

ILTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING OF ILTON PARISH COUNCIL HELD ON 24TH FEBRUARY 2026 AT MERRYFIELD HALL ILTON (6.30pm – 8.20pm approx)

These draft minutes have been prepared by members of the Parish Council from their notes and recollection of the meeting. This is due to the resignation of the Parish Clerk prior to the preparation of the draft minutes. While every effort has been made to ensure accuracy, the Minutes remain subject to review, amendment, and formal approval by the Council at the next appropriate meeting.

PRESENT

Cllr. J Bennett (Chair). Cllr. A Pidgeon. Cllr. I Sherwood. Cllr. J Easterbrook. Cllr. N Matravers. Cllr. W Vance (attending from 7.00pm advance notice given)

Mr T Heath (Clerk)

District Councillor Jo Roundell-Greene (leaving the Meeting following her Report)

14 members of the public

2026/240 CHAIR'S OPENING REMARKS

240.1 The Chair commenced the meeting by extending a welcome to all attendees

240.2 Informed Council that Item 13 on the agenda was to be deferred

2026/241 APOLOGIES FOR ABSENCE

Apologies received by Cllr Ripley and Cllr Gordon

2026/242 DECLARATIONS OF INTEREST IN AGENDA ITEM

None received

2026/242 APPROVAL OF MINUTES

Members unanimously **RESOLVED to APPROVE** the minutes of the Full Council Meeting held on 24 February 2026

2026/243 PUBLIC SESSION

243.1 A member of the public (MoP) inquired whether grant funding had been sought for projects currently under consideration or already approved.

Council – In these cases, no grant funding has been sought.

243.2 A MoP requested further detailed information re: 26/27 approved budget

Council – This information will be provided via email.

243.3 A MoP requested further detailed information re: Recreation Field ('the Rec') development as proposed in the 2023 resident consultation

Council – This information will be provided via email.

243.4 A MoP submitted a formal Freedom of Information request regarding the conduct of a serving Councillors in email communications.

Council – Request acknowledged and a response will be provided.

243.5 A MoP proposed the creation of a fenced dog-exercise area on the Rec and requested that this item be put on next month's agenda

Council - proposal noted and agreed to put on the agenda at the April meeting should a proposal be put before the Council

243.6 A MoP requested sight of Risk Assessment for the Rec car park along with details of projected works for same area

Council – relevant information would be provided

243.6 A MoP sought reply to whether residents had been consulted re: Rec car park proposed works

Council – this information will be provided via email

2026/244 PARISH COUNCIL SURGERY

Held at 5.30pm on 24 February 2026 at Merryfield Hall present being Cllr – J. Bennett,

Cllr – J. Easterbrook and Clerk - Mr T Heath

Two residents came along to introduce themselves as having moved into St Katherine's Close. Concerns were raised as to large vehicles accessing Rod Lane only to find this to be a no through road and consequently having difficulties in turning and enquired whether the PC could erect signage indicating this to be a no through road.

Council - Resident would provide further details/photos so further investigations could be carried out leading to response being provided by Clerk/Councillors

2026/245 SOMERSET COUNCILLOR REPORT

District Councillor Jo Roundall-Greene up-dated the Meeting

245.1 Somerset Council are focusing on finalising the 26/27 budget

245.2 Repairs to bus-stop bin remain outstanding

245.3 Gritting of village roads – request to re-instate having been submitted by IPC. Response received from Highways East noted

245.4 Repair to footpaths and clearance of vegetation on the Spurwells Estate remains outstanding

2026/246 COUNCILLOR VACANCY

Clerk informed Council that following Notification to Somerset Council and publication of the notice of Vacancy electorates have requested commencement of the election process which is now underway and in the hands of Somerset Council

2026/247 CLERK VACANCY

In the absence of Cllr Gordon as Chair of the Staffing Committee Cllr Easterbrook up-dated Members to the effect that the vacancy has been advertised through SALC and Indeed with 89 applications being received. As one of the applicants was personally known to the Chair of the Staffing Committee Cllr Gordon withdrew from taking part in the filtering process and will not take part in the interviews. Filtering for interview took place over 2 sessions and was undertaken by Cllrs Easterbrook Bennett and Vance. 7 candidates have been selected for interview which are scheduled to take place during the week commencing 2 March.

