

ILTON PARISH COUNCIL

7 July 2024

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 16 July 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 11 June 2024** - to consider for approval as a true record of the meeting & consider any matters arising
7. **Minutes of the Extraordinary Council Meeting of 25 June 2024** – to consider for approval as a true record of the meeting & consider any matters arising
8. **Minutes of the Finance Committee Meeting of 27 June 2024** - to note the minutes and consider recommendations
 - a) Investment options – see agenda item 10 d) and e)
 - b) Drain clearance – see agenda item 13 d)
 - c) Transfer of IYC hall hire fee from cost code 23. Hall rental to cost code 14. Grants & donations
9. **Planning Applications** - to receive any planning applications since last meeting
10. **Accounts and Financial Information 24/25**
 - a) To receive and sign the bank reconciliation to 30/6/2024
 - b) To receive the Summary Receipts & Payments report up to 30/6/2024
 - c) To approve payments requiring authorisation for July 2024
 - d) To consider the transfer of £60K to the Lloyds Business Instant account
 - e) To consider opening a new instant access deposit account with Unity Trust Bank
 - f) To consider for approval quotes for the renewal of the electricity contract – renewal due 30 Sept 2024
11. **Grass cutting contract**
 - a) To note the signing of the Addendum to the contract for 2024/25
 - b) To receive an update on the grass cutting contractor's RAMS

Annie Dallaway - Clerk to Ilton Parish Council

clerk@iltonparishcouncil.gov.uk

12. Employment matters

- a) To consider approving a pension scheme for Ilton Parish Council and to approve pensionable earnings and contribution levels
- b) To consider whether Clerk/RFO additional hours worked in June to be paid or taken as TOIL

13. Environment matters

- a) To consider for approval the specification for hedge cutting in the parish and to agree to obtain quotes for the work to be carried out in the Autumn
- b) To consider funding to update the contact details on the noticeboards at the Rec Field, the play park, the cemetery and Copse Lane car park
- c) To consider maintenance works at Brook Green for 24/25
- d) To consider clearing the drains in the parish using specialist contractor
- e) To consider replacing the bus shelter roof
- f) To consider disposing of the soil mound at the cemetery and making good the hedge
- g) To consider the removal of the five dead Elm trees at the Rec Field
- h) To consider post & chain fencing around the Village Green

14. Risk Management

- a) To consider for approval the draft Method Statement and Risk Assessment for volunteer activity within the parish
- b) To consider arrangements for volunteer working parties as necessary for July/August
- c) To receive an update regarding the annual review of fixed assets

15. Policy review

- a) Complaints procedure & Vexatious Complaints procedure (approved Oct 23) – to review
- b) Employment policies
 - i) Grievance & Disciplinary (approved Oct 23) – to review
 - ii) Expenses (approved Dec 22) – to review
 - iii) Sickness & Absence – to consider adoption
- c) Volunteer policy – to consider adopting

16. Freedom of Information – to receive an update regarding a recent request

17. Cemetery Regulations & Memorial Inspection regime - to review

18. Recreational facilities

- a) To receive an update regarding general maintenance items highlighted in the monthly reports for the playpark and MUGA
- b) To consider quotes for i) repairs to timber trail ii) repairs to Multi-play iii) repairs to basket swing

19. Projects for 24/25

- a) Village signs – to approve the specification
- b) Bike track at Rec Field – to approve funding for a contractor to draw up a specification

20. Young Person of the Month – to consider the application received for July

**Date of next meeting:
Parish Council Meeting 10 September 2024, 6.30pm at Merryfield Hall**