

COTFORD ST LUKE PARISH COUNCIL

The Community Centre, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ www.cotford-st-luke.org.uk

Chairman Adrian Coucher

Clerk & Responsible Financial Officer Louisa Gillett clerk@cotford-st-luke.org.uk tel: 07531898272

COTFORD ST LUKE PARISH COUNCIL MEETING

Held in the large room of Community Centre, Cotford St Luke on Thursday 12th March 2020 at 7.30pm

MINUTES

Present: Cllr Adrian Coucher (Chair), Cllr Pete Davies, Cllr Lisa Davies, Cllr Donna Beaufoy, Cllr Kevin Hutson, Cllr Matt Woodford

Clerk: Louisa Gillett

In attendance were five members of the public.

Public session

A member of the public raised the matter of availability of allotments in the village. This item was on the agenda and discussed during the meeting. Several members of the public and councillors stated that they have difficulty hearing what is being said during meetings due to problems with the acoustics in the meeting room. The Community Hall Management Group will investigate options for improving the acoustics.

53/19 Apologies

PCSO Victoria Henderson

54/19 Declarations of Interest

A declaration was received from Cllr. Pete Davies as Acting Chair of the Community Association Management Group.

55/19 Co-option of new councillor Tony Perrett

Linda Featherstone resigned as a councillor on 13th February thereby creating a councillor vacancy. Tony Perrett was the only application for the vacancy. Tony introduced himself to the meeting and gave a short summary of his relevant experience and interests after which the councillors voted to co-opt him to the Parish Council. He signed the Councillor Declaration of Acceptance of Office and joined the meeting. The council has its full remit of seven councillors, and Cllr Coucher reminded the councillors that standing orders will be observed in meetings.

56/19 Matters arising from PC meeting of 13th February 2020

Cotford St Luke Community Association (item 48/19). Matters arising from this item were discussed under item 62/19.

57/19 Approval and signature of minutes of meeting of 13th February 2020

The minutes of the meeting held on 13th January, having been circulated, were signed by the Chairman.

58/19 Community matters

58/19.1 *VE Day update.* Sarah Snowden spoke to this item and described plans for VE Day. The programme will run from 2pm until midnight. Afternoon events will be held in St Lukes Centre and evening events in The Chapel. A raffle has been organised with all proceeds being donated to SSFA, the charity of the armed forces. Lots of prizes have been donated,

but more are welcome. These can be left at The Chapel. The programme timetable includes events that are part of the national programme timetable. A commemorative video is being made of the day, and a photo wall of the day will be on display in the Chapel. Posters, flyers, pull up banners and a photo wall are being printed locally. This will be paid for from the VE Day budget agreed by the parish council. The flyers will be distributed to all residents of the village.

ACTION: Clerk to give Sarah Snowden the new CSLPC logo for inserting in VE Day publicity material.

ACTION: Sarah Snowden to be reimbursed for VE Day expenses at the April meeting.

58/19.2 *Speed camera update.* Cllr Coucher reported that the police have offered to train volunteers to use a handheld speed camera in the village. A minimum of three volunteers is required; they will require a DBS check. Cllr Beaufoy and Cllr Woodford volunteered to be trained. Cllr Lisa Davies will publicise the need for volunteers at the Farmers Market on 14th March. The deadline for volunteers is the PC meeting in April.

58/19.3 *Bins.* The Clerk spoke to this item. SW&T has moved the dog bin near Burge Crescent away from the house of the villager who had complained about the noise and smell of the bin. It has been positioned at the end of the footpath, on Crown land with the permission of SW&T. A new rubbish bin has been installed at the MUGA. SW&T has said there will be a charge for emptying the new bin, although it is not yet known why or what the charge will be. The councillors agreed the bin should not be left to overflow while costs for emptying it are being discussed, and SW&T will be asked to add the new bin to their existing emptying schedule. SW&T has agreed it is the district council's responsibility to replace the green dog bin near the Chapel, however, they are unable to do this work now due to other priorities.

RESOLVED: SW&T will be asked to empty the new rubbish bin, meanwhile the cost for doing so is agreed.

ACTION: Clerk to ask SW&T if the district council will reimburse the parish council if it purchases and installs a new dog bin.

58/19.4 *Cotford Corners update.* Helen Young spoke to this item. Cotford Corners volunteers continue to tidy the village and have organised a litter pick as part of national Litter Pick Day on 21st March. The event has been advertised in the village. It was explained that the lack of a facility to dispose of green waste is limiting the group's tidying work, and a proposal for disposing of green waste was put forward. Three recycling bins would be kept within a shed like structure that would be erected on a concrete base. It is proposed that SW&T is paid to remove the green waste. The bins would be sited at the bottom of Deane Road on village land. The parish council was asked to pay for the cost of the shed and the concrete base. It is thought SW&T will remove the waste free of charge.