Action Required: Staffing Committee to report to full council with recommendations for appointment of Clerk

2026/248 FINANCE

248.1 **Bank Reconciliation** as of 31 January 2026 **APPROVED**

248.2. **Payment and Receipts** List of payments and NOTE receipts for January 2026 (details circulated) **APPROVED/NOTED**

248.3 **Responsible Financial Officer (RFO) Report** Receipt of the RFO Report and Accounting Statement for period ending 31 January 2026 **NOTED**

248.4 **Bank Mandate** The removal of Lorraine Pike from the Lloyds Banking mandate **NOTED**

248.5 **Waste Bin Collections** A reduction in the price for 2026/2026 from £2,028.00 plus VAT to £1,69000 plus VAT following a successful challenge of the original quote provided by Somerset Council **NOTED**

2026/249 CEMETERY

249.1 Clerk informed Council that mapping of cemetery is nearly complete – around 80% and will continue to completion.

Action Required: completion of mapping process

249.2 Cllr Easterbrook stated that the title remains unregistered and would propose that local solicitors be instructed to apply for voluntary first registration at the Land Registry

Action Required: To be noted by Council and to be included on Agenda at a future full Council meeting

2026/250 CRICKET CLUB

The use of the Copse Lane land by Ilton Cricket Club for the 2026 Season, subject to the Club's formal acknowledgement of the Risk Assessment control measures presented to Members at the Extraordinary Meeting held in December 2025 (2025/224) **APPROVED**

Action Required: formal acknowledgement to be drafted and approved

2026/251 RISK MANAGEMENT

251.1 The 2026 Business Risk Assessment as prepared and circulated by the Clerk **ADOPTED** by all members whereby confirming that the Council has reviewed its operational financial and governance risks

Action required: up-loaded to IPC website

251.2 A Risk Management Plan be developed specifically addressing risks associated with the Council's land and physical assets. Members are invited to appoint a small working group to prepare a draft Plan for presentation and consideration at a future Council Meeting **AGREED**

Action Required: T&F group to consist of Jacqueline Bennett & Andrew Pidgeon

2026/252 TASK & FINISH GROUPS

Recreation Field – Cllrs Bennett & Pidgeon

252.1 The Contractor to undertake removal of the soil bunds from the car park and the turning of the storage containers with details of pricing having been circulated. If authorised Members are asked to **APPROVE** the movement of funds from 26/27 Earmarked Reserves (E1) to Cost Centre 5 to be allocated under a new work-package 5.4. **DEFERRED**

Action Required: to be included on Agenda for March 2026 full Council Meeting

Play Park – Cllr Easterbrook

252.2 The 2026 annual area Inspection & Report to be carried out by the Play Inspection Company at a cost of £144 plus VAT **APPROVED**

252.2.1 Proposed works within the play area namely

- The repurposing of the existing basketball area to accommodate new ground graphics and
- The purchase and installation of two free-standing activity panels suitable for toddlers and pre-school children at a total cost of £8,120.31 plus VAT **APPROVED**

The movement of funds from 26/27 Earmarked Reserves (E2) to Cost Centre 4 to be allocated under a new work-package 4.3.

Speed Watch – Cllr Vance

252.2.2 Details were received from highways and passed to the members of the speed watch group and parish councillors. Although the group felt that the conditions needed to install a SID were not achievable the only way to confirm this would be to pay £250 for highways to carry out an inspection. Councillor Vance objected to the payment when no payment was required for highways to confirm where the PC could install grit bins. Councillor Vance was going to raise the issue at the next LCN highways meeting.

