

**Minutes of the Annual Meeting of Ilton Parish Council held in Merryfield Hall on  
Tuesday 12<sup>th</sup> September 2023 at 6.30p.m.**

**2023/128 Attendance and Apologies**

**Present:** Cllrs Kelaart, Pike, Sherwood and Ripley;  
Somerset Council Cllr Roundell Green and Mrs Larsson (Clerk)

**Apologies:** Cllr Calvert and Somerset Council Cllr Dance

**In attendance:** 12 members of the public.

2023/129 **Declarations of Interest** There were no declarations of interest.

**2023/130 Parish Council Vacancies**

Two vacancies exist on the parish council, and applications of interest had been received from Mrs Jacqueline Bennet and Mr William Vance. Councillors agreed unanimously to co-opt Mrs Bennett and Mr Vance to the council. Mr Vance duly signed his declaration of acceptance of office, witnessed by the Clerk. Mrs Bennett had given apologies for the meeting and it was agreed to allow deferring signature of her declaration of acceptance of office until before the next parish council meeting.

**2023/131 Somerset Council Councillor Report**

Cllr Roundell Green gave an update on RAAC concrete in schools across Somerset, noting that fortunately only one school had been identified as being affected.

The full Somerset Councillor report can be found on the parish council website.

**2023/132 Minutes of the Ordinary Parish Council meeting held on 11<sup>th</sup> July 2023**

Minutes were approved unanimously by councillors and signed by the Chair.

**2023/133 Planning Applications**

- a) 23/01919/LBC: Furzeley Farm Main Street Ilton Ilminster Somerset TA19 9HL - Proposed alterations to the Listed Building, including installation of en-suite to bedroom 2, new bathroom layout, new spotlights in the kitchen, replacement of nonoriginal front doors, and installation of electric car charger in the existing carport.  
The council agreed to submit 'comment only' in respect of the application. It was noted that councillors are not experts on regulations relating to listed buildings and as such the applicant should adhere to any conditions and recommendations advised in this respect. The council also noted there were environmental benefits to some elements of the improvements and were supportive of these.
- b) 23/01914/HOU: Frost Farm Frost Lane Ilton Ilminster Somerset TA19 9EU - Demolition of existing single storey extensions and the development of a two-storey extension and single storey extension.  
The parish council agreed to submit 'comment only' in respect of the application, but noted there were no consultee comments available in relation to ecological impacts and that any recommendations made in this respect should be followed by the applicant.  
Noting one objection from a neighbour, and having reviewed the plans for the proposal, councillors were not in agreement with the objection in that there did not appear to be any additional windows that would not have an adverse impact on neighbour privacy.
- c) 23/01939/FUL: Ilford Farm Ilford Lane Ilton Ilminster Somerset TA19 9EB - Change of use of adjoining land to residential, erection of extensions and alterations to property in order to create a multi-generational dwellinghouse, erection of a detached garage

The parish council agreed to submit 'comment only' in respect of the application, but noted there were no consultee comments available in relation to ecological impacts and that any recommendations made in this respect should be followed by the applicant. It was noted that comment was made on a previous application at the same location with regards to management of surface water run-off onto the highway. With the introduction of additional property footprint, thus potentially removing natural drainage into the ground, this should be given consideration.

The full responses can be found on the respective applications on the Somerset Council Planning Portal <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/?district=South+Somerset>

#### **2023/134      Accounts and Financial Information**

All reports were circulated to councillors for review in advance of the meeting.

- a) The council approved the financial statement up to 31/8/23.
- b) The council approved the list payments, which is annexed at the end of the minutes. It was noted that payment for the work to re-instate the churchyard gate had been omitted from the list, but the invoice had been received and was approved for inclusion with the payments.

