

**Minutes of the Annual Meeting of Ilton Parish Council held in Merryfield Hall on
Tuesday 9th May 2023 at 7.45 p.m.**

2023/77 Election of Chair of the Parish Council

Cllr Simpson was proposed as Chair by Cllr Pike, seconded by Cllr Sherwood. No further nominations received. Agreed unanimously.

2023/78 Declaration of Acceptance of Office by the Chair

Cllr Simpson duly read and signed the Declaration of Acceptance of Office, witnessed and signed by the Clerk.

2023/79 Election of Vice-Chair of the Parish Council

Cllr Gordon was proposed as Vice-Chair by Cllr Matravers, seconded by Cllr Tarrant. No further nominations received. Agreed unanimously.

2023/77 Attendance and Apologies

Present: Cllrs Simpson, Sherwood, Ripley, Pike, Kelaart, Tarrant, Gordon and Matravers and Mrs Larsson (Clerk)

Apologies: Cllr Roundell Greene & Cllr Dance

In attendance: 2 members of the public.

2023/78 Declarations of Interest There were no declarations of interest.

2023/79 Somerset Council Councillor Reports

A written report from Cllrs Roundell Green and Dance will be published on the Parish Council website.

2023/80 Review of Individual Areas of Responsibility

The following was agreed

- a. Community Engagement – Cllr Simpson
- b. Community Networking, including LCN's – Cllr Tarrant
- c. Village Facilities & Amenities – Cllr Kelaart
- d. Village safety - Cllr Pike
- e. Recreation Field, including development and maintenance – Cllr Pike & Cllr Sherwood
- f. Childrens Play Park – Cllr Sherwood
- g. MUGA & Fitness Equipment – Cllr Kelaart
- h. Brook Green Maintenance – Cllr Gordon
- i. Ranger & grass/hedge cutting (external contractor) – Cllr Sherwood
- j. Footpaths – Cllr Ripley
- k. Village Maintenance – Cllr Matravers
- l. Highways (including A358 dualling) – Cllr Matravers
- m. Planning – Cllr Gordon

The following was agreed for representation/support to outside organisations and activities:

- a. Defibrillator Committee – Cllr Ripley
- b. Remembrance Day Services – TBC

2023/81 Review Standing Orders, Financial Regulations and Code of Conduct

It was agreed to defer full review of the policies until October as they had all been reviewed within the last 12 months.

2023/82 Review Insurance Cover

The clerk advised the council is in the final year of an agreed 3-year undertaking with BHIB Insurance. There had been no change to the requirements for cover.

2023/83 Review Membership of Outside Bodies

Councillors agreed unanimously to continue with membership of the Somerset Playing Fields Association and Somerset Association of Local Councils.

2023/84 Minutes of the Ordinary Parish Council meeting held on 11th April 2023

Minutes were approved unanimously by councillors and signed by the Chair.

2023/85 Planning Applications

- a) 23/00404/FUL Change of Use of land to a travelling caravan site consisting of 3 No. pitches each containing 1No mobile home, 1No touring caravan, 1No utility dayroom and associated works (partly retrospective)

The applicant was in attendance and offered some additional information relating to drainage of the site. After discussion, the council voted and was split 4 to object and 4 to comment no objection to the proposal. The chair used their casting vote to decide to OBJECT to the application.

Full comments on the application were submitted to Somerset Council Planning Services and can be seen in the respective application on the planning portal.

2023/86 Accounts and Financial Information

Financial Report

The financial report for March was circulated and approved by all councillors. It was noted that no invoices for 2023/24 have been raised yet while implementing the new system.

Payments for Authorisation

The schedule of payments was approved by councillors. A list of payments is annexed at the end of the minutes.

Appointment of Internal Auditor

Councillors were notified of the requirement to appoint a new internal auditor in advance of the meeting by email. It is noted that councillors agreed to the appointment of Joanna Simmonds, who will be carrying out the internal audit during May.

2023/87 Coronation Commemorative Ideas

Councillors discussed options for benches and a planter which had been circulated for review. After considering all options, councillors agreed in majority to a bench on a concrete base pad, with a commemorative plaque to be placed on the village green. A maximum spend of £2000 was agreed. The Clerk will advise if the £2183 allocated for a restricted project can be used for this purpose.

It was also agreed that a working party of 3 councillors (SR, LP & NM) will be delegated responsibility for deciding the location on the green for installation.

2023/88 Village Litter Picking

Councillors agreed unanimously to continue with the existing litter picking arrangements, at a cost of £624 per annum. Considering the charge has not increased since the service started in 2020, it was also agreed to cover the costs of safety equipment and consumables. The arrangement will be reviewed again as part of the next annual budget.

2023/89 Young Person of the Month 2023

Two separate nominations were received. The first for 2 children, Nylah and Blake, who have been litter picking along their road, and the second for Finley, who cleared up paint and pots that had been thrown into a ditch on the recreation field.

Councillors agreed to award Young Person of the Month to all nominees as they felt both nominations were equally worthy of the award. Cllr Simpson will arrange presenting their certificates and £10 each.

2023/90 Councillor Updates

Brief updates were provided by councillors on areas of responsibility, key items of note are as follows:

Recreation Field Public Consultation

- Cllr Tarrant will collate responses for the recreation field and Cllr Kelaart for Facilities and Amenities.

Village Safety

- Cllr Kelaart reported that the speed monitoring equipment had been placed along Cad Road.

Recreation Field

- Pot holes in the car park have been filled, but Cllr Matravers reported that the entryway needs better attention. Quotations will be sought.

Footpaths

- Rights of Way are continuing to try and make contact with Merryfield Airfield regarding access for the footpath.
- Cllr Ripley has some footpath arrows to be put up which should help make routes clearer.

Ranger

- Cllr Sherwood advised some verges will need attention as the Highways cutting schedule will not do this soon enough. The Ranger service will be contacted to arrange 2 additional days work.

Cemetery

- The clerk raised the issue of the unsightly 'spoil' pile at the cemetery. It was agreed to obtain quotes for screening this area.

2023/91 Matters for Report

None.

2023/92 Outstanding Actions not covered in agenda items: Outstanding actions were reviewed and an updated list will be circulated to councillors following the meeting.

2023/93 Summary of actions from the meeting

- a) Check allocation of £2183 'restricted' funds for use on Coronation bench – KL
- b) Obtain quotes for concrete pad for Coronation bench – AG
- c) Decide position for coronation bench – NM/LP/SR
- d) Obtain quotations for recreation field car park entryway – NM/AG
- e) Contact Ranger service re. additional days to cut verges – KL
- f) Obtain quotes for screening 'spoil' pile in cemetery - AG

2023/94 Items for the next meeting

- a) Church yard gate replacement
- b) Consultation responses review

Date of next meeting: Tuesday 13th June, at 6.30pm at Merryfield Hall

The Chairman closed the meeting.

Elaine Simpson, Chairman

Annex 1. Payments Authorised

Ilton Parish Council PAYMENTS AUTHORISED

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Total
6	Printing	10/05/2023	1. General Purpose (Unrestricted)		Merryfield Messenger Prin	MACS Design & Print	27.30
7	Training	10/05/2023	1. General Purpose (Unrestricted)		Training	Somerset Association of Local Council	35.00
11	Play Equipment Inspectio	10/05/2023	1. General Purpose (Unrestricted)		Playground Inspection	Elite Playground Inspections	99.00
9	Printing	10/05/2023	1. General Purpose (Unrestricted)		Merryfield Messenger Prin	MACS Design & Print	63.00
10	Printing	10/05/2023	1. General Purpose (Unrestricted)		Printing	MACS Design & Print	166.00
8	Ranger	10/05/2023	1. General Purpose (Unrestricted)		Ranger	Somerset Council	192.07
16	Staff Wages	10/05/2023	1. General Purpose (Unrestricted)		Salary	Kim Larsson	
16	Administration Expenses	10/05/2023	1. General Purpose (Unrestricted)		Salary	Kim Larsson	
12	Insurance	10/05/2023	1. General Purpose (Unrestricted)		Annual Council Insurance	BHIB Council Insurance	917.89
13	Green Space Maintenanc	10/05/2023	1. General Purpose (Unrestricted)		Hedge Cutting	Zac Bessell Agricultural Services	240.00
17	Green Space Maintenanc	15/05/2023	1. General Purpose (Unrestricted)		Litter Picking	Nicola Mackenzie-Green	624.00
						Total	2,926.66

ADDITIONAL PAYMENTS MADE SINCE LAST MEETING

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Total
14	Events	28/04/2023	1. General Purpose (Unrestricted)		Councillor Expenses Reiml	Lorraine Pike	35.92
						Total	35.92