

COTFORD ST LUKE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE COMMUNITY CENTRE ON THURSDAY 8 JANUARY 2015

Item Nr	Item	Action By
1.0	<p>Attendance and Apologies</p> <p>In attendance: Cllr D Stansbury (Chairman) Cllr L Carroll Cllr P Grover Cllr P Gunner Miss C Roche, Parish Clerk Cllr A Beaven, TDBC Councillor Cllr M Rigby, SCC Councillor</p> <p>Six Members of the Public</p> <p>Apologies received from: Cllr M Cassidy Cllr T Freeman PCSO S Cridlin, Avon and Somerset Police</p>	
2.0	<p>Councillor's Declaration of Interest in Any Agenda Item</p> <p>None were received.</p>	
3.0	<p>St Luke's Centre</p> <p>Reverend A Norris brought the Parish Council up to date with the progress being made with regards to St Luke's Centre. Also; Reverend Norris confirmed that the Steering Group was made up of volunteers who were pursuing various avenues for fund raising including grant applications. She explained that it had taken Trull, seven years to raise funds for their Church and Community Centre. Reverend Norris indicated that it would be helpful if the Parish Council would support grant applications when these are made.</p> <p>Cllr Stansbury thanked Reverend Norris for bringing the Parish Council up to date.</p>	
4.0	<p>Barton Gillmore Planning Consultants: Proposed Development in Cotford St Luke</p> <p>Representatives from Barton Gillmore and Linden Homes explained to the Parish Council that the possibility of building 30 - 50 houses, in the field adjacent to North Villas and the Notaro Homes site was being explored. At present, Linden Homes did not own the field that was being considered for the proposed development. If 30 houses were to be built; these would be within the proposed development boundary for Cotford St Luke. However; Linden Homes would prefer to build 50 houses in the entire field, some of which would be outside the proposed development boundary. Barton Gillmore indicated that the Outline Planning Application would not be submitted to TDBC Planning Department until late 2015.</p> <p>The Parish Council advised that between the proposed Notaro Homes development (33 houses) and the proposed Linden Home development (50 houses), there could potentially be 83 houses built in Cotford St Luke. The SADMP 2012 - 2028 designated Cotford St Luke as a minor rural settlement with only 60 houses allocated within the proposed development boundary. Any proposed developments will put additional strain on infrastructure such as highway and utilities that were already struggling to cope, and the Primary School would not be able to accommodate significant increase in pupil numbers. Also, the village had only one shop; The Chapel was presently closed, there was a reduced bus service and there was no doctor's surgery in the village. The Parish Council indicated that it wished to be consulted; as Linden Homes plans progressed. Barton Gillmore and Linden Homes agreed to do so.</p>	

<p>5.0</p>	<p>Items from Members of the Public</p> <p>One Member of the Public asked if organised litter picks would be taking place in 2015. The Clerk was asked to place litter on the next Agenda and to contact Cllr Cassidy; to ascertain when the next litter pick would be taking place.</p> <p>The Parish Council was advised by a Member of the Public that a bus service was being trialled from Silk Mills Park and Ride to Musgrove Park Hospital, between 9.30AM - 4.30PM at a cost of £1.50 per fare.</p> <p>A Member of the Public inquired if allotments would be provided in Cotford St Luke via the developers Section 106 Agreements. The Chairman advised that allotments were in the proposed Section 106 Agreement that TDBC was negotiating with Notaro Homes but it was not known if Linden Homes would be making such a community contribution. The Member of the Public offered to organise an Allotment Association, if allotments were provided. The Clerk would contact him accordingly.</p>	<p>Clerk</p>
<p>6.0</p>	<p>Police Update</p> <p>The Clerk advised that she had not received a report from PCSO Cridlin; prior to the meeting.</p>	
<p>7.0</p>	<p>SCC Update</p> <p>Cllr Rigby advised:</p> <ul style="list-style-type: none"> ❖ That the Health and Wellbeing Grant 2014 had been agreed for Cotford St Luke ❖ That structural monitoring of the Norton Fitzwarren Children’s Centre building was ongoing on a regular basis and that a potential claim had been lodged with the contractor who had built the Centre ❖ There might be cuts to the mobile library service that visited Cotford St Luke ❖ The A358 roundabout (near Bishops Lydeard) design was being checked by SCC and it was anticipated that construction would commence in the near future. However; a traffic management system would be put in place during the construction period to ensure no disruption to local and holiday traffic took place in summer 2015 ❖ SCC Highways would be prepared to consider traffic flow improvements in Cotford St Luke 	
<p>8.0</p>	<p>TDBC Update</p> <p>Cllr Beaven advised the Parish Council that he had nothing to report.</p>	
<p>9.0</p>	<p>Approval of Minutes from Previous Meeting dated 11 December 2014</p> <p>Resolved: The Minutes were approved as a true record.</p>	
<p>10.0</p>	<p>Matters Arising</p>	
<p>10.1</p>	<p>Memorial Stone and Plaque</p> <p>The Clerk advised that she had contacted the Parish Council’s insurers and the Memorial Stone would be insured with no increase to the insurance premium. Item closed.</p>	
<p>10.2</p>	<p>Future of the Petanque Pitch</p> <p>The Clerk advised that the DLO would due to financial constraints, not be backfilling the Petanque Pitch as requested by the Parish Council but would maintain it from now on. Item closed.</p>	
<p>10.3</p>	<p>Defibrillator</p> <p>The Clerk confirmed that the defibrillator was on order to be delivered to Cllr Freeman. Ongoing.</p> <p>The Clerk advised that she had informed Cllr Freeman of the working guardian’s names. Item closed.</p> <p>Also, the Clerk had advised the Parish Council’s insurers of the defibrillator and there would be no increase to the insurance premium. Item closed.</p>	<p>C/F</p>

