

ILTON PARISH COUNCIL

5 September 2024

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 10 September 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 16 July 2024** - to consider for approval as a true record of the meeting & consider any matters arising
7. **Minutes of the Extraordinary Council Meeting of 13 August 2024** – to consider for approval as a true record of the meeting & consider any matters arising
8. **Planning Applications** - to receive any planning applications since last meeting
9. **Accounts and Financial Information 24/25**
 - a) Bank reconciliation to 31/8/2024 – to receive and sign
 - b) Summary Receipts & Payments report up to 31/8/2024 – to receive
 - c) Schedule of Payments for September 2024 – to consider for approval
 - d) Banking – to consider options to provide FSCS protection
 - e) Renewal of the electricity contract – to consider quotes/renewal due 30 Sept 2024
 - f) External Audit 23/24 – to receive an update
10. **Grass cutting contract** - to receive an update on the schedule of completed works to date
11. **Employment matters**
 - a) Pension update - to note that the Clerk has opted out of the Council pension scheme
 - b) Clerk/RFO additional hours worked in July - to be paid or taken as TOIL
12. **Environment matters**
 - a) Repairs to bench in Merryfield Lane – to consider quotes for the groundworks
 - b) Cemetery gatepost – to consider repairs
 - c) Village Green – to consider post & chain fencing around the Village Green
 - d) Village signage – to consider new directional signage for Church, Village Hall etc

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- e) SID – to consider purchase
- f) Resilience Meeting – to receive an update from Cllr B Vance
- g) LCN Highways Working Group meeting & survey – to receive an update from Cllr B Vance
- h) SC Enhanced Highway Maintenance EHM Pilot and Volunteer training launch – to discuss

13. Risk Management

- a) Draft Volunteer Induction Brief – to consider for approval
- b) Annual review of fixed assets – to receive an update

14. 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 Terms of Reference – to consider adopting
- d) Social Media policy – to consider adopting

15. Cemetery Regulations & Memorial Inspection regime - to review

16. Recreational facilities

- a) General maintenance items highlighted in the monthly/annual inspection reports for the playpark and MUGA – to receive an update
- b) To consider quotes for i) repairs to timber trail ii) repairs to Multi-play iii) play park signage
- 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

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 8 October 2024, 6.30pm at Merryfield Hall**