

ILTON PARISH COUNCIL

Minutes of the Annual Meeting of Ilton Parish Council held in Merryfield Hall on Tuesday 8th May 2018

2018/76 Attendance and Apologies

Those present:	Apologies	In Attendance
Mr D Amor (Chair)	Mr A Dance (County Councillor)	JB
Mr I Sherwood (Vice Chair)		
Mrs M Bullock		
Mrs R Burt		
Mrs S Hill		
Mrs P Matravers		
Mr I Welch		
Mrs S Steele (District Councillor)		
Mrs S Morley (Clerk)		

2018/77 Election of the Chair of the Parish Council

Mrs Burt proposed Mr Amor as Chair, seconded by Mrs Bullock. There were no more nominations and Mr Amor was duly elected Chair of the Parish Council. Mr Amor thanked Councillors for their confidence.

2018/78 Declaration of Acceptance

Mr Amor duly signed the Declaration of Acceptance.

2018/79 Election of the Vice Chair of the Parish Council

Mr Amor proposed Mr Sherwood as Vice Chair of the Council, Mrs Matravers seconded the proposal. There were no more nominations and Mr Sherwood was duly elected Vice Chair of the Council.

2018/80 Review of individual areas of responsibility

Individual areas of responsibility for Councillors were agreed as follows:

Mr Amor	Chair, Ilton Talking, Website, Housing
Mr Sherwood	Vice Chair, Recreation Field, School, Cemetery, Churchyard, Ranger, Playing Field Grass
Mrs Burt	Planning, Highways, Strimmer, Planter, Neighbourhood Watch
Mrs Bullock	Footpaths, Brook Green, Project Group
Mrs Matravers	Tree Warden, Cemetery, Churchyard, Village Hall
Mrs Hill	Village Hall, Project Group
Mr Welch	Playing Field, Project Group

2018/81 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.

The Statement of Risk has been amended to include reference to the General Data Protection Regulations. These changes were approved.

2018/82 Review Inventory of Land and Assets held by the Council

The value of assets is shown in the notes to the accounts with the current insurance value. Land was given either a nil value or the rateable value. The new Playing Field has been included in the land held by the Council but as at the 31/3/2018 the MUGA had not been installed.

2018/83 Review Insurance Cover

BHIB has taken over from AON UK who are no longer handling parish council insurance. The insurance values have been migrated from the previous policy. The Clerk is checking the new insurance values to take account of the MUGA but as at the date of the meeting the insurance company had not come back with the reply. The Clerk will chase a response.

ACTION - The Clerk

2018/84 Review membership of other bodies

Currently the Parish Council subscribes to SALC and Somerset Playing Fields. It was agreed to make no changes. The Clerk noted that it is now a requirement that the parish council registers with the Information Commissioners Office at a cost of £35 per year and the Clerk has completed the registration and is waiting for a Direct Debit form. It was agreed to make no changes to the memberships.

2018/85 Dates and times of ordinary Council meetings for the year ahead

Councillors agreed to continue to meet on the second Tuesday of every month with the exception of August when there will be no meeting. Dates were circulated. Councillors were reminded that they must give notice to the Clerk or the Chair if they cannot attend a meeting.

2018/86 Minutes of meeting held on Tuesday 10th April 2018

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

2018/87 Matters arising from the minutes and any subsequent action taken

Vacancy for a Parish Councillor - So far there has been no response to the adverts for a Parish Councillor. There are now two vacancies.

Parish Plan Bank Account - The bank have still not sent the cheque for the dormant bank account. The Clerk will continue to chase this.

ACTION - The Clerk

2018/88 Highways

Flooding has been reported to Highways who confirmed that they are aware of the issues at this location and an order for jetting has been issued to the contractors. The location at Ashwell has been passed to the appropriate inspector to investigate.

2018/89 Brook Green

- (a) Flytipping - was reported via the website. The Clerk reported the problem to SSDC. It was also reported by other people and the rubbish has been cleared away.
- (b) Tree Cutting - The trees have been pruned at Brook Green, plus a number of other trees along the side of the road which it is not clear whether these are parish council trees or not. The contractor did the extra trees in his own time and has not charged for them. The total cost of the work was £630.00 + VAT. It is looking very nice.

2018/90 Footpaths

- (a) Oversight of the footpaths - An offer has been made by a resident to oversee the footpaths and Brook Green. Mrs Bullock will make contact and arrange regular updates.
- (b) Diversion - Footpath CH 15/21 at Ilton Court has been formally diverted.

ACTION - Mrs Bullock

2018/91 Cemetery / Churchyard

Councillors have regularly walked around the Cemetery and Churchyard and no problems had been recorded.

2018/92 Recreation Ground

- (a) The Zip wire has been tightened.
- (b) Ilton Playday this year will be on Monday 20th August 1 p.m. - 4 p.m. The bouncy castle and circus skills have been booked as extras at cost of £360.00. There is only one Playday this year instead of two.
- (c) Annual playground inspection and risk assessment has been booked in for 2018.
- (d) The Recreation Ground has been entered into the Field of the Year competition run by the Somerset Playing Fields Association.
- (e) Registration with the Land Registry - at today's date nothing more has been heard.
- (f) Weekly inspection reports show nothing new or urgent.