Brook Green Information Board

252.2.3 No report available

Action required: up-date from T&F group to full Council at future meeting

Closed Churchyard Maintenance

252.2.4 No report received

Action required: T&F Group (Cllr Vance and Gordon) to up-date full Council regarding ongoing arrangements concerning maintenance at future meeting

Grit Bins – Cllrs Vance & Easterbrook

252.2.5 Cllr Vance reported as set out in 252.2.2

Cllr Easterbrook reported that following Council's request to reinstate the village roads on the Gritting Map a response had been received (23.02.2026) from Highways East noting IPC's request which would be referred to the Winter Projects Team for review in June/July 2026. Highways East confirmed that similar request received from RNAS Merryfield

Action required: Clerk to make diary note to review /chase if required in July/August 2026

2026/253 PROJECT/TASK UP-DATES (2025/2026)

253.1 Hamstones – no up-date available

253.2 Hamstone boulders at Brook Green – no up-date available

253.3 Cemetery hedge planting – (Cllr Matravers) beech hedging ordered and will be planted by volunteers once delivered

253.4 Play-park – safety maintenance tasks – (Cllr Easterbrook) to be commenced by appointed contractors during week beginning 02.03.2026

253.5 Winter servicing of equipment – (Cllr Pidgeon) on schedule to be completed by end of March

2026/254 PLANNING

NOTED – no applications received

2026/255 COMMUNITY AND OPERATIONS

255.1 Volunteer Group – Cllr Pidgeon reported general tidying tasks undertaken with a view to checking/servicing of equipment and then carrying out usual Spring tasks including the planting of beech hedging in Cemetery

255.2 Parish Ranger – Cllr Bennett reported that the Ranger continues to focus on removing debris/weeds from road edges at Spurwells/Penny's Meade

255.3 Community Safety – No report received

255.4 Highways Matters – No report received although generally noted that, like most of the public highways in the County some areas are becoming more potholes than road surface and difficult to avoid

2026/256 CORRESPONDENCE

256.1 No correspondence requiring Council decision or response received

256.2 A Freedom of Information request submitted to IPC on Monday 16 February 2026 with a response required to be issued by Friday 13 March 2026 **NOTED**

Action required: Clerk within timeframe

256.3 Up-date on engagement with

256.3.1 Abri – Cllrs Bennett & Easterbrook met with representative of Abri on 10.02.2026 regarding poor condition and state of their roadway leading to the car park at the Rec which served not only residents but also the Cemetery and used by parents/carers for dropping off/collection of school children. Abri responded by making detailed notes, would report back to relevant departments and revert to IPC although unable to specify timeframe for this. Whilst on site Abri also inspected the ‘no-man-land’ area in the play-park where brambles have become overgrown and out of hand and would check to see what their responsibilities in this regard were also

Action required: Clerk to review any response received/chase for up-date

256.3.2 Somerset Council – response received re: extension to Gritting Map as detailed in 252.2.5

2026/257 COUNCIL ADMINISTRATION

257.1 The Annual Parish Meeting is scheduled for Tuesday 12 May 2026 commencing at 7.00pm

257.2 The date for the 2026 Internal Audit has been set as Monday 13 April 2026

NOTED

APPROVED BY..... DATE.....2026

ILTON PARISH COUNCIL

**Minutes of the Extraordinary Council Meeting of Ilton Parish Council Held on Monday 16th March
2026 at Merryfield Hall, Ilton, 2pm**

PRESENT:

Cllr. J Bennett (Chair)
Cllr. A. Gordon
Cllr. A Pidgeon
Cllr. J Easterbrook
Cllr. I Sherwood
Cllr. N Matravers

1 member of the public

2026/258 APOLOGIES FOR ABSENCE

Cllr. S Ripley

2026/259 DECLARATIONS OF INTEREST IN AGENDA ITEMS

No declarations of interest in agenda items were tabled.

2026/260 Public Participation

No comments received

2026/261 PLANNING APPLICATION 26/00434/HOU. Erection of a 2-storey extension with garage below at 9 Penny's Meade, Ilton

Council unanimously agreed to support this application. APPROVED

2026/262 APPOINTMENT OF COUNCILLORS TO STAFFING COMMITTEE

Council appointed Ian Sherwood & Sally Ripley to the Staffing Committee. Proposed by J. Bennett, Seconded by A. Gordon. All in favour.