

**Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on  
Tuesday 14<sup>th</sup> March 2023 at 6.30 p.m.**

**2023/37 Attendance and Apologies**

**Present:** Cllrs Simpson, Sherwood, Ripley, Pike and Kelaart  
County Cllr Dance and Mrs Larsson (Clerk)

**Apologies:** Cllrs Gordon, Burt and County Cllr Roundell Green

**Absent:** Cllr Matravers

**In attendance:** 10 members of the public.

Before the meeting commenced, Cllr Simpson shared news that sadly Cllr Malcolm Cavill had passed away. On behalf of the residents of Ilton and the Parish Council, Cllr Simpson wished to offer condolences to his family at this difficult time.

**2023/38 Declaration of Interest**

Cllr Simpson declared her personal interest in planning application 19/03505/FUL. Whilst not on the agenda, it was anticipated that members of the public might raise the matter in public voice. Cllr Simpson explained that any comments she made on the matter would be as a resident and not as a councillor due to her declared interest.

**2023/39 Parish Council Vacancy**

There is currently one vacancy on the parish council, and an application was received from Mrs Janice Tarrant who expressed particular interest in community liaison. Councillors voted unanimously in favour of Mrs Tarrant being co-opted to the council, and she was invited to join the meeting.

**2023/40 Visitors and Public Voice**

A member of the Field Working Group was in attendance to put forward a proposal for no mow May on the Recreation Field. This matter is on the agenda, and would be discussed at the relevant point of the meeting.

A representative from the village hall raised concerns regarding the process for using the land at Copse Lane for additional parking relating to hall bookings. It was explained by Cllr Simpson that the terms of use were agreed at a council meeting and representatives from the village hall had advised there was not an issue with the booking process. A representative from Ilton Cricket Club agreed with comments made by the village hall representative. Cllr Simpson thanked both representatives for their comments and advised that the council would look at the agreed process and provide an update at the next meeting.

Representatives from the Village Hall, Cricket Club and Church shared details of activities during the upcoming Coronation weekend. Details will be noted at minute 2023/45 with full details of arrangements.

**2023/41 County Councillor Report**

A full written report from Cllr Dance and Roundell Greene had been received and circulated to councillors, which can be found in the "News" section of the parish council website.

Cllr Dance advised that communications he has received from residents with regards to the planning application at St Peter's Close have been referred to the planners for their review.

**2023/42 Minutes of the Ordinary Parish Council meeting held on 14<sup>th</sup> February 2023**

Minutes were approved unanimously by councillors.

**2023/43 Accounts and Financial Information**

Financial Report

The financial report for January was circulated to all councillors. There were no queries raised.

### Payments for Authorisation

The schedule of payments was approved by councillors. A list of payments is annexed at the end of the minutes.

### **2023/44 Petty Cash Policy**

A draft policy was circulated to councillors at the last meeting. The purpose of introducing the policy is to enable purchases of low value items where formal orders are not possible or appropriate. Councillors voted unanimously in favour of adopting the policy.

### **2023/45 King Charles III Coronation**

Village Hall: The Coronation falls on the usual monthly market day, so instead of holding the marker, the Village Hall Committee plan to organise a breakfast and hopefully screening of the coronation in the hall. Full details of the event will be published by the Village Hall in due course.

St Peters Church: The church will be holding a service on Sunday 7<sup>th</sup> May, followed by refreshments and a crown competition. Posters will be displayed around the village.

Ilton Cricket Club: There are cricket matches on all three days of the Coronation weekend, and the clubhouse and bar will be open to members and non-members during this time.

Grumpy Foxx Pub: The pub hopes to hold an event on Saturday 6<sup>th</sup>, possibly a sausage and cider event. A request was made to enable the pub to hold this in an outdoor space in the village, suggesting the village green. Cllrs decided that the village green would not be suitable because of the proximity to the road and the H&S risks; it was agreed that the recreation field could be used, subject to confirmation of planned activities and required insurance and licences being provided. The landlord of the pub was requested to advise full details of plans for the day and to liaise with the Clerk regarding details of insurance and licences.

A resident enquired as to whether the parish council would consider making a donation towards an idea for a hamper raffle, which each house in the village would be entered into. The cost of the hamper was suggested at £50. Cllr Simpson proposed the parish council donated £50, seconded by Cllr Kelaart. Councillors voted unanimously in favour.

Further to discussion at the February meeting, Cllr Pike presented cost information for Coronation "party packs". Cllrs also discussed an alternative of providing bunting to the organisations holding Coronation events. Cllrs agreed that providing bunting was felt to be the most appropriate option. Based on costs Cllr Pike had obtained, she estimated these would be at an approximate cost of £7 each. Cllrs voted unanimously to supply bunting to organisations arranging events and agreed it should be purchased asap as stocks are in demand and prices are increasing all the time. A total spend of £50 was agreed. Cllr Ripley suggested a more permanent commemoration, a planter or such like on the village green. Options to be investigated and reported at next meeting.

**ACTIONS: Cllr Pike to purchase bunting and Cllr Ripley to investigate planter options**

### **2023/46 Statement of Community Involvement**

Details of the consultation were circulated to councillors in advance of the meeting by the clerk. The consultation is looking for views in relation to the draft statement regarding the planning policy. It was agreed that a consolidated response would be submitted by the parish council. The response will highlight the importance of local knowledge and insight to issues offered in responses from parish councils, as well as the lack of access by some residents to the online planning portal. In addition, flexibility in the standard deadline of 21 days for responses will be raised, as this is not feasible for councils meeting monthly or less frequently and could limit opportunity to comment.

