



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 24th April 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
Thursday 10th April 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

123/25

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.

124/25

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.

125/25

To approve the draft minutes of:

The Parish Council meeting held on Thursday 20th March 2025

126/25

To receive reports from:

- a. Somerset Councillors.
- b. Cotford St Luke Neighbourhood Policing Team.

127/25

Clerks report

- a. Update on actions since previous meeting
- b. Details of correspondence received since the last meeting.

128/25

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 approve the insurance renewal quote
- e. To discuss financially supporting the Community Centre to replace the broken lights in the school car park
- f. To discuss Cotford 25 grant application
- g. To approve the statement of internal controls
- h. To approve SLCC Membership renewal
- i. To approve SALC Membership renewal

129/25

Planning Applications:

To agree response to planning applications received:
None at time of setting agenda

130/25

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

- a. To discuss a Flood defence survey

131/25

Amenities and assets:

- a. Tennis courts: to receive update on works carried out and approve any additional funds required
- b. To agree to purchase a heavy-duty combination padlock for the tennis courts
- c. To discuss purchase of new bench for tennis courts and replacement of damaged bench around the tree at ///foot.pencil.refuses (near The Chapel)
- d. To approve revised quote for picnic bench installation
- e. To approve the quote from Complete Weed Control for 2025-26

132/25

Trees

- a. To discuss tree survey results and any urgent works required
- b. To discuss making an application to the Woodland Trust for free trees

133/25

Annual Parish meeting

- a. To agree invitees to give presentations
- b. To agree any actions for meeting

134/25

Suggested items from Councillors for inclusion in the next meeting.

135/25

Next meeting: Annual Parish meeting followed by Annual Parish Council meeting Thursday 22nd May 2025, 18.45, Community Centre.