

**Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on  
Tuesday 14<sup>th</sup> February 2023 at 6.30 p.m.**

**2023/20 Attendance and Apologies**

**Present:** Cllrs Simpson, Sherwood, Mackenzie Green, Gordon, Ripley, Pike and Kelaart.

County Cllr Dance and Mrs Larsson (Clerk)

**Apologies:** Cllr Burt and County Cllr Roundell Green

**Absent:** Cllr Matravers

**In attendance:** 7 members of the public.

**2023/21 Declaration of Interest** – there were no declarations of interest.

**2023/22 Visitors and Public Voice**

A resident had made enquiry in advance of the meeting as to whether a fenced secure area could be considered on the recreation field. It was advised that the upcoming consultation will allow comments to be made on residents' ideas and requests for the field.

Concern was raised by a resident with regards to vehicle speed through the village. County Cllr Dance advised there are a number of options for speed indicator devices as well as the possibility of community speed-watch schemes. The item will be included on the March meeting agenda for discussion. Cllrs Gordon and Kelaart agreed to take ownership of the matter.

A member of the Field Working Group was in attendance to request the council reconsider the motion to stop all development of the recreation field until the public consultation has been concluded as they were hoping to be able to proceed with wildflower seeding on the field. It was explained by Cllr Simpson that development has been stopped not only to protect current funds, but also because the use of the land needs to be considered as part of the whole consultation process. The matter will be included on the March meeting agenda for discussion/update.

**2023/23 Minutes of the Ordinary Parish Council meeting held on 8/11/2022**

Minutes were approved unanimously by councillors.

**2023/24 County Councillor Report**

Cllr Dance advised that council tax will be increased by 4.99%, equal to £1.50 per week for a band D property. The unitary council have managed to recover the deficit in the budget for the coming financial year. A full report from County Cllrs Dance and Roundell Greene can be found on the parish council website.

In the absence of Cllr Cavill, Cllr Dance provided an update with regards to planning application 19/03505/FUL. He advised that, despite the original request from Cllr Cavill and his support of that request, that he understood the application would not be referred to the Area North Planning Committee. He explained that the decision regarding referral had been passed to the Vice Chair for Area North, as Cllr Dance was considered to have pre-determined his position on the matter, and that the Vice Chair did not agree that it should be referred to committee.

**2023/25 Accounts and Financial Information**

Financial Report

The financial report for January was circulated to all councillors. Cllr Ripley queried income from MUGA hire, but the Clerk explained this had not been received at the time of producing the report and would appear on the February report.

Payments for Authorisation

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

Petty Cash Policy – A draft policy has been circulated to councillors for review and will be included as an agenda item in March.

### **2023/26 Scribe Accounting Package**

The Clerk presented information on Scribe Accounting, which is a package designed specifically for town and parish councils. The Clerk explained that she felt use of the package would improve efficiency, accuracy and recording of the councils' financial processes, which are currently managed using a variety of excel spreadsheets. The cost of the package which includes full technical and user support is £29 per month, with a one-off set up fee of £247, which have been allowed for in the 2023/24 budget. Cllr Simpson proposed to go ahead with use of the package, seconded by Cllr Gordon. Councillors voted unanimously in favour.

### **2023/27 Santa Donations**

Some donations were received during the Santa village visit in December 2022. It was agreed that councillors would each nominate a charity to make the donation to and one would randomly be selected by an independent person from an envelope. A resident present at the meeting was asked to do this, and the charity pulled out was Granting Wishes. The Clerk will arrange with Cllr Pike who nominated the charity to send the donation.

### **2023/28 Recreation Field Development**

Cllr Simpson provided the council with her findings on conducting a public consultation, that should provide information to allow residents to make an informed decision. This can include making available information on ideas and associated costs, as well as the funds available in the field development fund. The consultation process can also be combined with the Facilities and Amenities project being undertaken by Cllr Kelaart.

After discussion, the following proposals were made:

- Hold consultations as follows, to attract and enable as wide an audience as possible to attend and give their views: 1 Sunday – all day; 1 Saturday – morning; 1 weekday evening; 1 weekday afternoon (1-5pm).
- Leaflet drop all households with details of the consultation dates.
- Follow up initial consultations with a paper questionnaire to all households using findings
- Publicise on Facebook
- Form a working party to organise the consultation and invite members of the community to join

Councillors voted unanimously in favour of the proposals. Cllr Simpson, Gordon and Kelaart agreed to form the working party.

### **2023/29 Recreation Field Drainage**

Further to the agreement in January to seek professional advice on the field drainage issue, discussions were held and advice received from Somerset County Council Flood and Water Management, Lead Local Flood Authority (LLFA). Their investigations into the matter have led them to believe there is drainage on adjoining land that should be maintained by the landowner. They have offered to contact the owners of adjoining land to highlight their riparian responsibilities, and will do so over the coming weeks. The situation will continue to be monitored and the LLFA have offered to attend site in future if necessary.

### **2023/30 MUGA & Football Pitch Hire**

MUGA hire rates were previously agreed at £10 per hour for groups. Some enquiries have been received regarding hire of the football pitch. Cllr MacKenzie-Green explained the cost of line marking suppliers alone for the pitch is approximately £40 each time, and longevity of the marking depends on cutting schedules and weather. Councillors considered the costs and time needed to have the pitch 'match ready' and range of prices presented by the Clerk for other grounds to consider an appropriate fee for hire. Cllr Gordon proposed a fee of £40 per match for one-off bookings, reduced to £25 per match for 3 or more bookings in a month. Councillors voted in majority in favour of the proposal.

## 2023/31 King Charles III Coronation

Following a Facebook post asking for ideas from residents, only 2 comments were made which suggested a street party and barbeque with games.

