

# ILTON PARISH COUNCIL

## Minutes of the Annual Meeting of Ilton Parish Council held by remote connection using Zoom on

**Tuesday 4th May 2021 at 7.30 p.m. immediately following the Annual Parish Meeting**

Members of the public were invited to attend the remote meeting using Zoom and to contact the Clerk prior to the meeting with any questions or comments they wished to make.

The Annual Meeting was brought forward by one week because the regulations governing the use of remote meetings ends on the 7th May, after which date all meetings have to be face to face. However the village hall is not re-opening until at least June so it was agreed to bring the Annual Meeting forward to comply with the requirement to hold the meeting in May.

### **2021/63 Attendance and Apologies**

#### **Those present by video link:**

Mr I Sherwood (Chair)  
Mrs J Bennett  
Mrs M Bullock  
Mrs J Easterbrook  
Mrs S Hill  
Mr G Mackenzie-Green  
Mr D Mico  
Mr A Dance (County Councillor)  
Mrs S Morley (Clerk)

#### **Apologies**

Mr M Cavill (District Councillor)

#### **In Attendance**

1 member of the public

#### **Those present by phone:**

Mrs R Burt (Vice Chair)

**2021/64 Declarations of Interest** - There were no declarations of interest.

### **2021/65 Election of the Chair of the Parish Council**

Mr Mackenzie-Green proposed Mr Sherwood as Chair, seconded by Mrs Bullock. There were no more nominations and Mr Sherwood was duly elected Chair of the Parish Council.

### **2021/66 Declaration of Acceptance**

Mr Sherwood will sign the Declaration of Acceptance when it is possible to do so.

### **2021/67 Election of the Vice Chair of the Parish Council**

Mrs Bullock proposed Mrs Bennett as Vice Chair of the Council, Mr Mackenzie-Green seconded the proposal. There were no more nominations and Mrs Bennett was duly elected Vice Chair of the Council.

### **2021/68 Review of individual areas of responsibility**

Individual areas of responsibility for Councillors were agreed as follows:

Mr Sherwood	Chair, Play Park, Cemetery, Churchyard, Ranger, Playing Field, Brook Green
Mrs Bennett	Vice Chair, Footpaths, Website, Parish Information Booklet
Mrs Bullock	Play Park, Neighbourhood Watch
Mrs Burt	Planning, Highways
Mrs Easterbrook	Christmas Tree, Planning
Mrs Hill	Playing Field Wildlife Areas and Planting
Mr Mackenzie-Green	Playing Field
Mr Mico	Playing Field, Planning
Mrs Elaine Simpson (not a councillor)	Planter
Mrs S Morley (Clerk)	Website

**2021/69      Review of Standing Orders, Financial Regulations & Statement of Risk.**

No advice has been received that there is any need to make any amendments to the Standing Orders and Financial Regulations. Councillors did not propose any amendments.

**2021/70      Review Inventory of Land and Assets held by the Council**

Land and assets owned by the Parish Council are set out in the Notes to the Accounts. Valuation of assets is shown at the insurance value. Valuation of land is shown with a nominal value of £1 because it is land which can only be used for specific purposes. The Playing Field which is held on a long 299 year lease is shown at Nil value.

**2021/71      Review Insurance Cover - Councillors agreed to continue with BHIB.**

**2021/72      Review membership of other bodies**

Currently the Parish Council subscribes to SALC and Somerset Playing Fields Association. The Council is also registered with the Information Commissioners Office at a cost of £35 per year. It was agreed to make no changes to the memberships.

**2021/73      Dates and times of ordinary Council meetings for the year ahead**

Councillors agreed to continue to meet on the second Tuesday of every month. It will be decided at a later date if there is to be a meeting in August. The regulations which allow for remote meetings will end this Friday, after which date all meetings will be face to face. The Village Hall is not likely to be re-opening until the 21st June. The next meeting has been provisionally booked for Tuesday 22nd June. The Clerk to book dates for the year with the village hall.

**ACTION - The Clerk**

**2021/74      Minutes of meeting held on Tuesday 9th March 2021**

It was noted that the ordinary meeting scheduled for 13th April 2021 was cancelled due to the period of national mourning following the death of HRH the Duke of Edinburgh..

The minutes of the meeting held on 9th March 2021 were agreed and will be signed when possible to do so.

**2021/75      Minutes of the Extraordinary meeting held on Tuesday 30th March 2021**

The minutes of the Extraordinary meeting held to discuss planning application 20/03307/FUL were agreed and will be signed when it is possible to do so.

**2021/76      Planning Applications**

App No	21/00672/FUL
Proposal	Erection of new office/warehouse building with associated parking etc.
Location	Conquest Business Park, Plot 1 Old Way Ilton Ilminster

There were no objections to this application.

**2021/77      Annual Governance Statement**

This was approved by all Councillors and will be signed by the Chairman.

**2021/78      Internal Audit**

There were no recommendations or comments made by the Internal Auditor.

**2021/79      Presentation and approval of Annual Accounts to year end 31/03/2021**

Accounts to 31/3/20121 were distributed by email and approved by all Councillors and will be signed by the Chairman.

**2021/80      Approval of Annual Accounting Statements**

The Annual Accounting Statements were approved by all Councillors and will be signed by the Chairman.

## 2021/81 Accounts payments and receipts

(a) The following amounts were received: precept - £22,500.00; cemetery - £900.00.

(b) The following cheques were raised:

001272	- £	64.00	- Cad Green Garage, diesel for tractor
001273	- £	18.06	- G Mackenzie-Green, reimbursement, wrench & nuts
001274	- £	114.00	- Elite Playground Inspections
001275	- £	21.98	- G Mackenzie-Green, reimbursement safety goggles etc
001276	- £	173.16	- SSDC, Ranger
001277	- £	19.15	- E Simpson, reimbursement plants for planter
001278	- £	242.09	- South West Galvanizers, picnic tables
001279	-		CANCELLED
001280	- £	30.00	- Elite Playground Inspections, replace limiters
001281	- £	38.52	- Cad Green Garage, diesel for tractor
001282	-		CANCELLED
001283	- £	55.00	- SALC, Councillor training
001284	- £	5,240.30	- SSDC, Grass cutting for year
001285	- £	366.63	- Salary and admin expenses
001286	- £	1,613.00	- Ian Whitefield, picnic tables
001287	- £	624.00	- Finley Mackenzie-Green, litter picking for year
001288	- £	196.88	- G Mackenzie-Green, reimbursement plastic for tommies
001289	- £	10.65	- Parrett Internal Drainage Board, rates
001290	- £	771.98	- BHIB, Insurance
001291	- £	114.00	- Elite Playground Inspections

## 2021/82 Recreational Development / Playing Field

(a) Perimeter Path - The contractor will be coming back soon to finish the path.

(b) Larkfleet Compound - A meeting has been arranged for 20th May to discuss progress with clearing the compound and returning it to a suitable condition.

(c) Skate Park - Nothing further to report. The design should be ready to go to planning very soon.

(d) Grass Cutting - This is in hand and going very well.

(e) Community Gardens - So far no-one has wanted to volunteer to put up the new fencing. It was agreed that we get some quotes to pay for the work.

**ACTION - Mr Sherwood**

(f) Future and ongoing plans - A councillor commented that it is not always easy to know what is being planned at the Playing Field as we have no overall design and we should have a plan which everyone can see. No new design has been drawn up because there is no-one who could do this as a volunteer. A new design would involve hiring a professional company and could cost a lot of money. Also things are rather fluid and can change. A sub-committee was suggested but it was remarked that anything a sub-committee would decide would have to come back to a full council meeting for approval. Prior to the Covid lockdown there were monthly Development Meetings which everyone, including the public, could attend and the purpose was mainly to talk about the Playing Field. It was suggested that a page is put on Facebook so that people can see what is being planned and the work that is going on. Councillors felt this is a good idea although it was remarked that not everyone uses Facebook. Councillors also said that if anyone has any ideas about facilities on the Playing Field these should be made known to everyone and discussed.

(g) Planting - Mrs Hill and Mr Mackenzie-Green planted a small meadow on the field.

(h) Drainage at bottom of field - There is a video showing that there was a ditch at the bottom of the field by the compound which has recently been filled in. Larkfleet will be asked to re-instate the ditch.

(i) Benches - There are 9 benches to be fitted in the field. It was agreed to ask Rick Hyatt, who is doing the path, to fit the benches.

**2021/83 Cemetery**

Several of the older graves have sunk which is making grass cutting difficult. It was agreed to ask the Ranger to top them up with some new soil and grass seed. **ACTION - Mr Sherwood**

**2021/84 Churchyard - There was nothing to report.**

**2021/85 Recreation Ground Play Park**

- (a) Playday - This is booked for Sunday 8th August 10 a.m. - 1 p.m. There was a choice of extra activities and Councillors chose to pay for the Bouncy Castle, the Snakes and Reptiles and Circus Skills as extras.
- (b) New Gate - Councillors approved the cost of a new gate at the third entrance to the Play Park. The gate should be the same make as the two already there which are made by Easy Gate. The cost of the gate will be £645 + £90 carriage + the cost of installation. The equipment Inspector has said he can do the work but so far has not given a quote. The Clerk to order the gate. **ACTION - The Clerk**

**2021/86 Brook Green**

It is looking very nice. The 4 x 4s seem to have stopped joy riding for the moment. People are using the picnic benches. One has been moved too close to the river and is in danger of falling in.

**2021/87 Footpaths**

Councillor Dance passed on contact details of who is responsible for footpaths in this area at the County Council.

**2021/88 Highways - There was nothing to report. Potholes are marked for repair.**

**2021/89 General Maintenance - Ranger Scheme**

The Ranger has been cut to one day a month now that the grass is being done in house. If this is not enough it can be increased.

**2021/90 Parish Information Booklet**

A draft should be ready to view by next month.

**2021/91 War Memorial**

Mr Mackenzie-Green presented a quote from Ben Harms for a carved cross in kiln dried wood at a cost of £2,978 + VAT. Mr Sherwood proposed accepting the quote, seconded by Mrs Bullock. All Councillors were in favour. The name plates will be put on hold for the moment. It was noted that the donation proposed by Larkfleet of £2,000 will almost the cover the cost.

Mr Mackenzie-Green has ordered black plastic sheeting for new tommies. These will last a long time. There will be enough of the black plastic to do name plates.

**2021/92 Website**

The website Ilton Talking is due to close on the 24th May. It had been hoped to use Mrs Bennett's history website but it has not been possible to arrange training from the company that set up the website. We have found an alternative provider who should be able to provide a bespoke website for around £120 hosting charge per year. Councillors agreed to go ahead with this option. **ACTION - The Clerk**

**2021/93 Issue Councillors wish to raise or report - There were no further issues.**

**2021/94 Date of next meeting**

The next Ordinary Meeting of Ilton Parish Council will be on 22nd June 2021 at 7.30 p.m. at Merryfield Village Hall.

The meeting finished at 9.10 p.m.

Ian Sherwood - Chairman