

# ILTON PARISH COUNCIL

21 May 2025

To all Councillors

You are summoned to attend the **Annual Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 27 May 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.

- 1. Election of Chairman & signing of Declaration of Acceptance of Office**
- 2. Election of Vice-Chairman**
- 3. Apologies and reasons for absence**
- 4. 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.
- 5. Items to be dealt with after the public, including the press have been excluded**
- 6. Public Participation**
- 7. Somerset Council Councillor Report**
- 8. Minutes of the Parish Council Meeting of 11 March 2025:** To consider for approval as a true record of the meeting & consider any matters arising
- 9. Minutes of the Parish Council Extraordinary Meeting of 16 April 2025:** To consider for approval as a true record of the meeting & consider any matters arising
- 10. Minutes of the Parish Council Extraordinary Meeting of 20 May 2025:** To consider for approval as a true record of the meeting & consider any matters arising
- 11. Governance**
  - a) To review Standing Orders – to consider amendments in line with NALC guidance
  - b) To review Financial Regulations – to consider amendments in line with NALC guidance
  - c) To review committee structure and TOR including delegation – to agree committees and membership including Chairman
  - d) To review Councillor areas of responsibility
  - e) To review members' Register of Interests
  - f) To review arrangements with other local authorities, not-for-profit bodies and businesses
    - i) Memorandum of Agreement for Community Plots
  - g) To review Insurance provision – to consider quotations for 25/26
  - h) To review the policy review schedule (update the Annual Cycle accordingly)
  - i) To review Business Risk Management document
  - j) To review Volunteer TOR and forms – defer
  - k) To review Co-option procedure - defer
  - l) To review the Council's expenditure incurred under s137 of the Local Government Act 1972
- 12. Planning Applications:** To consider any applications received since the last meeting
- 13. Accounts and Financial Information 2024/25:**
  - a) To receive the report from the Internal Auditor and note recommendation for Investment Strategy
  - b) To approve and sign the AGAR Annual Governance Statement 2024/25
  - c) To approve and sign the AGAR Annual Accounting Statements 2024/25

*Annie Dallaway - Clerk to Ilton Parish Council*

[clerk@iltonparishcouncil.gov.uk](mailto:clerk@iltonparishcouncil.gov.uk)

- d) To approve the period of notice for the exercise of public rights: Tuesday 3 June – Monday 14 July 2025

#### **14. Accounts and Financial Information 25/26:**

- a) To receive and sign the bank reconciliation to 30/04/2025
- b) To receive the Summary Receipts & Payment report up to 30/04/2025
- c) To approve payments requiring authorisation for May 2025
- d) To approve amendments to the bank mandates and signing instructions
  - i) Lloyd's bank (3 accounts) – addition of the new Clerk as Full Access signatory with access for online banking
  - ii) Lloyd's bank – signing instructions to be any two signatories. To review process for authorisation of on-line payments
  - iii) Bath Building Society – addition of the new Clerk as signatory

#### **15. Grass cutting contract 2025/26**

- a) To confirm arrangements for cutting of football field
- b) To consider paying for the grass to be picked up on the Village Green and in the play park (additional to contract price)

#### **16. Recreational facilities**

- a) IYFC hire of football pitch – to receive an update and consider proposals for hire arrangements and maintenance for 2025/26
- b) Light at entrance to Rec Field – to agree specification
- c) Play area equipment – to consider purchase of new equipment to replace bike track

#### **17. Environment matters:**

- a) Brook Green – to review signage and consider updating the Interpretation Panel
- b) Rec Field drainage survey – to consider quotes for drainage survey
- c) Rec Field development – to consider quotes for removal of soil mounds
- d) Churchyard Tree Survey – to consider report and recommendations and approve funding as necessary
- e) Village Green – to consider the installation of boulders on part of the Village Green to prohibit parking
- f) Footpath report – defer
- g) Protocol for vol activity on SC land and assets – to receive an update

#### **18. Employment matters**

- a) Clerk/RFO position - to confirm the offer of employment (following the receipt of references)
- b) Clerk/RFO employment contract – to consider for approval and signing

**Date of next meeting:  
Parish Council Meeting 24 June 2025, 6.30pm at Merryfield Hall**