

ILTON PARISH COUNCIL

E-Mail: clerk@iltontonparishcouncil.gov.uk
www.iltonparishcouncil.gov.uk

ILTON PARISH COUNCIL AMPC Tuesday 26th MAY 2026

Public Session

Members of the public raised various matters including questioning why the council has recently had a high turnover of clerks, which was addressed by the Chairman, support for the work of the parish council in terms of its finances and support to parish organisations. A query was raised with reference to historical individuals posts on social media and perceived connections.

Somerset Council Councillors

There were no Somerset Council members present.

The Minutes

Minutes of the Annual Meeting of the Parish Council Meeting held at the Merryfield Hall, Ilton on Tuesday 26th May 2026 when the following business was conducted.

PRESENT Councillors J Bennett, A Pidgeon, I Sherwood, S Ripley, N Matravets, J Easterbrook, K Simpson and K King.
14 members of the public were in attendance.

5.1 To elect a Chairman & receive the signing of Statutory Declaration of Office for the Chairman

Cllr Bennett was nominated by Cllr Easterbrook, seconded by Cllr Sherwood, voting: 8-0-0.
Cllr Bennett accepted and signed and made the Statutory Declaration of Office.

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- 5.2 **To confirm staffing committees recommendation to appoint locum clerk and consultant locum/administrative support on scale point 22 (£16.93) and £25 per hour respectively for 10-15 hours per week and as necessary (not exceeding 10 hours per week) respectively, along with travel expenses at .45p per mile for a minimum of three months - to be reviewed at the next available meeting thereafter. Backdated to week commencing 11th May.** Proposed and seconded 8-0-0 The locums then joined the meeting. It was in addition noted that on 21st May after the agenda was published HMRC announced mileage rates are now 55p per mile and this was accepted as amendment.
- 5.3 **To receive and hear the signing of the declaration of office for the newly elected members.** The new elected members to IPC had completed their DoO through the returning officer at Somerset Council.
- 5.4 **To elect a Vice Chairman.** Cllr Gordon was nominated by Cllr Matravets and seconded by Cllr Sherwood 5-1-2. Cllr Gordon was elected as Vice Chairman
- 5.5 **To receive any apologies for non attendance.** Apologies were received from Cllr Gordon.
- 5.6 **To receive any declarations of interest.** There were no declarations of interest made.
- 5.7 **To approve the Minutes of the Annual Parish Meeting and the Parish Council Meeting of 12th May and 24th March 2026.** The minutes were approved as a correct record of the meetings and signed by the Chairman. Proposed and seconded 8-0-0
- 5.8 **To review and adopt appropriate revised standing orders (including the terms of reference for committees) and the financial regulations.** Cllr Simpson objected to the reduction of the time allocated to the public session on democratic grounds. Chair reminded all that public statements are restricted to agenda items only and all other matters should be addressed either via the Clerk or at the 60 minute pre-Council Meeting Surgery. 15 minutes should therefore be more than sufficient, although if the Chair feels an items requires a longer time it would be granted.
Resolved to adopt, in favour 7, objected 1, abstained 0
- 5.9 **To appoint members to existing posts with regard to:**
(a) Planning. Cllrs Easterbrook and Simpson were appointed
(b) Staffing committee. Cllrs Easterbrook, Gordon, Ripley and Sherwood were appointed
- 5.10 **To appoint representatives to the following areas of Parish responsibility:**

