

ILTON PARISH COUNCIL

6 March 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 March 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 February 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 3 March 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:
8. **Accounts and Financial Information 2024/25**
 - a) Bank reconciliation to 28/02/2025 – to receive and sign
 - b) Summary Receipts & Payments report up to 28/02/2025 – to receive
 - c) Schedule of Payments for March 2025 – to consider for approval
9. **Meeting arrangements**
 - a) Meeting schedule April 2025 to March 2026 – to approve
 - b) Annual Parish Meeting – to approve format/speaker
10. **Cemetery**
 - a) Scribe Cemetery software – to receive an update and consider allocation of Council resources to input data and produce map
 - b) Interment Form – to approve new form
 - c) Resident access via perimeter hedge – to review access arrangements
11. **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
12. **Environment matters**
 - a) Merryfield Lane bench site – to receive an update regarding bench repairs, relocation of planter and removal of slabs CLLR GORDON

Annie Dallaway - Clerk to Ilton Parish Council

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- b) Spray pavements – to receive an update
- c) Brook Green – to receive an update regarding maintenance issues and signage
- d) Soil mounds at Rec – to consider quotes for removal
- e) Volunteer works – to agree volunteer works for March CLLR MATRAVERS/PIDGEOON

13. Recreational facilities

- a) Tree planting at Rec Field – to receive an update
- b) MUGA electrical supply – to review recommendations from Electrical Safety Inspection and consider quotes for outstanding works CLLR VANCE
- c) MUGA Rec Field light – to consider quotes for the light at the entrance to the field CLLR VANCE
- d) Bike track at Copse Lane play park – to receive an update CLERK
- e) Play area inspection contract – to consider for approval
- f) Union Jack on Village Green – to consider flying flag year-round CLLR VANCE

14. Projects for 24/25

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

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 15 on this agenda as the Parish Council will be discussing matters of commercial sensitivity and item 16 on this agenda as the Parish Council will be discussing confidential staffing matters.

15. Grass cutting contract 2025 - 2027 – to finalise price for 2025/26 and to review any correspondence received

16. Clerk holiday/TOIL – to receive an update and approve arrangements for 24/25



Annie Dallaway
Ilton Parish Clerk/RFO

Dates of next meetings:

Parish Council Meeting 22 April 2025, 6.30pm at Merryfield Hall

Annual Parish Meeting tbc