

COTFORD ST LUKE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE COMMUNITY CENTRE ON THURSDAY 2 APRIL 2015

Item Nr	Item	Action By
1.0	<p>Attendance and Apologies</p> <p>In attendance: Cllr D Stansbury (Chairman) Cllr L Carroll Cllr M Cassidy Cllr T Freeman Cllr P Grover Cllr P Gunner Miss C Roche, Parish Clerk Cllr A Beaven, TDBC Councillor</p> <p>One Member of the Public</p> <p>Apologies received from: Cllr M Rigby, SCC Councillor PCSO S Cridlin, Avon and Somerset Police</p>	
2.0	<p>Councillor's Declaration of Interest in Any Agenda Item</p> <p>Cllrs Carroll and Cassidy - item 11.0.</p>	
3.0	<p>Items from Members of the Public</p> <p>The Member of the Public inquired if the Parish Council had any knowledge with regards to the ownership of those parts of the old Tone Vale Hospital that still required refurbishment; as it was understood by several villagers that the ownership had recently changed.</p> <p>The Clerk confirmed that the Parish Council had no knowledge of the present ownership of those parts of the old Tone Vale Hospital that still required refurbishment. Item closed.</p>	
4.0	<p>Police</p> <p>The Clerk advised that she had not received report from PCSO Cridlin; prior to the meeting.</p>	
5.0	<p>SCC Update</p> <p>The Clerk advised that she had not received a report from Cllr Rigby; prior to the meeting.</p>	
6.0	<p>TDBC Update</p> <p>Cllr Beaven advised that areas in Needhams Patch and Nightingales had become a dumping ground for rubbish.</p>	
7.0	<p>TDBC Papers</p> <p>The Clerk advised that there was nothing to report.</p>	
8.0	<p>Youth</p>	
8.1	<p>Shelter Light</p> <p>The Clerk advised that she had received an e-mail from PCSO Cridlin which explained that the young persons who were gathering at the bus shelter on Graham Way; had requested a light be installed at the shelter located on the Playing Field, so that they could gather down there and they would then no longer be a nuisance to local villagers. The Clerk advised that the behaviour of these young persons had been discussed at the previous Parish Council meeting.</p>	

8.1 cont.	<p>Resolved: The Parish Council agreed that it would not be providing a light for the shelter; as it would not be held to ransom by these young persons. Item closed.</p>	
8.2	<p>Youth Parish Council and Future of EVENT Cllr Freeman advised that he had attended a meeting with Keith Brindle and Faith Davis (SCC Youth Services) to discuss the future of EVENT; once Keith Brindle moves to another parish. It transpired during this meeting that SCC Youth Services and EVENT wanted the Parish Council to employ a youth worker; to ensure the long-term future of EVENT after Keith Brindle leaves and to set up a youth club for the older children who would be moving from EVENT into this club, at some point in the future.</p> <p>Cllr Freeman also advised that an awareness meeting was being held with parents of the young persons who already attend EVENT; on the 18 May 2015. The purpose of this meeting was to encourage more parents to volunteer in order to support EVENT; once Keith Brindle leaves.</p> <p>Cllr Cassidy confirmed that a grant application (£3,500 per annum) could be made to SCC Youth Services as a contribution towards funding a youth worker and keeping EVENT going.</p> <p>The Clerk advised that that approximately £2,884 remained from the original SCC Youth Services grant (£5,000) given to the Parish Council in April 2014; for the setting up of a Youth Council.</p> <p>Resolved:</p> <ul style="list-style-type: none"> ❖ The Parish Council agreed that it would not directly employ a youth worker; as it would not be in a position financially to do so and did not wish to make grant applications. However; it would be able to support EVENT via a Section 137 Grant if EVENT employed a youth worker ❖ Cllr Freeman agreed to contact SCC Youth Services to ascertain if the Parish Council could transfer the £2,884 to EVENT; as a one off grant for the employment of a Youth Worker 	Cllr Freeman
9.0	<p>West Villas Street Lighting</p> <p>The Clerk advised that she had been contacted by a villager who lives in West Villas. The villager was trying to ascertain who was responsible for replacing a spent bulb in a lamppost that was adjacent to West Villas private highway and inquired whether the Parish Council would take ownership of this lamppost and therefore responsibility for its repair. It was agreed by the Parish Council that it would not take ownership of this lamppost. Item closed.</p> <p>The Clerk explained that the West Villas highway was in the private ownership of those living in West Villas. However; this lamppost was located in a grass verge which did not form part of the highway and the ownership of this grass verge was not known. The villager who had originally contacted the Clerk was making inquiries to ascertain the ownership of this grass verge. Item closed.</p>	
10.0	<p>Venn Close Attenuation Pond: Safety</p> <p>Cllr Beaven explained that TDBC was of the view that the Venn Close Attenuation Pond should be fenced off as there were safety concerns; should anyone fall into the Pond when surface water was in it and be unable to climb out due to the structure of the Pond.</p> <p>The Parish Council agreed that the Pond be fenced off with a gate installed for ease of future maintenance.</p> <p>Cllr Beaven to follow up with TDBC.</p>	Cllr Beaven
11.0	<p>Double Yellow Lines: Graham Way Northern Roundabout to Rogers Walk Junction At the January 2015 meeting; a Member of the Public had requested that yellow lines be laid from Graham Way Northern Roundabout to Rogers Walk.</p> <p>The Parish Council agreed that the solution to any illegal parking issue was better Police enforcement. PC Jo Jefferies to be contacted accordingly.</p>	Cllr Freeman

12.0	<p>Lack of Mobile Telephone Reception at Community Centre</p> <p>It was confirmed that a new mobile telephone mast was going to be built at Norton Fitzwarren which should improve the mobile telephone signal in Cotford St Luke.</p> <p>The Clerk advised that whilst a mobile telephone signal could not be obtained within the Community Centre; a signal can be obtained in the car park.</p> <p>The Parish Council acknowledged that it had received a request from a hirer for a telephone to be installed at the Community Centre. However; it was agreed that the installation of a telephone was not the Parish Council's responsibility as it did not own the building. Item closed.</p>	
13.0	<p>Somerset Local Authorities' Civil Contingencies Unit - Somerset Emergencies Contact</p> <p>It was agreed to consider who should be the emergency contact after the Parish Council election.</p>	Clerk
14.0	<p>Approval of Minutes from Previous Meeting dated 12 March 2015</p> <p>Resolved: The Minutes were approved as a true record.</p>	
15.0	<p>Matters Arising</p>	
15.1	<p>Playing Field - Football Posts Repair and Purchase of a Football Net</p> <p>It was confirmed that the posts hooks had been replaced. It was agreed not to purchase the football net due to the difficulty of managing the hiring and storage of the net. Item closed.</p>	
15.2	<p>Defibrillator</p> <p>Cllr Freeman advised that the defibrillator had been installed. The Chairman thanked Cllr Freeman for completing this worthwhile project. Item closed.</p>	
15.3	<p>The Chapel - Rubbish Store</p> <p>The Clerk advised that as The Chapel was a private business; therefore the Parish Council should not be speaking to the Landlord about the Rubbish Store. If a Member of the Public was concerned about the look of the store; then he should contact TDBC Planning Enforcement accordingly. Item closed.</p>	
15.4	<p>Litter Pick</p> <p>A Member of the Public at a previous meeting requested that in future litter picks take place in the afternoon; as it was more likely that children would be free to attend.</p> <p>The Clerk confirmed that 25 adults and 20 children had attended the March 2015 morning litter pick which had been organised by Keith and Anna Brindle and Cllr Cassidy. The Parish Council wished to thank Keith and Anna Brindle and Cllr Cassidy for organising the litter pick.</p>	
15.5	<p>Buses</p> <p>The Clerk advised that she had received communication from the Norton Fitzwarren Parish Clerk which advised that Buses for Somerset will be changing their bus timetables over the next few months but it would not specifically comment on the timetable for the Nr 25 service. Ongoing</p>	C/F
15.6	<p>Purchase and Installation of Litter Bins at Junction of Old Dene Road and Northern Roundabout at Graham Way</p> <p>The Clerk explained that she had received a quote from TDBC for two litter bins at a cost of £350.00 + VAT per bin.</p> <p>Resolved: It was agreed to purchase and install the litter bins. Clerk to contact SCC regarding permission to install bins on adopted highway verge</p>	Clerk