ACTION: Clerk to ask SW&T if they will remove the green waste free of charge.

ACTION: Councillors to discuss this item and to bring their decision to the next meeting on April 9th.

59/19 SCC Councillor: update by Mike Rigby

No apologies or report received.

60/19 SW&T Councillor: update by John Hassall

John Hassall joined the meeting at 20:20. It was reported that the Police and Crime Commissioner is stepping down and elections for a new Commissioner will be taking place in May. All those interested in

applying should get in touch with the Electoral Team at Deane House. First Bus are changing the evening timetable and replacing the 17:00 and 17:45 with a double decker bus at 17:35. There are plans to re-open Wellington and one other railway station in Devon. The project has reached Stage 2, which is to obtain funding to carry out a feasibility study. West Somerset Railway will be running a summer shuttle service between Taunton and Minehead and a timetable has been developed for a proposed Bristol to Minehead service. There are plans for a unitary authority, although this is likely to cause a repeat of the issues raised by the recent re-organisation of Taunton Deane and West Somerset District council. These issues include a non-retention of experienced staff and a significant dependence on agency workers. There was criticism of the new telephone system, and the limitation of one switchboard number for all callers. The PCs proposed safety crossing, including the feasibility study, can be paid from the Community Infrastructure Levy (CIL). Cllr Woodford has discussed the feasibility study with SCC Highways & Transport and will report to the Clerk.

ACTION: JH to investigate if there is an alternative telephone number for Parish Clerks to contact SW&T.

61/19 Police update for February 2020

The Clerk read out the Police update for February. It was agreed to add key points from the report and the PCSO's blog to the CSL PC web site. PCSO Henderson will join the villagers for the litter pick if she is free. Cllr Lisa Davies suggested organising a room for police surgeries, as opposed to the Co-Op car park. The councillors support the idea.

62/19 Cotford St Luke Community Association

Cllr Davies spoke to this item. The Bookings Clerk has stepped down and there are now three members of the management team who are working gradually through a list of issues. The fire hydrants have been checked by Sedgemoor Fire Prevention; their invoice will be paid by the PC. The school caretaker will carry out the remaining safety checks. The treasurer is investigating the reason for being sent a large water and sewerage bill and is unable to complete the accounts for 2019/20 until all invoices have been received and reconciled. An electronic booking system is being tested. The system will maintain an electronic record of bookings and generate an invoice at the time of booking. Once the system is approved it will be possible to calculate the new hours for the position of Bookings Clerk. A key box has been added to the front of the Community Hall to give access to non-key holders. Cllr Davies knows the access code for the key box. Cllr Davies is investigating options for improving the acoustics of the smaller room.

ACTION: Clerk to send councillors a copy of the Community Hall lease.

ACTION: Clerk to send Cllr Davies the CSL PC meeting dates for 2020/21.

ACTION: Cllr Davies to send copies of utility invoices for the hall.

63/19 Finance

63/19.1 *March payments.* All payments were agreed, and cheques signed by Cllr Coucher and Cllr Woodford. All councillors completed and signed the HSBC bank signatory form which will be sent to HSBC. The councillors were asked to consider the future of the Churchyard maintenance grant paid to CSL Parochial Parish Council for the upkeep of the churchyard. This will be done later in the year.

64/19 Planning

64/19.1 *Case Ref: 53/20/0001 & Case Ref: 53/20/0003.* There were no objections to either application.

65/19 Parish Councillor responsibilities

65/19.1 *Planning.* Cllr Woodford will take on Planning and cease to be involved with Finance.

- 65/19.2 *Finance.* Cllr Perrett will take on Finance, including interpretation of CIL (Community Infrastructure Levy) and S106 fund expenditure regulations.
- 65/19.3 *S106 funds.* The PC is planning expenditure of S106 funds for the Community Hall, an Arts project, Allotments, and Play. It was agreed this is best done by individual councillors taking responsibility for projects that interest them and use their skills. Responsibilities have been allocated as follows;
- 65/19.3.1 *Community Hall.* The Community Hall management group will develop ideas for spending this fund. Ideas for expenditure will be proposed at PC meetings.
- 65/19.3.2 *Arts project.* Cllr Davies, Cllr Lisa Davies and Cllr Beaufoy.
- 65/19.3.3 *Play.* Cllr Woodford.
- 65/19.3.4 *Allotments.* Cllr Perrett.
- 65/19.4 *Media & Communications subcommittee.* Cllr Davies, Cllr Lisa Davies and Cllr Beaufoy met to form this sub-committee. Their Terms of Reference will be written at their next meeting and they will report to all PC meetings. Their current focus is to design a CSL PC logo and to establish a regular Parish Council table at the Farmers Market.

ACTION: Clerk to give Cllr Perrett information regarding CIL & S106 funds.

ACTION: Clerk to remind councillors to plan S106 projects.

The meeting ended at 21:32

Signed:.....

Date:.....