

**Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on
Tuesday 16 April 2024 at 6.30p.m.**

Present: Cllrs: J Bennett (Chair), A Gordon (Vice Chair), S Calvert, J Easterbrook, N Matravers, L Pike, S Ripley, I Sherwood.

In attendance: Mrs A Dallaway (Clerk/RFO) and three members of the public.

2024/57 Apologies: Cllr W Vance

2024/58 Declarations of Interest: There were no declarations of interest.

2024/59 Somerset Council Councillor Report

There were no representatives from Somerset Council in attendance.

2024/60 Minutes of the Parish Council Meetings: to approve minutes as a true record

a) Ordinary Parish Council meeting held on the 12 March 2024

Council noted an amendment to 2024/44 – Cllr N Matravers to sit on the Finance Committee with Cllr J Easterbrook and Cllr S Calvert.

**COUNCIL RESOLVED TO APPROVE THE MINUTES AS AN ACCURATE RECORD
PROPOSED BY LP; SECONDED BY IS. ALL IN FAVOUR**

b) Extraordinary Parish Council meeting held on 22 March 2024

**COUNCIL RESOLVED TO APPROVE THE MINUTES AS AN ACCURATE RECORD
PROPOSED BY IS; SECONDED BY SC. MAJORITY IN FAVOUR** (Cllr S Ripley abstained as she had

not seen the minutes)

c) Extraordinary Parish Council meeting held on 9 April 2024

**COUNCIL RESOLVED TO APPROVE THE MINUTES AS AN ACCURATE RECORD
PROPOSED BY IS; SECONDED BY AG. ALL IN FAVOUR**

Cllr N Matravers arrived at 6.40pm

2024/61 Annual Parish Meeting: to review arrangements

The Annual Parish Meeting should be scheduled between 1 March and 1 June. This is a meeting for all of the electorate to attend to raise any parish matters. It is not a Council meeting but is chaired by the Chair of the Council if present. Council agreed to schedule the meeting for Tuesday 21 May, 6.30pm. The Clerk will issue the public notice of the meeting seven clear days in advance. The format of the meeting will be reports from the Parish Council and Somerset Council, reports from key community groups and an open forum. The Clerk will write to community group representatives to ask if they would like to send a written report in advance of the meeting which can be displayed on the Parish Council website. Tea and coffee will be available at the meeting.

2024/62 Planning Applications:

24/00568/FUL: Ilford Farm, Ilford, Ilton TA19 9EB Erection of storage building for use by existing agricultural small holding.

**COUNCIL RESOLVED NO OBJECTIONS TO THE APPLICATION
PROPOSED BY AG; SECONDED BY SR. ALL IN FAVOUR**

Council was pleased to note that the application includes water storage tanks on site to help prevent run off on to highways and ditches.

2024/63 Accounts and Financial Information

a) To receive the financial statement up to 31/3/2024

Council noted that the Summary Receipts & Payments report was complete up to 13 March 2024. The Clerk will update Scribe with all March payments and receipts and complete the year end bank reconciliation. The Council has not yet heard from PKF Littlejohn regarding the External Audit procedures. The Internal Audit is scheduled for 30 May 2024.

b) To approve the Schedule of Payments for April 2024

**COUNCIL RESOLVED TO APPROVE THE PAYMENTS i to xi but to withhold payment for xiii pending clarification of the invoice from Somerset Council
PROPOSED BY LP; SECONDED BY IS. ALL IN FAVOUR**

**COUNCIL RESOLVED TO APPROVE PAYMENT for xii but to issue a cautionary note that the bill should be reduced in future if the full schedule of works is not completed
PROPOSED BY JB; SECONDED BY SC. MAJORITY IN FAVOUR**

Cllr A Gordon voted against as the contractor had not cut all of the field due to the ground being wet but the invoice amount had not been reduced accordingly.

Cllrs J Easterbrook, N Matravers and S Ripley abstained from the vote.

Note that a casting vote from the Chair was not ultimately required to establish a majority as the abstentions are not included in a vote.

- i. Elite Playground Inspections – Playground Inspections March £99.00
- ii. Elite Playground Inspections – Playground Inspections April £90
- iii. Somerset Association of Local Councils – Councillor training £125
- iv. Somerset Association of Local Councils – Councillor training £125
- v. Somerset Association of Local Councils – Councillor training £25
- vi. Somerset Association of Local Councils – Councillor training £25
- vii. Somerset Association of Local Councils – Councillor training £75
- viii. Jacqueline Bennett – Reimburse HMRC payment £11.55
- ix. K Fullerton – Locum Clerk services March 12 meeting £175.30
- x. George Montague Countryside Services – Church yard grass cutting £450
- xi. George Montague Countryside Services – Contract payment £3480 (1 of 7)
- xii. George Montague Countryside Services – Rec field grass cutting £594
- xiii. Somerset Council – grass cutting Copse Lane rec field £602.70

2024/64 Councillor areas of responsibilities: to receive an update

Local Community Network (Cllr L Pike): 21 March 2024 LCN minutes previously circulated including details of a presentation from the Civil Contingency Team.

