

**Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on Tuesday
10th May 2022 at 6.30 p.m.**

2022/68 Attendance and Apologies

| Present | Apologies | In Attendance |
|---|--------------------------------|-------------------------|
| Mr I Sherwood Mrs M Bullock Mrs R Burt Mr G MacKenzie-Green Mr N Matravers Mr A Pidgeon Mr A Gordon Mrs E Simpson Mrs K Larsson Ms J Roundell Greene (County Councillor) | Mr A Dance (County Councillor) | 8 members of the public |

2022/69 Election of the Chair of the Parish Council

Mr Sherwood was proposed by Mr MacKenzie-Green, seconded by Mr Pidgeon. 6 councillors voted in favour and 1 against. Mr Sherwood was duly elected as Chair. The declaration of acceptance was signed by Mr Sherwood.

2022/70 Election of the Vice Chair of the Parish Council

Mr Pidgeon was proposed by Mr MacKenzie-Green, seconded by Mrs Bullock. Mrs Simpson was proposed by Mr Sherwood, seconded by Mr Matravers.

Election was decided by a vote of 4 in favour of Mr Pidgeon and 3 in favour of Mrs Simpson. Mr Pidgeon was duly elected as Vice Chair.

2022/71 Parish Council Vacancies

Following the elections, there is one remaining vacancy on the Parish Council.

2022/72 Review of Individual Areas of Responsibility

Areas of responsibility were agreed as follows:

| | |
|--------------------------|---|
| Community Engagement: | Mrs Simpson |
| Planning: | Mrs Burt, with support from Mrs Simpson |
| Highways: | Mrs Burt |
| Highways – A358 Upgrade: | Mr Matravers |
| Footpaths: | Mr Matravers |
| Brook Green: | Mr Sherwood |
| Ranger: | Mr Sherwood |
| Play Park: | Mrs Bullock |
| Recreation Field: | Mr Pidgeon & Mr MacKenzie-Green |
| Cemetery: | Mr Pidgeon & Mr MacKenzie-Green |
| Churchyard: | Mr Pidgeon & Mr MacKenzie-Green |
| Village Trough: | Mrs Simpson |
| Neighbourhood Watch: | Mrs Bullock |
| Skatepark Fundraising: | Mr Gordon |

2022/73 Review of Standing Orders, Financial Regulations and Code of Conduct

Standing orders and financial regulations have had a number of updates and require a full review. These will be presented for approval at the next meeting.

An updated version of the Code of Conduct was circulated to all councillors prior to the meeting. All councillors were in favour of adopting the new Code of Conduct.

2022/74 Councillor Training

Details of training offered by the Somerset Association of Local Councils (SALC), available to all councillors has been circulated. The new Code of Conduct requires all councillors to attend code of conduct training.

It was proposed that councillors also attend Roles and Responsibilities training as a minimum. All councillors were in favour of attending the Code of Conduct and Roles and Responsibilities training provided by SALC.

Dates will be re-circulated by the Clerk for councillors to advise suitable dates.

ACTION – The Clerk / All Councillors

2022/75 Review Insurance Cover

Insurers to be contacted to add Clerk's laptop to policy. All other insured sums were agreed as appropriate.

ACTION – The Clerk

2022/76 Review Membership of Other Bodies

All councillors approved continuing with membership of Somerset Association of Local Councils and the Playing Fields Association.

2022/77 Minutes of the Ordinary Parish Council meeting held on 12/04/2022

Councillors approved the minutes which were duly signed by the Chair.

2022/78 Report by County Councillor

Elected councillors are Adam Dance and Jo Roundell Greene. They will alternate attendance at the meetings going forward.

There is a full council meeting on 25th May, where responsibilities will be decided and we will receive a further update following that.

