



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 March 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 March 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

- 111/25 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.
- 112/25 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.

- 113/25 To approve the draft minutes of:**
The Parish Council meeting held on Thursday 20th February 2025
- 114/25 To receive reports from:**
a. Somerset Councillors.
b. Cotford St Luke Neighbourhood Policing Team.
- 115/25 Clerks report**
a. Update on actions since previous meeting
b. Details of correspondence received since the last meeting.
- 116/25 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 for the Community Hall
f. To approve submitting an Expression of Interest application to access Section 106 funds from Somerset Council for planters in Cotford St Luke
g. To agree to set up a HR committee and Sub committee for the management of staff
h. To discuss offering an additional grant to the PCC Youth Club
i. To approve ordering 6 signs with the 'how to report a crime' information on them and discuss locations around the village
j. To discuss financially supporting the Community Centre to replace the broken lights in the School car park
- 117/25 Planning Applications:**
To agree response to planning applications received:
Amendment to planning application 53/24/0007 - Application for approval of reserved matters following outline application 53/21/0010 for the access, landscaping, appearance and scale for the erection of 80 No. dwellings, vehicle access, drainage, public open space including allotments and play areas, foot paths, cycle ways, landscaping and associated works on land off Dene Road Cotford St Luke
- 118/25 Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:**
a. To discuss a Flood defence survey
- 119/25 Amenities and assets:**
a. Tennis courts: to receive update on works carried out and approve additional funds to complete works to the court
b. To approve quote to carry out weed control spray on the MUGA and cleaning and re-sanding of adjoining path
c. To discuss investigating costs to install lighting and CCTV to cover tennis courts/MUGA and Youth Shelter
- 120/25 Governance**
a. To adopt Parish Council Publication Scheme
b. To adopt the Parish Council Equal Opportunities policy
c. To adopt Vexatious Communications and Complaints policy
- 121/25 Suggested items from Councillors for inclusion in the next meeting.**
- 122/25 Next meeting:** Thursday 24th April 2025, 19.00, Community Centre.

Attachments:**115/25 Clerks report**

- a. Update on actions since previous meeting
- Chased Sc re trees overhanging lampposts
 - Draft minutes on Website
 - Dog bin emptying, safety inspection and Highways additional cuts quote signed and returned to SC
 - Picnic benches ordered, problem with delivery, so currently being re-arranged with a new contractor
 - Two new bank accounts opened and CIL funds and Reserves now in dedicated accounts
 - HSBC account closed and Credit card cancelled
 - Parsons Landscapes instructed and grass cutting for 2025 commenced
 - Updated Internal audit action list added to the website
 - Planning response submitted to SC
 - SRA grant application submitted
 - Pickleball net purchase deferred until court ready to use
 - Meeting planned with Chris Groves associates (tree survey company) to determine requirements and plan surveys
 - Pension policy forwarded to Peninsula pensions
- VAT claim submitted for 1/2/25-28/2/25

b. Details of correspondence received since the last meeting.

- Multiple requests from external auditors and The Clerk submitted all information requested
- Three residents raised concerns over trees – investigations ongoing and some work completed
- One resident had queries on tree policy

116/25 Finance**a. Details of Receipts and Payment since the previous meeting****Receipts:**

HSBC Interest £74.61

Payments:

Mobile Phone - February £8.50

Complete weed control £811.20

Unity bank service charge £6.00

b. Details of invoices for approval

M J Fletcher – Bench installation £355.00

Brozap – Benches –

pending discount for damage £2,896.80

Brozap picnic benches £3,552.00

Clerks March Salary/Expenses/Clerks allowance and mileage

- d. **To receive update on External Audit** – Awaiting conclusion of audit after providing external auditor with requested information. 11/3 – chased external auditor for an update and advised it would be looked at again this week and additional information requested if required

- f. **To approve submitting an Expression of Interest application to access Section 106 funds from Somerset Council for planters in Cotford St Luke** – SC have advised as the PC does not currently have allotments, and allotments are planned on the planning application 53/24/0007, the S106 funds of £5,757 held by SC from application 53/12/0008 can be spent in the Parish on planters or gardening space. The PC will need to submit an expression of interest form to SC to progress this application to access the funds.

g. To discuss offering an additional grant to the PCC Youth Club

To propose offering an additional £400 to the Youth Club