



Minutes of meeting of Cotford St Luke Parish Council held on **Thursday 19th June 2025 at 7pm**

Present: Cllr Draper-Gammon, Cllr Birch, Cllr McCrea, and Cllr Harrison
In attendance Somerset Cllr Sully and Helen McGladdery – Clerk and RFO

“Have Your Say”

No items raised

149/25 To receive and approve apologies for absence.
Cllr Freeman
Somerset Cllr Rigby

150/25 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.
None

151/25 To approve the draft minutes of:
The Parish Council meeting held on Thursday 22nd May 2025
The draft minutes were agreed as a true and accurate record and signed by the Chair
Action: The Clerk to add to the website

152/25 To receive reports from:

a. Somerset Councillors.
A report was distributed to Councillors prior to the meeting, Cllr Sully also gave a verbal report detailing that he was waiting for quotes for lighting above the park and will feedback at a future meeting, details of meeting with Hallam and discussed the boundary review consultation.

b. Community Association
The Chair advised that two new trustees will be appointed, and one will take over all administration and bookings. The Clerk has contacted SC regarding the poor state of the changing rooms

Action: Cllr Sully to make enquires over lack of maintenance of changing rooms by Somerset Council

c. Police report
Distributed to Councillors – For May: 4 calls to 101 & 999, 2 Criminal Damage, 1 Fraud and 1 Assault. The Clerk also advised that a police report has been filed for the criminal damage to the fence around the tennis court after a bin was set on fire. The police are investigating and looking at the CCTV footage to identify the culprits.

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
Complete Weed control	£811.20

c. To receive budget to spend report – Attached

d. To receive the internal audit report – Available on the website

Councillors approved the internal audit report, which showed no matters of non-compliance, and the auditor made the following comments “since her appointment in September 2024 the Clerk/RFO has reviewed procedures and ensured they are followed and there has been a great improvement in the Councils governance”

Action: The Clerk to add to the website

e. To discuss setting a budget to purchase Artwork for the hall

Councillors agreed to look at the options available, including the use of the Section 106 Community Hall funding that is available through Somerset Council and bring details to a future meeting

Action:

1. Cllr Birch to gain examples and costs for artwork
2. Councillors to look at options for Community Association S106 hall contribution

f. To agree the application for S106 funds from Somerset Council for planters in the Parish

Deferred until the next meeting, to allow time to look at the suggestions in conjunction with agenda item 154e

155/25

Annual Audit – To approve the Annual Governance Statement for 2024/25

Resolved: The annual Governance statement was approved and signed by the Chair and Clerk/RFO

Action:

1. The Clerk to add to the website
2. The Clerk to submit to the external auditor

156/25

Annual Audit

a. To approve 2024/25 Accounts

The Annual accounts were approved by Councillors

Action: The Clerk to add to the website

b. To approve the Accounting Statement

Resolved: The Accounting statement was presented to Councillors by the Clerk.
The statement was approved by Councillors and signed by the Chair

Action:

1. The Clerk to add to the website
2. The Clerk to submit to the external auditor

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

The Clerk and Chair attended an online meeting with Hallam representatives to discuss section 106 contributions for the upcoming planning application. Hallam have agreed that the Section 106 contribution will now be for "Youth provision" rather than a dedicated youth worker, this will give more flexibility for the needs of the community. At the request of the Parish Council, they also agreed any play equipment contribution will come directly to the PC rather than Somerset Council. Cllr Sully suggested that it is possible for contributions to be paid at receipt of planning permission granted rather than commencement of development. Hallam also advised after a request from the PC that they would contribute proportionally to ditch maintenance. Planning application 53/24/0006 for 80 homes will go before Somerset Council planning committee on 22nd July.

Action: The Clerk to approach Hallam to see if this would be possible for the play equipment provision

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

The previous contractor has become uncontactable since carrying out the repair work. Therefore, the Clerk has obtained new quotes to complete the work.

The three quotes were discussed, and Ray King was approved as the new contractor to complete the work at a cost of £2,940 to carry out the work required and supply and install a new net and posts. This will be carried out in the coming weeks.

A visit was held at site with the LTA advisor, he was happy with the work carried out the court, but advised surrounding trees and bushes needed to be removed or well-maintained to prevent damage to the court or surface. It was also recognised that the area of the court that had become damaged is due to roots from a tree next to the court which belongs to Somerset Council

Resolved: To accept a quote from Bob Parsons Landscapes to cut back all the surrounding vegetation to keep the court clear of leaves and debris from trees at a cost of £200+VAT

Action:

1. The Clerk to contact Somerset Council to carry out required works on problem tree
2. The Clerk To instruct Ray King
3. The Clerk to instruct Bob Parsons

b. To discuss implementing measures to prevent illegal encampments in the Parish

Cllr Birch attended an online meeting with the local LCN link officer and Taunton Police.

