



Minutes of the Annual meeting of Cotford St Luke Parish Council held on Thursday 21st May 2026, following the Annual Parish meeting in the Community Centre, Bethell Mead, Cotford St Luke.

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

In attendance: 7 members of the public and Helen McGladdery - Clerk and RFO

223/26 To elect a Chair and Vice Chair

Resolved: Cllr Draper-Gammon was re-elected as Chair and Cllr Birch was re-elected as Vice Chair and the relevant paperwork was signed

Action: The Clerk to submit paperwork to SC

224/26 To receive and approve apologies for absence.

SC Cllrs Sully and Rigby

225/26 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

None

226/26 To approve the draft minutes of:

The Parish Council meeting held on Thursday 19th March 2026

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

Action: The Clerk to add to the website

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:

a. To discuss the purchase of a defibrillator for the village green

Councillors approved the purchase of an additional defibrillator and a budget of £2,500 was set.

Actions:

1. The Clerk to investigate defibrillator training
2. The Clerk and Cllr Freeman to look at a suitable model to purchase
3. Cllr Draper-Gammon to liaise with the resident who raised the request to confirm adequate power supply.

b. To discuss the purchase of a new noticeboard for the village green

Councillors approved the purchase of an additional community noticeboard on the village green. A budget of £2,000 was set to enable purchase and installation.

Actions:

1. Councillors to confirm location
2. Clerk to contact Trevor Parsons for installation quote
3. Clerk to order the noticeboard

c. To discuss the purchase of a Speed Indicator Device

The purchase of a speed indicator device was discussed. It was agreed to look into speed recordings prior to a purchase.

Actions:

1. The Clerk to contact SC to ascertain if they will take speed recordings
2. The Clerk to contact BHPC Chair to discuss speedwatch team recordings and how to get them in CSL.
3. The Clerk to look into costs for dedicated posts and Chapter 8 training
4. Add to June agenda

d. To discuss ideas for additional playground equipment

Various options were discussed, SC have confirmed if the PC purchases equipment then SC would carry out future maintenance and remain liable for the equipment, the PC would simply purchase it.

Action: Cllr Barter to contact the Primary School for suggestions of new equipment from the children.

e. To discuss other potential outdoor projects

The Chair has spoken to Maverick Skate Parks to gather information to ascertain the possibility of installing a skate park at the bottom of the playing field on the old petanque court. The company advised this is a perfect location as away from residential properties but accessible for use.

Resolved: Councillors were in support of progressing this project.

Action: Cllr Draper-Gammon and Cllr Barter to progress investigations into next steps to progress the project

229/26

Crown Land, Floodplain and Highways

a. To receive further updates of conversations with Somerset Council about Crown Land management in the parish

The Chair and Clerk have had positive conversations with SC and were able to advise SC have now made an official approach to Crown to purchase the Land. Full details can be found on the website, Facebook page and noticeboards. This will also be communicated with residents in a newsletter in September: Link to website article:

[Open spaces and Floodplain update](#)

b. To discuss Somerset Wildlife Trust initiatives

Deferred pending further information

c. To discuss plan to manage Himalayan Balsam

Local volunteers have a date in June planned to remove and stack the Himalayan Balsam.

d. To discuss quote for road sweeper for pavements

Deferred pending further information

e. To discuss additional signage for around the attenuation pond

Deferred awaiting quotes from SC

Action: The Clerk to contact SC for a quote

230/26

Finance and policies

a. Details of Receipts and Payments 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

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
Mobile phone May	£9.69
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

Action: The Clerk to arrange the payments

c. To receive budget to spend report - Attached

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

The Following memberships were approved: SLCC £158 and SALC £958.12

Action: The Clerk to arrange renewal and payment

e. To adopt the IT policy and Data Audit

The IT policy and Data Audit were approved

Action: The Clerk to add to the website

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

Councillors agreed to make an expression of interest application to SC to enable the installation of fencing around the paved area to the rear of the community hall and to install raised beds for a community garden.

Action: Cllr Draper-Gammon to submit the application to the Clerk to be forwarded to SC

g. To discuss CIL funds receipts and planned expenditure

The Clerk advised £46,600 was due October 2026 and a further two instalments in 2027 and 2028 awaiting confirmation of amounts.

Action: The Clerk to obtain a quote for concrete table tennis tables

h. To approve the statement of Internal Controls

The statement of Internal Controls was approved and signed by the Chair and Clerk

Action: The Clerk to add to the website

i. To approve budget for production of newsletter in September

Councillors approved the cost of £285 for the productions of an A5 booklet in colour

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

Resolved: No Comment

Action: The Clerk to submit the response

b. To agree to implement a planning advisory group to agree planning responses if consultation period falls outside meeting dates

Resolved: Councillors agreed to set up a working party of Cllr Birch, Cllr McCrea and Cllr Barter to look at planning applications and agree a response if the consultation period falls outside of meeting dates.

232/26 Items from Councillors for inclusion in the next meeting.

- Speed indicator device
- SWT initiatives
- Road sweeper
- Attenuation pond signage
- Year end Accounts
- Internal Audit
- Annual Governance Statement
- Accounting Statement

233/26 Next meeting: Parish Council meeting Thursday 18th June 2026 at 7pm in the Community Centre

Attachments:

1. Budget to spend report

Receipts	Actual	Budget	Variance
Precept	£36,500.00	£73,000.00	£ 36,500.00
Interest	£ -	£ 800.00	-£ 800.00
VAT Refund	£ -		£ -
Other	£ -		£ -
Total	£36,500.00	£73,800.00	£ 35,700.00
Payments			
VAT	£ 776.16	£ -	£ 776.16
Salary/HMRC	£ 1,244.77	£19,000.00	-£ 17,755.23
Pension	£ 279.37	£ 3,122.00	-£ 2,842.63
Clerks allowance/mileage	£ -	£ 500.00	-£ 500.00
Admin/Hallhire/Membership/ stationery/Audit/elections/bank fees	£ 53.74	£ 500.00	-£ 446.26
Memberships	£ -	£ 1,300.00	-£ 1,300.00
Audit	£ -	£ 600.00	-£ 600.00
Insurance	£ -	£ 1,800.00	-£ 1,800.00
Phone	£ 9.04	£ 120.00	-£ 110.96
Training	£ 45.00	£ 250.00	-£ 205.00
Grass cutting/hedges/Floodplain Ditches	£ 3,776.67	£20,000.00	-£ 16,223.33
Trees	£ -	£ 5,000.00	-£ 5,000.00
Weed Killing	£ -	£ 2,721.60	-£ 2,721.60
Safety Inspections	£ -	£ 1,000.00	-£ 1,000.00
Tennis/MUGA/Comm Association	£ 859.12	£ 2,000.00	-£ 1,140.88
CIL	£ -	£ -	£ -
Bins	£ -	£ 1,200.00	-£ 1,200.00
Play Equipment/contingency	£ -	£ 2,500.00	-£ 2,500.00
Grants	£ -	£ 2,500.00	-£ 2,500.00
IT	£ -	£ 1,500.00	-£ 1,500.00
S137	£ -	£ 25.00	-£ 25.00
Election fees		£ 1,250.00	
Youth provision		£ 1,000.00	
Community Association		£ 3,000.00	
Total	£ 7,043.87	£72,888.60	-£ 65,844.73