<p>10.4</p>	<p>Website Cllr Grover advised that he had reviewed a website provider (www.parishwebsites.co.uk). Along with the standard website features, there were additional features to enhance the website's design, and provision of and access to information. It was agreed that gold level features should be purchased at a development cost of £500.00 with annual hosting costs of £300.00. Cllr Grover offered to make contact with the website provider and arrange to meet; in the near future. Ongoing.</p> <p>Cllr Grover advised that he was still working on the tree walk that would be uploaded onto the new website. He would be taking photographs of the unique trees during the winter season. Ongoing.</p>	<p>C/F</p> <p>C/F</p>
<p>10.5 10.5.1</p>	<p>Land Parish Boundary by Halse Water The Clerk confirmed she had written to Oake Parish Clerk regarding the parish boundary separating Cotford St Luke and Oake parishes and was waiting for a response. Ongoing.</p>	<p>C/F</p>
<p>10.5.2</p>	<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 met with the DLO on the 22 December 2014, to confirm its understanding of the land in administration and she was bringing the Land Register table up to date ❖ Still had to arrange for the existing A3 size map to be copied onto A1 or A2 size, for marking up purposes 	<p>C/F</p>
<p>10.5.3</p>	<p>Transfer of Notaro Homes Public Open Space and Allotments to Parish Council The Clerk explained that TDBC Legal Department was presently drawing up the Notaro Homes Section 106 Agreement and had asked if 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.</p> <p>Resolved: The Parish Council resolved that in principle; it is willing for the public open space and allotments to be transferred to it under the Section 106 Agreement, subject to terms and conditions being agreed between the Parish Council, TDBC and Notaro Homes.</p> <p>Also, the Parish Council would request that TDBC's Legal Department act on its behalf with regards to obtaining the signed the Section 106 Agreement.</p>	<p>Clerk</p>
<p>10.6 10.6.1</p>	<p>Community Centre Joint Management Group Cllr Stansbury advised that a positive Joint Management Group meeting had taken place with the School and the Agreement would be reviewed in the near future; in order to establish a fairer Main Hall hourly hire charge. Ongoing.</p>	<p>C/F</p>
<p>10.6.2</p>	<p>In The Mix - Non Return of Keys The Clerk advised that she and the Community Centre Booking Secretary were still waiting for In The Mix to return the Community Centre keys. Ongoing.</p> <p>The Clerk confirmed she had transferred the remaining Youth Council money received from SCC Youth Services into the Savings Account; to quarantine it for setting up a youth council, in the future. Item closed.</p>	<p>C/F</p>
<p>10.7 10.7.1</p>	<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>	<p>C/F</p>
<p>10.7.2</p>	<p>Review of Localised Bus Services 2014 The Clerk advised that she had received a response from SCC which indicated that other bus companies had been contacted with a view to them providing a replacement bus service. Also according to SCC's information; no passenger was being left behind at bus stops due to overcrowding on the Nr 25 bus and that it would provide passenger numbers in the near future. Ongoing.</p>	<p>C/F</p>

