

# ILTON PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING OF ILTON PARISH COUNCIL HELD ON TUESDAY 22<sup>nd</sup> JULY 2025 AT MERRYFIELD HALL, ILTON (6.30pm to 8:42pm)

### PRESENT:

Cllr. J Bennett (Chair)

Cllr. S Ripley

Cllr. L Pike

Cllr. A Pidgeon

Cllr. N Matravers

Mr T Heath (Clerk)

Somerset Councillor Roundell (left the meeting following min.ref 2025/114)

3 members of the public

### **2025/110 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. B Vance, Cllr. J Easterbrook, Cllr. A Gordon and Cllr. I Sherwood

### **2025/111 DECLARATIONS OF INTEREST IN AGENDA ITEMS**

Cllr. Matravers declared an interest in agenda item 6a.

### **2025/112 APPROVAL OF MINUTES**

Members **RESOLVED to APPROVE** the minutes of the meeting held on 24<sup>th</sup> June 2025 which were duly signed by the Chair.

### **2025/113 PUBLIC SESSION**

A member of the public asked Council on progress of the repair to the handrail at Hortmead Lane. Cllr. Pidgeon reported the timber has been ordered but is waiting delivery. As soon as the timber is delivered the repair will be undertaken by the volunteer group.

### **2025/114 SOMERSET COUNCILLOR REPORT**

Somerset Cllr. Roundell reported that a recent full Council meeting had approved a transformation programme that will look at efficiencies and service delivery.

Arrangements for the new highway's officer to visit Ilton is to be arranged.

The Clerk reported that difficulties remain in reaching appropriate officers at Somerset Council to engage on matters of importance. This was **NOTED** by Councillor Roundell.

### **2025/115 MATTERS ARISING FROM PREVIOUS MEETINGS**

- a) The Clerk reported that the contractor tasked with removal of the soil heap from the cemetery had failed to complete the task by the deadline set. Therefore, an alternative supplier is being sourced as a matter of urgency. Council **APPROVED**, an alternative supplier can be contracted with if the quote falls below the value of £1500.00. The Clerk will continue to progress delivery of the project at pace.

- b) Cllr. Bennett confirmed receipt of the recreation field drainage investigation report which contained a number of recommendations, to be reviewed as part of the ongoing recreation field development project. It was recognised the importance of regular maintenance of the pond linked to Hawthorn Gardens.
- c) The Clerk reported the Picus testing of the Wellingtonia tree situated in the churchyard is scheduled for Tuesday 29th July 2025.
- d) Reference the repair of the broken handrail at Cad Road, see min.ref 2025/113.
- e) Cllr. Ripley provided an update on options for the play area space vacated by the bike track. These included a trampoline, set into the ground, a roundabout, set into the ground and a covered activity structure. Council **AGREED** to review further at the August 2025 meeting subject to approval of a revised budget, see min.ref 2025 /116c.  
Cllr. Ripley reported safety related concerns with the wooden climbing structure, and the wooden trail along with a recommendation to inspect the mechanism on the zip wire. The Clerk, in partnership with Cllr. Ripley to **INVESTIGATE** sources for repair and inspection.
- f) The Clerk reported that the weather conditions are still against the application of weed control products on the recreation field. In order for the treatment to be effective a strong growth of vegetation is required. The follow-on tasks for the football pitch, which includes sanding and seeding will be scheduled a minimum of four weeks post weed treatment. Council will be kept informed as and when there is any progress to report. Members recognised the tasks may not be completed by the commencement of the forthcoming football season.
- g) Cllr. Bennett reported a recommended annual maintenance schedule for the football pitch will be presented at the August 2025 meeting for Council's consideration.
- h) As Cllr. Gorden was absent from the meeting, a review of the options for repair or replacement of the damaged wooden fence at Brook Green was deferred until the August 2025 meeting.
- i) Cllr. Bennett reported work to establish a revised a set of 'ground rules' for the cemetery is in progress with the aim to present for Council's consideration at the August 2025 meeting.
- j) The Clerk outlined the position regarding the erecting of three hamstones at entrances to the village. The Council are required to obtain a licence from Somerset Council; the legal costs associated with this is estimated to be £900.00. Up-to-date quotes for procurement and placement of the stones are being progressed. Council **APPROVED** funding the licence at a cost of £900.00, the Clerk to progress with Somerset Council.

