



Minutes of meeting of Cotford St Luke Parish Council held on **Thursday 18th June 2026**, at 7pm in the Community Centre, Bethell Mead, Cotford St Luke.

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

**In attendance:** 4 members of the public

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**“Have Your Say”**

- Residents raised that the school buses mount the curb on the green area opposite the school and damage the grass, asking if there’s anything the PC can do to either report it and/or have some obstacles put there to prevent buses driving on it. Apparently the public buses do not do this, it is only school buses.
- Another resident raised that there are multiple areas in the village (assuming those being taken over by Parsons) which have not been cut recently and up by Luscombe road, the high grass on the verge is causing visibility issues. The same resident raised that there is a dangerous-looking branch hanging from a tree near the bridge on Dene road (going out towards Bishops Lydeard). Cllr Freeman noted that it had already been reported and he would follow up.
- Another resident explained he had been in touch with St John’s ambulance as he’s interested in CPR and Defib training. He has obtained details for how training can be set up and the costs and asked if the PC would facilitate advertising it and running sessions. Cllrs Draper-Gammon and Freeman are going to follow-up and get sessions planned in as well as advertised to all residents online etc.

Meeting start time: **19:12**

**234/26 To receive and approve apologies for absence.**

SC Cllr Mike Rigby

SC Cllr Andy Sully

Cllr Lisa Birch

**235/26 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**

Cllr Barter items 238c and 239e

**236/26 To approve the draft minutes of:**

**The Parish Council meeting held on Thursday 21st May 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

**237/26**

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

- Election paperwork submitted to SC
- Minutes, statement of internal controls, IT policy and Data Audit added to website
- Contacted SC regarding speed recordings and linked Cllr Barter with Speed watch team
- Chapter 8 training and dedicated post quotes received
- Quote requested from SC for deep water signs
- SLCC and SALC membership renewed
- Payments made
- Planning response submitted

**Correspondence received**

- 3 emails relating to vegetation
- 1 relating to allotments
- 1 relating to road safety
- 1 safety concern of broken sign
- 1 pickleball booking query

**238/26**

**Amenities and assets:**

- a. Speed Indicator Device - to receive update on previous speed recordings, Chapter 8 training costs and possible location of dedicated posts and costs involved**

**Resolved:** Councillors approved SC carrying out speed recordings for 7 days/24 hours a day at locations decided by the PC at a cost of £350.00

**Actions:**

1. Cllr Barter to highlight locations for speed recordings
2. The Clerk to instruct SC to carry out speed recordings
3. The Clerk to seek clarification of 20mph zone

**b. To receive update on ideas for additional playground equipment**

Cllr Barter has arranged a meeting with the primary school to discuss ideas from local children.

**Actions:**

1. The Clerk to obtain details of options for equipment and companies to do work
2. Agenda item for September to discuss
3. Cllr Barter to meet with school to talk to them about additional equipment and ways the PC could be involved with the school
4. Cllr Freeman and Cllr Barter to lead on this project

**c. To approve quote on wheeled sports activities for the fete as park of skate park project and launch of public consultation**

**Resolved:** Councillors approved a quote of £528.00 from Team Rubicon to attend the village fete and provide instruction and equipment for young people to try. This will launch the Skate park project and councillors will seek to engage with young people and parents at the fete to gather input and feedback about the proposed project.

**Action:** The Clerk to approve the quote and make payment

**d. To discuss request to hire the tennis court for pickleball sessions from Taunton pickleball club**

**Resolved:** Councillors agreed that Taunton Pickleball could hire the court providing:

1. All users are members of Taunton Pickleball club
2. All users have received an induction with a coach from Taunton Pickleball club
3. All sessions are run the same as Taunton Pickleball club's other sessions
4. A hire charge of £6.50 per hour would be required
5. Only off peak times could be booked

**Actions:**

1. Cllr Draper-Gammon to contact Taunton Pickleball with the above conditions
2. Cllr Draper-Gammon to amend the booking system to ascertain type of bookings/times used

**e. To discuss the purchase of a second pickleball net for the community use**

**Resolved:** Councillors approve the purchase of a second pickleball net for community use

**Action:** The Clerk to arrange the purchase

**f. To discuss installing a larger noticeboard near the Co-op**

**Resolved:** Councillors approved the purchase of an additional noticeboard at a cost of £1056 from CIL funds, in addition to the one approved at the May meeting. One will be located near the village green and a second one near the co-op.

