



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 19th March 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 12th March 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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| 210/26 | To receive and approve apologies for absence. <ul style="list-style-type: none">a. To record members presentb. To approve any apologies for absence |
| 211/26 | To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations. |
| 212/26 | To approve the draft minutes of:
The Parish Council meeting held on Thursday 15th January 2026 |
| 213/26 | To receive reports from: <ul style="list-style-type: none">a. Somerset Councillors.b. Police report |
| 214/26 | Community Association <ul style="list-style-type: none">a. To receive report from Trusteesb. To approve purchase of directional sign form Somerset Council |
| 215/26 | Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest |

- 216/26 Amenities and assets:**
- To approve purchase of Green Bin for ad hoc green matter
 - To discuss the purchase of a new bin in the Dene Road layby
 - To approve the purchase of a storage container for the pickleball net
 - To agree response to SC Dog Control Public Space Protection Orders consultation
- 217/26 Trees, flood defences and Crown Land**
- To receive update on tree works in the Parish
 - To set a budget for the removal of wood in the parish following tree work
 - To receive further updates from Somerset Council on Crown Land management in the parish
 - To discuss Somerset Wildlife Trust initiatives
 - To discuss plan to manage Himalayan Balsam and to approve quote for removal
- 218/26 Finance and policies**
- Details of Receipts and Payment since the previous meeting
 - Details of invoices for approval
 - To receive budget to spend report
 - To receive an update on actions to make PC compliant for new assertion 10 on AGAR
 - To adopt the IT policy and Data Audit
 - To approve ground maintenance quote from Parsons Landscapes for 2026/27
 - To approve the quote from Somerset Council for Highways cuts/dog bin emptying and safety inspections
 - To approve the weed control quote for 2026/27
 - To approve to delegate the Insurance renewal to the Clerk and to agree if to enter in to a 3 year agreement or take out a 1 year policy
 - To review the effectiveness of internal controls and internal audit
- 219/26 Planning Applications:**
- To agree response to planning applications received
53/25/0008 - Amended - Conversion of garage and change of use to a mixed use dwelling and childcare at 92 Burge Meadow, Cotford St Luke
- 220/26 Emergency Plan** - To receive an update on the plan and progress on making a grant application to Somerset Prepared for essential items
- 221/26 Items from Councillors for inclusion in the next meeting.**
- 222/26 Next meeting:** Annual meeting followed by Annual Parish Council meeting **Thursday 21st May 2026** at 7pm in the Community Centre

Supporting Information

215/26 Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest:

- Minutes, SC Cllr report, Budget and Three-year forecast added to the website
- Planting of new trees instructed
- Contact made with Friends of Netherclay re Himalayan Balsam
- Payments made
- Precept request submitted to SC and confirmation received
- Additional Bank signatories' application made awaiting signatures
- Planning response submitted
- Newsletter produced and delivered to ever home, electronic copy added to website and Facebook page

Correspondence received from residents since the last meeting:

- Fly tipping reported – assisted resident to get matter resolved
- Concerns over exposed cable – assisted resident to get matter resolved
- Request for flood survey details
- Recycling fridge freezer request
- 3 queries relating to trees
- Request for meeting dates
- Complaint about SC Road closure and bus route
- Request for support form LCN – passed to LCN Chair
- Complaint about hedge cutting
- Complaint about attenuation pond clearance work

218/26 Finance and policies

a. Details of Receipts and Payment since the previous meeting

Receipts

CSL CA caretaker December	£45.00
CSL CA caretaker January	£45.93
HMRC VAT refund	£3,209.89
Lovell- Ditch clearance	£691.20

Payments:

Mobile phone - January	£9.04
Parsons - December	£1,639.76
Parkers tree - Invoice 313	£1,710.00
SALC - Bridget training	£25.00
Cllr McCrea expenses	£59.09
HMRC - January	£368.66
SC Pensions - January	£341.64
H McGladdery - January expenses	£34.74
CSL Primary School caretaking December	£90.00
Parsons - Laurel hedge	£2,364.00
Parsons - Lovell ditch	£691.20
Service charge	£6.00
Mobile phone - Feb	£9.04
Parsons - January	£1,639.76
Som Council - Deadwood tree 871	£177.60
Som Council - Bin empty and safety inspection	£493.94
HMRC - Feb	£315.29
SC Pensions - Feb	£306.37
H McGladdery - Feb Expenses	£6.74
service charge	£6.00
Mobile phone - March	£9.04
CSL Primary School caretaking January	£91.87
SALC - Cllr Barter training	£25.00
SALC - Clerk GDPR 50% with BHPC	£40.00
Carly Press - CA stickers	£260.40
CSL Primary School caretaking February	£101.25
Parsons - February	£1,639.79
Carly Press - Newsletter	£193.00
The Clerks January and February salary was paid in this period	

b. Details of invoices for approval

Parsons - Floodplain work	£10,215.60
(£2,600 reclaimed from SRA grant & £1,702.60 VAT to be reclaimed)	
Parkers - Tree 869	£729.00