15.7	<p>Website Cllr Carroll explained the various options regarding the website's content. It was agreed to purchase the gold option (£800.00 set up costs + £500.00 annual licence thereafter). Cllr Carroll also explained that she would like to obtain references from other Parish Council's within the Taunton Deane area who used parishcouncil.net to host their websites. Cllr Carroll to select referees and forward names to the Clerk.</p>	Clerk
15.8	<p>Land</p>	
15.8.1	<p>Parish Boundary by Halse Water The Clerk confirmed that Oake Parish Council had confirmed its agreement to realign the boundary line separating Cotford St Luke and Oake parishes. It was agreed that the Clerk should now contact TDBC.</p>	Clerk
15.8.2	<p>Identification of Land Ownership in and Around Cotford St Luke The Clerk advised that she:</p> <ul style="list-style-type: none"> ❖ Still had to contact local farmers to ascertain what fields they owned ❖ Had received responses from some house developers ❖ Had brought the Land Register table and map up to date with the information she had obtained so far 	C/F
15.8.3	<p>Transfer of Notaro Homes Public Open Space and Allotments to Parish Council The Clerk confirmed that she had written to TDBC to confirm that the Parish Council wished for the public open space at the proposed Notaro Homes development (to the west of Dene Barton Hospital) to be transferred to it; under the Section 106 Agreement. The Clerk explained that she had no further news regarding the Section 106 Agreement. Ongoing.</p>	C/F
15.9	<p>Community Centre - Joint Management Group Cllr Stansbury advised that the Joint Management Group had a positive meeting on the 25 March 2015 and that the Agreement would be reviewed at the next JMG meeting. Ongoing.</p>	C/F
15.10	<p>SCC - Topping and White Lining of Footpath along the Drainage System The Clerk advised that she was still waiting for SCC Highways to top and white line the footpath. Ongoing.</p>	C/F
15.11	<p>TDBC</p>	
15.11.1	<p>Planting Oak Tree for WW1 Memorial The Clerk advised that the DLO had given permission for Triscombe Nurseries to plant an oak tree on the Playing Field but required a risk assessment before the tree planting takes place. Ongoing.</p>	C/F
15.11.2	<p>Tennis Courts - Upgrade Quote Requested Cllr Freeman and the Clerk both explained that they had spoken with the DLO regarding upgrading the Tennis Courts.</p> <p>The Clerk advised that a tree root had caused a structural issue with the retaining wall near the public footpath. The DLO had verbally advised the Clerk that upgrading Nr 2 Tennis Court into a MUGA would cost approximately £22150 to £24050. Also; the refurbishment of Nr 1 Tennis Court would be taking place after the upgrade had been completed to Nr 2 Tennis Court.</p> <p>It was agreed that Cllr Freeman should contact the DLO to move the project forward.</p>	Cllr Freeman
15.11.3	<p>Repainting the Bus Shelters The Clerk advised that the DLO had confirmed that it would ask Community Payback to repaint the bus shelters but it would not confirm when this work would be undertaken. Ongoing.</p>	C/F
15.11.4	<p>Natural Environment - Winter Maintenance The Clerk confirmed the following maintenance remained outstanding:</p> <ol style="list-style-type: none"> 1. Cutting back overhanging tree branches on the public footpath between the Grenville View apartments and The Chapel had not taken place 2. The significant fly tipping on old drainage system in the vicinity of Nrs 69 and 71 Burge Crescent had been reported by the DLO to Environmental Health 	C/F

16.0	Planning	
16.1	Applications None received.	
16.2	Granted None received.	
17.0	Financial Matters	
17.1	Payments ❖ Parish Clerk Expenses £49.84 (January - March 2015) ❖ HMRC Parish Clerk's Income Tax £234.38 (January - March 2015) ❖ CSLCA £207.90 (Small Hall Hire for Parish Council Meetings April 2015 to March 2016) Resolved: It was agreed to make the above payments.	Clerk
17.2	Resolution to Make Payment upon Receipt of Invoices ❖ Payroll Specialists £54.00 + £216.00 (PAYE Real Time January 2015 to March 2015 and April 2015 to March 2016) ❖ Zurich Municipal Annual Insurance 2015/2016 It was noted that the above invoices had been received by the time of the Parish Council meeting. Resolved: It was agreed to make the above payments.	Clerk
17.3	Receipts None received.	
17.4	Parish Clerk Review Effective 1 January 2015 Resolved: The Parish Council agreed a 2% salary increase in line with the NALC guidance for the Parish Clerk. Letters advising the Bank for the standing order to be amended, Payroll Specialists for HMRC PAYE Real Time return and the Clerk of the salary increase were signed by the Chairman and Vice-Chairman.	Clerk
17.5	Request to Purchase Bollard for Graham Way/Rogers Walk Junction Grass Verge It was agreed to that the Clerk should discuss the options for protecting the grass verge from being churned up by vehicles with SCC Highways.	Clerk
17.6	Appointment of Internal Auditor Mr Tim Davison for Audit of 2014/2015 Accounts Resolved: The Parish Council agreed to appoint Mr Davison to perform the internal audit of the 2014/2015 Accounts.	Clerk
18.0	Correspondence ❖ SCC: Mobile Library Services Review - confirmation that the mobile service will be withdrawn from Cotford St Luke on 1 August 2015 ❖ Cotford Church: Welcome Pack ❖ Friends of Dene Barton: Newsletter march 2015 ❖ Somerset Waste Partnership: Recycling and Refuse Collections Bank Holiday Changes The Parish Council noted receipt of the above.	
19.0	Matters for Next Meeting ❖ Bus shelters refurbishment ❖ Somerset Local Authorities' Civil Contingencies Unit - Somerset Emergencies Contact	Clerk

20.0	Date of Next Meeting 14 May 2015 at 7.30PM (Annual Parish Council meeting) The meeting closed at 9.48PM.	
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Signed: Date: