



Cotford St Luke Parish Council Community Infrastructure Levy funds Policy January 2025, reviewed September 2025

1. No payments to be made upfront or in advance of project commencement.
2. All payments to be made to the Grant Applicant and never direct to the Trade Person or Company.
3. Grant Applicants are not permitted from an individual
4. Payment of any “Ringfenced” amount to be made within 14 working days of receipt of a copy invoice submitted by the Applicant whether paid or unpaid.
5. If the CIL payment request exceeds the amount “Ringfenced” then the payment from the Parish Council will be reduced proportionately.
6. Project Fees eg Planning Application Fees, Architects Fees cannot be met from CIL funds
7. A Receipt duly confirming that an invoice has been paid, must be obtained by the Applicant from the Trade Person or Company and submitted to the Parish Council within 14 working days of issue of the Parish Council payment.
8. A Spreadsheet to be maintained by the Parish Clerk showing full details of all CIL Funds “Ringfenced” for each successful Applicant. The format and depth of information shown on this spreadsheet to be agreed.
9. The Clerk to complete the annual CIL Accounts return to Somerset Council annually by the deadline

CIL Criteria

CIL Regulation 59C states that the Parish Council must use the CIL Meaningful Proportion payment to support the development of the Parish or any part of the Parish by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.