



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 15th January 2026, 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 8th January 2026

"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

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|---------------|---|
| 195/26 | To receive and approve apologies for absence. <ul style="list-style-type: none">a. To record members presentb. To approve any apologies for absence |
| 196/26 | To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations. |
| 197/26 | To approve the draft minutes of:
The Parish Council meeting held on Thursday 20th November 2025 |
| 198/26 | To receive reports from: <ul style="list-style-type: none">a. Somerset Councillors.b. Police report |
| 199/26 | Community Association <ul style="list-style-type: none">a. To receive report from Trusteesb. Update on Joint Management Committee meeting |
| 200/26 | Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest |

- 201/26 Amenities and assets:**
a. To discuss taking ownership of play parks from Somerset Council
b. To discuss taking ownership of Crown land in the Parish
- 202/26 Trees, flood defences and Crown Land**
a. To receive update on tree works in the Parish and to approve any additional works required
b. To receive update on flood defence survey recommendations/actions
c. To receive further updates from Somerset Council on Crown Land management in the parish
d. To receive update on SRA grant
e. To receive update on agreement with Somerset Council to plant oak saplings on their land
f. To discuss Somerset Wildlife Trust initiatives
g. To discuss plan to manage Himalayan Balsam
- 203/26 Youth Shelter -**
a. To receive updated costs to remove the shelter and make area safe
b. To agree next steps to consult residents
- 204/26 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 three year forecast
e. To confirm the budget for 2026/27
f. To confirm the earmarked reserves for 2026/27
g. To confirm the Precept request from Somerset Council for 2026/27
h. To approve the amended grants policy
i. To confirm bank signatories
- 205/26 Planning Applications:**
a. To agree response to planning applications received
53/25/0008 - Change of use and conversion of garage into a childminding use at 92 Burge Meadow, Cotford St Luke
- 206/26 Newsletter**
To discuss producing a newsletter for residents in February to detail general information and confirm budget for 2026/27 and precept request
- 207/26 Emergency Plan** - To discuss setting up a plan and making a grant application to Somerset Prepared for essential items
- 208/26 Items from Councillors for inclusion in the next meeting.**
- 209/26 Next meeting:** Parish Council meeting **Thursday 19th March 2026 at 7pm in the Community Centre**

SUPPORTING INFORMATION:

- 200/26 Clerks report**
- Laurel hedge - Cllr Freeman has met with residents and Bob Parsons and the work is planned for next week.
 - Election paperwork for Cllr Barter sent to SC
 - Facebook post added re Community Association
 - Discussions continuing with SC re outstanding money owed to CA from SC
 - Grant of £4,500 paid to CA

- Internal audit report, conclusion of audit, minutes, tennis court/MUGA risk assessment and Crown tree policy all added to website
- New laptop purchased for Clerk
- Information received relating to signs for CA, to be progressed
- Lovell emergency contact details added to Facebook
- Land registry searches carried out, and confirmation received regarding open spaces/memorial field and north villas playing field all being owned by Crown
- All TPO applications completed and verified, awaiting decision from SC before work can commence
- Parsons completed flood plain cutting of grass, clearing drainage pipes and transplanting oak saplings

Correspondence received

- Multiple emails re Laurel Hedge
- Parking concerns Burge Crescent

204/26

Finance

a. Details of Receipts and Payment since the previous meeting

Receipts:

CIL Acc	£80.20
Reserves Acc	£586.85
Payments:	
Mobile phone - November	£9.04
Parsons - October	£1,639.76
SALC - Bridget training	£25.00
Complete weed control	£1,694.40
Jill Larcombe - Internal audit	£65.00
HMRC - Nov	£368.46
SC Pensions - Nov	£341.64
H McGladdery Nov expenses	£20.75
Bank service charge - November	£6.00
Mobile phone - December	£9.04
Helen McGladdery - laptop	£549.00
CSL Community Ass Grant	£4,500.00
Somerset Web services - extra emails	£63.60
Parsons - November	£1,639.76
Somerset Council - tree inspection 888	£19.80
Community Ass - hire Sept/Nov	£40.00
SC Pensions - December	£341.64
HMRC - Dec ember	£368.46
H McGladdery - Dec expenses	£94.46
Bank service charge	£6.00
The Clerks November and December salaries were paid in this period.	

