



Minutes of The Annual Meeting of Cotford St Luke Parish Council held on **Thursday 22nd May 2025**, following the Annual Parish Meeting, in the Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ.

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

In attendance: Helen McGladdery – Clerk and RFO and 4 members of the public

136/25 To Elect a Chair and Vice Chair

Resolved: Councillors voted unanimously to elect Cllr Draper-Gammon as Chair and Cllr Birch as Vice chair and the relevant paperwork was signed

Action: The Clerk to submit the paperwork to SC Elections

137/25 To receive and approve apologies for absence.

Cllr Harrison

138/25 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations

Cllr Freeman – agenda item 145/25 – as tree 888 is adjacent to his property

139/25 To approve the draft minutes of:

The Parish Council meeting held on Thursday 24th April 2025

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

Action: To be added to the website

140/25 To receive reports from:

a. Somerset Councillors.

Report distributed to Councillors

b. Community Association

None received

141/25 Clerks Report which will include all matters arising from previous minutes and items of interest

- Minutes added to website
- Payments made
- Insurance renewed, however following investigations it appears the tennis court and MUGA have not previously been covered by the PC policy. Therefore, to cover these and all items listed on the asset register there will be an increase in premium (agenda item 142/25 d)
- Statement of Internal controls on website
- SLCC and SALC memberships renewed
- Rheos environmental instructed for flood defence survey and work commenced
- Picnic bench installation contractor instructed and work commencing shortly
- Complete weed control instructed and spraying to commence shortly
- 2024/25 Accounts completed and Audit submitted to Internal Auditor.

142/25

Finance

a. Details of Receipts and Payment since the previous meeting

Receipts:

Nil

Payments:

SC Pensions - April	£322.50
HMRC - April Tax and NI	£339.63
H McGladdery - April Expenses	£5.99
April Bank service charge	£6.00
Zurich Insurance	£936.82
Mobile phone – May	£9.04
The Clerks April salary was paid in this period	

b. Details of invoices for approval

Parsons Landscapes – April	£1,541.10
Glendale – GC428-1959A	£1,872.07
Zurich Insurance – Additional premium	£720.31
SALC – Cllr Draper-Gammon training	£25.00
Countrywide - 632236 (invoiced in error)	£2,450.35
Countrywide - Credit note 632309	(£2,450.35)

The Clerk advised that despite the PC not renewing their contract with Countrywide, Countrywide carried out a cut of the grass verges in the Parish without consultation with the PC, therefore, the Clerk advised she would not be paying the invoice and Countrywide have provided a credit note as it was their error.

c. To receive budget to spend report

The report was noted

d. To approve the additional insurance renewal quote

Resolved: Councillors agreed the additional premium of £720.31 to ensure all assets were covered by the Insurance

Action: The Clerk to schedule a payment for the additional premium

143/25

Planning Applications:

To agree response to planning applications received:

53/25/0002/T - Application to carry out management works to one oak tree

included in

Taunton Deane Borough (Bishops Lydeard No.2) Tree Preservation Order 1992 at 36 Merrifields, Cotford St. Luke (TD545)

Resolved: To support the comments of the Arbicultural Officer

Action: The Clerk to submit the response

144/25

Amenities and assets:

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

The contractor has completed the repairs and will then proceed to repaint the surface of the court and applying the tennis and pickleball lines. The Chair is meeting with the LTA representative for guidance of the best net and posts to purchase for the court, and to assist with the risk assessment. The court booking system will then go live on the PC website to enable the court to be used.

b. To approve the purchase of 1 black multiuse bin and 3 dog bins to replace broken ones in the Parish

The Clerk advised that Somerset Council had still not provided a quote for the new bins despite multiple requests.

Resolved: Councillors approved a budget of £3,000 to replace the bins

Action: The Clerk to place the order, once the quotes received

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

Many open spaces and parks within Taunton have recently been affected by illegal encampments. Therefore it was agreed to carry out an assessment of the potential risk areas within the Parish

Action:

1. Cllr McCrea to assess potential areas for measures to be installed
2. The Clerk to obtain indicative costs for a variety of measures
3. Add to the June agenda for discussion

145/25

Trees

a. To receive an update on Cannington College supporting the Parish Council with tree works in the Parish

Cannington College have assessed the trees requiring work in the Parish and have agreed certain trees would make excellent training opportunities for their students. They would do this work for free and can start in September.

Resolved: It was agreed to proceed with instructing Cannington College to carry out the work on trees: 862, 887, 871, 888a and 889

Action: The Clerk to contact Cannington to arrange

b. To discuss quotes received for urgent works highlighted in tree survey

Resolved: Three quotes were received and Councillors agreed to instruct Parkers Tree Care as the contractor to use for all future tree maintenance. It was agreed to instruct them to carry out works required on trees requiring work within 6 months not covered by The Cannington students.

Action: The Clerk to instruct Parker Tree Care

146/25

To approve Social Media policy

Resolved: The social media policy was adopted by Councillors

Action: The Clerk to add to the website

147/25

Items from Councillors for inclusion in the next meeting.

- 2024/25 Accounts
- Internal Audit
- AGAR and Annual Governance statements
- Illegal encampment measures
- To discuss artwork for the hall
- S106 Allotment fund application
- Youth Shelter
- Community Association update
- Repainting MUGA lines

148/25 **Next meeting:** Parish Council meeting Thursday 19th June 2025, 18.45, Community Centre.

Meeting closed 8.25pm

Chair sign:.....