**Actions:**

1. The Clerk to obtain written permission from land owners regarding installation
2. The Clerk to arrange the purchase (once permission is given)

**239/26**

**Crown Land, Floodplain and Highways**

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

SC have advised they will be contacting Crown Estates shortly and will cc the PC. Further updates to follow at the September meeting.

**b. To discuss Somerset Wildlife Trust initiatives**

Cllr Harrison updated that we are still trying to find a contact at the SWT. She will liaise with the Community Association as well because they have some contacts. Himalayan Balsam clearing is going well.

**c. To discuss quote for road sweeper for pavements**

Still not received

**Action:** Add to September agenda

**d. To discuss quote from SC for additional signage for around the attenuation pond**

Still not received

**Action:** Add to September agenda

**e. To nominate Cllr Barter as Parish Paths Liaison Officer**

**Resolved:** Councillors nominated Cllr Barter as the PPLO

**Action:** The Clerk to advise SC

**240/26**

**Finance and policies**

**a. Details of Receipts and Payments since the previous meeting**

**Receipts:**

|                             |        |
|-----------------------------|--------|
| CSLCA caretaker March/April | £70.13 |
|-----------------------------|--------|

**Payments:**

|                                               |           |
|-----------------------------------------------|-----------|
| SLCC Membership 50%                           | £158.00   |
| Parsons - April                               | £1,669.81 |
| CSLPS - Caretaker March                       | £73.12    |
| CSLPS - Caretaker April                       | £67.50    |
| SALC membership 2026                          | £958.12   |
| Zurich Insurance 2026-27                      | £1,688.88 |
| HMRC - May                                    | £399.10   |
| SC Pensions - May                             | £304.70   |
| H McGladdery May expenses                     | £6.75     |
| ICO                                           | £47.00    |
| Service charge                                | £7.00     |
| Mobile phone                                  | £9.69     |
| SALC - GDPR training 50% invoiced to BHPC     | £40.00    |
| Parsons - May                                 | £1,669.81 |
| Complete weed control - 1st spray             | £907.20   |
| Cllr Freeman - Green bin                      | £27.76    |
| The Clerks May salary was paid in this period |           |

**b. Details of invoices for approval**

|                                               |         |
|-----------------------------------------------|---------|
| Somerset Web services – domain                | £24.00  |
| Rubicon (skate activity fete)                 | £528.00 |
| Jill Larcombe internal audit                  | £65.00  |
| CSLPS – caretaking May                        | £90.00  |
| (£45 to be invoiced to Community Association) |         |

**c. To receive budget to spend report - attached**

**d. To receive update on S106 application from Somerset Council to fund a community garden and fencing the back grass area of the Community Centre**

Deferred until September pending further information and combine with allotment application

**Action:** Add to September agenda

**e. To approve the Internal Audit report**

**Resolved:** Councillors approved the internal audit report

**Action:** The Clerk to add to the website

**241/26 Annual Audit - to approve the Annual Governance Statement 2025/26**  
**Resolved:** The Annual Governance statement was approved by Councillors and signed  
**Actions:**  
1. The Clerk to add to the website  
2. The Clerk to submit to external auditor

**242/26 Annual Audit**  
**a. To approve 2025/26 annual accounts**  
**Resolved:** Councillors approved the annual accounts

**Action:** The Clerk to add to the website

**b. To approve Accounting Statement 2025/26**  
The Clerk presented the accounting statement to Councillors ahead of the meeting  
**Resolved:** The Accounting statement was approved by Councillors and signed

