



Minutes of meeting of Cotford St Luke Parish Council held on Thursday 21st November 2024, at The Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ, starting at 7.00pm.

Present:

Cllr Draper-Gammon, Cllr Freeman, Cllr McCrea and Cllr Birch

In attendance 3 members of the public, Somerset Cllr Sully and Helen McGladdery – Parish Clerk and RFO

“Have Your Say”

Residents raised the following matters:

1. Fallen branches from trees at Burge Crescent - have not been removed
2. Wished to thank the new Parish Council members for their hard work and getting things done around the Parish since being in Office.

Parish Council meeting commenced at 7.05pm

69/24 To receive and approve apologies for absence.

Cllr Best – unable to attend due to snow

Somerset Cllr Rigby – attending another meeting

70/24 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

None

71/24 To approve the draft minutes of the Parish Council meeting held on 17th October 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

72/24 To receive reports from:

a. Somerset Councillors.

Cllr Rigby and Cllr Sully’s report distributed to Councillors prior to the meeting

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

Cllr Draper-Gammon attended the flood emergency planning meeting and gave a verbal update

c. Cotford St Luke Neighbourhood Policing Team.

4 calls received to 101 or 999 in the period since the last meeting.

2 Assault, 1 public order offence, 1 Domestic

73/24 Clerks report

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

Update on actions since previous meeting and details of correspondence received since the last meeting.

74/24

Finance & Governance:

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

Receipts:

NIL

Direct Debits:

1/10 Lloyds credit card	£3.00
31/10 Lloyds credit card	£62.99
31/10 Unity Service charge	£5.40

Payments for approval:

K Sheenan Locum Clerk – previous cheque did not clear the bank	£519.53
H McGladdery – November expenses	£37.00
HMRC – November NI and Tax	£250.53
Somerset Pension Fund – November contributions	£299.92
Kingfisher tree services – Burge Crescent -	£594.00
Callaghan Fencing _ Muga repair	£696.00
Countywide – 598911	£2295.40
SALC – 1301 – Cllr training	£295.00
Cotford St Luke PCC Grant	£1000.00
Bob Parsons Landscapes	£1226.40
The Clerks November salary was paid in this period	

b. To receive bank reconciliations

Deferred awaiting HSBC missing statements

c. To receive budget to spend report

The report was circulated to Councillors and noted

d. Update on internal audit actions

The Clerk provided the Councillors with a report detailing actions taken and others in progress

Action: The amended spreadsheet of actions to be added to the website

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

Councillors resolved to award the pay rise and backdate to start of employment.

Action The Clerk to advise payroll provider of amendments

f. To approve the purchase of a new mobile phone for the Clerk

Councillors resolved a budget of up to £10 a month for a new mobile phone and contract

Action The Clerk to arrange the purchase

g. To adopt the amended Financial Regulations

Councillors resolved to adopt the amended financial regulations

Action The amended Financial regulations to be added to the website

h. To receive update on External Audit

No further updates received from external auditors

75/24

Planning Applications:

a. To agree response to planning applications received:

-None at date of publication of agenda

The Parish Council has been advised that a reserved matters application has been registered by Hallam for 80 dwellings on land West of Dene Road – this will be added to future agenda for response by the Parish Council – (Planning reference 53/24/0006)

b. Update on Lovell Partnership Planning application

No further updates

76/24

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

a. Update on work carried out on ditches

The Parish Council arranged for Bob Parsons Landscapes to carry out work on the ditch and culvert owned by Robert Hitchins Ltd. This work has been completed and the Clerk has invoiced Robert Hitchins Ltd for this work. Hallam have cleared their ditches but not removed the vegetation under the water line. The Clerk is in dialogue with Crown Estates relating to the Flood Plain and other land.

b. Update on site visit with Somerset Council Flood and Coastal Service Manager

The Chair, Cllr Freeman and the Clerk met with Somerset Council flood and coastal service manager Neil Ogilvie to discuss the flooding in the Parish and the network of ditches, culverts and attenuation ponds. He has agreed to work with the Parish to progress an application to the Community Flood Action fund and investigate responsibility for attenuation ponds and surface water maintenance.

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

Councillors resolved to speak to the Community Association to install an outside tap to move this project forward and a budget of £250 from CIL funds was agreed to purchase a new net

Action:

1. The Clerk to obtain quotes for new tap
2. The Clerk to arrange purchase of new net following consultation with Councillors

b. Grassed areas: to agree areas for one-off cut

Councillors resolved to set a budget of £2200 for the one off cuts and devolve power to the Clerk to arrange the cuts with the contractor Countrywide

Action:

1. Cllr Freeman and Cllr Draper- Gammon to advise the Clerk of the locations requiring a cut
2. The Clerk to arrange the work

c. New benches and Picnic benches - To discuss quotes received and approve the purchase of picnic benches and benches from CIL funds

Councillors resolved to set a budget of £4000 from CIL funds for the purchase and installation of 3 picnic benches and 5 benches within the Parish.

Action:

1. The Clerk to liaise with Councillors to determine exact Supplier and models, from the quotes received
2. The Clerk to order and arrange installation

d. Shelter – to discuss quote to replace bin

Councillors resolved to set a budget of £1000 for the replacement bin

Action: The Clerk to approve the purchase with Somerset Council

e. To discuss trees in the Parish requiring work and receive update from Crown Estates

Councillors resolved to contact Somerset Council in the first instance to report the dangerous tree, if not Somerset Council responsibility, request quote for removal. A contingency budget of £850 was set. The Council will also investigate implementing a tree management plan for the Village.

Action:

1. The Clerk to contact Somerset Council
2. The Clerk to instruct works

f. To approve the quote from Somerset Council to repair the broken fences in the Parish

Councillors resolved to approve a quote from Somerset Council to repair the broken fences at a cost of £392.73+VAT

Action: The Clerk to approve the quote

78/24 Suggested items from Councillors for inclusion in the next meeting.

1. Quote for tap and tennis courts project
2. Cotford 25
3. Planning application 53/24/0006

79/24 Next meeting: Thursday 23rd January 2024, 19.00, Community Centre.

Meeting closed: 8.05pm

Signed.....

Date.....