



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 18th September 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 11th September 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

- 166/25 To receive and approve apologies for absence.**
a. To record members present
b. To approve any apologies for absence
- 167/25 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
- 168/25 To approve the draft minutes of:**
a. The Parish Council meeting held on Thursday 19th June 2025
b. Extraordinary meeting held on Tuesday 29th July 2025
- 169/25 To receive reports from:**
a. Somerset Councillors.
b. Police report
- 170/25 Community Association**
a. To receive report from Trustees
b. To approve payment of deep clean of Community Hall/communal areas and toilets
c. Agree ways of working between school, PC and CA (new agreement will be drafted) and agree PC contribution to caretaking costs for Community Centre, MUGA and tennis court
- 171/25 Clerks Report which will include all matters arising from previous minutes and items of interest**

- 172/25 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 conclusion of Audit
 - e. To receive Recommendations from Councillors for S106 Allotment and Community Hall applications
 - f. To discuss the purchase of Christmas lights and options for installation
 - g. To discuss quotes received for production and delivery of a Parish newsletter
- 173/25 Planning Applications:**
- a. To agree response to planning applications received – none at time of setting agenda
 - b. Update on Hallam and Lovell planning applications and S106 agreement
 - c. To confirm suggestions for new street names
- 174/25 Amenities and assets:**
- a. Tennis courts:
 - i. To review tennis court usage and new booking system
 - ii. To discuss purchase of leaf blower to keep the surface clear
 - iii. To approve the purchase of a storage container for the pickleball net
 - b. To receive update following meeting with Police to highlight risk areas of illegal encampments in the Parish
 - c. To discuss quote for repainting the MUGA lines
 - d. To receive the MUGA/Tennis court annual safety inspection report and to agree any work required
- 175/25 Trees and flood reports**
- a. To discuss quotes for additional tree works in the Parish highlighted in the tree report
 - b. To discuss quotes for reinspection of trees highlighted in the report
 - c. To approve setting up a working group to assist with flood defence survey recommendations/actions
 - d. To receive an update on the progress of the flood defence survey
 - e. Discuss drafting a crown land and trees policy and discuss seeking legal advice about how to go forwards with both the policy, and ensuring the crown land and trees in the village are safe for use by residents and maintained at least to a minimum standard
 - f. To discuss quotes received for ditch clearance and working with landowners to keep the ditches clear from debris
- 176/25 To agree Councillors areas of responsibilities and duties required to be carried out**
- 177/25 To approve meeting frequency and dates from now until the end of 2026**
- 178/25 To review all Parish Council policies**
- 179/25 Items from Councillors for inclusion in the next meeting.**
- 180/25 Next meeting:** Parish Council meeting to be confirmed after meeting frequency agreed (agenda item 177/25). All meeting dates will be published on the website <https://www.cotford-st-luke.org.uk/>

Supporting papers:

170/25 Community Association

b. To approve payment of deep clean of Community Hall/communal areas and toilets

A grant of £500 for a deep clean and cleaning equipment has been received.

171/25 Clerks Report which will include all matters arising from previous minutes and items of interest

- Minutes, internal audit report, annual governance statement and accounting statement added to website
- AGAR submitted to external auditor, queries received relating to expenditure and Clerk forwarded all information to external auditor
- Hallam approached re S106 contributions once planning received, response below *"Hallam would be happy to agree to pay the contribution "prior to commencement, but not at the same time as signing the S106"*
- Correspondence ongoing with SC in relating to tree adjacent to tennis courts
- Work completed on the tennis courts, sign installed and pickleball net purchased
- Parsons landscaped cut back overgrown vegetation around tennis court and by youth shelter
- Cllr Sully meeting electrical contractors to discuss lighting "top path"
- NFPC confirmed their youth shelter was removed by a local scrap metal merchant at no charge to the PC
- Weed killing continues around the parish

172/25 Finance

a. Details of Receipts and Payment since the previous meeting

Receipts:

CIL Account interest	£97.73
Reserves Account interest	£720.19
Slide and play refund (fete)	£422.00
Somerset Council -SRA grant tree work	£1,425.00

Payments:

SC Pensions - June	£302.86
HMRC - June	£310.17
H McGladdery - June expenses	£121.91
T Parsons - Bench and noticeboard installation	£2,220.00

Payments continued:

Bank service charge	£6.00
Mobile phone - July	£9.04
Somerset Council - Quarter 1 services	£2,261.54
Somerset Web services - Google suite	£950.40
Rheos - 1st payment (flood survey)	£1,150.00
Parsons - June	£1,639.76
Parkers - fell 890/888a and deadwood 863	£2,670.00
Heartsafe Defib cabinet	£908.95
H McGladdery - July expenses	£6.75
SC Pensions - July	£297.16
HMRC - July	£301.46
Pickleball net	£149.00
Access Insurance - fete	£464.49
Bank service charge	£6.00
Mobile phone - August	£9.04
First Aid - Fete	£40.00
Slide and Play - Fete	£422.00
Signs express - Fete	£162.00
Play inspection co- Tennis court/Muga	£230.40
Cris Groves - Tree inspection report	£1,020.00

Carly Press - Report a crime and Tennis signs	£246.00
Parish Online	£144.00
Parsons - July	£1,639.76
Parsons - Tennis court work	£240.00
Parsons - Laurel Youth shelter	£787.20
Complete weed control - July	£144.00
King - tennis court repairs	£2,940.00
Community Assoc. Hall hire A/M/J/J	£70.00
Narkedesign - Website	£225.00
HMRC - August	£374.13
SC Pensions - August	£345.36
H McGladdery - August expenses	£6.74
Bank Service charge	£6.00
Mobile phone - September	£9.04
The Clerks June, July and August salaries were paid in this period	

b. Details of invoices for approval

Quantock entertainment services – Fete	£120.00
Parsons – August	£1639.76

g. To discuss quotes received for production and delivery of a Parish newsletter

1. Carly Press £159
2. Digital printing online £371.73
3. Awaiting further quotes

174/25

Amenities and assets:

a. Tennis courts:

ii. To discuss purchase of leaf blower to keep the surface clear

1. Fuxtec petrol leaf blower and shredder with bag £129.00 [link](#)
2. Black and decker battery lightweight leaf blower £48.80 [Link](#)
3. Stihl battery leaf blower £133 [link](#)

iii. To approve the purchase of a storage container for the pickleball net

1. Amazon Keter £149.99 [Link](#)
2. B & Q Keter bench £145 [Link](#)
3. B & Q Keter Eden grey £135 [Link](#)

c. To discuss quote for repainting the MUGA lines

Quote: £750.00

175/25

Trees and flood reports

a. To discuss quotes for additional tree works in the Parish highlighted in the tree report – All quotes plus VAT

869 – raise low canopy - £675
882 – major deadwood £390
883 – major deadwood £390
885 – reduce crown £650
888 - reduce crown and remove ivy £650
Total; £2,755

177/25

To approve meeting frequency and dates from now until the end of 2026

Proposed meeting dates:

2025 – 20th November – Draft budget & internal audit

2026 – 15th January – Precept request, **19th March, 21st May** – Annual meeting, Elect Chair and Audit

18th June, 17th September – meeting dates and policies and

19th November – Draft budget & internal audit