



Councillors are hereby summoned, and members of the public and press are invited, to attend The Annual Meeting of Cotford St Luke Parish Council to be held on **Thursday 22nd May 2025**, following the Annual Parish Meeting, 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 15th May 2025

Agenda

- 136/25 To Elect a Chair and Vice Chair**
- 137/25 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.
- 138/25 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.
- 139/25 To approve the draft minutes of:**
The Parish Council meeting held on Thursday 24th April 2025
- 140/25 To receive reports from:**
 - a. Somerset Councillors.
 - b. Community Association

- 141/25 Clerks Report which will include all matters arising from previous minutes and items of interest**
- 142/25 Finance**
- Details of Receipts and Payment since the previous meeting
 - Details of invoices for approval
 - To receive budget to spend report
 - To approve the additional insurance renewal quote
- 143/25 Planning Applications:**
To agree response to planning applications received:
53/25/0002/T - Application to carry out management works to one oak tree included in Taunton Deane Borough (Bishops Lydeard No.2) Tree Preservation Order 1992 at 36 Merrifields, Cotford St. Luke (TD545)
- 144/25 Amenities and assets:**
- Tennis courts: to receive update on works carried out and approve any additional funds required
 - To approve the purchase of 1 black multiuse bin and 3 dog bins to replace broken ones in the Parish
 - To discuss implementing measures to prevent illegal encampments in the Parish
- 145/25 Trees**
- To receive an update on Cannington College supporting the Parish Council with tree works in the Parish
 - To discuss quotes received for urgent works highlighted in tree survey
- 146/25 To approve social media policy**
- 147/25 Items from Councillors for inclusion in the next meeting.**
- 148/25 Next meeting:** Parish Council meeting Thursday 19th June 2025, 18.45, Community Centre.

Supporting notes:

141/25 - Clerks report

- Minutes added to website
- Payments made
- Insurance renewed, however following investigations it appears the tennis court and MUGA have not previously been covered by the PC policy. Therefore, to cover these and all items listed on the asset register there will be an increase in premium (agenda item 142/25d)
- Statement of Internal controls on website
- SLCC and SALC memberships renewed
- Rheos environmental instructed for flood defence survey and work commenced
- Picnic bench installation contractor instructed and work commencing shortly
- Complete weed control instructed and spraying to commence shortly

142/25 Finance

a.Details of Receipts and Payment since the previous meeting

Receipts:

Nil

Payments:

SC Pensions - April	£322.50
HMRC - April Tax and NI	£339.63
H McGladdery - April Expenses	£5.99
April Bank service charge	£6.00
Zurich Insurance	£936.82
Mobile phone – May	£9.04

The Clerks April salary was also paid in this period

b. Details of invoices for approval:

Parsons Landscapes – April	£1,541.10
Glendale – GC428-1959A	£1,872.07
Zurich Insurance – Additional premium	£720.31
Countrywide - 632236 (invoiced in error)	£2,450.35
Countrywide - Credit note 632309	(£2,450.35)

d. To approve the additional insurance renewal quote

To ensure all assets are covered and to provide reinstatement cover for Tennis Court and MUGA an additional £720.31 to your premium. Therefore, the total premium would be £1657.13

145/25 - Trees

b. To discuss quotes received for urgent works highlighted in tree survey

The quotes below are to fell trees 888a, 888b, 889, 890 and 891, and deadwood 863, 867 and 871 as per tree survey

1. Contractor A - £4,825.00 + VAT
2. Contractor B - £7,310 + VAT
3. Contractor C - £4,985.51 + VAT