PCSO Supervisor Sam Bushen has advised he would be happy to meet with any Parish Councils to identify risk areas. Cllr McCrea has made a provision list of high risk areas

Action: The Clerk to contact PCSO Sam Bushen to request a site visit in Cotford St Luke

c. To discuss repainting the MUGA lines

It was agreed to request a quote from Ray King

Action: The Clerk to contact Ray King

d. To discuss options for Youth Shelter

The Parish Council has received contact over the last year from residents raising safety concerns over the Youth shelter due to anti-social behaviour. Noone has contacted the PC to request the shelter remains. Cllr Sully advised that Norton Fitzwarren PC had removed their shelter due to the same problems. The Chair advised the vegetation will be cut back around the shelter.

Action:

1. The Clerk to contact NFPC to obtain removal costs
2. Councillors to email The Clerk with their suggestions for the Shelter
3. A Facebook post to be added to seek the opinions of residents

e. To agree to obtain quotes to install new play equipment on the playing fields from CIL funds

The Clerk advised the equipment is owned by Somerset Council and they have advised the Councils policy is to remove any broken play equipment and not replace it.

Action: Cllr Sully to seek funding from Somerset Council for the replacement of the broken items

f. To approve the additional quote for weed killing

Resolved: Councillors approved the quote of £144 for the additional areas

Action: The Clerk to instruct the contractor

159/25

Trees and flood reports

a. To receive an update on planned tree works in the Parish

Cannington college have confirmed they can start work on tree number 862,871, 887 and 889 From September. Parkers tree care has felled 888b and 890, and dead wooded 862 Somerset Council have been notified about trees 891 & 862 and will carry out their own inspection shortly

b. To receive an update on the progress of the flood defence survey

The Chair and Clerk had an initial online meeting with Rheos environmental to ascertain what work is required. A site meeting has been scheduled to walk the flood defence network

160/25

Somerset Council responsibilities/requests

The Clerk advised that the majority of complaints from residents relate to areas that are the responsibility of Somerset Council. Unfortunately despite the Clerk contacting SC information is not always forthcoming.

Action:

1. Cllr Birch to add a Facebook post to explain to residents how to report issues to Somerset Council.
2. Cllr Sully to arrange a site visit with head of operations Jonathan Stevens

161/25

Items from Councillors for inclusion in the next meeting.

- To discuss meeting frequency
- S106 applications for Allotments and Community Hall
- Review all PC policies

162/25

Next meeting: It was agreed to cancel the July meeting. So the next meeting will be the Parish Council meeting Thursday 18th September 2025, 19.00 at The Community Centre.

Meeting closed:

Chair.....

Attachments:

1. Budget to spend report

Receipts	Actual	Budget	Variance
Precept	£65,000.00	£65,000.00	£ -
Interest	£ -	£ 400.00	-£ 400.00
VAT Refund	£ 790.23	£ -	£ 790.23
Other	£ -	£ -	£ -
Total	£65,790.23	£65,400.00	£ 390.23
Payments			
VAT	£ 1,056.74	£ -	£ 1,056.74
Salary/HMRC	£ 2,864.52	£18,375.00	-£ 15,510.48
Pension	£ 322.50	£ 4,500.00	-£ 4,177.50
Clerks allowance/mileage	£ -	£ 470.00	-£ 470.00
Admin/Hallhire/Membership/ stationery/Audit/elections/bank fees	£ 412.83	£ 494.00	-£ 81.17
Memberships	£ 1,103.39	£ 1,000.00	£ 103.39
Audit	£ -	£ 600.00	-£ 600.00
Insurance	£ 1,657.13	£ 1,500.00	£ 157.13
Phone	£ 17.54	£ 102.00	-£ 84.46
Training	£ 80.00	£ 300.00	-£ 220.00
Grass cutting/hedges	£ 2,568.50	£22,000.00	-£ 19,431.50
Ditches	£ -	£ 1,000.00	-£ 1,000.00
Trees	£ 1,560.06	£ 5,000.00	-£ 3,439.94
Weed Killing	£ -	£ 2,433.60	-£ 2,433.60
Safety Inspections	£ 71.82	£ 2,500.00	-£ 2,428.18
Tennis/MUGA/Misc estates	£ 1,757.50	£ 4,000.00	-£ 2,242.50
CIL	£ 880.00	£ -	£ 880.00
Bins	£ 203.32	£ 850.00	-£ 646.68
Play Equipment/contingency	£ -	£ 5,000.00	-£ 5,000.00
Grants	£ -	£ 6,500.00	-£ 6,500.00
IT	£ -	£ 2,550.00	-£ 2,550.00
S137	£ -	£ 100.00	-£ 100.00
Total	£14,555.85	£79,274.60	-£ 64,718.75