

ILTON PARISH COUNCIL

6 February 2025

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 11 February 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. **Ilminster Football Club – representatives in attendance to discuss Ilton football pitch hire arrangement**
 7. **Minutes of the Parish Council Meeting of 14 January 2025** - to consider for approval as a true record of the meeting & consider any matters arising
 8. **Planning Applications** - to receive any planning applications since last meeting:
 - a) **24/02025/FUL at Ilton Business Park, Unit 7B, Main Street, Ilton for the erection of a single storey extension**
 9. **Accounts and Financial Information 2024/25**
 - a) Bank reconciliation to 31/01/2025 – to receive and sign
 - b) Summary Receipts & Payments report up to 31/01/2025 – to receive
 - c) Schedule of Payments for February 2025 – to consider for approval
 - d) Asset Register 2024/25 – to review draft and consider for approval
 - e) Internal Auditor – to consider quotes for appointment for 2024/25
 10. **Hedge cutting contract 2025/26** – to receive and consider quotes (refer Summary Report)
 11. **Cemetery**
 - a) Cemetery procedures – to receive an update following the ICCM Cemetery training and to note the updated rates on the Council website
 - b) Scribe Cemetery software – to consider purchase to ensure security of data, digital mapping and improved record keeping £531 for first year and then £312 annually
- 7.30pm
12. **Environment matters**
 - a) Merryfield Lane bench site – to receive an update and consider use of volunteers for bench repairs and removal of slabs CLLR GORDON
 - b) Spray pavements – to receive an update regarding Kier costs and consider works for approval CLERK

Annie Dallaway - Clerk to Ilton Parish Council

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- c) Rec ditch clearance – to agree specification of works for this financial year
- d) Copse Lane car park gate post – to approve replacement post and consider use of volunteers to carry out work CLLR PIKE
- e) Hawthorne Gardens entrance gate to Rec Field – to consider options for gateway
- f) Footpath network – to note condition report to be presented to March Full Council meeting CLLR RIPLEY
- g) Volunteer works – to agree volunteer works for February CLLR MATRAVERS/PIDGEON

13. Health & Safety matters

- a) Grass cutting Risk Assessment and Method Statement (generic) – to approve the addition of the roller and the trailer CLLR VANCE
- b) Health and Safety responsibilities when using contractors – to review current practice CLLR PIDGEON
- c) Chapter 8 road signs – to consider purchase CLLR PIDGEON
- d) Key holders – to receive report CLLR SHERWOOD

14. Recreational facilities

- a) Tree planting at Rec Field – to receive an update CLLR BENNETT
- b) MUGA electrical supply – to receive an update and consider quotes CLLR VANCE
- c) MUGA Rec Field light – to consider quotes for the light at the entrance to the field CLLR VANCE
- d) Football pitch hire – to consider any changes to hire arrangements CLLR BENNETT
- e) Bike track at Copse Lane play park – to receive an update CLLR RIPLEY/CLERK

15. Projects for 24/25

- a) Village signs – to receive an update CLLR EASTERBROOK
- b) Rec Field development
 - i. Bike track at Rec Field – to receive an update regarding consultation with the village children CLLR BENNETT
 - ii. Dedicated, off-lead, enclosed dog exercise area at Rec Field – to consider providing this facility and the need for village consultation

8.30pm

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council Standing Order 3 d), the public will be excluded from the meeting during the discussion of item 16 on this agenda as the Parish Council will be discussing matters of commercial sensitivity

16. Grass cutting contract 2025/26 – to receive an update regarding contract negotiations for 2025/26



**Annie Dallaway
Ilton Parish Clerk/RFO**

**Date of next meeting:
Parish Council Meeting 11 March 2025, 6.30pm at Merryfield Hall**