



Minutes of meeting of Cotford St Luke Parish Council held on Thursday 24th April 2025, at The Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ

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

In attendance 3 members of the public, Somerset Cllrs Sully and Helen McGladdery – Parish Clerk and RFO

“Have Your Say”

- One resident passed on their thanks to the Parish Council for the work they are doing
- One resident attended the Planning committee meeting for application 53/24/0007 – they felt disappointed that the list of questions submitted by the PC were not read out. Somerset Councillor Sully explained the process for the planning committee meeting and gave reassurance that all information submitted had been forwarded to Councillors on the planning committee ahead of the meeting.

Meeting starts: 7.14pm

123/25 To receive and approve apologies for absence.

PCSO Henderson – not on shift

Somerset Cllr Rigby – attending another meeting

124/25 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

Cllr Freeman agenda item 128/25f – as he is a member of the Cotford 25 association, so will not be permitted to vote on this agenda item

125/25 To approve the draft minutes of:

The Parish Council meeting held on Thursday 20th March 2025

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

Action: To be added to the website

126/25 To receive reports from:

a. Somerset Councillors.

Cllr Sully and Cllr Rigby's report was circulated to Councillors ahead of the meeting, in addition Cllr Sully gave a verbal update on:

Planning application 53/24/0007, a meeting with Hallam regarding future development, progress of obtaining quotes for lighting on the top path above the playing fields

b. Cotford St Luke Neighbourhood Policing Team.

There were 13 calls into 101 and 999 for Cotford St Luke for the month of March 2025.

These calls involved:

2 Public order, 3 Criminal damage, 1 Theft, 1 Harassment, 2 Domestic incidents, 3 Violence against the person and 1 Burglary non dwelling

127/25 Clerks report

a. Update on actions since previous meeting

- Reported vegetation obscuring streetlights again
- Minutes added to Website
- Map of area for lighting forwarded to Cllr Sully

- Conclusion of audit added to noticeboard and website
- HR meeting scheduled
- Grant payment made to PCC Youth Club, and thanks passed to the PC
- How to report a crime signs have been ordered, awaiting locations
- Planning response submitted
- Policies added to website

b. Details of correspondence received since the last meeting.

Queries received relating to:

- Overgrown vegetation
- Planning applications
- Freedom of Information request relating to audit correspondence – and Clerk has responded in full

The Clerk also advised that the PC had been successful in the SRA grant application and have been awarded £15,000

128/25

Finance

a. Details of Receipts and Payment since the previous meeting

2024/25

Receipts:

CIL account interest	£30.35
Reserve account interest	£122.05

Payments:

Mobile phone – March	£8.50
PCC Grant - Youth club	£400.00
HMRC - Tax and NI	£236.66
Sc Pensions	£290.22
H McGladdery Clerk's allowance/exp/mileage	£123.47
Unity bank service charge	£6.00

The Clerks March salary was paid in this period

2025/26

Receipts

Somerset Council precept	£65,000.00
HMRC VAT refund	£790.23

Payments:

Courtcare - MUGA and path	£1,730.00
SC Safety inspections/bins	£330.17
Mobile phone – April	£8.50

b. Details of invoices for approval

Parish noticeboard company	£1056.00
SALC – Finance training Cllr Birch	£25.00
Community Ass Hall hire extraordinary meeting	£10.00
Community Ass Hall hire extraordinary meeting	£3.50
Community Ass Hall hire 2023/24	£140.00
Community Ass Hall hire 2024/25	£144.00
Parsons landscapes March - 17940	£1541.10
SLCC Membership	£150.00
SALC Membership	£953.39
SALC planning training – Cllr Birch	£30.00
Cllr McCrea – expenses	£30.50

c. To receive budget to spend report – distributed to Councillors and noted

d. To approve the insurance renewal quote

The Clerk advised Councillors that the PC is in a fixed term agreement with Zurich which re-news on 5th May. The Clerk has highlighted some areas in the policy that need investigating to ensure the correct cover is in place.

