



Councillors are hereby summoned, and members of the public and press are invited, to attend The Annual Parish Council meeting of Cotford St Luke Parish Council to be held on **Thursday 21st May 2026, following the Annual Parish meeting** 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 14th May 2026

Agenda

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| 223/26 | To elect a Chair and Vice Chair |
| 224/26 | To receive and approve apologies for absence.
a. To record members present
b. To approve any apologies for absence |
| 225/26 | To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations. |
| 226/26 | To approve the draft minutes of:
The Parish Council meeting held on Thursday 19th March 2026 |
| 227/26 | Clerks Report which will include all matters arising from previous minutes, correspondence received and items of interest |
| 228/26 | Amenities and assets:
a. To discuss the purchase of a defibrillator for the village green
b. To discuss the purchase of a new noticeboard for the village green
c. To discuss the purchase of a Speed Indicator Device |

- d. To discuss ideas for additional playground equipment
- e. To discuss other potential outdoor projects

229/26

Crown Land, Floodplain and Highways

- a. To receive further updates of conversations with Somerset Council about Crown Land management in the parish
- b. To discuss Somerset Wildlife Trust initiatives
- c. To discuss plan to manage Himalayan Balsam
- d. To discuss quote for road sweeper for pavements
- e. To discuss additional signage for around the attenuation pond

230/26

Finance and policies

- a. Details of Receipts and Payments since the previous meeting
- b. Details of invoices for approval
- c. To receive budget to spend report
- d. To approve SLCC and SALC membership for 2026/27
- e. To adopt the IT policy and Data Audit
- f. To discuss S106 application from Somerset Council to fund a community garden and fencing the back grass area of the Community Centre to make a more usable outside space
- g. To discuss CIL funds receipts and planned expenditure
- h. To approve the statement of Internal Controls
- i. To approve budget for production of newsletter in September

231/26

Planning Applications:

- a. To agree response to planning applications received
53/25/0001 - Amendment - Application for approval of reserved matters following Outline Approval 53/21/0010 for the layout, scale, appearance and landscaping of a local centre development (Class E and hot food takeaway use) with associated car parking and ancillary works on land at Dene Road, Cotford St Luke
- b. To agree to implement a planning advisory group to agree planning responses if consultation period falls outside meeting dates

232/26

Items from Councillors for inclusion in the next meeting.

233/26

Next meeting: Parish Council meeting Thursday 18th June 2026 at 7pm in the Community Centre

Supporting papers:

227/26

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

Minute Actions:

- Minutes added to website
- SC advised to proceed with sign, chased for an installation date
- SC would not supply green bin to Community Association as not a residential address, therefore it will be delivered to a Councillor/Trustee and they will store it

- New bin request sent to SC, chased for an update
- Storage bench installed at tennis court
- Wood removal from floodplain completed
- Information relating to pond on floodplain passed to SC ecologist
- Payments made
- Grounds maintenance contract with Parsons Landscapes renewed for 2026/27
- Quote received from Parsons for Highways cuts, to carry out 10 cuts £2,585 for SC to carry out 6 cuts would be £2,946 therefore I am trying to obtain a 171 licence from SC so Parsons can proceed with all the cuts.
- Complete weed control instructed and first spray carried out
- Road sweeper quote requested and Cllr Freeman to meet Idverde to walk the parish
- Insurance cover in place with a long term (3 Year) agreement
- Planning response submitted
- Facebook post added for emergency volunteers and 3 people have come forward and HUB and CA confirmed as safe/warm place in an emergency

Correspondence received:

- Complaint re. Planning response
- New bin request
- Safety concerns Dene Road traffic
- Thank you for tree works
- Concerns over Hawthorn bush
- Footpaths concerns/overgrown vegetation/access
- Broken SC Sign
- Uncut grass areas

228/26

Amenities and assets:

- To discuss the purchase of a defibrillator at the village green**
Awaiting quote
- To discuss the purchase of a new noticeboard at the village green**
Quote received £1,056.00
- To discuss the purchase of a Speed Indicator Device**
Quote received £3,000 for SID, solar panel and mounting unit.

230/26

Finance and policies

- Details of Receipts and Payment since the previous meeting 2025/26**

Receipts:

SC SRA grant	£2,600.00
CIL Acc	£75.47
Reserves Acc	£462.82

Payments:

Parsons - Floodplain work	£10,215.60
Parkers - Tree 869	£729.00
Parkers - 333	£1,404.00
Sc Quarter 4 charges	£1,083.14
SC Pensions - March	£353.40
HMRC - March	£386.19
H McGladdery - March Expenses	£136.76
service charge	£7.00

The Clerks March salary was paid in this period

2026/27**Receipts**

SC Precept (50%)	£36,500.00
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Payments:

Mobile phone	£9.04
Parsons - 18664 March grass cutting	£1,669.81
Parsons - 18654 - Tree planting	£1,182.19
Parsons - 18684 - Remove timber	£1,680.00
CSLCA hire Jan and March	£40.00
SALC - Cllr Birch AI training	£45.00
Mark King - MUGA	£750.00
HMRC - April	£353.80
SC Pensions - April	£279.37
H McGladdery April Expenses	£136.69
Service charge	£7.00

The Clerks April salary was paid in this period

b. Details of invoices for approval

Zurich Insurance	£1,511.11
Parsons - April	£1669.81
CSLPS - Caretaker March	£73.12
CSLPS - Caretaker - April	£67.50

d. To approve SLCC and SALC membership for 2026/27

SLCC £150

SALC £958.12