

ILTON PARISH COUNCIL

7 November 2024

To all Councillors

You are summoned to attend the **Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 12 November 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. **Minutes of the Extra Ordinary Parish Council Meeting of 22 October 2024** - to consider for approval as a true record of the meeting & consider any matters arising
7. **Co-option** – to co-opt one Parish Councillor
8. **Planning Applications** - to receive any planning applications since last meeting
9. **Accounts and Financial Information 24/25**
 - a) Bank reconciliation to 31/10/2024 – to receive and sign
 - b) Summary Receipts & Payments report up to 31/10/2024 – to receive
 - c) Schedule of Payments for November 2024 – to consider for approval
 - d) Grant for annual hall hire costs for Ilton Youth Club 24/25 – to consider grant application
 - e) Tractor insurance – to note renewal arrangement
 - f) Internal Audit Report 23/24 – to review recommendations
10. **Employment matters**
 - a) Staffing committee minutes – to note the minutes of the 8 October 2024 meeting and consider the recommendations:
 - i) To approve the Clerk's successful completion of the six-month probationary period
 - j) To approve up to 15 hours per week for the Clerk (65 hours per month) to be reviewed January 2025
 - b) NJC salary rates – to note the updated salary scales for 2024/25 and the increase to the Clerk's scp to be backdated to 1 April 2024 (in line with the terms of the Employment Contract)
11. **Cemetery** – to consider the request for a refund of the EROB fee and consider updating the Cemetery Regulations accordingly

Annie Dallaway - Clerk to Ilton Parish Council

clerk@iltonparishcouncil.gov.uk

12. Environment matters

- a) Repairs to bench in Merryfield Lane – to review the specification for works
- b) Planter at Merryfield Lane – to consider obtaining a SC licence (fee implication) for the planter to be sited at this location or consider moving the planter
- c) SID – to consider purchase
- d) Tree survey at churchyard – to consider quotes
- e) Chapter 8 training – to receive an update
- f) Volunteer works – to agree volunteer works for November

13. Grass cutting contract

- a) Rec Field – to consider funding additional cuts for 24/25 or ask the volunteers to carry out additional cuts
- b) Contract delivery for 25/26 – to approve working group

14. Recreational facilities

- a) Tree planting – to receive an update
- b) MUGA electrical supply – to receive an update
- c) Football goals/nets – to consider quotes for age-appropriate nets (16 x 7 ft)
- d) Football pitch hire
 - i) To consider request for hire from local youth team
 - ii) To consider hire rates & facilities

15. Somerset Council Local Plan consultation – to consider a consultation response by the deadline of 30 November 2024

16. Government consultation on introducing remote attendance and proxy voting in local authority meetings in England – to consider a consultation response by the deadline of 19 December 2024

17. Policy review

- a) Data Protection – to review GDPR and Privacy Notice
- b) Website accessibility and compliance – to receive an update

18. Projects for 24/25

- a) Village signs – to receive an update
- b) Bike track at Rec Field – to review revised design proposal and arrange further consultation with the village children
- c) Shelter at Rec Field – to agree the specification

**Date of next meeting:
Parish Council Meeting 10 December 2024, 6.30pm at Merryfield Hall**