

**Minutes of the Meeting of Ilton Parish Council held in Merryfield Hall on
Tuesday 12 November 2024 at 6.30pm.**

Present: Cllrs: J Bennett (Chair), J Easterbrook, A Gordon, N Matravers, L Pike, S Ripley, I Sherwood, B Vance

In attendance: Mrs A Dallaway (Clerk/RFO), Cllr J Roundell Greene (Somerset Council) and nine members of the public

2024/193 Apologies and reasons for absence: None received.

2024/194 Declarations of Interest: There were no declarations of interest at this stage of the meeting.

2024/195 Items to be dealt with after the public, including the press have been excluded: There were no items identified at this stage of the meeting.

2024/196 Public Participation

Public: The developer has not installed a speed hump where St Katherine's Close joins St Peter's Close. A local resident is planning to write to the developer to request a speed hump to restrict traffic speed. Would the Parish Council support the request?

Somerset Council: Cllr J Roundell Greene advised that if SC Highways didn't request a speed bump, they wouldn't fund it and the cost would fall to the developer.

Council: The Council will contact Highways for feedback.

Public: A local resident thanked Parish Council members for help with Remembrance Day activities

Council: The Chairman paid tribute to all community representatives who had helped with the Remembrance Day event.

2024/197 Somerset Council Councillor Report

Cllr Jo Roundell Greene reported that SC was working hard on re-organisation and managing the budget to avoid a section 114 notice. Somerset Council is currently consulting with staff on re-structuring plans.

2024/198 Minutes of the Extra Ordinary Parish Council Meeting of 22 October 2024: to approve the minutes as a true record & consider any matters arising

**COUNCIL RESOLVED TO APPROVE THE MINUTES AS AN ACCURATE RECORD
PROPOSED BY IS; SECONDED BY BV. ALL IN FAVOUR.**

2024/199 Co-option – to co-opt one Parish Councillor

One application had been received from Andrew Pidgeon.

**COUNCIL RESOLVED TO APPROVE THE CO-OPTION OF ANDREW PIDGEON
PROPOSED BY AG; SECONDED BY IS. Majority in favour with 1 vote abstaining**

2024/200 Planning Applications – to receive any planning applications since the last meeting

There were no planning applications received since the last meeting.

2024/201 Accounts and Financial Information 24/25 (documents previously circulated)

a) Bank reconciliation to 31/10/2024 – to receive and sign

Cllr J Bennett signed the bank reconciliation to 31/10/2024

b) Summary Receipts & Payments report to 31/10/2024 – received

c) Schedule of Payments for November 2024 – to consider for approval (see Appendix to the mins)

Council noted additional payments for Dave Andrews for repair works to the timber trail and installing new signage in the playpark £1296 and for Jacqueline Bennett towards the reimbursement of food for the Remembrance breakfast £51.98.

COUNCIL RESOLVED TO APPROVE THE PAYMENTS FOR NOVEMBER PROPOSED BY JB; SECONDED BY SR. ALL IN FAVOUR

The Clerk will schedule the bank payments online and Cllr Bennett/Cllr Ripley will authorise as the second signatory in line with the Council's bank mandate.

d) Grant for annual hall hire costs for Ilton Youth Club – to consider grant application

The grant application and supporting documents had been previously circulated to councillors. Council noted that some of the Youth Club's existing funds were earmarked for equipment. The Council approved the full grant for this year.

COUNCIL RESOLVED TO APPROVE £280 FOR THE HALL HIRE COSTS SEPT 24 TO SEPT 25 PROPOSED BY IS; SECONDED BY LP. ALL IN FAVOUR

e) Tractor insurance – to note renewal arrangement

The tractor insurance has now been confirmed with MS Amlin (Walker Midgely/Advisory Insurance Brokers Ltd) at an annual cost of £374.94.

f) Internal Audit Report 2023/24 – to review recommendations

The Clerk reported that the following recommendations from the Internal Auditor were in hand: recording the time meetings end on the minutes; recording the review date on policies; setting up .gov.uk email addresses for Parish Councillors and approving a Business Risk Management document. The updated Asset Register and budget for 2025/26 will also be made available on the website once approved by Council.

2024/202 Employment Matters

a) Staffing Committee minutes – to note the minutes of the 8 October 2024 meeting and consider recommendations:

- i) To approve the Clerk's successful completion of the six-month probationary period
- ii) To approve up to 15 hours per week for the Clerk (65 hours per month) to be reviewed January 2025

COUNCIL RESOLVED TO APPROVE THE RECOMMENDATIONS AS DETAILED ABOVE PROPOSED BY LP; SECONDED BY JB. ALL IN FAVOUR

b) NJC salary rates – to note the updated salary scales for 2024/25

Council noted the updated salary scales for 2024/25 and the increase to the Clerk's scp to be backdated to 1 April 2024 (in line with the terms of the Employment Contract).

2024/203 Cemetery – to consider the request for a refund of an EROB fee and consider updating the Cemetery Regulations accordingly.

Council approved a full refund of an EROB fee paid in 2019 (with no administration fee) as the local resident no longer wants to be buried or cremated in Ilton Cemetery.

COUNCIL RESOLVED TO APPROVE A REFUND OF £300 FOR THE EROB PROPOSED BY IS; SECONDED BY BV. ALL IN FAVOUR

2024/204 Environment Matters

a) Repairs to bench in Merryfield Lane – to review the specification of works

Three quotes have been obtained for the proposed groundworks but only one contractor has the necessary Street Works qualification (NRSWA) for working adjacent the highway. A Kier representative has visited the site and indicated that this work could be carried out as part of the SC Enhanced Highway Maintenance Pilot Scheme. Council agreed that the project is costly and it would be prudent to revise the specification of works. Cllrs Gordon and Matravers will review and simplify the specification to reduce costs.

ACTION: CLLRS A GORDON/N MATRAVERS

The Clerk has applied to Somerset Council for a licence for the bench and bin at this site (no fee incurred).

b) Planter at Merryfield Lane – to consider obtaining a SC licence for the planter to be sited at this location or consider moving the planter

An application for a SC licence would cost circa £465 in legal/admin fees. Council agreed to move the planter onto Parish Council land where it will also be more practical to maintain the planter – the proposed new location is adjacent the double gate at the Rec Field.

COUNCIL RESOLVED TO MOVE THE PLANTER TO THE REC FIELD

PROPOSED BY AG; SECONDED BY IS. ALL IN FAVOUR

c) SID – to consider purchase

Council agreed not to allocate funding for a SID due to the high cost and also the requirement for Chapter 8 training to locate the SID on the highway. Local residents are encouraged to contact the police to report any incidents of speeding traffic in the village.

Cllr Pike reported that she was still making enquiries regarding a Community Speed Watch scheme and would feedback to Council in due course.

ACTION: CLLR L PIKE

d) Tree survey at churchyard – to consider quotes

Three contractors were approached for quotes and two obtained. As there was a considerable difference in price, Council requested a third quote. This will be an agenda item for December.

ACTION: CLERK

e) Chapter 8 training – to receive an update

The Council is still awaiting clarification from SC of the requirement for Chapter 8 training for volunteers or councillors working on the highway. As Council has already approved funding up to £500, the Clerk will organise training for one supervisor and one operative. Cllr N Matravers expressed an interest in the training.

COUNCIL RESOLVED TO APPROVE CHAPTER 8 TRAINING FOR ONE SUPERVISOR AND ONE OPERATIVE UP TO £500

PROPOSED BY JB; SECONDED BY AG. ALL IN FAVOUR

f) Volunteer works – to agree volunteer works for November

There will be volunteer working parties in the churchyard, the playpark, the cemetery and the Rec Field.

2024/205 Grass cutting contract

a) Rec Field – to consider funding additional cuts for 24/25 or ask the volunteers to carry out additional cuts

The grass cutting contract for 2024/25 includes 16 cuts for the Rec Field and all of these have now been completed. There is a surplus of £540 detailed in the contract Addendum which will be allocated to cuts in Feb/March. The volunteers have agreed to carry out a one-off cut in November to help keep the area well maintained.

b) Contract delivery for 25/26 – to approve working group

Council agreed to establish a working group to review the contract terms for 2025/26. Working Group membership to comprise Cllrs J Bennett, A Gordon, N Matravers, S Ripley and I Sherwood.

Council has also requested a meeting with the contractor to review terms – a date has yet to be agreed.