#### **2023/135      MUGA Electricity Contract**

The existing contract is due for renewal at the end of September. The Clerk reported that a number of alternative renewal quotes had been received and that all of these would result in a reduction of current costs, but could fluctuate slightly before being secured. It was noted that advice received from utility brokers was that due to the relatively low usage, future standing charge increases would be likely to have the biggest impact on prices and recommended securing a longer deal to avoid these increasing. Councillors agreed unanimously to the Clerk arranging securing a 24-month fixed rate with the best deal available at the time of renewal.

#### **2023/136      Merryfield Messenger Print Costs**

The previous costs approved for the printing of the publication, did not take into account those who had previously been on an email list. Councillors approved unanimously printing of the publication at a revised costs of £79, which would ensure every household receives a copy.

#### **2023/137      Brook Green Bridges and Banks**

Due to previously appointed contractors being unable to complete works, further quotations were considered by councillors. At the time of the meeting, two quotations were available, with the most competitive being £2200 for works to both bridges and the banks (for protection from 4x4's). A third quotation was expected from an existing contractor shortly, and to avoid further delays, it was agreed for the Clerk to advise details of the quote by email to councillors, and should it be in line with the best quote already received, this contractor should be engaged to carry out the works as they have proven to be reliable and carry out work to a high standard.

#### **2023/138      Play Park Equipment Repairs**

The council discussed difficulty in finding contractors to carry out remedial works, including those needed to the see-saw. The Clerk will continue to contact suppliers to try and arrange quotes for required works. In the meantime, the council have requested that all children visiting the play park are asked to respect the "out of use" signs while we work to rectify this.

#### **2023/139      Speeding**

Cllr Kelaart has investigated costs for Speed Indicator Devices (SIDs), which prices start at around £2250 for a solar powered unit. Locations for siting would need approval from Highways/Traffic Management, which needs to be discussed further. Cllr Kelaart advised he would like to understand from the Police how they will act on data from the SIDs to ensure the expenditure would be worthwhile. The matter will be revisited once further details are collated.

### **2023/140 Village Entryway Signs**

Cllr Kelaart advised there are three entry points to the village where he proposes new entryway signs are located, as requested during the recent consultation: Cad Road by Conquest Business Park, from Rapps and before Ilton Business Park, heading from Merryfield Airfield. Exact locations will need approval from Somerset Council Highways/Traffic Management. The costs for provision and installation of the signs by Traffic Management would be £1600. It is not possible to obtain alternative quotes as the signage needs to meet Traffic Management specification and policies.

Councillors agreed unanimously to the proposal for purchase installation of the three new signs, subject to approval from Traffic Management of the locations.

### **2023/141 Cemetery Rules**

The Clerk requested Councillors consider setting aside a dedicated area for cremation plots, with allowance of flat style tablets. The Clerk commented that cremation plots can currently be between full plots, with headstones up to 3ft 6in in height which can overshadow these smaller plots which are only allowed smaller memorials. The Clerk also recommended to update the cemetery charter to allow flat stones, which sit flush with the grass level as these are commonplace in many other cemeteries, particularly on cremation plots. Councillors agreed unanimously with both suggestions.

**2023/142 Young Person of the Month** No nominations were received.

### **2023/143 Councillor Updates**

Brief updates were provided by councillors on any areas of responsibility, with key items of note below. Due to vacancies on the council, not all areas have a dedicated councillor. Councillors will share responsibility for tasks until there are additional members to take these over again.

#### Community Safety

- Cllr Pike advised that the PCSO for the area has been seconded and she is waiting for an update on his replacement.

#### Footpaths

- Cllr Ripley advised there is a damaged stile on the fields to Ilford. The Clerk will forward the Rights of Way reporting tool to all councillors so that any issues found can be reported directly to Somerset Council.

2023/144 **Matters for Report** None raised.

2023/145 **Outstanding Actions not covered in agenda items:** None.

### **2023/146 Summary of actions from the meeting**

- a) Finalise electricity renewal - Clerk
- b) Play equipment remedial works - Clerk
- c) Village sign locations (liaise with Highways) - SK

2023/147 **Items for the next meeting** None raised.

