

ILTON PARISH COUNCIL

3 October 2024

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 8 October at 6.30pm**. The meeting will include a maximum of 15 minutes of public participation. Matters raised must be within the remit of the Parish Council. The public will not be allowed to speak at any other time during the meeting unless by pre-arrangement with the Clerk and Chairman.

AGENDA

1. **Apologies and reasons for absence**
2. **Declarations of Interest** – members to declare any interests they may have in agenda items in accordance with the adopted Code of Conduct (this does not preclude any later declarations). To consider dispensation requests.
3. **Items to be dealt with after the public, including the press have been excluded**
4. **Public Participation**
5. **Somerset Council Councillor Report**
6. **Minutes of the Parish Council Meeting of 10 September 2024** - to consider for approval as a true record of the meeting & consider any matters arising
7. **Casual Vacancy** – to receive an update
8. **Planning Applications** - to receive any planning applications since last meeting
9. **Accounts and Financial Information 24/25**
 - a) Bank reconciliation to 30/9/2024 – to receive and sign
 - b) Summary Receipts & Payments report up to 30/9/2024 – to receive
 - c) Schedule of Payments for October 2024 – to consider for approval
 - d) Finance Committee Meeting
 - i) to receive the draft minutes and consider recommendations for approval
 - ii) to consider committee membership
 - e) Grant for annual hall hire costs for Ilton Youth Club – to consider grant application
 - f) Tractor insurance – to consider quotes
 - g) Wreath for Remembrance Day – to approve
10. **Employment matters**
 - a) Clerk/RFO additional hours worked in September - to be paid or taken as TOIL
11. **Volunteer Terms of Reference** – to consider for approval
12. **Cemetery**
 - a) Cemetery Regulations & Memorial Inspection regime - to review
 - b) ICCM Cemetery training £190 plus VAT – to consider training for Clerk
 - c) Cemetery record keeping – to receive an update

Annie Dallaway - Clerk to Ilton Parish Council

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13. Environment matters

- a) Repairs to bench in Merryfield Lane – to consider quotes for the groundworks
- b) SID – to consider purchase
- c) SC Enhanced Highway Maintenance EHM Pilot and Volunteer training launch – to receive an update
- d) Tree survey at churchyard – to consider
- e) Chapter 8 training – to consider the costs of a Council representative undertaking the training

14. Grass cutting contract - to receive an update on the schedule of completed works to date and discuss contract delivery for remainder of 24/25

8pm

15. Recreational facilities

- a) Timber trail at the play park – to consider quotes for replacement
- b) Monthly inspection regime for the play park – to consider reducing inspections to quarterly (plus separate annual)
- c) MUGA hire – to confirm existing hire arrangements and advertising
- d) Rec Field working party – to receive an update and consider tree planting
- e) Football goals/nets – to consider purchase of age-appropriate nets

16. Policy review

- a) Employment policies
 - i) Expenses (approved Dec 22) – to review
 - ii) Sickness & Absence – to consider draft policy for approval
- b) Publication Scheme – to consider draft document for approval

17. Projects for 24/25

- a) Village signs – to receive an update
- b) Bike track at Rec Field – to consider further consultation with the village children
- c) Shelter at Rec Field – to agree the specification
- d) Memorial Cross at the Church – to receive an update

**Date of next meeting:
Parish Council Meeting 12 November 2024, 6.30pm at Merryfield Hall**