

## **ILTON PARISH COUNCIL**

### **Minutes of the Ordinary Meeting of Ilton Parish Council held in Merryfield Hall on Tuesday 14th November 2017**

#### **2017/161 Attendance and Apologies**

##### **Those present:**

Mr L Hart (Chair)  
Mrs M Bullock  
Mrs R Burt  
Mrs Searon Hill  
Mr G Mackenzie-Green  
Mr I Sherwood  
Mr I Welch  
Mr A Dance (County Councillor)  
Mrs S Steele (District Councillor)  
Mrs S Morley (Clerk)

##### **Apologies**

Mr D Amor (Vice Chair)  
Mrs P Matravers

##### **In Attendance**

3 members of the  
public

#### **2017/162 Visitors and Public Voice**

Two members of the public attended to find out the contact details for the Slinky Bus which will be running an on-demand service to replace Nippy Bus.

#### **2017/163 New Parish Councillor**

Mrs Searon Hill signed the Register of Interests form, which includes confirmation to abide by the Ilton Code of Contact and her appointment as a Parish Councillor was confirmed. The Chairman welcomed Mrs Hill to the Parish Council.

#### **2017/164 Presentation by Gary Slade, prospective Project Manger for the playing field development**

Mr Slade explained that he has managed a number of similar projects in the local area. He is part of a local practice and is a chartered quantity survey by profession. He has worked with local councils to provide all the necessary equipment for a MUGA including lighting, ensuring that what is chosen is right for the particular community. His services vary according to the project and he likes to get involved at the beginning, including with the funding of the project.

He can assist with the planning application and felt it is best to utilise SSDC's services as much as possible. The planning application needs to be in by mid December. Construction needs to start by April.

He explained that it is always more economic to buy a MUGA from a supplier and arrange for a local company to install it.

He understands that Ilton have already started the tender process for supply of the MUGA and installing it, as well as a quote for the electrical supply. Once the providers have been chosen it will be necessary to co-ordinate everything. The secret is in planning.

To comply with Health & Safety and the CDM Regulations, a 'Principle Designer' will need to be appointed. He can deal quickly with this and pass everything to the contractor pointing out any risks. SSDC will also require relevant documents for the S106 money to be released.

With regard to the cost of his services, he feels Ilton should budget for about £3,000 for his services in connection with the MUGA. This is a guide price and he will keep a time sheet and charge accordingly.

Ilton will need to set up a sinking fund to pay for ongoing maintenance.

Following his presentation, Mr Slade stepped out of the room to allow Councillors to discuss and vote on his appointment.

#### **2017/165 Appointment of Project Manager**

Following discussion, Mr Hart proposed that Mr Slade be appointed, seconded by Mr Sherwood. Councillors voted unanimously in favour of appointing Mr Slade.

Mr Slade returned to the room and was informed of the decision to appoint him.

Mr Welch will be the first point of contact. He will send full details of his terms to Mrs Morley who will formally accept the terms on behalf of the Parish Council.

#### **2017/166 Minutes of meeting held on Tuesday 10th October 2017**

The minutes of the last Ordinary Meeting of the Parish Council were agreed and signed.

#### **2017/167 Matters arising from the minutes and any subsequent action taken**

- (a) New dog bins - The Clerk explained that there are only two bins which are badly rusted. There is no free delivery for dog bins, only for the larger bins. Several dog walkers have request a new bin at the Ford in Frost Lane. There is no need for another bin at the Cemetery Car Park because the one at the Cemetery is adequate. It was therefore decided to order 3 new bins to replace the 2 rusted bins and install a new one at the Ford. **ACTION - The Clerk**
- (b) Parish Plan Bank Account - This has still to be dealt with.
- (c) Hedges along Cad Road - Letters were sent to residents along Cad Road requesting that they keep their hedges cut back.

#### **2017/168 Highways**

- (a) A358 Upgrade - There will be another consultation in 2018. Further details to be announced..
- (b) Winter Service 2017 and Grit Bin Filling - SSDC are currently re-filling bins. Ilton does not have any grit bins. 10 bags of grit can be collected from the Yeovil Depot on Saturday 25th November. It was confirmed that Ilton still has a lot of grit remaining from previous years because of the recent mild winters.

#### **2017/169 Brook Green**

Trees overhanging the road - The Clerk has received a quote from Andrew Glide for work to the western side of the road at Brook Green. This is for £600 + VAT with an offer to train volunteers. It was agreed to accept the quote. **ACTION - The Clerk**

#### **2017/170 Footpaths**

Footpath Diversion Ilton Court CH 15/21. - Due to objections received the proposal to divert the footpath is not being pursued any further at this time. The applicants are meeting with the County Council to look at other alternatives.

#### **2017/171 Cemetery / Churchyard**

- (a) Removal of small cherry tree beside RAF graves - A chipper will be needed to dispose of the cuttings. This also applies to the cuttings from the Cemetery Car Park. The chipper will cost an extra £100. It was agreed to hire a chipper for the work. It was agreed to spread the chippings in the Copse Lane overspill car park. **ACTION - The Clerk**
- (b) Increase in Cemetery Fees - It has previously been agreed to keep Ilton Cemetery Fees in line with Ilminster Cemetery Fees. These increased in April this year. Councillors agreed to increase Ilton Cemetery Fees to be the same as Ilminster Fees. **ACTION - The Clerk**
- (c) Condition of Cemetery and Churchyard - The Cemetery and Churchyard have been regularly walked by a Councillor and there are no outstanding issues.
- (d) RAF Graves - Crosses were placed on the RAF graves on Remembrance Sunday.

#### **2017/172 Recreation Ground**

- (a) Inspection Reports - show nothing new or urgent.

- (b) Renovation of the two footpaths - The Clerk has received an updated quote for £3,985 + VAT from Play UK which is slightly higher than the previous quote because of an increase in aggregate costs. Play UK would like to spread the spoil from excavating the paths around the perimeter of the overspill car park in Copse Lane. If it has to be removed it will cost an extra £210. Councillors agreed to accept the quote which is a continuation of the previous work on the Recreation Ground. Councillors also agreed to the spoil being spread around the overspill car park.

**ACTION - The Clerk**

- (c) Playground Inspection Course - Ilminster Town Council are running a playground inspection course on 9th January 2018 at a cost of £105.00 + VAT plus a further £95.00 if participants wish to take an exam. No councillors are available to do the course.
- (d) Registration of two footpaths with Land Registry - SSDC have confirmed that the two footpaths must be registered with the Land Registry which will cost £40.00.

**ACTION - The Clerk**

- (e) Annual Playground Inspection and Risk Assessment - Received and passed to Ian Welch.

### **2017/173 Recreational Development / Playing Field**

- (a) Appointment of Project Manager - Gary Slade was appointed unanimously. See 2017/165 above.
- (b) Tenders for MUGA - These have been sent out and are due back by the 27th November after which a special meeting will be called to decide which quote to accept.
- (c) Meeting with developers - The developers have requested a meeting to discuss the top soil from the development. They have also requested permission to use part of the Parish Council land as a site for welfare facilities during construction.

Top Soil - It is very expensive for the developers to dispose of the top soil and it would be a great advantage for them to dispose of some or all of it on the new field. The construction of the MUGA will generate a lot of top soil, as will the car park expansion, which can be spread on the field. The new development will generate a huge amount of top soil. It could therefore prove to be far too much because there is already top soil on the field. It was noted that taking the top soil may be a planning matter. There is also the issue of what to charge the developers to take their top soil. After discussion it was agreed to take advice from SSDC before committing Ilton to taking top soil from the development.

Welfare Facilities - It was agreed to allow the developers to site welfare facilities on the field provided the site is left as it is found on completion, kept tidy during the work and enclosed with Harris Fencing for safety. The developers should also seek permission from the Warren Trust because the land is leased from them.

**ACTION - The Clerk**

- (d) Grass Cutting - A local farmer cut the field earlier this year for hay and mulched the grass last week. He will mulch again in the spring. He will take the cost of mulching off the price of the hay. For the time being the grass is being dealt with and a long term arrangement can be discussed at a later date.
- (e) Working Group to manage the project - A group consisting of two councillors, the project manager, SSDC Neighbourhood Development Officer and SSDC Play and Youth Facilities Officer has been suggested. It was agreed that this is a good idea. The two councillors will be Mr Welch and either Mr Sherwood or Mr Amor. It was agreed to book the Village Hall for meetings when required.
- (f) Power into the Field - A quote has been received for £847.62 + VAT from Western Power to run power into the field. A digger will be required. The Warren Trust have suggested their legal fees will be £750 for which the Parish Council will be responsible. Councillors voted unanimously to accept the quote and to go ahead as

soon as possible so that everything will be ready as soon as planning consent is received.

**ACTION - The Clerk**

- (g) Invitation to tender to Agronomists - Five invitations to tender have been sent to specialists in drainage. SSDC are happy to allow S106 money to be used for this purpose. Three quotations have been returned. Councillors voted unanimously to accept the quote from GLDM which was the lowest.