Green Spaces (Cllr I Sherwood): Discussion took place regarding how best to organise one-off smaller, maintenance jobs. Some jobs are suitable for a contractor and funding will need to be approved by Full Council in line with Fin Regs. However, some jobs may be suitable for volunteers or working parties organised by the Parish Council. The Clerk will contact Somerset Council to clarify the availability of a Road Warden Scheme which provides training and insurance to support Parish Councils to carry out minor works adjacent the highway within the parish.

ACTION: CLERK

Recreation Field (Cllr N Matravers): The drainage project is still being researched. The Council will seek to obtain three quotes once a job specification is approved.

Footpaths (Cllr S Ripley): The PROW team will be contacted regarding repairs to the footpath from Brook Green to Braydon.

ACTION: CLLR S RIPLEY

Rec field development: The Council has received a quote for a shelter for the recreation field.

Initial

Cemetery (Cllr J Bennett): The contact details on the signage need updating.

ACTION: CLERK

2024/65 Staffing Committee: to note the draft minutes of the meetings on 16 and 23 February

Council noted the draft minutes of the meetings on 16 and 23 February which will be formally approved at the next meeting of the Staffing Committee.

2024/66 Finance Committee: to agree the draft Terms of Reference

Minor amendments were proposed to approve the Committee Chair at the Annual Meeting and to issue meeting agendas with three clear days' notice in line with Council's Standing Orders.

COUNCIL RESOLVED TO APPROVE THE TERMS OF REFERENCE SUBJECT TO THE ABOVE AMENDMENTS

PROPOSED BY JE; SECONDED BY SC. ALL IN FAVOUR

2024/67 Copse Lane car park: to consider the removal of the existing charge

Council noted that the car park generates very little annual income. Council agreed that the car park should in future be a free community resource for amenity groups and local residents. Public notices will be displayed advising that any bookings should be directed to the Clerk and that users should remove any litter.

**COUNCIL RESOLVED TO REMOVE THE EXISTING CHARGE FOR COPSE LANE CAR PARK
PROPOSED BY SC; SECONDED BY LP. ALL IN FAVOUR**

ACTION: CLERK

2024/68 Churchyard path: to consider quotes for the repair of the path

Council agreed to defer this item to the May meeting. Cllr Calvert will produce a draft specification of works for approval.

ACTION: CLLR S CALVERT

2024/69 Play Equipment Inspections:

a) To consider the quote for the maintenance of the seesaw

Financial Regulations require Council to strive to obtain three quotes for items in excess of £1K. Council agreed that the seesaw was specialist equipment and one quote was acceptable. Council agreed to fund repairs this time but if significant repairs are needed in the future, consideration will be given to replacing the seesaw with another piece of equipment.

**COUNCIL RESOLVED TO ACCEPT THE QUOTE FOR £1422 FROM ELITE PLAYGROUND
INSPECTIONS**

PROPOSED BY LP; SECONDED BY IS. MAJORITY IN FAVOUR

Cllr S Calvert voted against as she felt if the Council was spending this amount of money, it would be better to purchase a new piece of play equipment.

b) To review the inspection regime

The Clerk will clarify the existing inspection regime and confirm the method of reporting. The Clerk will also contact Somerset Council to see if they offer an inspection service for play areas.

ACTION: Clerk

Council noted that the signage at the play area needs updating.

2024/70 Woodhouse footpath: to consider Council support for the clearance of the footpath

At the discretion of the Chair, Mike Larcombe, the owner of Woodhouse Farm was invited to address the Council.

Mr Larcombe raised matters relating to the footpath between Pennysmead and Woodhouse Farm and matters relating to the covenant for Woodhouse Farm. The Clerk suggested that Mr Larcombe put these matters in writing to the Parish Council and reminded all present that the agenda item was to consider Council support for the clearance of the footpath at Woodhouse Farm.

Initial

Council agreed to set up a working party of volunteers for one-off clearance of vegetation and brambles on the footpath. A Risk Assessment will be produced for the working party. The land-owner will be responsible for future maintenance.

COUNCIL RESOLVED TO ORGANISE A WORKING PARTY (lead members Cllr S Ripley & Cllr N Matravers)

PROPOSED BY JB; SECONDED BY SR. MAJORITY IN FAVOUR

Cllr I Sherwood and Cllr L Pike voted against.

2024/71 Councillor responsibilities: to receive reports

See agenda item 2024/64

2024/72 Community grants: to consider a grants policy and grant form

A draft grants policy and form will be produced and circulated for consideration at the May meeting.

ACTION: CLERK

Dates of next meetings:

Annual Meeting: Tuesday 14 May at 6.30pm at Merryfield Hall

Annual Parish Meeting: Tuesday 21 May at 6.30pm at Merryfield Hall

The meeting closed at 8.40pm

Signed

Date

Initial