Resolved: Councillors approved the renewal of the insurance, after the Clerk has carried out her investigations. The current quote is £ 936.82

Action:

1. The Clerk to obtain a copy of the Community Association Insurance to ensure full cover is in place and adjust the PC insurance accordingly
2. The Clerk to ensure Business interruption and cyber security are included in the new policy
3. The Clerk to ensure cover is renewed by 5th May

e. To discuss financially supporting the Community Centre to replace the broken lights in the school car park

Deferred pending further information

f. To discuss Cotford 25 grant application

A member of the Cotford 25 committee was present and gave a presentation on the planned activities and an overview of anticipated expenditure.

Action: The Clerk to check if the event could be covered under the PC Insurance

g. To approve the statement of internal controls

The Statement of internal controls was approved and signed by the Chair and Clerk/RFO

Action: To be added to the website

h. To approve SLCC Membership renewal

The Clerk advised as she Clerks for 2 PC's the Council would receive a reduced rate

Resolved: Councillors approved the renewal of the SLCC Membership at a cost of £150.00

Action: The Clerk to renew the membership

i. To approve SALC Membership renewal

Resolved: Councillors approved the renewal of the SALC Membership at a cost of £953.39

Action: The Clerk to renew the membership

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

Councillors discussed the three quotes received

Resolved: Councillors voted unanimously to approve the quote received from RHEOS environmental Consulting to carry out a baseline assessment and drainage connectivity review. To check if all original measures were installed when Cotford St Luke was built and to ensure the current system is fit for purpose. At a cost of £4,600 (using SRA grant funds)

Action: The Clerk to instruct RHEOS

131/25 Amenities and assets:

a. Tennis courts: to receive update on works carried out and approve any additional funds required

The works are nearly completed and the remaining works to include repairs/resurface/repainting and installation of new net and posts are scheduled for early May

b. To agree to purchase a heavy-duty combination padlock for the tennis courts

Resolved: A budget of £50 was approved to purchase a heavy-duty combination lock to enable the use of the Lawn tennis booking system

Action: The Clerk to purchase a lock

- 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)**

Deferred pending further information

- d. **To approve revised quote for picnic bench installation**

Resolved: The quote from Parsons Landscaped of £1850 + VAT was approved to carry out the necessary works to install the picnic benches, including additional works for the accessible bench. The quote also includes the installation of the new noticeboard next to the tennis courts.

Action: The Clerk to instruct the contractor

- e. **To approve the quote from Complete Weed Control for 2025-26**

Councillors agreed to continue the contract with Complete weed control at a cost of £811.20 per spray of the whole Parish.

Action: The Clerk to instruct the contractor

132/25 Trees

- a. **To discuss tree survey results and any urgent works required**

The tree survey of the trees around the village has now been completed (this will be added to the website) The Clerk has requested 3 quotes for the immediate works to be carried out. These will be added to the May agenda for consideration. In addition, the Clerk will contact Cannington college to ascertain if the college would be interested in their students carrying out this work (Under college supervision)

Action:

1. To be added to the May agenda
2. The Clerk to contact Cannington College
3. Report to be added to the website

- b. **To discuss making an application to the Woodland Trust for free trees**

Deferred pending further information

Action:

1. The Clerk to obtain costs for tree protectors
2. The Clerk to make enquiries to seek other providers of free trees

133/25 Annual Parish meeting

- a. **To agree invitees to give presentations**

The list of invitees was approved

- b. **To agree any actions for meeting**

Display boards will be added to the May meeting with photos of PC activities in the last 12 months

Action: Cllrs to forward photo's to The Clerk

134/25 Suggested items from Councillors for inclusion in the next meeting.

- Approve quotes for replacement bins (2 black and 1 dog)
- Youth shelter
- Approve budget for artwork for community hall
- Community Centre/School car park lights repairs
- Approve quote for new bench at tennis court

135/25 Next meeting: Annual Parish meeting followed by Annual Parish Council meeting Thursday 22nd May 2025, 18.45, Community Centre.

Meeting closed: 8.02pm

Signed by Chair.....

Date:.....