

# ILTON PARISH COUNCIL

Dear Councillors

**YOU ARE SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF  
ILTON PARISH COUNCIL TO BE HELD AT 6.30PM ON TUESDAY 24<sup>th</sup>  
FEBRUARY 2026 AT MERRYFIELD HALL, ILTON**

*Terry Heath*

Clerk to the Parish Council

18<sup>th</sup> February 2026

*During the meeting there will be a public session, up to 30 minutes, to enable the electorate of Ilton to ask questions and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes. The Chair will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.*

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive and record apologies

### **2. DECLARATIONS OF INTEREST IN AGENDA ITEMS**

Members to declare any interests in agenda items

### **3. APPROVAL OF MINUTES**

To **RESOLVE to APPROVE** the minutes of the extra ordinary meeting held on 26<sup>th</sup> January 2025

### **4. PUBLIC SESSION**

Members of the public may raise any appropriate matter for report

### **5. PARISH COUNCIL SURGERY**

Members will receive an update on the issues and enquiries raised during the February 2026 Parish Council Surgery.

The update will outline:

- Matters raised by residents
- Any actions already taken
- Items requiring further investigation or referral
- Recommendations for next steps

## 6. SOMERSET COUNCILLOR REPORT

Members will receive a report from Somerset Council representatives and seek updates on the following matters:

- **Repair to the bin** located by the bus stop
- **Gritting of village roads**
- **Repair to footpaths and clearance of vegetation** on the Spurwells estate

## 7. COUNCILLOR VACANCY

- a. To **NOTE** the resignation of Lorraine Pike as Councillor
- b. An update will be provided on the process to fill the resulting vacancy, including:
  - Notification to Somerset Council and publication of the Notice of Vacancy
  - The statutory period for electors to request an election
  - Next steps depending on whether an election is called or the Council proceeds to co-option
  - Proposed timeline for filling the vacancy and any actions required from Members

Members will be invited to **NOTE** the update and raise any questions

## 8. CLERK VACANCY

The Chair of the Staffing Committee will provide Members with an update on progress to recruit a new Parish Clerk (Proper Officer). This will include:

- A summary of actions completed since the last meeting
- Confirmation of the recruitment timetable
- An overview of applications received
- Next steps, including interviews, and proposed appointment timeline
- Any risks, challenges, or support required from Council to ensure a smooth and timely appointment

Members will be invited to **NOTE** the update and raise any questions or recommendations to support the ongoing recruitment process

## 9. FINANCE

- a. **Bank Reconciliation**  
To **APPROVE** the bank reconciliation statement as of 31<sup>st</sup> January 2026
- b. **Payments and Receipts**  
To **APPROVE** a list of payments and **NOTE** receipts for January 2026 (details circulated)
- c. **Responsible Finance Officer (RFO) Report**  
To **NOTE** receipt of the RFO report and accounting statement for period ending 31<sup>st</sup> January 2026
- d. **Bank Mandate**  
Council to **NOTE** the removal of Lorraine Pike from the Lloyds banking mandate
- e. **Waste Bin Collections**  
Members to **NOTE** a reduction in the price for 2025/2026 from £2,028.00 plus VAT to £1,690.00 plus VAT, following a successful challenge of the original quote provided by Somerset Council

## 10. CEMETERY

The Clerk to **UPDATE** Council on cemetery management activities

## 11. CRICKET CLUB

Council to **APPROVE** the use of Copse Lane Land by Ilton Cricket Club for the 2026 season, subject to the Club's formal acknowledgement of the risk assessment control measures presented to Members at the Extraordinary Meeting held in December 2025 (minute reference 2025/224)

## 12. RISK MANAGEMENT

- a. Members are asked to consider and formally **ADOPT** the 2026 Business Risk Assessment, as prepared and circulated by the Clerk. Adoption will confirm that the Council has reviewed its operational, financial, and governance risks and is satisfied that appropriate controls are in place
- b. Council is asked to **AGREE** that a Risk Management Plan be developed specifically addressing risks associated with the Council's land and physical assets. Members are invited to appoint a small working group to prepare a draft plan for presentation and consideration at a future Council meeting

## 13. TASK AND FINISH GROUPS

### Recreation Field – Cllrs Bennett & Pidgeon

Members to consider and **APPROVE** the contractor to undertake removal of the soil bunds from the car park and the turning of the storage containers. Details of pricing circulated.

If authorised, Members are asked to **APPROVE** the movement of funds from 26/27 Earmarked Reserves (E1) to Cost Centre 5, to be allocated under a new work-package 5.4

### Play Park – Cllr Easterbrook

- a. To **consider and APPROVE** the 2026 annual play area inspection and report to be carried out by the Play Inspection Company at a cost of £144.00 plus VAT.
- b. To **consider and APPROVE** proposed works within the play area, namely:
  - The repurposing of the existing basketball area to accommodate new ground graphics; and
  - The purchase and installation of two free-standing activity panels suitable for toddlers and pre-school children.

Total cost: To be presented at meeting

If authorised, Members are asked to **APPROVE** the movement of funds from 26/27 Earmarked Reserves (E2) to Cost Centre 4, to be allocated under a new work-package 4.3

### Speed Watch – Cllr Vance

To receive a report

### Brook Green information board

To receive a report

### **Closed Churchyard**

To receive a report

### **Grit Bins**

To receive a report

## **14. PROJECT/TASK UPDATES (2025/2026)**

- a. Hamstones - 3 off
- b. Hamstone boulders – Brook Green
- c. Cemetery hedge planting
- d. Play park - safety maintenance tasks
- e. Winter servicing of equipment

## **15. PLANNING**

To **NOTE** the position of current and determined planning applications (circulated)

## **16. COMMUNITY AND OPERATIONS**

- a. **Volunteer Group**  
Cllr Pidgeon to **REPORT** on tasks delivered since the last meeting
- b. **Parish Ranger**  
To receive a report on completed tasks and **APPROVE** a prioritised list of future tasks
- c. **Community Safety**  
To raise any concerns requiring action
- d. **Highways Matters**  
To raise any concerns requiring action

## **17. CORRESPONDENCE**

- a. To **CONSIDER** any correspondence that requires a Council decision or response
- b. Members to **NOTE** a Freedom of Information request submitted to the Parish Council on Monday 16<sup>th</sup> February 2026 with a response required to be issued by Friday 13<sup>th</sup> March 2026
- c. **UPDATE** on engagement with
  - Abri
  - Somerset Council

## **18. COUNCIL ADMINISTRATION**

- a. Members to advise the Clerk of items for the March 2026 meeting
- b. The date of the next full Council meeting is Tuesday 24<sup>th</sup> March 2026
- c. Members to **NOTE** the 2026 Annual Parish Meeting is scheduled for Tuesday 12<sup>th</sup> May 2026, commencing at 7:00pm
- d. Members to **NOTE** the date for the 2026 Internal Audit has been set as Monday 13<sup>th</sup> April 2026.

**END OF AGENDA**