

# ILTON PARISH COUNCIL

Dear Councillors

**YOU ARE SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF  
ILTON PARISH COUNCIL TO BE HELD AT 6.30PM ON TUESDAY 27<sup>th</sup>  
JANUARY 2026 AT MERRYFIELD HALL, ILTON**

*Terry Heath*  
Clerk to the Parish Council  
21<sup>st</sup> January 2026

During the meeting there will be a public session, up to 30 minutes, to enable the electorate of Ilton to ask questions and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes. The Chair will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.

## AGENDA

### **1. CHAIRMANS OPENING REMARKS**

### **2. APOLOGIES FOR ABSENCE**

To receive and record apologies

### **3. DECLARATIONS OF INTEREST IN AGENDA ITEMS**

Members to declare any interests in agenda items

### **4. APPROVAL OF MINUTES**

To **RESOLVE to APPROVE** the minutes of the extra ordinary meeting held on 12<sup>th</sup> December 2025

### **5. PUBLIC SESSION**

Members of the public may raise any appropriate matter for report

### **6. PARISH COUNCIL SURGERY**

To receive an update on matters raised at the January 2026 Parish Council surgery and **AGREE** any forward actions

### **7. SOMERSET COUNCILLOR REPORT**

To receive a report from Somerset Council representatives

## 8. FINANCE

### a. **Bank Reconciliation**

To **APPROVE** the bank reconciliation statement as of 31<sup>st</sup> December 2025

### b. **Payments and Receipts**

To **APPROVE** a list of payments and **NOTE** receipts for December 2025 (details circulated)

### c. **Community Infrastructure Levy (CIL)**

To **NOTE** the receipt of £5,970.26 CIL, to be added to EMR prior to drawdown for Hamstones

### d. **Responsible Finance Officer (RFO) Report**

To **NOTE** receipt of the RFO report and accounting statement for period ending 31<sup>st</sup> December 2025

## 9. CEMETERY

### a. **Cemetery Expenditure**

To **APPROVE** expenditure of £234.98 (exc. VAT) for purchase of beech hedging roots to be planted as a continuation hedge in the cemetery

### b. **Cemetery Management Update**

Clerk to **UPDATE** Council on cemetery management activities

## 10. 2026/2027 BUDGET AND PRECEPT

To **APPROVE** the budget and precept demand for financial year 2026/2027 (proposal circulated)

## 11. RECREATION FIELD CAR PARK RISK ASSESSMENT

To review and **APPROVE** the risk assessment (circulated) and **CONSIDER** associated control plans

## 12. TASK AND FINISH GROUPS

### a. **Recreation Field – Cllr Bennett & Pidgeon**

To receive a report and **APPROVE** proposed project Works to MUGA (Recreation Field) car park granting **AUTHORITY** to obtain estimates, quotes and tenders.

### b. **Play Park – Cllr Easterbrook**

Report to be received

### c. **Speed Watch – Cllr Vance**

Report to be received

### d. **Formation of short-term groups**

To **CONSIDER** establishing groups for

- i. Brook Green information board (design, costing, recommendations)
- ii. Closed Churchyard (engagement with the Church on long-term maintenance)
- iii. Grit Bins (engagement with residents, funding, administration and identifying locations)

### **13. PROJECT/TASK UPDATES (2025/2026)**

- a. Hamstones - 3 off
- b. Hamstone boulders – Brook Green
- c. Wellingtonia tree – tree surgery
- d. Play park - safety maintenance tasks

### **14. STAFFING COMMITTEE TERMS OF REFERENCE**

To **RESOLVE TO ADOPT** revised terms of reference (circulated)

### **15. PLANNING**

To **NOTE** the position of current and determined planning applications (circulated)

### **16. COMMUNITY AND OPERATIONS**

- a. **Volunteer Group**
  - i. Cllr Pidgeon to **REPORT** on tasks delivered
  - ii. To **NOTE** receipt of the section 171 licence authorising named volunteers for minor maintenance activities
- b. **Parish Ranger**
  - To receive a report on completed tasks and **APPROVE** a prioritised list of future tasks
- c. **Community Safety**
  - To raise any concerns requiring action
- d. **Highways Matters**
  - To raise any concerns requiring action

### **17. CORRESPONDENCE**

- a. To **CONSIDER** any correspondence that requires a Council decision or response
- b. **UPDATE** on engagement with
  - Ilton Cricket Club
  - Abri
  - Somerset Council

### **18. COUNCIL ADMINISTRATION**

- a. Members to advise the Clerk of items for the February 2026 meeting
- b. The date of the next full Council meeting is Tuesday 24<sup>th</sup> February 2026

## **19. CONFIDENTIAL SESSION**

### **a. Exclusion of Press and Public**

To consider a resolution to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 from the remainder of the meeting to discuss staff in confidence matters

### **b. Future Employment Plans**

To **NOTE** the resignation of Mr Terry Heath as Clerk and consider Staffing Committee recommendations for filling the Clerk (Proper Officer) and Responsible Finance Officer roles

**END OF AGENDA**