- (a) Cemetery and Churchyard. Cllr Bennett and Ripley were appointed
- (b) Footpaths & Bridleways. Cllr Matravers and Pidgeon were appointed
- (c) Highways, Roads & Transport. Cllr Gorden and Simpson were appointed
- (d) Recreation Ground and user groups (football) & Playpark. Cllr Ripley, King and Sherwood were appointed
- (e) Brook Green, Village Green & Copse Lane. Cllr Pidgeon and Sherward were appointed
- 5.11 **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21); and to re-adopt the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Person under Section 36 of The Freedom of Information Act 2000.** Reviewed and adopted 8-0-0-
- 5.12 Approve the proposed meeting schedule for 2027 which includes the APM and AMPC. Approved 8-0-0
- 5.13 To review and adopt the Council's Code of Conduct. Reviewed and adopted 8-0-0
- 5.14 **To review and adopt the Council's Investment Strategy /policy and Reserves policy.** Reviewed and adopted 8-0-0
- 5.15 **To review & adopt the Council's Risk Assessment.** Reviewed and item deferred until June 8-0-0.
- 5.16 **To review & adopt the Council's Asset Register including verifying physical existence of items.** Reviewed, verified with items added, namely hedge trimmers, loppers, hand held chainsaw, grass blower, 3 Easter crosses, memorial cross stored in church, fences at Brook Green, garden plots and playpark, 3 bridges at Brook Green, cutting attachment for tractor, planter in cemetery, and information board at Brook Green and adopted 8-0-0.
- 5.17 **To review and adopt all other Councils policies and procedures not listed as separate items including IT policy, GDPR training slides, grants policy etc.** Reviewed and adopted with only complaints and vexatious policy deferred until June 8-0-0
- 5.18 **To re-appoint the Council's Locum Responsible Financial Officer.** Resolved to reappoint locum rfo 7-0-1
- 5.19 **To approve Council's subscriptions to outside bodies, SALC, NALC, £475.78, ICCM & ICO.** Approved 8-0-0
- 5.20 **To approve the Council's Bank Mandates – in all cases the Clerk/rfo is the administrator with 2 out of at least 3 (and more if appropriate) Councillors registered to sign/authorise.** Reviewed and approved 8-0-0
 - (a) Lloyds, current account and instant access Cllr Bennett, Ripley and Sherwood &
 - (b) Hinkley & Rugby Cllr Bennett, Ripley and Sherwood
 - (c) Redwoods Cllr Bennet, Ripley and Sherwood
- 5.21 **To receive and approve the report of the Internal Auditor and note any recommendations raised and receive and approve the AGAR.**
 - (a) **To formally approve the internally audited accounts for 2025/26**
 - (b) **To approve the Annual Return for the year ending 31 March 2026;**
 - Section 1: to approve the Annual Governance Statements.**
 - Section 2: to approve the Accounting Statements.**
 - (c) **To authorise the signing of the Annual Return.**
 - (d) **To announce and note that the period of elector's rights will commence on Wednesday 03 June 2026 and finish on Tuesday 14 July 2026.**
 - (e) **Note public notifications will be placed on Parish Council noticeboard and website.**

The locum read out the internal auditors recommendations and the actions to address. The council approved the internal audited accounts for 31st March 2026. The locum read out the governance statements. The council approved the annual governance statements and authorised the signing. The council approved the accounting statements and authorised the signing. The locum announced the period of electors rights as Wednesday 3rd June 2026 until Tuesday 14th July and noted that public notifications would be placed on noticeboard and website. Reviewed and agreed and signed 8-0-0

- 5.22 **To confirm the receipt and review of all Councillors Register of Interests forms.** Reviewed and agreed with minor amendments which the locum will address as soon as access to the website is obtained. 8-0-0
- 5.23 **Approve council insurance renewal with Clear Councils as set out by RFO for 1st June 2026 £1574.** Approved 8-0-0
- 5.24 **To approve a resident instillation of memorial bench at no cost to council.** Approved 8-0-0
- 5.25 **To note the Fern cancellation of earth mound removal.** Noted 8-0-0
- 5.26 **Finance**
 - (a) **To note the items of expenditure and approve payments list, note and approve the March & April 2026 all banks reconciliation and receipt lists**

- (b) Note the rfo report ending 30th April 2026
- (c) Approve minor amendments as set out in rfo report for 2026/27 budget
- (d) Approve bolder instillation using a virement from enhanced ground maintenance and from Brook Green allocation of £250
- (e) To approve to submit application to planning for the recreation ground carpark
- (f) Approve reappointment of internal auditor (Town and Parish Auditing Services) for 2026/27

Items of expenditure was noted, payments list was approved with exception of the invoice for swing painting which the rfo will raise with the supplier, bank reconciliations were noted along with the rfo report.

Amendments were approved, bolder instillation was approved. Planning application was deferred until the next available appropriate meeting. Internal auditor reappointment was approved. 8-0-0

5.27 **To receive any additional short reports from Councillors.** There were no additional short reports.

5.28 **Other matters referred to officers.** The locum noted some initial difficulties with passwords to access the councils full IT suite and accepts that the new Cllrs require emails to be set up as soon as practically possible.

5.29 **Date of next meeting – Tuesday 23rd June 2026 at The Merryfield Hall.**

Meeting closed at 8.20pm

Signed:

Dated: