced at 7.08pm

58/24 To receive and approve apologies for absence.

Cllr Birch – Medical reasons – absence approved

Somerset Cllr Rigby

PCSO Henderson – not on shift

59/24 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

None

60/24 To approve the draft minutes of the Parish Council meeting held on 19th September 2024.

The draft minutes of the meeting were agreed as a true and accurate record and signed by the Chair

Action: The minutes to be added to the website

61/24 To receive reports from:

a. Somerset Councillors.

Cllr Sully and Rigby’s written report was circulated to Councillors prior to the meeting

Cllr Sully gave a verbal report detailing that Somerset Council are in a better financial position than previously anticipated, there will be a 25% reduction in staff in the coming year, which will put a strain on services but is vital to maintain a stable financial position. He advised that the coat donation scheme in multiple libraries is running again this year after proving very successful last year. He also advised that Firepool is progressing, but the new homes cannot be built until the phosphate’s issues are resolved.

Cllr Best reiterated the points raised by Cllr Sully and advised that negotiations had taken place with Suez to ensure household waste collections were not disrupted

Action: Cllr Sully and Rigby’s written report will be added to the website

b. Representative(s) to the Taunton Local Community Network.

Cllr Birch attended the LCN meeting, as she was unable to attend the PC meeting, Somerset Cllr Sully gave a brief update as he had attended the meeting. He advised there was a presentation

relating to the new Mobility Hub in Taunton (Old Bus Station) and detailed plan for the buses and coaches

c. **Cotford St Luke Neighbourhood Policing Team.**

A report and blog were received from PCSO Henderson. Cotford St Luke stats are as follows:

4 calls to 101 and 999 in September

1 – Public order, 2 Assaults and 1 Criminal damage

Action: The Blog to be added to the website

62/24

Clerks report

The Clerk's report was distributed to Councillors prior to the meeting and detailed:

a. **Update on actions since previous meeting**

Awaiting response from SC regarding support with ditches and culverts, letters sent to those with riparian responsibility, bleed kits ordered, MUGA repair authorised, awaiting confirmation from SC re. Parish Council devolution requests

b. **Update on actions taken to ensure compliance.**

Passwords and mobile phone number changed on bank accounts, Facebook. Email and Microsoft accounts. Unable to access Lloyds online account, due to there being a non- Parish Council phone number for the access log in code – The Clerk will visit the branch to resolve. HMRC log in details not provided, however, confirmation received from payroll provider that payments are up to date and The Clerk will get access. New financial year commenced on Scribe and all information entered up to August 2024. HSBC and Lloyds bank statements missing from March to May 2024, these will be obtained once access is gained to these accounts, which is in progress

c. **Details of correspondence received since the last meeting.**

Correspondence received from residents relating to cycling on pavements, trees cut without permission, grant requests and missing bin. Multiple emails requesting information relating to the website form 1 resident.

The Clerk advised residents that there is no requirement for the PC to have a website, because they are internally and externally audited. However, it is best practice, and as the new Councillors wish to be open and transparent, all agendas, minutes, policies and financial information will be added to the website.

63/24

Finance & Governance:

a. **To approve the accounts for payment since the previous meeting.**

The following payments were approved by Councillors

Microsoft subscription direct debit taken (set up by previous Clerk)	£59.99
K Sheehan – Locum Clerk	£519.53
Countrywide – September – 593169	£2,295.40
H McGladdery – October expenses	£40.15
HMRC – October – Tax and ER NI	£236.45
Somerset Council – 30085749 verge cuts/bins/safety inspections	£2054.93
Complete weed control	£811.20
A&S Police – bleed kits	£477.60

The Clerks October salary was paid in this period

b. **To receive bank reconciliations**

Deferred pending additional bank statements

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**

Councillors resolved to proceed with the recommended changes

Action: The Clerk to submit the paperwork to Unity Trust Bank

d. **To agree signatories for Unity Trust bank**

It was resolved that Cllr Draper-Gammon and Cllr Freeman will be added as signatories, along with Cllr Birch and Cllr McCrea and all other signatories will be removed