10.8	TDBC	
10.8.1	Planting Oak Tree for WW1 Memorial The Clerk also advised that she had written to the DLO to obtain permission for Triscombe Nurseries to plant an oak tree on the Playing Field but there had been no response. Ongoing.	C/F
10.8.2	Venn Close and Wessex Water Pumping Station Attenuation Ponds - Weed Clearance The Clerk advised that she had contacted the DLO to request that the Venn Close and Wessex Water Pumping Station Attenuation Ponds be cleared of weeds. The DLO had advised that it would not undertake this task. The Clerk indicated that she would now contact the TDBC Drainage Engineer accordingly. Ongoing.	C/F
10.8.3	Tennis Courts - Upgrade Quote Requested The Clerk advised that she had still not received the quote for upgrading the Tennis Courts from the DLO. Ongoing. The DLO had confirmed that it would be undertaking some maintenance of the tennis courts and surrounding hedges; in the New Year. Ongoing.	C/F
10.8.4	Playing Field - Football Posts Repair and Purchase of a Football Net The Clerk explained that she had requested that the DLO to repair the football posts hooks prior to any net being purchased but had not received a response. Also, the cost of a football net was approximately £70.00. Ongoing.	C/F
10.8.5	Repainting the Bus Shelters The Clerk advised that the DLO had confirmed that it would ask Community Payback to repaint the bus shelters. Ongoing.	C/F
10.8.6	Natural Environment - Winter Maintenance The Clerk advised that the DLO would be carrying out the following maintenance: 1. Cutting back the hedgerow along Graham Way 2. Cutting back the hedgerow opposite Old Dene Road junction (original garden wall of Tone Vale Hospital) 3. Cutting back the laurel hedgerow along the public footpath between the Chapel and 0-5 year old play area on Burge Crescent (near the School) 4. Cutting back the hedgerow in the vicinity of the Burge Crescent/Graham Way electricity substation and along the footpath 5. Cutting back the laurel hedgerow along the public footpath between Baileys Gate and the field adjacent to Park View/West Villas 6. Cutting back the hedgerow in the Burial Ground 7. Cutting back overhanging tree branches on the public footpath between the Grenville View apartments and The Chapel 8. West Villas to Milsom Place - sweeping footpath and cutback overhanging tree branches/bushes 9. Sweeping up heavy leaf fall on public footpath between Aveline Court and junction of Milsom Place, and Baileys Gate to Park View 10. Sweeping up heavy leaf fall in the Burge Crescent traffic calming measures 11. Tidying up flower beds in Baileys Gate, by Parish Council noticeboard on Burge Crescent and Cole Close culvert 12. Clearing significant fly tipping on old drainage system in the vicinity of Nrs 69 and 71 Burge Crescent	C/F
10.8.6	Additional Funding for Natural Environment The Clerk advised that she had written to the DLO regarding the £1,000 that had been promised for natural environment maintenance and she had not yet received a response from the DLO regarding this money. Ongoing.	C/F
10.8.7	Adoption of the Drainage System The DLO had advised that it would not be adopting the Drainage System in the near future but would still maintain it. Ongoing.	C/F
11.0	Planning	
11.1	Applications None received.	
11.2	Granted None received.	

12.0	Financial Matters	
12.1	<p>Payments</p> <ul style="list-style-type: none"> ❖ Parochial Church Council of Heathfield £150.00 (Annual Grant for Maintaining Cemetery) ❖ Parish Clerk Income Tax £234.24 (October to December 2014) ❖ PAYE Real Time £54.00 (£45.00 + VAT - October to December 2014) ❖ Parish Clerk's Expenses £13.58 (September to December 2014) ❖ TDBC - To Carry Out One Weed Killing of All Roads and Pavements in Cotford St Luke £674.40 (£520.00 + VAT) ❖ TDBC - To Carry Out Six Cuts of Highway Grass Verge in Cotford St Luke £1587.60 (£1323.00 + VAT) ❖ TDBC - To Carry Out Three Tractor Flailing of the Highway Grass from Tithill Bridge to Park View and from Dene + Road to B3227 £529.20 (£441.00 + VAT) ❖ TDBC - To Supply and Install One Large Litter Bin near Shelter £504.00 (£420.00 + VAT) ❖ TDBC - To Carry Out a One-off Clearance of the Roundabout on the A358 between Cotford St Luke and Bishops Lydeard £504.00 (£420.00 + VAT) <p>Resolved: The Parish Council agreed to pay the above.</p>	Clerk
12.2	<p>Resolution to Pay TDBC Invoices Upon Receipt Refer to above payments.</p>	
12.3	<p>Website: Replacement Costs Refer to section 10.4 of these Minutes.</p>	
12.4	<p>Resolution to Insure Defibrillator Refer to section 10.3 of these Minutes.</p>	
12.5	<p>Receipts None received.</p>	
12.6	<p>Section 137 Payments 2014/2015 Resolved: It was agreed to make the following payments:</p> <ul style="list-style-type: none"> ❖ The Friends of Dene Barton £400.00 ❖ Wivey Link £100.00 ❖ Taunton Citizens Advice Bureau £100.00 ❖ Somerset Air Ambulance £100.00 	Clerk
12.7	<p>Financial Review (1 April - 30 September 2014) The Accounts were reviewed and found to be in good order. Item closed.</p> <p>The Clerk confirmed that she had submitted the 2015/2016 Precept Request to TDBC. Item closed.</p>	
13.0	<p>Correspondence</p> <p>The Clerk confirmed that no correspondence had been received.</p>	
14.0	<p>Matters for Next Meeting</p> <p>Key for Parish Council Notice Board that is located at the Tennis Courts.</p>	
15.0	<p>Date of Next Meeting</p> <p>12 February 2015 at 7.30PM</p> <p>The meeting closed at 9.56PM.</p>	

Signed: Date: