



Minutes of meeting of Cotford St Luke Parish Council held on Thursday 20th February 2025, at The Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ

Present: Cllr Draper-Gammon, Cllr Freeman, Cllr Birch, Cllr Mcree and Cllr Harrison

In attendance 2 members of the public, Somerset Cllrs Best, Sully and Rigby, and Helen McGladdery – Parish Clerk and RFO

“Have Your Say”

One resident asked for an update on the previous concerns with trees obscuring streetlights, the Clerk advised this had been reported but will chase a response from SC.

Action: The Clerk to contact SC

Meeting starts: 7.03pm

99/25 To receive and approve apologies for absence.

None

100/25 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

None

101/25 To approve the draft minutes of:

The Parish Council meeting held on Thursday 24th January 2025

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

Action: To be added to the website

102/25 To receive reports from:

a. Somerset Councillors.

The Somerset Cllr report was distributed to Members. The SC Cllrs present gave an update on the regional Mayor proposal has been pushed back to 2027. Call for sites ends this week. SC have been given special dispensation from Central Government to allow them to sell assets and take out loans for revenue purposes.

Cllr Rigby advised he has had a meeting with MP Chris Bryant – minister for media and raised concerns about the lack of mobile phone signal in the parish. He urged residents to forward their concerns, and he will add it to the case for action in the parish.

b. Cotford St Luke Neighbourhood Policing Team.

The police report was distributed to Members and reported in January for Cotford St Luke there were:

5 incidents at the same address involving violence against a person and public order.

1 Violence against a person

1 Public order

1 Criminal Damage

2 incidents at the same address, theft and sexual offenses.

The Parish Council have created a poster to advise residents how to report a crime and these will be displayed around the parish.

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
-------------------------------	-------

b. Details of invoices for approval

Resolved: The following payments were approved by Councillors

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
SALC – New Cllr training – Bridget	£30.00
H McGladdery February salary and additional 5 hours for 2023/24 audit work	

c. To receive budget to spend report –

Distributed to Members and approved

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. The PC has now been advised the audit is in the final review stages.

e. To set a budget for the purchase of Local Artwork, Cups and Glasses for the Community Hall

Resolved: A budget of £100 was set to purchase cups and glasses for the hall

It was also agreed to defer a decision on the artwork pending further investigations

Action: The Clerk to add to the March agenda

- f. **To approve Somerset Council quote for dog bin emptying, Safety inspections and Highways cuts for 2025/26**
Resolved: Members approved the quote
Action: The Clerk to sign the quote and return to SC
- g. **To approve finalised quote for new picnic benches and installation from CIL funds**
Resolved: The quote of £2960+Vat for the benches was approved and an additional charge of £400 to allow for installation and receipt of delivery was approved
Action: The Clerk to arrange purchase and installation
- h. **To agree to set up two new Unity Trust Bank Account for Reserves and Cil Funds following the closure of the HSBC account**
Resolved: Members approved the opening of 2 new accounts linked to the current account – there is no additional charge for this.
Action: The Clerk to proceed with opening the accounts
- i. **To discuss three quotes received for grass cutting contract for 2025/26**
 Quotes were received from 2 local contractors and compared with the current contractor.
Resolved: Members agreed to instruct Bob Parsons Landscapes
Action: The Clerk to advise the contractor
- j. **Update on internal audit action list**
 All the internal audit actions have now been completed with the exception of additional insurance cover, which will be added at renewal, and all policies will be reviewed in April. The full report can be found on the website. <https://www.cotford-st-luke.org.uk/finance/>
Action: To be added to the website

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

Resolved: Members approved the attached response

Action: The Clerk to forward to Somerset Council Planning

106/25 Cotford St Luke flood defence system: ditches, culverts, attenuation ponds and floodplain:

- a. **To approve the proposed Somerset Rivers Authority grant application.**
Resolved: It was agreed that Cllr Birch and Draper-Gammon along with the Clerk complete and submit the application
Action: The Clerk to submit once completed
- b. **To discuss a Flood defence survey**
 Deferred to allow extra time to obtain accurate quotes

107/25 Amenities and assets:

- a. **Tennis courts: to receive update on planned works**
 Cleaning work has been completed, and it was agreed to defer further work pending reviewing quotes
Action: Clerk to add to March agenda
- b. **To approve quote to carry out weed control spray on the MUGA**
 Deferred to allow time to obtain additional quotes
Action: Clerk to add to March agenda

- c. **To approve the purchase of a Pickleball net from CIL funds**
Resolved: It was agreed to purchase the net recommended by the players at a cost of £150.00 it will be stored in the community hall
Action: The Clerk to arrange the purchase

- d. **To discuss the three tree survey quotes received**
Three quotes were received from 2 local contractors and Somerset Council
Resolved: Members agreed to proceed with Chris Groves Associates at a cost of £850+VAT to inspect the 4 areas highlighted and they will plot on a digital map and tag trees that require work. Prioritising any work required over the next 3 years.
Action: The Clerk to advise the contractor

- e. **To discuss investigating costs to install lighting and CCTV to cover tennis courts/MUGA and Youth Shelter**
Lighting for the top path - As safety concerns have been raised by residents and the police this was passed to Somerset Council as they own the land. Somerset Council have advised that they have no funds for this work. However, Cllr Sully will work with SC to obtain costs for the works and recommended contractors
CCTV – Deferred pending further information
Youth Shelter – To obtain costs for removal

108/25

Governance

- a. **To approve the Parish Council Pension policy**
Resolved: The Pension policy was adopted
Action: The Clerk to forward to Peninsula pensions

- b. **To adopt Parish Council Publication Scheme**
- c. **To adopt the Parish Council Equal Opportunities policy**
- d. **To adopt Vexatious Communications and Complaints policy**
Resolved: It was agreed to proceed with the above policies and finalised versions will be added to the March agenda for approval
Action; The Clerk to add to the March agenda

109/25

Suggested items from Councillors for inclusion in the next meeting.

1. Flood defence survey
2. Artwork for hall
3. Tennis court and MUGA works and cleaning quotes
4. Policies

110/25

Next meeting: Thursday 20th March 2025, 19.00, Community Centre.

Meeting closed 8.10pm

Signed.....

Date.....

Attached:

1. Planning response 53/25/0001

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.

7. Mobile Data Mast

The Parish Council would like to strongly request that a mobile data mast be included as part of the development. Cotford St Luke currently suffers from poor mobile phone signal, which is particularly concerning in emergency situations. With landlines set to be decommissioned soon, this issue will become even more critical, leaving residents and businesses without reliable communication in emergencies. A mobile data mast would address this gap in infrastructure and enhance connectivity for all members of the community.