**ACTION - The Clerk**

#### **2017/174 New Car Park**

Hedges - See 2017/171(a) above. A chipper will be hired and the cuttings spread in the Copse Lane overspill car park.

#### **2017/175 General Maintenance - SSDC Ranger Scheme**

The Clerk explained the Ranger Scheme. Councils sign up for a minimum of one day per month, which can be increased during busy times of the year, but a regular minimum amount of time is required. The Ranger will do almost all the small jobs such as hedges, spraying, digging out gullies and ditches, grass with a hand mower or strimmer, brambles, footpaths etc and will take away all the cuttings and clippings. The Ranger will provide their own equipment. The charge is approximately £138 per day. Councils should prepare a list of regular jobs and any extra jobs can be emailed to the Ranger Scheme admin team. They will let the Council know what work has been done after each visit.

If the Council signs up to the Ranger Scheme then the hedges and spraying which are currently part of the overall Grass Cutting Tender could be done by the Ranger. It is difficult to know if and when these yearly or twice yearly jobs are being done.

Councillors agreed to sign up to the scheme with initially one day per month. The Clerk to liaise with Councillors to draw up a list of jobs.

**ACTION - The Clerk**

#### **2017/176 Grass Cutting Tenders from 2018**

Not sent out yet. To be amended to remove yearly and twice yearly hedge cutting and spraying.

**ACTION - The Clerk**

#### **2017/177 Planning Applications**

App No 17/04022/FUL  
Description Erection of extension to covered yard to existing agricultural buildings  
Location Frost Farm, Frost Lane, Ilton  
Application approved with conditions.

#### **2017/178 Correspondence**

- (a) Police report - For Area North there were 166 investigated crime reports for the month of October 2017 with 14 arrests and 26 reports of ASB.
- (b) Slinky Service running to Ilminster on a demand basis - To be put onto Facebook.
- (c) SSDC consulting over Local Plan (2006 - 2028).
- (d) Christmas and New Year Recycling and Refuse Collections.
- (e) Somerset Waste Partnership October briefing.
- (f) SSDC Christmas Tree Recycling - It was agreed to have the compound in the Copse Lane Overspill Car Park, as last year, and for the preferred date of collection to be the week beginning 15/01/18.

**ACTION - The Clerk**

#### **2017/179 Financial**

- (a) Budget 2018/2019

**ACTION - Agenda Item December**

- (b) Account Signatories - It was agreed to add two new signatories to the account. These will be: Ian Welch and Marie Bullock.

Mrs Board to be removed.

**ACTION - The Clerk**

#### **2017/180      Accounts**

- (a) Balances as at 31/10/17 - Treasurers Account = £53,808.06 (although grass cutting invoice still not received), Business Account = £597.83
- (b) The following cheques are to be drawn:
- 000983 - £ 423.38 - SSDC - Playground Inspection Q1 and Q2
  - 000984 - £ 95.00 - Macs Printing - Ilton Talking
  - 000985 - £ 40.00 - HM Land Registry - Register two paths to Rec
  - 000986 - £ 205.75 - Salary and admin expenses

#### **2017/181      Report from County Councillor**

The Nippy Bus has ceased operation. The County Council managed to pick up most of the services to schools and colleges etc but has had to pay much more.

The Library Service is under review again.

#### **2017/182      Matters and items to report**

- (a) Christmas Tree - A 20' Christmas tree is available for £100 but the supplier cannot deliver. Councillors agreed unanimously to buy the tree at the price quoted provided someone can be found to deliver it. A member of the public offered to ask a local farmer if he could help.
- (b) Grant Request - Mrs Bullock has had a request from the pre-school for a grant.  
**ACTION - Agenda Item December**
- (c) Cad Road Speed Watch Group - Special software is required to set up the Speed Watch group.  
**ACTION -The Chairman**
- (d) Monitoring Officer - SSDC have announced with great sadness the sudden death of Ian Clarke. Mr Clarke has done a lot of work for Ilton Parish Council and been a great help and support to many other parishes. Councillors expressed their deep sadness at the news.
- (e) Resignation of Mr Grahame Mackenzie-Green - With immediate effect. The Chairman thanked Mr Mackenzie-Green for all the extra work he has done on the Parish Council. He has been a very good and active Parish Councillor and done an excellent job at challenging decisions and helping out around the village in his own time. It has been a pleasure to work with him and he will be missed on the Council.

#### **2017/183      Next Ordinary Meeting of the Parish Council**

The next ordinary meeting of the Parish Council will be on Tuesday 12th December 2017 at 7.30 p.m. at Merryfield Hall

The meeting finished at 10.10 p.m.

Lee Hart - Chairman