



Councillors are hereby summoned, and members of the public and press are invited, to attend The meeting of Cotford St Luke Parish Council to be held on **Thursday 20th November 2025, at 7pm** 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 13th November 2025

“Have Your Say”

Before the Parish Council meeting starts there will be an opportunity for residents to have their say. This is 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

- | | |
|---------------|---|
| 181/25 | Co-option of new Councillor to fill vacancy |
| 182/25 | To receive and approve apologies for absence.
a. To record members present
b. To approve any apologies for absence |
| 183/25 | To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations. |
| 184/25 | To approve the draft minutes of:
The Parish Council meeting held on Thursday 18th September 2025 |
| 185/25 | To receive reports from:
a. Somerset Councillors.
b. Police report |
| 186/25 | Community Association
a. To receive report from Trustees
b. To discuss implications of the Primary School joining the Richard Huish Trust
c. To discuss the current lease relating to responsibility for payments and agree to financially support the Community Association by Parish Council fulfilling its obligations |

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- 187/25 Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest**
- 188/25 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 half yearly statement
 - e. To receive the internal audit report
 - f. To receive the conclusion of Audit
 - g. To approve the purchase of a new laptop for the Clerk
 - h. To receive the first draft of 2026/27 budget
 - i. To approve the purchase of a new entrance sign for the Community Centre
- 189/25 Planning Applications:**
- a. To agree response to planning applications received – none at time of setting agenda
 - b. To receive report from Lovell open day
- 190/25 Amenities and assets:**
- a. To discuss additional safety measures for the tennis court
 - b. To approve the Tennis Court/MUGA/Exercise equipment risk assessment
 - c. To approve the Clerk carrying out land registry searches in the Parish
 - d. To receive update on Somerset Council's areas of responsibility
 - e. To discuss Litter picking/street cleaning in the parish
- 191/25 Trees, flood defences and Crown Land**
- a. Update on tree works in the Parish and to approve any additional works required
 - b. Update on setting up a working group to assist with flood defence survey recommendations/actions
 - c. Update on meeting with Somerset Council to discuss Crown Land trees
 - d. To adopt the Crown land tree policy
 - e. To receive update on Somerset Wildlife Trust meeting
 - f. To discuss plan to manage Himalayan Balsam
- 192/25 Youth Shelter -**
- a. To receive updated costs to remove the shelter and make area safe
 - b. To agree next steps to consult residents
- 193/25 Items from Councillors for inclusion in the next meeting.**
- 194/25 Next meeting: Parish Council meeting Thursday 15th January 2026 at 7pm in the Community Centre**

Supporting notes:

- 187/25 Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest**
- Minutes added to website
 - Payments scheduled
 - S106 application submitted and rejected by SC, as they have now advised it has to be just for allotments
 - Pleas for volunteers added to Facebook and Website
 - Street names submitted to SC developer confirmed they will use the PC suggested names
 - No climbing signs now installed at the tennis court
 - Leaf blower purchased

- SC and Parkers instructed and some tree work carried out (update in 191/25)
- Chased Canning ton college about tree work, awaiting response
- Flood defence survey forwarded to Councillors
- Ditch clearance work instructed
- Riparian responsibility letters sent to residents

Correspondence received:

1. Loose drain cover
2. Trees Graham Way
3. Tree Nichol Place
4. Tree 888
5. Five emails relating to riparian responsibility

Update on volunteers

I have added posts to both the PC and Village Facebook pages and re-shared. I have today received offers of help from 4 volunteers.

188/25

Finance

a.Details of Receipts and Payment since the previous meeting

Receipts

Reserves Acc interest	£685.57
CIL Acc interest	£82.19
HMRC VAT refund	£5,798.97

Payments:

Community Assoc Grant	£500.00
Quantock entertainment - Fete	£120.00
Parsons - August	£1,639.76
HMRC - Sept	£368.46
SC Pensions -Sept	£341.64
H McGladdery - Sept Expenses	£113.49
Rheos Final (flood survey)	£3,500.00
Bank service charge	£6.00
Mobile phone - October	£9.04
Carly Press tennis court signs	£404.40
Parkers - trees 882 & 883	£842.40
Parsons - September	£1,639.76
PKF - Audit	£378.00
Somerset Council - Quarter 2 services	£1,672.34
HMRC - October	£315.49
SC Pensions - October	£306.37
H McGladdery Oct Expenses	£11.24
service charge	£6.00
The Clerks September and October salary was paid in this period	

b.Details of invoices for approval

Parsons – October	£1639.76
SALC Cllr Essentials 2 training	£25.00
H McGladdery – Poppy Wreath	£25.00
Complete weed control (2 applications)	£1,694.40