2024/206 Recreational facilities

a) Tree planting – to receive an update

There is no SC Tree Officer for South Somerset but the SC Tree Strategist has offered to advise. A local ecologist has also offered to advise. This will be an agenda item for December.

b) MUGA electrical supply – to receive an update

An electrician has carried out a preliminary inspection and quotes will be obtained to i) test the electrics and replace the faulty digital timer ii) enable access to the timer via an app iii) replace the MUGA lights

Initial

with energy saving LED lights and iv) install an additional light at the entrance to the Red Field to enable safe access. This will be an agenda item for December.

ACTION: CLLR B VANCE

c) Football goals/nets – to consider quotes for age-appropriate nets (16 x 7ft)

Two quotes were obtained for heavy-duty, steel, free-standing goals with wheels and one quote for a more lightweight option. Council approved the quote from MH Goals for the heavy-duty goals £1281.60 excl VAT which includes a 20% discount.

**COUNCIL RESOLVED TO APPROVE THE QUOTE FROM MH GOALS FOR £1281.60
PROPOSED BY JB; SECONDED BY AG. ALL IN FAVOUR
Funded out of the Rec Field Development EMR.**

d) Football pitch hire

i) To consider request for hire from local youth team

Ilminster Youth Football Club has requested use of the grass football pitch at Ilton for junior league matches at the weekends from November to February. Council is keen to encourage the use of the recreational facilities at Ilton and agreed in principle that IYFC could hire the grass football pitch. The Clerk will contact IYFC to confirm that the pitch and the run off are adequate for 11v11 league matches.

ii) To consider hire rates & facilities

Council agreed the same hourly hire rate as for the MUGA (£10 per hour) for this season as a trial arrangement. The Parish Council will provide the goals and two porta-loos on hire from a local company. The Rec Field Development EMR will cover any financial shortfall to ensure costs are covered for this year. The fees for all recreational facilities will be reviewed by Fin Com in December as part of the budget setting process for 25/26. IYFC will be asked to carry out the line marking at their own cost. The hire arrangement will be conditional on the pitch being hired every weekend throughout the season and payment will be required even if the match is cancelled or postponed.

**COUNCIL RESOLVED TO APPROVE THE HIRE OF THE GRASS FOOTBALL PITCH BY IYFC
AS DETAILED ABOVE i) and ii)
PROPOSED BY JB; SECONDED BY SR. MAJORITY VOTE IN FAVOUR. ONE VOTE AGAINST.
ONE VOTE ABSTAINING**

2024/207 Somerset Council Local Plan Consultation – to consider a consultation response by the deadline of 30 November 2024

The Clerk suggested one councillor produce a draft response and invite comments by email. The Clerk will submit the final response on behalf of the Council.

2024/208 Government consultation on introducing remote attendance and proxy voting in local authority meetings in England – to consider a consultation response by the deadline of 19 December 2024

Councillors can send individual responses to this consultation exercise.

2024/209 Policy Review

a) Data Protection – to review GDPR and Privacy Notice

The Clerk had updated the contact details on the existing Data Protection Policy and Privacy Notice.

**COUNCIL RESOLVED TO APPROVE THE UPDATED POLICY DOCUMENT
PROPOSED BY SR; SECONDED BY JE. ALL IN FAVOUR**

b) Website accessibility and compliance – to receive an update

The Council's website provider will be updating the website to ensure the website is WCGA 2.2 compliant. There is an Accessibility Statement on the website.

2024/210 Projects for 24/25

a) Village signs – to receive an update

Initial

SC Highways Officer has carried out a site visit and confirmed the proposed locations for the village sign standing stones. The Area Highways Team will now review the proposals and the next step will be for SC Legal Team to begin drafting a licence for the installation of the signs on the highway. The Council anticipates admin fees of £165 but has yet to be advised of the actual legal fees for the licence. This project will be funded out of the CIL money.

b) Bike track at Rec Field – to review revised design proposal and arrange further consultation with the village children

Council is still awaiting the revised design proposals. This will be an agenda item for December.

c) Shelter at Rec Field – to agree the specification

The Clerk had previously circulated some draft designs. Council agreed to put this project on hold pending confirmation of plans for the bike track and the tree planting at the Rec Field.

Dates of next meetings:

Finance Committee: Tuesday 3 December at 1.30pm at Merryfield Hall

Parish Council Meeting: Tuesday 10 December at 6.30pm at Merryfield Hall

The meeting closed at 8.15pm

Signed

Date

Initial