### **2023/47 Recreation Field Development Consultation**

The working party have had their first meeting and developed an action plan to prepare for holding the consultation sessions. Due to limited availability of dates to hold the consultation sessions at the village hall, alternative venues are being looked into, including the cricket club and pub. Councillors were in agreement that given the school and public holidays during April/early May it's important to hold the consultation outside of these times to allow as many residents to attend as possible. A time line was agreed to hold the 4 public consultation sessions by the end of May with a full report of findings at the June meeting.

## 2023/48 Traffic Calming

Cllr Kelaart will be looking into possible measures that can be taken to address any issues with speeding/traffic calming through the village. The Clerk will forward information to Cllr Kelaart regarding speed indicator devices and any other relevant information.

## 2023/49 Recreation Field Working Group

- a. Terms of Reference: A draft amended version of the terms of reference was circulated to councillors in advance of the meeting. The main purpose of the amendment was to anonymise the document so it could accommodate changes in councillors and volunteers when required, and to provide clarity on the approval process of works on the recreation field. After discussion, some amendments were agreed and councillors agreed unanimously to the updated version being adopted.
- b. No mow May: Councillors discussed the benefits of “no mow May” to wildlife, comments received in the previous year and those of a FWG member who attended the meeting. Councillors agreed in majority that an area at the western end of the recreation field could be left uncut throughout May, and reviewed in June to decide whether to cut or leave for a further period of time. Two tractor width cuts would be made beyond the perimeter of the path and the remaining area left uncut. The remainder of the grass on the recreation field is to be cut and maintained.

**ACTION: Cllr Pike will communicate both above to the FWG members.**

**2023/50 Young Person of the Month** No nominations received.

## 2023/51 Councillor Updates

- a) Community Engagement - No updates to report.
- b) Village Facilities & Amenities – An enquiry was made about a waste bin at Brook Green. Cllr Kelaart will look into whether this is feasible with the SSDC Street Scene team.

**ACTION: Cllr Kelaart to report at next meeting**

Cllr Kelaart is in contact with the area Village Agent and will invite them to the Annual Parish Meeting in May.

- c) PCSO / Neighbourhood Watch - Cllr Pike is in contact with the new PCSO and will invite them to the Annual Parish Meeting.
- d) Recreation Field – No updates to report. The Ranger can attend to the ditches if required.
- e) Childrens’ Play Park – Checks being carried out weekly by Cllr Sherwood. Some areas would benefit from topping up with bark chippings.

**ACTION: Cllr Sherwood to investigate & advise costs.**

- f) Brook Green – No updates to report.
- g) Footpaths – Cllr Ripley is liaising with the Somerset County Council Rights of Way contact and hopes to have updates on reported issues soon. The previously agreed local footpath map is almost complete.  
**ACTION: Cllr Ripley will arrange prints of the map.**
- h) Village Maintenance, including Ranger Scheme – The Ranger was absent for one week, but this has not impacted any essential works.
- i) Cemetery – There have been 2 interments, 1 new memorial and 1 memorial updated since the last meeting.
- j) Highways – Nothing to report.
- k) A358 Upgrade – No updates to report. Future updates will be reported under the Highways heading.

## 2023/52 Matters for Report

- a) Recreation field wildflowers - Following investigations, the Clerk advised that although conversations had been held at various times, there has been no formal agreement recorded of the council approving sowing of wildflower seeds generally or in a particular location on the recreation field. On this basis, the clerk advised that the decision was not contradictory to the more recent agreement for no further development to take place on the recreation field.

Cllr Simpson also investigated the potential use of the seeds in other areas, and has received advice that soil throughout Somerset is very similar and the seeds would no doubt be able to be used in another area locally. **ACTION: Cllrs Pike and Sherwood will liaise with the Field Working Group to discuss options, with Brook Green being a potential location.**

- b)** Merryfield Messenger - An update was received from the Village Hall that a committee member has volunteered to act as coordinator and editor for the Merryfield Messenger going forward, on the basis that the Parish Council fund the publication as they have in the past. Costs and planned dates of the next publication to be provided to the council for consideration at the April meeting.

**ACTION: Cllr Simpson to contact VH**

- c)** Defibrillator training - Dates are being investigated by the Village Hall and will be advised as soon as possible. A new defibrillator committee is being formed and a request for volunteers will be made. Cllr Ripley agreed to join the group on a volunteer basis.

**ACTION: Cllr Simpson to advise VH**

**2023/53 Outstanding Actions not covered in agenda items:** Outstanding actions were reviewed and an updated list will be circulated to councillors following the meeting.

#### **2023/54 Items for the next meeting**

- a)** Merryfield Messenger costs and production dates  
**b)** MUGA review process for net usage  
**c)** Football Pitch review costs and pitch hire fees

**Date of next ordinary meeting:** Tuesday 11<sup>th</sup> April 2023, at 6.30pm at Merryfield Hall.

The Chairman closed the meeting.

Elaine Simpson, Chairman

## **Annex 1. Payments Authorised**

<b>Mar-23</b>				
<b>PAYMENTS AUTHORISED</b>				
	INVOICE DATE	AMOUNT	PAYEE	DESCRIPTION
	22/02/2023	£ 714.00	SCRIBE	ACCOUNTS PAKCAGE SET UP & YR1 FEE
	03/03/2023	£ 25.00	SALC	TRAINING - PLANNING (AG)
	08/03/2023	£ 384.14	SSDC	RANGER - FEB
	13/03/2023		K LARSSON	MONTHLY SALARY
	13/03/2023	£ 119.73	K LARSSON	ADMIN EXPENSES & FLAGS
<b>PAYMENTS AUTHORISED SINCE THE LAST MEETING</b>				
	21/02/2023	£ 15.75	L PIKE	MILEAGE CLAIM
	21/02/2023	£ 45.45	G MACKENZIE GREEN	EXPENSE & MILEAGE CLAIM