

Minutes of the EXTRAORDINARY Meeting of Iltton Parish Council held in Merryfield Hall on
Tuesday 25 June 2024 at 6.30p.m.

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) and ten members of the public

2024/112 Apologies: None received

2024/113 Declarations of Interest: There were no declarations of interest.

2024/114 **Items to be dealt with after the public, including the press have been excluded –**
agenda item 5 as it is a commercially sensitive matter

2024/115 Public Participation

Public: Historic Parish Council minutes record costings for hire of the football pitch, purchase of white lining paint and running costs for the tractor. The Parish Council needs to clarify procedures for the use of volunteers to help with maintenance of the football pitch.

Council: These matters are currently under discussion.

Public: An Ornamental Cherry Tree has been offered to the Parish Council.

Council: Cllr J Bennett will feedback re location for planting the tree in the Autumn.

Public: There is already a defibrillator at the Village Hall. Would it be a good idea to also have a Blood Control Kit in situ?

Council: Cllr S Ripley (IPC rep on Village Hall Committee) will follow up this matter.

Public: Has the Parish Council seen the grass contractor's Health & Safety and insurance documents?

Council: The Council has copies of contractor PLI, H&S policy and Waste Carrier Licence but not Risk Assessments. The documents have been requested.

Public: Will the contractor be stopped from working until the documents are supplied?

Council: This matter is due to be discussed under agenda item 5 in closed session.

Public: Has the Parish Council got a Health & Safety representative in place yet?

Council: A suitably qualified local resident is advising the Council regarding H&S procedures and documentation.

Public: There is a rumour that the children are not allowed to play on the football pitch until a Risk Assessment has been carried out.

Council: This is just a rumour.

Public: Has the Cricket Club got PLI to cover the use of the car park or is that provided by the Parish Council's PLI?

Council: The Parish Council's PLI covers the use of Parish Council assets.

Public: Somerset FA previously advised that football teams could not use Iltton football pitch unless showers and changing rooms were available. There are practical problems involved in the installation of these facilities on the Rec Field due to access to the sewers.

Council: Cllr J Bennett will feedback to the member of public regarding this matter after the meeting.

Public: As the Cricket Club uses the Council owned Copse Lane car park free of charge, could the Council not ask the Cricket Club for use of their changing rooms when football teams hire the Rec Field pitch?

Council: The Cricket Club is a private club providing facilities for its members.

**COUNCIL RESOLVED TO GO INTO CLOSED SESSION FOR AGENDA ITEM 5 AS IT IS A
COMMERCIALLY SENSITIVE MATTER**

PROPOSED BY AG; SECONDED BY JE. ALL IN FAVOUR.

Members of the public left the meeting at this point.

Council expressed concern that the contractor had not supplied the Method Statement and site-specific Risk Assessments for the contract. Provision of the documents is detailed as a requirement in the original tender document. The Clerk will contact the contractor by telephone in the morning to advise that he cannot carry out any further work on any site until the relevant Risk Assessment has been supplied. The contractor will be given 7 days to produce all the outstanding documents. The Clerk will also confirm this in writing to the contractor.

2024/116 Grass cutting contract: to consider the quote received from GM Countryside Services for additional maintenance work at the Rec Field

- i. To consider the quote received for additional works and whether this constitutes an extension of the existing contract thereby removing the requirement to seek two other quotes for best value purposes (in line with Fin Regs 5.12 iii))**

Council considered the quote received but did not vote on whether the quote for additional works could constitute an extension to the existing contract.

- ii. To consider for approval the quote received and funding allocation (precept budget/EMR)**

Council did not vote to approve the quote as additional works but considered a variation in the Scope of Works in the existing contract **for 2024/25** (in line with section 16).

COUNCIL RESOLVED TO APPROVE THE VARIATION IN THE CONTRACT

**PROPOSED BY AG; SECONDED BY NM. MAJORITY IN FAVOUR. 5 IN FAVOUR. 1 AGAINST. 1
ABSTAIN. 1 COUNCIL MEMBER DID NOT TAKE PART IN THE VOTE**

(see letter to GM dated 27 June 2024 and Scope of Works Revised June 2024 for further detail)

Council noted that if the contractor does not comply with the variations in the Scope of Works for the contract, section 15 of the contract may apply.

- iii. To consider for approval an addendum to the existing contract, comprising the agreed additional works with prices to include specification of frequency of tasks during the growing season**

Council agreed that the Clerk would write to GM giving 7 days' notice of the variation to the contract. A formal addendum to the contract would ultimately need to be drawn up.

- iv. To consider whether the addendum relates to 24/25 or all 3 years of the existing contract**

Council agreed that the variation to the contract would apply to 24/25 only.

SEE CONFIDENTIAL REPORT AS APPENDIX TO THESE MINS

Members of the public returned to the meeting

Initial

2024/117 Grass cutting equipment – to consider the annual servicing of the Council’s grass cutting equipment (pedestrian mowers, strimmers, tractors) and the approval of associated costs

Councillor Vance proposed that the servicing of the tractor is considered separately to the servicing of the strimmers & mowers

PROPOSED BY BV; SECONDED BY LP. MAJORITY NOT IN FAVOUR. 3 IN FAVOUR. 4 AGAINST. 1 ABSTAIN

COUNCIL RESOLVED TO APPROVE THE ANNUAL SERVICING OF THE COUNCIL’S GRASS CUTTING EQUIPMENT (PEDESTRIAN MOWERS, STRIMMERS & TRACTOR) AND THE APPROVAL OF ASSOCIATED COSTS

PROPOSED BY JB; SECONDED BY IS. MAJORITY IN FAVOUR. 6 IN FAVOUR. 1 AGAINST. 1 ABSTAIN

Provisional quotes received indicate that the servicing of the tractor will come in under £500 excluding VAT and that the servicing of the mowers & strimmers will also come in under £500 excluding VAT. In line with Fin Regs, the Clerk will obtain comparison quotes to ensure best value.

The meeting closed at 8.15pm

Date of next meeting:

Parish Council Meeting: Tuesday 16 July at 6.30pm at Merryfield Hall

Signed

Date

Initial