

ILTON PARISH COUNCIL

17 April 2025

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 22 April at 6.30pm**. The meeting will include a maximum of 15 minutes of public participation. Matters raised must be within the remit of the Parish Council. The public will not be allowed to speak at any other time during the meeting unless by pre-arrangement with the Clerk and Chairman.

AGENDA

1. **Apologies and reasons for absence**
2. **Declarations of Interest** – members to declare any interests they may have in agenda items in accordance with the adopted Code of Conduct (this does not preclude any later declarations). To consider dispensation requests.
3. **Items to be dealt with after the public, including the press have been excluded**
4. **Public Participation**
5. **Somerset Council Councillor Report**
6. **Parish Council Minutes**
 - a) **Minutes of the Parish Council Meeting of 11 March 2025** - to consider for approval as a true record of the meeting & consider any matters arising
 - b) **Minutes of the Extraordinary Parish Council Meeting of 16 April 2025** – to consider for approval as a true record of the meeting & consider any matters arising
7. **Planning Applications** - to receive any planning applications since last meeting:
 - a) **25/00495/FUL Willow Cottage, Church Road, Ilton, Ilminster, Somerset TA19 9EY.**
Replacement of existing partially fire destroyed dwelling with a 4-bedroom self-build dwelling
 - b) **25/00607/HOU 28 Pennys Meade, Ilton, Ilminster, Somerset TA19 9HH.**
Dismantle existing conservatory and erection of new single storey extension on the rear elevation, with lean to tiled roof
8. **Accounts and Financial Information 2024/25**
 - a) Bank reconciliation to 31/03/2025 – to receive and sign
 - b) Summary Receipts & Payments report up to 31/03/2025 – to receive
 - c) Schedule of Payments for April 2025 – to consider for approval
 - d) Internal and External Audit 2024/25 – to receive an update
9. **Somerset Council dog/litter bin contract** – to consider quote for emptying bins 2025/26
10. **Somerset Council PSPO (dog on leads/dog fouling) consultation** – to consider and approve response
11. **Grass cutting contract 2025/26** – to receive an update and confirm arrangements for cutting of football field
12. **IYFC hire of football pitch** – to receive an update and consider proposals for hire arrangements and maintenance to include termination of contract for toilet hire
13. **Cemetery**
 - a) Scribe Cemetery software – to receive an update and consider allocation of Council resources to input data and produce map
 - b) Noticeboard – to approve up to £250 for renovation

Annie Dallaway - Clerk to Ilton Parish Council

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14. Health & Safety matters

- a) Asset Review process – to review maintenance actions from annual Asset Review Forms
- b) Risk Assessments – to review Risk Assessments for amenity areas

15. Environment matters

- a) Footpath Report – to receive report and consider recommendations CLLR RIPLEY
- b) Merryfield Lane bench site – to receive an update regarding bench repairs and relocation of planter CLLR GORDON
- c) Brook Green – i) to approve funding for repairs to post and rail fencing and ii) to review signage
- d) Soil mounds at Rec – to consider quotes for removal
- e) Churchyard Tree Survey – to consider recommendations and funding as necessary
- f) Volunteer works i) to agree volunteer works for April/May ii) to agree protocol for volunteer activity on SC land and assets

16. Recreational facilities

- a) MUGA electrical supply – to review recommendations from Electrical Safety Inspection and consider quotes for outstanding works CLLR VANCE
- b) MUGA Rec Field light – to consider quotes for the light at the entrance to the field CLLR VANCE
- c) Play area – to consider purchase of new equipment to replace bike track
- d) Timber trail at Play area – to consider additional safety modifications
- e) Rec Field drainage survey – to consider quotes

17. Projects for 24/25

- a) Village signs – to receive an update CLLR EASTERBROOK

18. Volunteer procedures – to review Volunteer TOR and Volunteer form

19. Parish Clerk recruitment – to receive an update and agree process for shortlisting, interview and appointment

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**Annie Dallaway
Ilton Parish Clerk/RFO**

Dates of next meetings:

Annual Parish Meeting: Tuesday 20 May 2025, 6.30pm at Merryfield Hall

Parish Council Annual Meeting Tuesday 27 May 2025, 6.30pm at Merryfield Hall