**Actions:**  
1. The Clerk to add to the website  
2. The Clerk to submit to external auditor

**243/26 Planning Applications:**  
**To agree response to planning applications received**  
None at time of setting agenda

**244/26 Items from Councillors for inclusion in the next meeting.**  

- Play equipment
- Wildlife initiatives
- Community Garden/Allotments
- Crown land update
- Meeting dates 2027

**245/26 Next meeting:** Parish Council meeting **Thursday 17th September 2026 at 7pm in the Community Centre**

**Meeting closed: 19:51**

**Attached:**

## 1. Budget to Spend report:

| <b>Receipts</b>                                                       | <b>Actual</b>      | <b>Budget</b>      | <b>Variance</b>     |
|-----------------------------------------------------------------------|--------------------|--------------------|---------------------|
| Precept                                                               | £ 36,500.00        | £ 73,000.00        | £ 36,500.00         |
| Interest                                                              | £ -                | £ 800.00           | -£ 800.00           |
| VAT Refund                                                            | £ -                |                    | £ -                 |
| Caretaker                                                             | £ 70.13            |                    |                     |
| Other                                                                 | £ -                |                    | £ -                 |
| <b>Total</b>                                                          | <b>£ 36,570.13</b> | <b>£ 73,800.00</b> | <b>£ 35,700.00</b>  |
|                                                                       |                    |                    |                     |
| <b>Payments</b>                                                       |                    |                    |                     |
| VAT                                                                   | £ 1,483.96         | £ -                | £ 1,483.96          |
| Salary/HMRC                                                           | £ 2,608.07         | £ 19,000.00        | -£ 16,391.93        |
| Pension                                                               | £ 584.07           | £ 3,122.00         | -£ 2,537.93         |
| Clerks allowance/mileage                                              | £ -                | £ 500.00           | -£ 500.00           |
| Admin/Hallhire/Membership/<br>stationery/Audit/elections/bank<br>fees | £ 114.49           | £ 500.00           | -£ 385.51           |
| Memberships                                                           | £ 1,116.12         | £ 1,300.00         | -£ 183.88           |
| Audit                                                                 | £ -                | £ 600.00           | -£ 600.00           |
| Insurance                                                             | £ 1,688.88         | £ 1,800.00         | -£ 111.12           |
| Phone                                                                 | £ 28.42            | £ 120.00           | -£ 91.58            |
| Training                                                              | £ 85.00            | £ 250.00           | -£ 165.00           |
| Grass cutting/hedges/Floodplain<br>Ditches                            | £ 6,587.45         | £ 20,000.00        | -£ 13,412.55        |
| Trees                                                                 | £ -                | £ 2,000.00         | -£ 2,000.00         |
| Weed Killing                                                          | £ -                | £ 5,000.00         | -£ 5,000.00         |
| Safety Inspections                                                    | £ 756.00           | £ 2,721.60         | -£ 1,965.60         |
| Tennis/MUGA/Comm Association                                          | £ -                | £ 1,000.00         | -£ 1,000.00         |
| CIL                                                                   | £ 999.74           | £ 2,000.00         | -£ 1,000.26         |
| Bins                                                                  | £ -                | £ -                | £ -                 |
| Play Equipment/contingency                                            | £ -                | £ 1,200.00         | -£ 1,200.00         |
| Grants                                                                | £ -                | £ 2,500.00         | -£ 2,500.00         |
| IT                                                                    | £ -                | £ 2,500.00         | -£ 2,500.00         |
| S137                                                                  | £ -                | £ 1,500.00         | -£ 1,500.00         |
| Election fees                                                         | £ -                | £ 25.00            | -£ 25.00            |
| Youth provision                                                       |                    | £ 1,250.00         |                     |
| Community Association                                                 |                    | £ 1,000.00         |                     |
|                                                                       |                    | £ 3,000.00         |                     |
| <b>Total</b>                                                          | <b>£ 16,052.20</b> | <b>£ 72,888.60</b> | <b>-£ 56,836.40</b> |