Councillors should notify the clerk of motions for inclusion at the next meeting at least 7 clear days before the date of the meeting.

**Date of next meeting:** Tuesday 10<sup>th</sup> October, at 6.30pm at Merryfield Hall

*It was agreed to postpone the extraordinary meeting scheduled for later in September as insufficient information was available to consider and progress matters relating to the recreation field development consultation at this time.*

The Chairman closed the meeting at 8.03pm.

Sean Kelaart, Chairman

## Annex 1. Payments Authorised

Sep-23

### Ilton Parish Council

#### PAYMENTS AUTHORISED

Voucher	Code	Date	Minute	Description	Supplier	VAT Type	Net	VAT	Total
33	Ranger	12/07/2023		Ranger	Somerset Council	S	880.23	176.05	1,056.28
34	Ranger	12/07/2023		Ranger	Somerset Council	S	704.18	140.84	845.02
55	Audit	13/09/2023		Audit Fee	PKF Littlejohn LLP	S	210.00	42.00	252.00
56	Ranger	13/09/2023	2023/121	Green Space Maintenance	George Montague Countryside Services	S	225.00	45.00	270.00
56	Ranger	13/09/2023	2023/121	Green Space Maintenance	George Montague Countryside Services	S	225.00	45.00	270.00
56	Grass Cutting	13/09/2023	2023/121	Green Space Maintenance	George Montague Countryside Services	S	225.00	45.00	270.00
62	Sundries	13/09/2023		Key Cutting	Lorraine Pike	X	16.00		16.00
57	Play Equipment Inspec	13/09/2023		Playground Inspection	Elite Playground Inspections	S	82.50	16.50	99.00
58	Printing	13/09/2023		Merryfield Messenger Printing	MACS Design & Print	X	79.00		79.00
60	Staff Wages	13/09/2023		Salary	Kim Larsson	X			
60	Administration Expenses	13/09/2023		Salary	Kim Larsson	X			
61	Administration Expenses	13/09/2023		Administration Expenses (Clerk	Kim Larsson	X	34.14		34.14
56	Brook Green	13/09/2023	2023/121	Green Space Maintenance	George Montague Countryside Services	S	440.00	88.00	528.00
59	Churchyard	13/09/2023	2023/105	Churchyard Gate Repairs	Countryside Fencing Somerset Ltd	S	120.00	24.00	144.00

#### PAYMENTS MADE SINCE LAST MEETING

Voucher	Code	Date	Minute	Description	Supplier	VAT Type	Net	VAT	Total
46	Electricity	15/07/2023		MUGA Electricity	Green Energy	L	129.13	6.46	135.59
45	Play Equipment Inspec	28/07/2023		Playground Inspection	Elite Playground Inspections	S	82.50	16.50	99.00
47	Administration Expenses	08/08/2023		Salary	Kim Larsson	X			
47	Staff Wages	08/08/2023		Salary	Kim Larsson	X			
51	Play Equipment Inspec	08/08/2023		Playground Inspection	The Play Inspection Company	S	120.00	24.00	144.00
48	Play Equipment Inspec	08/08/2023		Playground Inspection	Elite Playground Inspections	S	82.50	16.50	99.00
49	Play Equipment Inspec	08/08/2023		Playground Inspection	Elite Playground Inspections	S	82.50	16.50	99.00
50	Specific Project (Restrict	08/08/2023	2023/87	Concrete Bench Pad	Grinters Ltd	S	975.80	195.16	1,170.96
52	Ranger	08/08/2023		Ranger	George Montague Countryside Services	S	675.00	135.00	810.00
53	Specific Project (Restrict	10/08/2023	2023/87	Coronation Bench Plaque	Brunel Engraving	S	63.10	12.62	75.72
54	Electricity	15/08/2023		MUGA Electricity	Green Energy	L	66.33	3.32	69.65
35	Sundries	17/08/2023		Drainage Rates	Parrett Internal Drainage Board	X	12.23		12.23