

ILTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING OF ILTON PARISH COUNCIL HELD ON TUESDAY 24th JUNE 2025 AT MERRYFIELD HALL, ILTON (6.30pm to 7:55pm)

PRESENT:

Cllr. J Bennett (Chair)

Cllr. J Easterbrook

Cllr. S Ripley

Cllr. I Sherwood

Cllr. L Pike

Cllr. B Vance

Cllr. A Gordon

Mr T Heath (Clerk)

Somerset Councillor Roundell (left the meeting following min.ref 2025/96)

2025/92 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. A Pidgeon and N Matravers.

2025/93 DECLARATIONS OF INTEREST IN AGENDA ITEMS

No declarations of interest in agenda items were presented.

2025/94 APPROVAL OF MINUTES

Members **RESOLVED to APPROVE** the minutes of the annual meeting held on 27th May 2025 and the extraordinary meeting held on 12th June 2025 which were duly signed by the Chair.

Council **NOTED** the date of 25th June 2025 for the drainage survey and a meeting is to be arranged regarding garden plots.

Members **AGREED** that the Clerk should contact the contractor assigned with the removal of the soil heap in the cemetery and advise that a 2-week window will be given to complete the works, after which a new contractor will be sought.

2025/95 PUBLIC SESSION

No members of the public were present.

2025/96 SOMERSET COUNCILLOR REPORT

Members acknowledged receipt of the Somerset Councillors report for May and June 2025.

Cllr. Roundell confirmed verge cutting, against the cutting plan for Ilton will commence within the next two weeks. John Nicholson is the new point of contact for highway matters, Cllr Roundell offered to arrange an introductory meeting. A transformation programme at Somerset Council is ongoing aimed at introducing more efficient ways of operation.

2025/97 FINANCIAL MATTERS

a) The bank reconciliation statement, dated 31st May 2025 was **APPROVED** and duly signed by Cllr. Easterbrook.

b) Members **APPROVED** a list of payments, detailed below

Mr T M Heath	Clerk/RFO	£526.84
Mrs A Dallaway	Locum Services	£*****
Roofer South West Ltd	Bus Shelter Repair	£340.00
Ilminster Home Hardware	Wire Brush/Paint	£32.23
Bradford's	Varnish	£37.49
Bradford's	Painting Materials	£17.80
Montague Countryside	Grounds Maintenance	£3584.40
HMRC	PAYE	£226.57
Valda	MUGA Electric	TBA
Scribe	Cemetery Software	£31.20
Lloyds Bank	Service Charge	£4.25

Council **NOTED** receipts for May 2025, detailed below

Somerset Council	CIL	£1990.09
Country Memorials	Headstone	£286.00
Ilminster Youth	Pitch Hire	£75.00
Lloyds Bank	Interest	£79.73

c) Members **RESOLVED to APPROVE** the Clerk holding on behalf of Council a Lloyds debit card. Single transactions to be limited to £500.00. Prior to any debit card transaction, the Clerk shall seek written authority for use from either the Chair or Vice Chair of the Council.

d) Council **RESOLVED to APPROVE** the dispensing of the petty cash float, currently holding £6.55.

e) Following a recommendation from Council's internal auditor, Members **RESOLVED to ADOPT** a financial investment policy as presented by the Clerk. The policy to be uploaded onto the Council's website.

f) Council **AUTHORISED** the setting up of a new budget line titled 'Chairman's allowance' and move £100.00 of budget from the play equipment maintenance budget line into it.

- g) Following a recommendation by an independent tree specialist, Members **RESOLVED to APPROVE** Picus testing of the Wellingtonia tree situated in the churchyard at a cost of £400.00 plus VAT.
- h) Members **RESOLVED to APPROVE** expenditure of up to £100.00 for the volunteer group to repair the broken handrail in Cad Road. It was **NOTED** by Council that this low-level task was being undertaken by the Parish Council although formal responsibility sits with Somerset Council.

2025/98 VOLUNTEERING

Council **APPROVED** the setting up and **APPOINTING** of members to a short term 'Task and Finish' group, led by the Clerk with the objective of recommending to Council, at a future meeting, a revised process for undertaking voluntary work on behalf of the Council. The group to consider, but not limited to, tasking, risk management, reporting and budgetary controls. Along with the Clerk, appointed members are Cllrs. Pidgeon, Matravers and Vance.

2025/99 RECREATION GROUND

Council **APPROVED** the setting up and **APPOINTING** of members to a 'Task and Finish' group, led by the Chair, to consider future development of the recreation ground. All members of the Council were appointed to the group who shall develop and obtain Council approval of the groups Terms of Reference.

2025/100 PLAY AREA

Members **APPOINTED** Cllrs. Ripley, Easterbrook and Bennett to consider options for the play area space, vacated by the bike track and report back to Council with a costed proposal.

2025/101 BROOK GREEN

Council **APPOINTED** Cllr. Gordon to consider options for repair or replacement of the damaged wooden fence at Brook Green and report back to Council with a recommendation and associated costs.

2025/102 FOOTBALL PITCH

- a) Council **APPOINTED** Cllrs. Bennett and Pidgeon to develop a recommended annual maintenance schedule with associated costs for the football pitch and report back to Council prior to September 1st 2025.
- b) The Clerk reported two contractors had been formally tasked with pre-season work that included weed control treatment for the whole recreation ground, sanding and seeding of the football pitch area. Council recognised all tasks are weather dependent.

2025/103 CEMETERY

Council **AGREED to APPOINT** the Chair with the task of developing a set of 'ground rules' for the cemetery and report back to the Council for their consideration.

- 2025/104 FULL COUNCIL MEETING SCHEDULE**
Council **APPROVED** the holding of a full Council meeting on 19th August 2025 and the cancellation of its December meeting.
- 2025/105 CRIME, DISORDER AND COMMUNITY SAFETY**
Cllr. Pike reported the PSCO along with other colleagues from Avon and Somerset Police will attend the September 2025 Council meeting.
- 2025/106 HIGHWAYS MATTERS**
No matters were raised that required a Council decision.
- 2025/107 CORRESPONDANCE**
A member of the public (MOP) had contacted the Council with regards to concerns and impacts over the laying of a new path near the Rod Lane hedge that now provides an access route to a rear gate on the St Katherines Close development. Council **AGREED** to write to the developer on this matter and will recommend to the MOP that a breach of planning report is raised.
- 2025/108 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT FULL COUNCIL MEETING**
Purchase of timber for picnic bench
Selection of contractor to undertake ranger duties
- 2025/109 DATE AND TIME OF NEXT MEETING**
The next meeting of the Council is scheduled for Tuesday 22nd July 2025, starting at 6:30pm.

Minutes approved by.....

Date.....

Minute Reference.....