b.Details of invoices for approval

Parkers tree care - fell 888a and 889	£1710.00
Parsons – December ground maintenance	£1639.76

d.Three-year Forecast

RECEIPTS		Estimate 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29
Precept from SC		£ 65,000.00	£ 73,000.00	£ 80,000.00	£ 90,000.00
Bank interest		£ 1,200.00	£ 800.00	£ 1,000.00	£ 1,000.00
Total receipts		£ 66,200.00	£ 73,800.00	£ 81,000.00	£ 91,000.00
PAYMENTS					
Clerk's salary inc NI contributions		£ 15,367.30	£ 19,000.00	£ 20,500.00	£ 22,000.00
Pension contributions		£ 3,219.40	£ 3,122.00	£ 3,200.00	£ 3,294.00
Clerk's Home working allowance and mileage		£ 380.50	£ 500.00	£ 550.00	£ 600.00
Admin/hall hire/stationery/bank fees		£ 850.00	£ 500.00	£ 550.00	£ 600.00
Membership		£ 1,103.39	£ 1,300.00	£ 1,500.00	£ 1,750.00
Audit		£ 565.00	£ 600.00	£ 650.00	£ 700.00
Insurance		£ 1,657.13	£ 1,800.00	£ 2,000.00	£ 2,200.00
Telephone		£ 107.40	£ 120.00	£ 135.00	£ 150.00
Training Clerk and Councillors		£ 200.00	£ 250.00	£ 300.00	£ 350.00
Grass and hedge Cutting		£ 17,500.00	£ 20,000.00	£ 24,000.00	£ 27,500.00
Culverts/Drains/Ditches		£ 4,650.00	£ 2,000.00	£ 1,250.00	£ 1,500.00
Tree maintenance		£ 6,500.00	£ 5,000.00	£ 5,500.00	£ 6,000.00
Weed Killing		£ 2,433.60	£ 2,721.60	£ 2,850.00	£ 3,000.00
Safety Inspections		£ 674.88	£ 1,000.00	£ 1,250.00	£ 1,500.00
Tennis Courts & MUGA		£ 6,000.00	£ 2,000.00	£ 2,250.00	£ 2,500.00
Litter/Dog Bins		£ 1,082.64	£ 1,200.00	£ 1,500.00	£ 1,750.00
Gym equipment and Contingency		£ 1,500.00	£ 2,500.00	£ 3,000.00	£ 5,000.00
NON S137 grants		£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
S137		£ 25.00	£ 25.00	£ 30.00	£ 35.00
Election fees		£ -	£ 1,250.00	£ 1,250.00	£ 1,250.00
IT		£ 1,700.00	£ 1,500.00	£ 1,600.00	£ 1,750.00
Youth provision		£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
Community Association		£ 4,500.00	£ 3,000.00	£ 3,500.00	£ 4,000.00
Total payments		£ 72,016.24	£ 72,888.60	£ 80,865.00	£ 90,929.00
Surplus/Deficit for the year		-£ 5,816.24	£ 911.40	£ 135.00	£ 71.00
Opening balance of PC Reserves and Current accountFunds		£ 93,431.69	£ 87,615.45	£ 88,526.85	£ 88,661.85
Estimated closing balance of PC Funds		£ 87,615.45	£ 88,526.85	£ 88,661.85	£ 88,732.85
Reserves should be 50% of precept		£ 32,500.00	£ 36,500.00	£ 40,000.00	£ 45,000.00
CIL Funds					
Opening balance		£ 18,240.17	£ 14,552.45		
Receipts		£ -	£ 46,600.00		
Interest		£ 179.92	£ 500.00		
Payments		£ 3,867.64			
Ring fenced		£ -			
Unallocated CIL		£ 14,552.45	£ 61,652.45		

