

ILTON PARISH COUNCIL
website – iltonparishcouncil.gov.uk

**Minutes of the Extra Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on
Tuesday 22 October 2024 at 6.30pm.**

Present: Cllrs: J Bennett (Chair), J Easterbrook, N Matravers, L Pike, I Sherwood (arrived at 7.15pm), B Vance

In attendance: Mrs A Dallaway (Clerk/RFO) and one member of the public

2024/182 Apologies and reasons for absence:

Apologies for absence were received and reasons accepted for Cllr A Gordon (personal reasons), Cllr S Ripley (personal reasons)

2024/183 Declarations of Interest: There were no declarations of interest at this stage of the meeting.

2024/184 Items to be dealt with after the public, including the press have been excluded: Agenda item 8 (minute ref 2024/189) will be held in closed session due to commercial sensitivity.

2024/185 Public Participation

There was one member of the public in attendance who wished to observe the meeting.

2024/186 Minutes of the 8 October 2024 Parish Council Meeting: to approve the minutes as a true record & consider any matters arising

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

**2024/187 Planning Applications – to receive any planning applications since the last meeting
23/02332/OUT: Land Os 4025 Frost Lane Ilton Ilminster Somerset TA19 9EU.**

Council noted that the applicant is Cllr A Gordon.

Council noted that the applicant had taken action to mitigate against the objections to the previous application for this site. Council resolved to support the application for outline planning permission subject to the proposed dwelling being no more than 1.5 storeys high. The Council stressed that the development should aim to safeguard the privacy of the proposed dwelling and the surrounding dwellings.

The Council noted that it would only support one dwelling in this location.

**COUNCIL RESOLVED TO SUPPORT THE APPLICATION AS DETAILED ABOVE
PROPOSED BY BV; SECONDED BY JE. ALL IN FAVOUR**

The member of the public left the meeting at this point.

2024/188 Remembrance Day – to approve funding for activities

**COUNCIL RESOLVED TO APPROVE £50 FOR ACTIVITIES FROM THE EVENTS BUDGET
PROPOSED BY NM; SECONDED BY BV**

2024/189 Grass cutting contract – to receive an update

At the Chairman's discretion agenda item 8 was moved to the end of the meeting

2024/190 Recreational facilities

a) Timber trail at the play park – to consider quotes for replacement

Two quotes have been received and options considered for repair and replacement of the existing trail or installation of a new trail. Council resolved to approve funding for repair and replacement but noted that if significant repairs are needed in the future, consideration will be given to removing the timber trail.

Initial

**COUNCIL RESOLVED TO APPROVE THE QUOTE FROM DAVE ANDREWS FOR £1160
PROPOSED BY JB; SECONDED BY BV**

Funding from Playpark maintenance budget and Facilities & Amenities EMR.

Cllr I Sherwood arrived at 7.15pm

b) MUGA hire – to confirm existing hire arrangements and advertising

Council reviewed the existing MUGA Conditions of Hire document and the Clerk will amend to confirm that all bookings must be confirmed in writing and the Booking Form completed. Hire rates will be reviewed by Fin Com at the December committee meeting. The MUGA lights are currently set to come on at 4.30pm and to go off at 9.15pm but they are also on a light sensor. Cllr B Vance will organise for an electrician to service the electricity meter and to advise about timed settings.

ACTION: CLLR B VANCE

The Clerk will advertise the MUGA facilities as available for hire on Face Book and will circulate information to neighbouring Parish Councils.

c) Rec Field Working Party – to receive an update and consider tree planting

Council agreed to research tree planting options on the Rec Field. The Council has been offered a number of young trees by local residents. The Clerk will contact SC Tree Officer for advice regarding suitable trees for planting at the Rec Field and advice regarding a suitable location for a small copse of trees. This will be an agenda item for November.

ACTION: CLERK

d) Football goals/nets – to consider purchase of age-appropriate nets

Council agreed to the purchase of age-appropriate football goals/nets for the junior teams to use on the Rec Field, to be funded out of the Rec Field Development EMR. Quotes will be circulated to councillors for consideration at the November meeting.

2024/191 Policy Review

a) Employment policies

i) Expenses (approved Dec 22) – to review

The policy includes the HMRC mileage rates which are not consistent with the mileage rates stipulated in the employment contract (agreed by NALC and SLCC). The policy will be updated to reflect the rates stipulated in the employment contract. Council noted that if mileage rates are paid in excess of the HMRC mileage allowance rate, then the payment must be reported to HMRC for any deduction of tax that might apply.

**COUNCIL RESOLVED TO APPROVE THE AMENDMENTS TO THE EXPENSES POLICY AS
DETAILED ABOVE**

PROPOSED BY LP; SECONDED BY BV

ii)Sickness Absence - to consider draft policy for approval

The Clerk had previously circulated the draft policy which is a NALC template. Council agreed that the Clerk would contact the Chair of Staffing Committee in the event of any absence from work. As the Clerk is currently the only employee and works flexible hours on a part-time basis, it is not necessary for the policy to include the sentence about reasonable time off to attend medical appointments.

**COUNCIL RESOLVED TO APPROVE THE SICKNESS ABSENCE POLICY SUBJECT TO THE
AMENDMENTS AS DETAILED ABOVE**

PROPOSED BY BV; SECONDED BY LP

b) Publication Scheme – to consider draft document for approval

The Clerk will simplify the layout to include the different categories of information and a general statement about documents being available on the website or by contacting the Clerk. Council agreed that due to limited space, the Parish Council noticeboard would only be used to display agendas, statutory notices and the annual Schedule of Meeting dates.

Initial

**COUNCIL RESOLVED TO APPROVE THE PUBLICATION SCHEME SUBJECT TO THE AMENDMENTS AS ABOVE
PROPOSED BY JB; SECONDED BY IS**

2024/192 Projects for 24/25

a) Village signs – to receive an update

The SC Area Highways officer will be carrying out a site visit to approve the proposed locations of the standing stones. Once the locations are approved, an application will be submitted to SC for a S115E licence for the stones on the highway.

b) Bike track at Rec Field – to consider further consultation with the village children

A local contractor has produced a preliminary design for the bike track for consideration. Councillors have visited other local bike tracks for ideas and the Clerk will liaise with the local contractor to revise the preliminary design to create a more challenging route with a hoggin finish. Once design options are in place, consultation will be organised with the young people of Ilton.

ACTION: CLERK

c) Shelter at Rec Field – to agree the specification

This item was deferred to the November meeting.

d) Memorial Cross at the Church – to receive an update

There was no update available. This item will be included on a future agenda when more information is provided from the Church.

**COUNCIL RESOLVED TO GO INTO CLOSED SESSION FOR AGENDA ITEM 8 (deferred from earlier)
AS IT IS A COMMERCIALY SENSITIVE MATTER
PROPOSED JB; SECONDED NM. ALL IN FAVOUR.**

2024/189 Grass cutting contract – to receive an update

The Clerk had sent the contractor a schedule of proposed cuts (weather permitting) for all amenity areas for the remainder of the 24/25 contract term and a letter expressing concern about grass cutting at the Rec Field during very wet weather. Council agreed that it would be useful to arrange a meeting with the contractor to review the contract delivery for 24/25 and discuss terms for 25/26.

ACTION: CLERK

Date of next meeting: Tuesday 12 November at 6.30pm at Merryfield Hall

The meeting closed at 8.30pm

Signed

Date

Initial