## **2025/116 FINANCIAL MATTERS**

a) The bank reconciliation statement, dated 30<sup>th</sup> June 2025 was **APPROVED** and duly signed by Cllr. Pike.

b) Members **APPROVED** a list of payments, detailed below

Bradfords	Outstanding balance on account	£7.50
Mr T M Heath	Clerk/RFO duties	£875.97
Mr T M Heath	Milage	£32.40
George Montague	Grounds contract	£3,584.40
Lloyds Bank	Service charge	£4.25
Scribe	Cemetery subscription	£31.20
HMRC	PAYE	£313.40
Rheos	Drainage survey and report	£575.00
Council <b>NOTED</b> receipts for June 2025, detailed below		
Ilminster Youth	Pitch hire	£20.00
Lloyds Bank	Interest	£96.42

c) The Clerk presented a revised receipts and payments budget for 2025/2026 along with amended general and earmarked reserve values. Following a proposal from Cllr. Matravers, seconded by Cllr. Pike the revised budget and reserve distribution was unanimously **APPROVED**. Therefore, the new budget and reserve values are:

Receipts	£74,390.09
Payments	£77,872.86
General Reserve	£27,742.52
Earmarked Reserve	£139,792.68

Full details can be found at **ANNEX A** of these minutes with the updated budget being placed onto the Council's website.

## **2025/117 HEADSTONE**

Council **APPROVED** the placement a new headstone for plot number D105. The Clerk to **INFORM** the undertaker.

## **2025/118 PORTABLE PA SYSTEM PURCHASE**

A proposal from Cllr. Pidgeon to procure a portable PA system at a cost of £219.00 was not taken forward. Council **NOTED** the availability for use of a PA system owned by the Church.

## **2025/119 VOLUNTEER EQUIPMENT PURCHASE**

The Chair tabled a motion to move agenda item 10 to the closed session. This was **AGREED** by all.

## **2025/120 TIMBER PURCHASE**

As Cllr. Sherwood was absent from the meeting, Council requested deferral of the consideration to purchase timber for refurbishing benches to the August 2025 meeting.

## **2025/121 CUTTING OF HEDGES**

Council **APPROVED** contracting the cutting of the recreation field and car park hedges at a cost of £420.00.

#### **2025/122 CROSS INSTILLATION**

Members **AUTHORISED** expenditure to the value of £150.00 to support the instillation of a cross in the Church. Cllr. Pidgeon to arrange.

#### **2025/123 INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT**

Recognising the benefits, Council **SUPPORTED** a recommendation, made by the Clerk, to join, as a corporate member, the Institute of Cemetery and Crematorium Management at a cost of £105.00.

#### **2025/124 REPORTS FROM TASK AND FINISH GROUPS**

a) Volunteer Task and Finish Group

The Clerk reported a meeting of the task and finish group had been held with the outcome being the Clerk to write a short paper to outline the process for Council to task and fund work utilising the various work streams at their disposal.

b) Recreation Field Development Task and Finish Group – Meeting held 3<sup>rd</sup> July 2025

i. Council **APPROVED** the groups terms of reference, detailed at **ANNEX B** of these minutes

ii. Council **APPROVED** the obtaining of two land valuations of the Copse Lane land

#### **2025/125 HIGHWAY MAINTENANCE VOLUNTEER SCHEME**

Following attendance at a presentation provided by the Somerset Council's service director for infrastructure and transport the Clerk provided an overview of the process that could lead to the Parish Council obtaining a section 171 licence. Before deciding on the next steps, Council requested the Clerk to report back on insurance implications. The Clerk reported the anticipated £270.00 fee for obtaining the licence has now been waved by Somerset Council.