2022/79 Planning Applications

- a) Application: 21/03314/FUL
 Proposal: Erection of farm buildings
 Location: New Farm, Ilford Lane, Ilminster TA19 9ED

- b) Application: 21/03315/FUL
 Proposal: Siting of a mobile home to provide a rural worker dwelling.
 Location: New Farm, Ilford Lane, Ilminster TA19 9ED

The applicants attended the meeting, and were given an opportunity present background information and answer questions about the applications.

All councillors voted in favour of the applications. Comments have been submitted to SSDC planning department.

2022/80 Accounts and Financial Information

Expenditure Procedure

It was agreed that the following necessary items could be purchased without first presenting to the council:

- Fuel for mowers/tractor as needed.
- Items for emergency repairs to grass cutting equipment up to £30.
- Stationery items for use by the Clerk
- SALC training courses where there is a time-sensitive requirement to book

Other items must be presented to the council for approval before any purchases. In urgent circumstances there is a process for approval up to a maximum of £500; the Clerk should be contacted to make these arrangements.

Payments and Receipts

The Clerk advised that due to the transfer of the banking mandate not yet being complete, the full months financial report cannot be prepared. Once the transfer is complete and the Clerk has access to the bank accounts, this will be circulated.

The following cheques were raised:

| | |
|-------------------|---|
| 001441 - £ 372.00 | Paddock Fencing, Jubilee oak tree guard |
| 001442 - £ 117.15 | A. Pidgeon, Plaque for Jubilee tree & FWG expenses |
| 001443 - £ 11.25 | Parrett Drainage, Agricultural drainage rates |
| 001444 - £ 372.96 | SSDC, Ranger for March |
| 001445 - £ 118.00 | Cad Green Garage, Diesel for mower |
| 001446 - £ 90.00 | Elite Playgrounds, Monthly playground inspection fees |
| 001447 - £ 28.14 | A. Pidgeon, Petrol for trimmers |
| 001448 - £ 853.72 | BHIB, Annual insurance renewal |
| 001449 - £ 55.00 | MACs Printing, Community engagement flyer |
| 001450 - £ 429.07 | K. Larsson, Salary & expenses |
| 001451 - £ 43.26 | R. Burt, Retiring clerk gift re-imburement |

2022/81 Community Engagement

Mrs Simpson wished to thank all the volunteers that helped deliver the flyers throughout the whole village.

The new Facebook page now has in excess of 150 followers, with between 630 and 650 views each week. All members of the public can view the page; Facebook users can comment on posts, but only administrators (Mrs Simpson and The Clerk) can add posts to the page. Lots of positive verbal feedback on the page has been received.

A number of compliments have been received regarding the recreation field on Facebook.

Volunteer Groups

The footpath walking group now has 11 volunteers.

There are not yet enough volunteers to organise the litter pick day. A request for volunteers will be added to the next edition of the Merryfield Messenger.

ACTION – The Clerk

Engagement with Dog Walkers

The dog warden was contacted for some additional signs. Unfortunately, they do not have any that can be supplied but can provide an electronic version we can use.

It was noted that the situation regarding off-lead dogs and waste not being picked up has greatly improved on the recreation field. It is felt that if the situation continues as it is, there will be no need for further action on the matter. An update will be added to the Merryfield Messenger.

ACTION – The Clerk

Mrs Simpson suggested a review of the signage around the recreation field take place and a proposal for any replacements / additional signs be presented at the next meeting.

ACTION – Mrs Simpson / Mr MacKenzie-Green

Initial options have been looked at by Mrs Simpson and the Clerk for a new Parish Council noticeboard. Proposal for the replacement will be carried forward to next month.

ACTION – The Clerk

2022/82 Footpaths

Volunteers have been making progress clearing one of the paths. This has met with some objection from a nearby property owner and the owner of land adjoining the path. There is livestock in land adjacent to the path so a kissing gate may need to be installed to contain the animals.

Sam Jackson from SSDC to be engaged for advice on the objections received and re-opening of this path.

ACTION – Mr Matravers

Merryfield Moated Site

Accessibility to the site is unknown at present, Mr Matravers to look at possible access, if there are any existing footpaths and try and establish who the landowner is. The deadline to register unmapped public footpaths is 2026.

ACTION – Mr Matravers

2022/83 Recreational Development / Playing Field

At least half of the volunteers have unfortunately had covid over the last few weeks, resulting in upkeep around the village getting behind. Mr MacKenzie-Green apologised for this but was pleased to report they were now catching up on the grass cutting.

Young Person of the Month

Mr MacKenzie-Green proposed a new incentive of “Young Person of the Month” be launched by the Parish Council. Inspired by a local boy finding some property of the council and ensuring it was kept safe and returned.

The proposal is for the village to nominate young people who have made a difference in their community, and the Parish Council will vote who to award this to at the monthly meetings. The winner would receive a certificate and a £10 award.

All councillors voted in favour of the new incentive, and agreed to present the first award to Daniel, who found and made sure the property he found was returned.

Planters

A proposal was previously put forward to add raised planters to the field, but consideration was needed with regards to watering. The field working group have re-thought and would still like to go ahead, but keep the planters at low level to benefit from the moisture in the ground. Costs will be presented for the next meeting.

Jubilee Oak Tree Guard

The guard has been ordered and confirmed by the supplier. It was requested if this could be followed up for a delivery date.

ACTION – The Clerk

Field Working Group Terms of Reference

A final amendment has been requested in relation to discussions held outside of the communication link. Mr Sherwood / Mrs Simpson to send some proposed wording to Mr Pidgeon.

ACTION – Mr Sherwood / Mrs Simpson

Mrs Bullock advised that some suckling's have been offered by local residents. It was agreed these should be accepted and planted later in the year.

Mrs Simpson requested she is sent updates from the field working group so she can post on the Facebook page.

ACTION – Mr Pidgeon / Mr MacKenzie-Green

2022/84 General Maintenance - Ranger Scheme

We have been advised that Highways will not be cutting the grass verges and splays until after 7th June, and that they will only be cutting them once per year.

Mr Sherwood proposed using an additional 5 days with the Ranger to cut the verges over the coming weeks as one cut by Highways will not be enough.

Mr MacKenzie-Green seconded the proposal and all councillors voted in favour.

ACTION – Mr Sherwood

2022/85 Cemetery

It has been reported that a vehicle has been accessing the cemetery late at night. A padlock will be purchased to lock the vehicle access gate and prevent further occurrences. Mr Sherwood and Mr MacKenzie-Green will hold keys should access be required through the vehicle gate.

ACTION – Mr Sherwood

The field working group have asked if it is possible to level graves in the cemetery to assist with grass cutting. It is understood that permission is needed to level graves if there are living relatives. Regulations for working on graves to be checked.

ACTION – Mrs Burt

2022/86 Churchyard

Grass was cut the previous week. The Ranger will be tending to the churchyard on his next visit.

2022/87 Recreation Ground Play Park

As part of the councillor responsibilities, Mrs Bullock has been asked to provide a brief report to the Clerk following her walk-rounds of the play park.

There have been some issues reported of children burning aerosols in the play park.

The gate has not yet been installed to the entrance where Western Power carried out emergency works. Re-instatement had not been completed to a satisfactory standard; hence our play park inspector was unwilling to install the gate. Western Power to be contacted to ensure area is re-instated satisfactorily so gate may be installed.

ACTION – Mr Pidgeon

2022/88 Brook Green

Mr Sherwood asked if any tree stumps could be sourced to prevent vehicles driving on the banks. Some trees have been felled on a nearby farm and we may be able to use these with their permission. Farm owners to be contacted.

ACTION – Mrs Burt / Mr Matravers

The damaged bridge will be repaired by our handy-person over the next few weeks. It is currently roped off to prevent use.

2022/89 Highways

Grass cutting is planned only once per year, after June 7th.

A ditch has formed along one side of Merryfield lane. This has been reported to highways.

Mr Sherwood recently contacted the resident businesses at Ilton business park requesting care be taken when driving through the village.

