



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 20th February 2025**, 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
13th February 2025

“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

99/25

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.

100/25

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.

- 101/25 To approve the draft minutes of:**
The Parish Council meeting held on Thursday 24th January 2025
- 102/25 To receive reports from:**
a. Somerset Councillors.
b. Cotford St Luke Neighbourhood Policing Team.
- 103/25 Clerks report**
a. Update on actions since previous meeting
b. Details of correspondence received since the last meeting.
- 104/25 Finance**
a. Details of Receipts and Payment since the previous meeting
b. Details of invoices for approval
c. To receive budget to spend report
d. To receive update on External Audit
e. To set a budget for the purchase of Local Artwork, Cups and Glasses for the Community Hall
f. To approve Somerset Council quote for dog bin emptying, Safety inspections and Highways cuts for 2025/26
g. To approve finalised quote for new picnic benches and installation from CIL funds
h. To agree to set up two new Unity Trust Bank Account for Reserves and Cil Funds following the closure of the HSBC account
i. To discuss three quotes received for grass cutting contract for 2025/26
j. Update on internal audit action list
- 105/25 Planning Applications:**
To agree response to planning applications received:
53/25/0001 - Application for approval of reserved matters following Outline Approval 53/21/0010 for the layout, scale, appearance and landscaping of a local centre development (Class E and hot food takeaway use) with associated car parking and ancillary works on land at Dene Road, Cotford St Luke
- 106/25 Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:**
a. To approve the proposed Somerset Rivers Authority grant application.
b. To discuss a Flood defence survey
- 107/25 Amenities and assets:**
a. Tennis courts: to receive update on planned works
b. To approve quote to carry out weed control spray on the MUGA
c. To approve the purchase of a Pickleball net from CIL funds
d. To discuss the three tree survey quotes received
e. To discuss investigating costs to install lighting and CCTV to cover tennis courts/MUGA and Youth Shelter
- 108/25 Governance**
a. To approve the Parish Council Pension policy
b. To adopt Parish Council Publication Scheme
c. To adopt the Parish Council Equal Opportunities policy
d. To adopt Vexatious Communications and Complaints policy
- 109/25 Suggested items from Councillors for inclusion in the next meeting.**
- 110/25 Next meeting:** Thursday 20th March 2025, 19.00, Community Centre.

Attachments: 1. Clerks Report, 2. Financial matters & 3. Draft planning response

103/25 Clerks report

a. Update on actions since previous meeting

- Minutes and policies added to the website
- 2025/26 budget added to the website
- Precept request submitted to SC and acknowledged
- Chased SC for response to licence and permission for noticeboard for confirmation received licence is not required
- Purchase of sign for tennis courts deferred until booking system in place
- Hall booked for meeting dates, and dates added to the website
- Planning response submitted
- Flood defence survey quotes requested
- Chased outstanding tree survey quotes and all now received

b. Details of correspondence received since the last meeting.

- One resident made 2 enquiries relating to Cllr Best and planning
- One resident made 4 enquiries relating to planning and supporting documents
- One non-resident made multiple requests for information
- One request for assistance with overgrown tree obscuring streetlights
- One enquiry about a hall booking

104/25 Finance

a. Details of Receipts and Payment since the previous meeting

Receipts:

Countrywide refund for overcharged invoice	£2,295.41
Robert Hitchins – reimbursement for ditch clearance	£1,046.40

Payments:

Bank Service charge - January	£6.00
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b. Details of invoices for approval

Courtcare – cleaning and treating tennis courts	£1,300
Michael Flether – fitting benches (if approved below)	£795.00
Brozap – Benches	£2,896.80
HMRC – February	£236.86
SC Pensions – February	£290.22
H McGladdery – Expenses	£6.00
H McGladdery February salary and additional hours for 2023/24 audit work	

d. To receive update on External Audit

Someone has challenged the AGAR therefore PFK Littlejohn are required to carry out investigations at a charge to the Parish Council of £355+Vat per hour, they will then complete the year end process. The Clerk has supplied the extra information the Auditor has requested

i. To discuss three quotes received for grass cutting contract for 2025/26

1. Contractor A– Grass cutting £2,300 per cut (advised every 2 weeks)
Hedge cutting £1,420 per cut (advised twice a year)
2. Contractor B and C - Awaiting Quotes

107C. Pickleball net quotes:

- Quote 1 - £153.85
- Quote 2 - £489.69
- Quote 3 - £220.00

107d. Tree Survey Quotes

Contractor A – £5 per tree

Contractor B - £300 + VAT per location

Contractor C - £200 + VAT location 1-3, £250+Vat location 4

Draft Response for Planning application:

Re: Case Ref: 53/25/0001 – Application for Approval of Reserved Matters at

Dene Road, Cotford St Luke

Cotford St Luke Parish Council has reviewed the above planning application for approval of reserved matters concerning the layout, scale, appearance, and landscaping of a local centre development (Class E and hot food takeaway use) with associated car parking and ancillary works.

Following our review and consultation with local residents, the Parish Council wishes to submit the following observations:

1. Support in Principle

The Parish Council acknowledges the need for a local centre development to enhance the amenities and services available to residents. The principle of development, as approved in the outline application, is supported, provided that it aligns with the needs of the community.

2. Traffic and Parking Concerns

- The proposed car parking provision must be sufficient to accommodate anticipated demand and prevent overspill parking on adjacent roads, which could impact highway safety and residential amenity.
- A detailed traffic impact assessment should be reviewed to ensure that increased vehicular movement does not negatively affect local traffic flow, particularly at peak times.

3. Design and Appearance

- The Parish Council seeks assurance that the architectural design and materials used will be in keeping with the existing character of Cotford St Luke.
- Adequate lighting and security measures should be implemented to enhance public safety around the site.

4. Landscaping and Environmental Considerations

- Landscaping should incorporate appropriate planting to enhance the aesthetic quality of the development and support biodiversity.
- Sustainable drainage systems should be implemented to mitigate surface water runoff and prevent localised flooding.

5. Impact of Hot Food Takeaway

- Consideration should be given to the potential impact of a hot food takeaway on residential amenity, including noise, odour, and waste disposal.
- Measures should be put in place to prevent littering and ensure that appropriate waste management systems are in operation.

6. Community Engagement

- The Parish Council recommends that further community engagement be conducted to ensure that the final development fully aligns with local needs and expectations.

In summary, while the Parish Council supports the principle of development, we request that the concerns outlined above be carefully considered as part of the decision-making process. We would appreciate further consultation should any significant amendments be made to the application. Please confirm receipt of this letter and do not hesitate to contact us should you require any further clarification.