Action: The Clerk to submit the paperwork to 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**
Councillors agreed to this once full access obtained to all accounts
- f. **To receive an update on External audit**
The period of public consultation is still underway, it is hoped the conclusion of audit will be available at the November meeting.
- g. **To approve the purchase of a poppy wreath using S137**
It was resolved to purchase a new wreath at a cost of £25, with Parish Council personalisation in the centre. Cllr Birch and Cllr McCrea will lay the wreath

Action: The Clerk to arrange the purchase from RBL representative from Taunton

- h. **To discuss grant request from Cotford St Luke Parochial Church Council to financially support the Youth Club**

Last year the PC granted £1000, this year the PCC are requesting £5,000 as other funders have withdrawn. It was noted that at present the club is free of charge.

Councillors resolved to grant £1,000 as there was only a budget of £1,400 for grants in 2024/25.

Action: The Clerk to arrange the payment and advise the PCC of any funding opportunities available through SC

- i. **To approve quote for No-Fly tipping signs**

Three quotes were discussed, and it was resolved to purchase three signs and arrange installation through Carly Press at a cost of £155+VAT, as The Clerk had previously used them at another PC to produce signs

Action: The Clerk to circulate proof to Councillors for agreement and then approve production

- j. **To approve quote from Kingfisher Landscapes of £594.00 to remove a dead tree on crown land**

The tree has been inspected and the PC are advised that the tree is dead and unsafe. It was approved to instruct Kingfisher Landscapes to remove the tree at a cost of £594+VAT

Action: The Clerk to authorise the works

- k. **To discuss the Parish Councils responsibility to enrol the Clerk in a pension scheme**

Councillors agreed to nominate the Clerk for the Local Government Pension Scheme

Action: The Clerk to contact Somerset Council Pensions

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)

Councillors agree to support the comments of the Arboricultural Officer

Action: The Clerk to submit the response

- b. **Update on Lovell Partnership Planning consultation**

Cllr Draper-Gammon and Cllr McCrea attended and advised lots of information was available which is now on the PC website. It is expected that detailed planning permission will be sought in January 2025, proposed build to commence August 2025 with a 2-year build programme.

65/24

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

- a. **Update on work carried out on ditches from Hallam.**

Work has been carried out by Hallam to clear the ditches there are responsible for, however they did not take away the cleared vegetation so, the PC are in contact with them to resolve this matter. Some of the ditch networks are unadopted therefore, the Councillors agreed to set a budget of £1,000 (this was transferred from the hedges budget) to carry out vegetation clearance and powers were dissolved to the Clerk to arrange this work.

Action: The Clerk to liaise with contractors

- b. **Update on correspondence sent to residents with riparian responsibility.**

The Clerk has written to all residents with riparian responsibilities

66/24

Amenities and assets:

- a. **Tennis courts: to receive update on planned works.**

Cllr Draper-Gammon has been in contact with the Lawn Tennis Authority, and it was agreed to register the court with the association to allow low-cost use of their online booking system. A new code system will then be in place to allow users to book the court. The purchase of a new net is being researched.

b. Multi Use Games Area (MUGA): to receive update on repair.

The repair has been authorised and will be carried out in the coming weeks

c. Grassed areas: to agree areas for one-off cut in October and agree a budget to cover these works.

Deferred to November meeting

d. To discuss the purchase of picnic benches and new benches in the Parish from CIL funds

It was agreed by Councillors to obtain quotes for new benches in the Parish.

Action: The Clerk to add an agenda item to the November agenda to approved quotes received.

e. Shelter location: to receive update on views of residents.

Various feedback has been received. It was agreed to look into a village questionnaire to obtain the views of residents.

67/24

Suggested items from Councillors for inclusion in the next meeting.

- Bench quotes
- Grass cutting areas
- Replacement bin at Youth Shelter
- Tennis court nets and post quotes
- Internal audit report actions update

68/24

Next meeting: Thursday 21st November 2024, 7.00pm, Community Centre.

Meeting closed 8.15pm

Signed.....

Date.....