Markings at the “pinch point” along Church Road are worn and difficult to see. To be reported to Highways.

ACTION – Mrs Burt

Parking at the junction of Frost Lane into the main road through Ilton reported as potentially dangerous by a resident. Rules for parking at junctions to be investigated to see if any action can be taken.

ACTION – Mrs Burt

A358 upgrade – The most recent update forum was being held at the same time as this months council meeting so unfortunately Mr Matravers was unable to attend.

2022/90 Queens Platinum Jubilee

The lottery funding application has been declined, but Mr Gordon has requested it be re-considered and is awaiting a further response.

If the application is not successful, local businesses could be contacted to donate or sponsor the feature for the recreation field.

Mr Pidgeon proposed that a c.20ft flag pole be erected on the village green to mark the Jubilee at an estimated cost of £90. Mrs Bullock offered to make bunting.

Mr Sherwood seconded the proposal; all councillors voted in favour.

ACTION – Mr Pidgeon / Mrs Bullock

Mr MacKenzie-Green proposed we also source flags for use during other nationally recognised days. Mrs Simpson seconded the proposal; all councillors voted in favour of purchasing the following flags: England, Wales, Scotland and Ireland.

ACTION – Mr Pidgeon

Beacon

Insurance requirements were circulated to Mr Pidgeon and Mr MacKenzie-Green to ensure the bonfire could be managed safely.

The bonfire will be built during the day on Thursday and supervised until fully extinguished.

There will be 3 x first aiders and a minimum of 3 marshals. Hatch Fireworks have kindly agreed to assist with barriers for the bonfire.

Notice of the event will be provided to the local fire and police a minimum of 7 days in advance.

The beacon is due to be lit at 9.45pm.

ACTION – Mr MacKenzie-Green / Mr Pidgeon

2022/91 Matters and items to report

Neighbourhood Watch

Mrs Bullock was asked to make contact with the PCSO to see if they can attend future meetings.

Mrs Bullock receives updates from a neighbourhood watch group, which will be circulated to all members and added to the noticeboard as appropriate.

ACTION – Mrs Bullock / The Clerk

Overflow Car Park Valuation

An opinion was sought from an architect to give an indicative land valuation. It was suggested that the land, with planning permission for 2 x semi-detached properties (4 dwellings in total) would have a value of around £180-200,000.

Other Items

Holes are now required for installation of the posts at the recreation field entrance to prevent vehicle access. A quote to hire a digger for this is required.

ACTION – Mr MacKenzie-Green

The Parish Council have received three comments from residents with regards to a refused retrospective planning application in Isle Abbots. It has been reported that work has continued at the location. Planning enforcement to be contacted for an update on current situation.

ACTION – Mrs Burt

Mr MacKenzie-Green requested Mr Matravers look into possibility of moving a pile of spoil behind panels in the cemetery.

ACTION – Mr Matravers / Mr MacKenzie-Green

It was agreed to produce a list of responsible parties and contact details to be made available to all residents on noticeboards, Facebook and the Parish Council website.

ACTION – The Clerk / Mr Sherwood

Mr Gordon requested the information including costings for the skate park proposal were forwarded to him so he can start to look into the fundraising.

ACTION – The Clerk

Larkfleet have completed the fencing around the pond and ditch. A life buoy and 'deep water' signage has been requested.

Mrs Simpson purchased 2 plants for the village trough. All councillors approved the purchase.

Items carried forward to next month: Notice board; Bin in playpark

ACTION –The Clerk

Mrs Simpson wished to express thanks on behalf of the council to the new Clerk, Mrs Larsson, for her work so far and the extra hours invested to ensure a smooth transition following the previous clerks retirement.

2022/92 Date of next Ordinary Parish Council Meeting

The next ordinary meeting of Ilton Parish Council will be on Tuesday 14th June 2022 at 6.30 p.m. in Merryfield Hall.

The meeting finished at 9.20p.m.

Ian Sherwood, Chairman