

**Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on
Tuesday 13th February 2024 at 6.30p.m.**

2024/17 Attendance and Apologies

Present: Cllrs: Gordon, Pike, Vance, Sherwood, Bennett, Matravers and Ripley.
In attendance: Somerset Council Cllr Roundell Greene and Ms. Fullerton (Locum Clerk) and eleven Members of the public.
Apologies: Cllr Calvert and Somerset Council Cllr Dance

2024/18 Declarations of Interest: There were no declarations of interest.

2024/19 Somerset Council Councillor Report

Cllr Roundell Green advised that there has been a public consultation launched on the Somerset Council 2024/25 budget. There are continuing meetings being held, working on cutting costs and doing everything possible to balance the budget by February when it needs to be finalised. There will be more information coming out to Town and Parish Councils in the coming weeks regarding asset and service devolution. When asked, Cllr Roundell confirmed that the mobile library service was likely to be discontinued. A full written report is due to be sent by Cllrs Roundell Green and Dance and will be circulated to councillors and published on the parish council website once available.

2024/20 Minutes of the Ordinary Parish Council meetings held on the 9th & 23rd of January 2024

Some minor adjustments to the 9th of January Minutes before both sets of Minutes were approved by councillors.

RESOLVED: To accept the Minutes for the 9th and 23rd of January 2024 as a true and accurate record of the matters discussed.

2024/21 Planning Applications

Planning application No.: 23/03105/FUL - Frost Farm, Frost Lane, Ilton, Ilminster TA19 9EU – Proposed alterations to access and the erection of a dwelling.

RESOLVED: To support the application.

ACTION: Clerk

2024/22 Accounts and Financial Information

All reports were circulated to councillors for review in advance of the meeting.

a) To receive the financial statement up to 31/01/24

Members were unsure of the information being provided and felt this may be due to a lack of their understanding of the finances. SALC Cllr training has been arranged to improve understanding of the parish council financial regulations and processes. The Scribe report stated a total payment of £26,338.82 but the bank reconciliation stated total payments of £28,052.93. Members felt their usual Clerk would have been able to explain the discrepancy if present. Members intended to review the bank reconciliation and statements further at the Finance Committee meeting (date to be arranged).

ACTION: Clerk

b) To approve payments requiring authorisation

RESOLVED: To approve the following three payments:

Merryfield Memorial Hall, hall hire £240.00 (2024/7 Minute ref)

Merryfield Memorial Hall, hall hire £192.00

Elite Playground Inspections, playground inspection £99.00

ACTION: Clerk

2024/23 Locum Clerk appointment

RESOLVED: To ratify the appointment of a locum clerk to attend this parish council meeting and produce the draft Minutes.

2024/24 Councillor Responsibilities

RESOLVED: To appoint the following responsibilities/roles:

Village green space – Cllr Sherwood (oversee contractor) & Cllr Pike (visual inspections)

Churchyard – Cllr Sherwood & Cllr Calvert

Cemetery – Cllr Sherwood & Cllr Bennett (Noticeboards)

Play Park – Cllr Sherwood (green space) & Cllr Ripley (play equipment)

Car park – Cllr Sherwood (green space) & Cllr Pike

Brook Green – Cllr Sherwood (green space)

Recreation field – Cllr Matravers (Greenspace) & Cllr Vance (gym equipment, MUGA, football field)

Planning – Cllr Gordon & Cllr Ripley

Recreation field development – All Cllrs

PCSO contact – Cllr Pike

Cheque signatories – Cllr Sherwood (current signatory) + two new signatories; Cllrs Bennett and Ripley

Footpaths – Cllr Ripley

Highways – Cllr Gordon

LCN meetings – Cllr Pike & Cllr Vance

Bus shelter – Cllr Gordon

Litter & dog foul waste bins – All Cllrs to report issues to the contractor.

2024/25 Staffing Committee

RESOLVED: To appoint a staffing committee to meet once or twice a year to discuss staffing issues or as required, comprising of Cllrs Gordon, Pike and Vance. Cllr Bennett would attend, if required, to cover absence, to ensure three councillors in attendance.

2024/26 Finance Committee

RESOLVED: To appoint a Finance Committee to meet each quarter or as required, comprising of Cllrs Calvert, Matravers and Vance. Cllr Bennett would attend, if required, to cover absence, to ensure three councillors in attendance.

2024/27 Parish Council Vacancy

Members agreed a closing date for applications of the 1st of March 2024 and suggested a Facebook post to advertise the vacancy.

ACTION: Clerk

2024/28 Merryfield Messenger Funding

RESOLVED: To grant funds of £79.00 to cover the cost of publication and delivery.

2024/29 Councillor Training

The Clerk had drawn up a schedule of training in response to individual requirements. The overall costs likely to be £600.00

RESOLVED: To agree to the cost of councillor training at £600.00.

ACTION: Clerk

2024/30 Young Person of the Month

There were no nominations this month.

2024/31 Updates and Outstanding Actions not covered in agenda items

It was noted that extra signatories are required on the bank mandate. Item for next agenda.

ACTION: Clerk

2024/32 Matters for Report

The wood has been ordered for the Merryfield bench repair which will take place this month. Members wished to thank a local family for cutting their tree back, and doing a great job, at the entrance to the recreation ground.

A local teenager has approached the parish council to ask if he can volunteer for an hour a week, a requirement of his Bronze Award Duke of Edinburgh. Members felt it would be difficult to mentor a young volunteer for an hour an hour a week but suggested the youth might do better volunteering for the Village Hall, Market, or Youth Club.

Two families were observed taking their dogs into the play park. A Cllr advised the families that dogs were not allowed in this area due to the risks of attack to children and to prevent dog fouling around young children.

2024/33 Items for the next meeting

a) Agenda copies for councillors and public – Printed copies of the agenda would be available at every meeting for Councillors plus a few extra copies for the public.

ACTION: Cllr Bennett/Clerk

b) Cllr Bennett will print all meeting notes for those who would prefer a hard copy, rather than digital and distribute to the councillors before each parish council meeting.

ACTION: Cllr Bennett

c) Drainage at the Recreation Ground and flooded footpath

ACTION: All Councillors

d) Review the Terms and Conditions of the Ranger contract and produce a schedule of works.

ACTION: Clerk

2024/34 Exempt Business

Members of the public were asked to leave the meeting at this point, to allow councillors to discuss the details of a grounds maintenance contract.

2024/35 Grounds Maintenance Contract

Members reviewed the contractor’s response to additional questions. Cllr Pike asked Cllr Matravers, following his abstention at last months meeting, if he was happy with the contractors reply to the questions, to which he agreed he was, as were all other Councillors.

Terms will now be drafted for acceptance by the contractor, to include the agreed schedule of works. The Locum Clerk agreed to share a version of Terms and Conditions for a similar contract in her parish, to be used as a starting point for this contract.

Members noted the Play Park required a cut before March. Cllr Sherwood agreed to arrange the cut.

ACTION: Cllr Sherwood

Councillors should notify the clerk of motions for inclusion at the next meeting at least 7 clear days before the date of the meeting.

Date of next ordinary meeting: Tuesday 12th March, at 6.30pm at Merryfield Hall

The meeting closed at 8.10pm

Signed

Date.....