



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 19th June 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 \(cotford-st-luke.org.uk\)](#)).**

Signed on original

Helen McGladdery – CILCA – Clerk and RFO to Cotford St Luke Parish Council
Thursday 12th June 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

- 149/25 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.
- 150/25 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.
- 151/25 To approve the draft minutes of:**
The Parish Council meeting held on Thursday 22nd May 2025

- 152/25 To receive reports from:**
a. Somerset Councillors.
b. Community Association
c. Police report
- 153/25 Clerks Report which will include all matters arising from previous minutes and items of interest**
- 154/25 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 the internal audit report
e. To discuss setting a budget to purchase Artwork for the hall
f. To agree the application for S106 funds from Somerset Council for planters in the Parish
- 155/25 Annual Audit – To approve the Annual Governance Statement for 2024/25**
- 156/25 Annual Audit**
a. To approve 2024/25 Accounts
b. To approve the Accounting Statement
- 157/25 Planning Applications:**
a. To agree response to planning applications received:
None at time of setting the agenda
b. Update on meeting with Hallam regarding CIL/S106 contributions
- 158/25 Amenities and assets:**
a. Tennis courts: to receive update on works carried out and approve new contractor to complete the work, supply and instal new net and posts at a cost of £2,940
b. To discuss implementing measures to prevent illegal encampments in the Parish
c. To discuss repainting the MUGA lines
d. To discuss options for Youth Shelter
e. To agree to obtain quotes to install new play equipment on the playing fields from CIL funds
f. To approve the additional quote for weed killing
- 159/25 Trees and flood reports**
a. To receive an update on planned tree works in the Parish
b. To receive an update on the progress of the flood defence survey
- 160/25 Somerset Council responsibilities/requests**
- 161/25 Items from Councillors for inclusion in the next meeting.**
- 162/25 Next meeting:** Parish Council meeting Thursday 17th July 2025, 18.45, Community Centre.

Supporting papers – June 2025

- 153/25 - Clerks Report which will include all matters arising from previous minutes and items of interest**
- Chair and Vice Chair paperwork submitted to SC
 - Minutes added to the website
 - Insurance renewed and payments made
 - Planning response submitted
 - Cannington College and Parkers Tree care instructed
 - Social Media policy added to website
 - CIL reports for 23/24 and 24/25 completed

154/25 - Finance

a. Details of Receipts and Payment since the previous meeting

Receipts:

Nil

Payments:

HMRC - May Tax and NI	£378.23
SC Pensions - May	£348.12
H McGladdery May Expenses	£19.84
ICO – Annual fee	£47.00
Bank service charge	£6.00
The Clerks May salary was paid in this period	

b.Details of invoices for approval:

Cllr Birch expenses – Glasses and Cups for Hall	£61.98
Somerset Web Services – Domain	£21.60
Parsons Landscapes – May	£1,541.10
Somerset Council – CSL signs	£1,013.47
Jill Larcombe – Internal audit 2025	£125.00