e. Budget 2026/27

BUDGET 2026-27			
ESTIMATED RECEIPTS	25/26 Budget	25/26 Projected	Budget 26/27
Precept - Received from Somerset Council (Residents element of Council tax bill)	£ 65,000.00	£ 65,000.00	£ 73,000.00
Bank interest - Variable based on interest rate	£ 400.00	£ 1,200.00	£ 800.00
TOTAL RECEIPTS	£ 65,400.00	£ 66,200.00	£ 73,800.00
ESTIMATED PAYMENTS	25/26 Budget	25/26 Projected	Budget 26/27
Basic payments			
Clerk's salary inc NI contributions - Clerks salary is based on a job evaluation for the role the Clerk carries out, based on duties required for the role. Budget to increase clerks hours to 15 per week if required due to additional workload and includes Employers NI.	£ 18,375.00	£ 15,367.30	£ 19,000.00
Pension contributions - The Clerk is in the Local Government pension scheme, the same as Somerset Council employees and the employer contributions are reduced this year to 17.9% from 22.3% of the Clerks salary, so this payment will increase with any pay increase or increase in hours for the Clerk	£ 4,500.00	£ 3,219.40	£ 3,122.00
Clerk's Home working allowance and travel expenses - This is the HMRC set amount for working from home as an office, use of light heat, WIFI, storage of files etc in addition work related travel expenses	£ 470.00	£ 380.50	£ 500.00
Admin/Hall hire/ stationery/bank fees - paper/envelopes/stamps/ink	£ 494.00	£ 850.00	£ 500.00
Membership - SALC and SLCC Membership, enabling the PC to obtain advice for free, document templates etc. and training at reduced costs	£ 1,000.00	£ 1,103.39	£ 1,300.00
Audit fees - Internal audit £100, external audit £500	£ 600.00	£ 565.00	£ 600.00
Insurance - This will increase if the PC take on responsibility for the play parks in the Parish from Somerset Council	£ 1,500.00	£ 1,657.13	£ 1,800.00
Phone - mobile phone for Clerk	£ 102.00	£ 107.40	£ 120.00
Training - For Clerk and Councillors	£ 300.00	£ 200.00	£ 250.00
Grass and Hedge Cutting - PC pays for 6 additional cuts to Graham Way and Dene Road to compliment the SC cuts at a cost of £479.10 each time. In addition the PC pays to cut grass areas within the development using a private contractor	£ 22,000.00	£ 17,500.00	£ 20,000.00
Culverts/Drains/Ditches - Clearing ditches not owned by anyone to prevent flooding	£ 1,000.00	£ 4,650.00	£ 2,000.00
Tree maintenance - For trees requiring work in the Parish	£ 5,000.00	£ 6,500.00	£ 5,000.00
Weed Killing - SC do not carry out any weedkilling in the parish	£ 2,433.60	£ 2,433.60	£ 2,721.60
Safety Inspections - Currently monthly inspections are carried out by SC for Exercise equipment, tennis Court and MUGA, this will increase if additional play areas taken on by PC from SC	£ 2,500.00	£ 674.88	£ 1,000.00
Tennis Courts & MUGA - Work to keep the playing area safe	£ 4,000.00	£ 6,000.00	£ 2,000.00
Litter/Dog Bins - The Charge Somerset Council applies to empty the 2 dog bins owned by the PC at Dene Rd and Burge Crescent. Any new bin installed would incur a weekly charge of £6.50 to have it emptied (twice a week)	£ 850.00	£ 1,082.64	£ 1,200.00
Gym equipment and Contingency - repairs of gym equipment and In case works are required to above areas	£ 5,000.00	£ 1,500.00	£ 2,500.00
NON S137 - Grants to local groups/charitable organisations, please note grants are not permitted to individuals or businesses	£ 6,500.00	£ 6,500.00	£ 2,500.00
S137 - This is where the PC does not have powers to spend, this amount is limited to £10.81 per electorate each year. This is used for the Poppy Wreath	£ 100.00	£ 25.00	£ 25.00
Election fees - contingency in case election called in parish	£ -	£ -	£ 1,250.00
IT - Website management, domain and Google suite/email storage	£ 2,550.00	£ 1,700.00	£ 1,500.00
Youth Provision - Youth projects and services in the parish	£ -	£ -	£ 1,000.00
Community Association - support grant to assist with running costs	£ -	£ -	£ 3,000.00
TOTAL PAYMENTS	£ 79,274.60	£ 72,016.24	£ 72,888.60
Deficit/Surplus	-£ 13,874.60	-£ 5,816.24	£ 911.40
Earmarked reserves			
Deficit from 25/26 and 26/27	£ 13,250.00		
Flood plain	£ 7,000.00		£ 10,000.00
Trees	£ 3,750.00		£ 10,000.00
Youth provision			£ 4,000.00
	£ 24,000.00		£ 24,000.00

g. Precept calculator

Parish precept calculator Total Precept

Cotford St Luke

Type in the total precept required and it will work out the % increase/decrease

		25/26	26/27	Increase/(decrease)		Cost Per Week (Rounded to 2dp)		Increase/(Decrease)	
				amount	%	25/26	26/27	Amount	%
Tax Base		877.40	891.24	13.84	1.58%				
Precept		65,000.00	73,000.00	8,000.00	12.31%				
Band D amount		74.08	81.91	7.83	10.56%				
A	6 / 9	49.39	54.61	5.22	10.56%	0.95	1.05	0.10	10.56%
B	7 / 9	57.62	63.71	6.09	10.56%	1.11	1.23	0.12	10.56%
C	8 / 9	65.85	72.81	6.96	10.56%	1.27	1.40	0.13	10.56%
D	9 / 9	74.08	81.91	7.83	10.56%	1.42	1.58	0.15	10.56%
E	11 / 9	90.55	100.11	9.56	10.56%	1.74	1.93	0.18	10.56%
F	13 / 9	107.01	118.31	11.30	10.56%	2.06	2.28	0.22	10.56%
G	15 / 9	123.47	136.51	13.04	10.56%	2.37	2.63	0.25	10.56%
H	18 / 9	148.17	163.82	15.65	10.56%	2.85	3.15	0.30	10.56%