#### **2025/126 PLANNING**

a) No new planning applications were presented for sanctioning.

b) Council **NOTED** the position of current and in month determined planning applications

##### **Determined**

**23/03105/FUL** Proposed alterations to access and the erection of a dwelling. Frost Farm, Frost Lane, Ilton, Ilminster, Somerset, TA19 9EU - **Application Permitted with Conditions**

**20/02388/FUL** Erection of five dwellings with associated landscaping, parking provision and alterations to access. Drakes Farm, Church Road, Ilton, Ilminster, Somerset, TA19 9EY - **Application Permitted with Conditions**

##### **Current applications awaiting determination**

**24/02206/FUL** Discharge of Condition Numbers 3 (BNG plan) and 4 (HMMP) of planning application. Ashford Old Tractor House, Ashford Lane, Ilton, Ilminster, Somerset, TA19 9ED

**23/00404/FUL** Change of Use of land to a travelling caravan site consisting of 3 pitches each containing 1 mobile home, 1 touring caravan, 1 utility dayroom and associated works (partly retrospective). The Stables, Ashford, Old Farm, Isle Abbotts Road, Ilton, Ilminster, Somerset, TA19 9ED

**17/01068/AGN** Notification of intent to erect a general-purpose agricultural building. Land At Ilford Farm, Frost Lane, Ilton, Ilminster, Somerset

#### **2025/127 CRIME, DISORDER AND COMMUNITY SAFETY**

Cllr. Ripley reported broken glass had been found on numerous occasions in the play area, close to the basketball court. It was **AGREED** to publicise this issue via Facebook.

#### **2025/128 HIGHWAY MATTERS**

In order to assist with village events and to minimise parking issues, the Clerk was **ACTIONED** to write to the Church and the pub with an offer for the car park on Copse Lane to be made available, free of charge subject to agreement by the Parish Council on a case-by-case basis.

#### **2025/129 CORRESPONDENCE**

Following receipt of a letter from Somerset Council Highways team, the Clerk was **ACTOINED** to draft a letter that could be issued to residents, as required, politely requesting hedges/vegetation that overhang the public highway or footpaths be cut back.

#### **2025/130 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT FULL COUNCIL MEETING**

No specific items were tabled.

#### **2025/131 DATE AND TIME OF NEXT MEETING**

Tuesday 19<sup>th</sup> August 2025, starting at 6:30pm

#### **2025/132 EXCLUSION OF PRESS AND PUBLIC**

Following a proposal by Cllr. Ripley, seconded by Cllr. Pike, Council unanimously **APPROVED** a resolution to exclude members of the public and the press so Commercial in Confidence business could be transacted.

#### **2025/133 PARISH RANGER SERVICES**

Following a review of three received quotes, Council **AGREED** to contract the services of Premier Landscapes to carry out Parish Ranger duties between 1<sup>st</sup> August 2025 and 31<sup>st</sup> March 2027 with a maximum of 2 days per month at the discretion of the Parish Council. The Clerk to prepare a contract for signing.

#### **2025/134 PARISH RANGER TASKS**

Council **AGREED** to task the newly appointed Parish Ranger with the following tasks.

- Cemetery – Cut hedge to expose graves and level of graves where applicable
- Bus Stop – Cut hedge on either side
- Clear kerbsides through village
- Cut and accentuate verges including Frost Lane
- Lopping of Oak tree in play area

Council **AGREED** to task the Volunteer Group with the following tasks

- Play Area – cut entrance lanes to the park
- Churchyard – strim bottom corner and rake path
- Remove brambles from Church Road
- Cut back various footpaths

**2025/135 VOLUNTEER EQUIPMENT PURCHASE**

Council **AUTHORISED** the purchase of a chainsaw and pole hedge trimmer at a combined cost of £366.99 inclusive of VAT. Cllr. Pidgeon to arrange and be recompensed.