After some discussion, it was felt that the parish council do not have resource available to arrange any form of community event, and that groups would likely make their own arrangements, similarly to the Jubilee. Cllr Simpson suggested looking into providing party packs to residents as a way of supporting their celebrations and to contact other village organisations to see how their events could be supported.

Cllr MacKenzie-Green proposed purchase of a good quality flag and bunting for use on the village green, not only for the Coronation, but for future events as well. Based on prices received, councillors voted unanimously in favour of the purchases up to a maximum value of £200. Cllr Mackenzie-Green will provide details to the Clerk.

**ACTION – Cllr Pike to price party packs. Cllr Simpson to contact the Village Hall and Cricket Club.** Item to be included on March agenda for consideration.

**2023/32 Young Person of the Month –** No nominations received.

## 2023/33 Councillor Updates

- a) Community Engagement No updates to report.
- b) Village Facilities & Amenities – Cllr Kelaart reported that the mobile library, which currently stops at Merryfield Lane, would need an additional 5 people regularly using at another location for it to be feasible to add another stop. He also reported that Ilton has access to a Village Agent, who can provide support in many ways to the community. He will invite them to the March meeting. An enquiry was made as to whether the village has a First Responder, Cllr Kelaart will look into this and update at the next meeting.  

A resident raised awareness of a change to postal collection times in the village. The parish council contacted Royal Mail and they advised a decision was made as part of cost cutting measures to change to a single AM collection daily because the volume of mail from Ilton does not support 2 collections per day. If residents feel strongly about the matter, it is hoped they will attend the upcoming consultation and give their views and feedback around village facilities and amenities. The council do not feel any further action is required on the matter at this time.
- c) PCSO / Neighbourhood Watch Cllr Pike advised that the current PCSO is unfortunately leaving. She will follow up with the Beat Manager for details of his replacement. who plans to attend the February meeting. Cllr Pike also reported that she attended a Police and Crime Commissioner event for councillors, where they looked at a number of ways to address community issues and safety, including re-opening of police stations and PCSO's being back on walking beats rather than in vehicles.
- d) Recreation Field – No updates to report.
- e) Childrens' Play Park – No updates to report.
- f) Brook Green – Scaffolding for protecting banks from 4x4's is expected in around a weeks' time.
- g) Footpaths – Cllr Matravers was not present to provide an update.
- h) Village Maintenance, including Ranger Scheme
  - a. Ranger – Tree work has been continuing at Brook Green.
  - b. General Maintenance – No updates to report.
- i) Highways – Nothing to report.
- j) A358 Upgrade – No updates to report.

### **2023/34 Matters for Report**

- a. Councillor training dates: Dates for current SALC training circulated to councillors. All councillors who have not yet completed Roles and Responsibilities and Code of Conduct training to advise the Clerk of suitable dates as soon as possible.
- b. Merryfield Messenger: Cllr Simpson has contacted the Village Hall for updates but has not received any response.
- c. Defibrillator Training: Awaiting dates for training from the Village Hall who are arranging.
- d. Volunteer Event: The event was a huge success, being able to thank lots of volunteers. There is a small amount of left over drinks, which can be offered to the volunteers over the summer, when working on the field for example.

**2023/35 Outstanding Actions not covered in agenda items:** List of outstanding actions will be circulated to councillors following the meeting.

### **2023/36 Items for the next meeting**

- a. Petty Cash Policy
- b. Recreation Field Development – Wildflowers
- c. Coronation celebration ideas

**Date of next ordinary meeting:** Tuesday 14<sup>th</sup> March 2023, at 6.30pm at Merryfield Hall.

Before closing the meeting, Cllr MacKenzie-Green advised he would be resigning from his position of councillor for Ilton. He expressed his view that the council have achieved so much in the time he has been a councillor, but feels it is time to handover to someone else and let them continue take it forward. He wishes to continue volunteering on the recreation field and be involved in the Remembrance Service arrangements.

Cllr Simpson expressed thanks on behalf of the Parish Council for everything he has done, and was glad to hear he would continue to support the council and community as a volunteer.

The Chairman closed the meeting.

Elaine Simpson, Chairman

## Annex 1. Payments Authorised

<b>Feb-23</b>				
<b>PAYMENTS AUTHORISED</b>				
	INVOICE DATE	AMOUNT	PAYEE	DESCRIPTION
	22/01/2023	£ 176.40	KNIGHT ELECTRICAL	MUGA LIGHTING REPAIRS
	11/01/2023	£ 181.69	SSDC	RANGER - DEC 2022
	08/02/2023	£ 384.14	SSDC	RANGER - JAN 2023
	16/01/2023	£ 90.00	ELITE PLAYGROUND INSPECTIONS	MONTHLY INSPECTION FEE
	13/02/2023	£ 90.00	ELITE PLAYGROUND INSPECTIONS	MONTHLY INSPECTION FEE
	14/11/2022	£ 94.80	MACS PRINTING	COPSE LANE SIGNAGE
	30/11/2022	£ 126.00	CAD GREEN GARAGE	DIESEL (GRASS CUTTING)
	13/02/2023		K LARSSON	MONTHLY SALARY
	13/02/2023	£ 91.19	K LARSSON	ADMIN EXPENSES
<b>PAYMENTS MADE SINCE THE LAST MEETING</b>				
	19/01/2023	£ 216.48	A GORDON	VOLUNTEER EVENT CATERING REIMBURSEMENT
	11/10/2022	£ 124.80	A GORDON	POSTS FOR MOUNTING NOTICEBOARD
	12/10/2022	£ 358.50	D GRAY	NOTICEBOARD