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## ANNEX A – 2025/2026 APPROVED BUDEGT

### PAYMENTS

Cost Centre		WP	Budget Line Description	Budget (£)
CC1	Staff Costs	1.1	Salary	11901.00
		1.2	PAYE	3838.00
		1.3	Milage	250.00
			Total	15989.00
CC2	Administration	2.1	Subscriptions	725.00
		2.2	Website	200.00
		2.3	Expenses/Sundries	1750.00
		2.4	Printing	350.00
		2.5	Hall Rental	320.00
		2.6	Chair Allowance	100.00
		2.7	Council Insurance	1542.04
		2.8	Training	800.00
		2.9	Scribe	800.00
		2.10	Audit	500.00
			Total	7087.04
CC3	Grounds Maintenance	3.1	Grass Contractor	25008.00
		3.2	Ranger	2400.00
		3.3	Copse Lane Land	200.00
		3.4	Brook Green	500.00
		3.5	Cemetery	500.00
		3.6	Volunteer Costs	1000.00
		3.7	Litter Picking	750.00
		3.8	Churchyard	250.00
		3.9	Waste Bin Collections	2000.00
		3.11	Tractor Insurance	500.00
		3.12	Hedge Cutting	1000.00
			Total	34108.00
CC4	Play Area	4.1	Play Inspections	450.00
		4.2	Play Area Maintenance	1000.00
			Total	1450.00
CC5	Approved Projects	5.1	Hamstone (assume + £4,212.18 from CIL)	3787.82
		5.2	Soil Removal Cemetery	990.00
		5.3	Rec Soil Mound Removal	2000.00
		5.4	Seeding in the Play Area	500.00
		5.5	Rec Field Weed Treatment	1140.00
		5.6	Football Pitch Seeding/Sanding/Verti Draining	6000.00
		5.7	Drainage Survey	600.00
		5.8	Bus Shelter	340.00
		5.9	Picus Testing of Tree	480.00
		5.10	Merryfield Bench	700.00
			Total	16537.82
CC6	Grants	6.1	Community Grants	1000
			Total	1000.00
CC7	Utilities	7.1	Electricity	1701.00
			Total	1701.00
			Expenditure Budget Total	77872.86

## RECEIPTS

	Budget Line Description	Budget (£)
<b>R1</b>	Precept	55000.00
<b>R2</b>	Cemetery Fees	1000.00
<b>R3</b>	MUGA Hire	1000.00
<b>R4</b>	Football Pitch Hire	1000.00
<b>R5</b>	Bank Interest	2400.00
<b>R6</b>	VAT Reclaim	12000.00
<b>R7</b>	CIL Receipt	1990.09
	<b>Total</b>	<b>74390.09</b>

## RESERVES

	£
General Reserve	27,742.52
Rec Field Development Project	97,045.28
Play Area Refurbishment of existing Equipment	3,973.01
Play Area Procurement of new Equipment	12,874.21
Asset Maintenance/Refurbishment (non play area)	4,800.00
Procurement of new Assets (non play area)	11,888.00
CIL	4,212.18
Legal Cost Provision	5,000.00
<b>Sub Total</b>	<b>167,535.20</b>



## ANNEX B – TERMS OF REFERENCE FOR THE RECREATION FIELD TASK AND FINISH GROUP

### ILTON PARISH COUNCIL

#### TASK AND FINISH GROUP

##### FUTURE INVESTMENT OF ILTON RECREATION FIELD

- **Purpose:** To consider options and make a recommendation to a full meeting of Ilton Parish Council on the future investment strategy and plans, including costs for Ilton Recreation Field
- **Scope:** Includes all areas of the Recreation field including the football pitch
- **Membership:** All Councillors of Ilton Parish Council, plus the Clerk
- **Authority:** To consider options and make a recommendation to the full Parish Council. No budget is delegated to the group
- **Reporting:** Reports to the Parish Council as required, with a final report prepared for presentation to a full Council meeting
- **Timeline:** Starts in July 2025 and finishes by 31<sup>st</sup> October 2025.
- **Resources:** To consider options aligned to current budget assumptions as well as other income opportunities
- **Meeting Procedures:** Meets monthly or as required, with decisions made by majority vote.
- **Meeting Chair:** The Chair of the Parish Council
- **Secretary:** The Clerk, in his absence a member of the group to be nominated. Brief notes with key points and actions recorded.