2018/93 Recreational Development / Playing Field

- (a) Agronomist - The report has been received. The cost of draining the field for the football pitch will be in excess of £100,000 and will take a year to 18 months at least to do the work. The agronomist is preparing documents for tender and a draft will be sent out for parish council approval. Tenders will then be sent to suitable contractors.
- (b) Grants - The Football Foundation give grants for large projects such as drainage and football pitches. We are in touch with them to see if this will be possible for Ilton. It is important that work on the football pitch is not started before we apply for a grant. Once work has started grants will not be given. Tenders can be sent for quotes.
- (c) Installation of the MUGA - This is going very well.
- (d) Project Group - Leaflets will be delivered to every resident, with proposed preliminary meetings on Tuesday 5th June and Saturday 9th June for two hours each to gauge interest. Rob Parr has agreed to come along when the group is set up.
- (e) Container - The installation of the MUGA is due to finish in approximately a month and a container is necessary to store equipment such as the tennis net on wheels. The cost of a container 3 foot x 2 foot from Eagle Plant is £2,000 to buy or £10 per week for a minimum of 104 weeks. After discussion Mr Amor proposed hiring initially and to review the situation after that. This was agreed. It was also agreed to ask advice from SSDC about the best place to site the container. **ACTION - Mr Welch**
- (f) Compound Licence Agreement with Larkfleet Homes for use of a small portion of the field adjoining the new development for the siting of welfare facilities has been received. It may be necessary to run the draft past a solicitor. We are waiting for the final draft. **ACTION - The Clerk**
- (g) Duty of Care - SSDC have advised that we have a duty of care to the public in regard to the open pond and slurry pit at the old farm. Although these are not on parish council land, now that the field is owned by the parish council the public will use it. The pond and slurry pit need to be fenced and a warning sign put up. The Clerk has contacted Larkfleet Homes and asked if they will do this. **ACTION - The Clerk**
- (h) Benches and bin - 2 benches and one bin have been ordered for the MUGA area at an overall cost of £1,756 plus £555.00 for fitting, a total of £2,311. There is an allowance in the grant of £2,000.00 for benches and bins.
- (i) Lights - The lighting which has been recommended will come on automatically at dusk every night and go off at 9 p.m. They can be turned off manually.
- (j) Management of the Playing Field Project - The Clerk has suggested that she is willing to take on a greater support role in this, setting up and minuting the Project Group meetings, liaising with Ian Welch and other councillors and members of the Project Group who take on specific responsibilities, and with contractors and looking at of grant funding. The Clerk has suggested an increase in her hours from the current 20 hours per month to 30 hours month to cover the extra work. There is, and has been for several months, a lot of extra work involved in keeping the financial side organised. In addition to this the new General Data Protection Regulations are requiring a number of things to be put in place to ensure compliance. After discussion Councillors agreed to increase the Clerk's hours to 30 per month and to review the situation periodically.
- (k) Future development of the Playing Field - this will need to be considered once the MUGA is finished. There has been a project manager for the MUGA installation but nothing for the ongoing work. It is too much to fall on to just one councillor and needs to be part of a group who can meet outside of council meetings and report back to the full council. It is to be hoped that people will come forward at the two planned meetings. Grants need to be considered before going onto the next stage of the work.
- (l) Management of the MUGA - This needs to be considered by the group.
- (m) Opening of the MUGA - It was suggested that we have a grand opening of the MUGA on a Friday evening and invite SSDC officers, the press, a coach, tennis nets etc.

2018/94 Copse Lane Overspill Car Park

A new sign has been made by Macs Printing at a cost of £59.00 and passed to the maintenance man to fit.

2018/95 General Maintenance - Ranger Scheme - Mr Sherwood reported that the Ranger is doing a good job. The Clerk reported that we have had an invoice for the work but there are no details of dates and hours which was one of the agreements. Mr Sherwood has kept a record of the dates and hours.

2018/96 Planning Applications

- (a) App No 18/00506/S73A
Description Vary condition 02 of 17/01662/FUL for fenestration changes and provision of additional details in relation to condition, landscaping and surface water.
Location Wyndham Arms, Ilton
Application granted subject to conditions.
- (b) App No 18/01186/FUL
Proposal Erection of two storey side extension to dwellinghouse
Location Homecroft, Isle Abbots Road, Ilton
Councillors considered the above application and had no objections to the proposal.

2018/97 Correspondence

- (a) Recycle April briefing
- (b) Somerset Village of the Year competition requesting entries. Councillors decided not to enter this year.
- (c) Police Report - there were 169 investigated crimes reported for the month of April 2018 with 16 arrests and 25 reports of ASB for Area North
- (d) Area North has booked the 26th June 2018 from 5.30pm at The Edgar Hall, Somerton, for the Area North annual meeting with Town & Parish Councils.

2018/98 Annual Governance Statement

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

2018/99 Presentation and approval of accounts to year end 31/03/2018

Accounts to 31/3/2018 were distributed and approved by all Councillors and signed by the Chairman.

2018/100 Approval of Annual Accounting Statements

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

2018/101 Internal Audit report

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

2018/102 Accounts payments and receipts

- (a) A cheque raised for another 25% payment to Husson because installation of the MUGA was delayed and the MUGA had to be stored for longer than agreed.
- (b) Received - £19,370.00 precept; £20.00 memorial (which is in addition to the £110.00 received last month which was underpaid); £380.00 Wakely & Sons interment; £2,887.98 SSDC MUGA grant repayment.

- (c) Balances @ 30/4/2018 - Treasurers account = £30,431.13 / 30 Day Account = £597.99
- (d) The following cheques were raised:
- | | | |
|--------|--------------|--|
| 001019 | - £ 6,074.70 | - Husson - 2nd 25% of cost of MUGA |
| 001020 | - £ 756.00 | - Arbor Tech - trees at Brook Green |
| 001021 | - £ 360.00 | - Stuart Talbot, extra activities for playdays |
| 001022 | - £ 9.34 | - Parrett Internal Drainage Board |
| 001023 | - £ 982.20 | - Slade Parry - Project Management |
| 001024 | - £ 70.80 | - Macs Printing - New sign Copse Lane |
| 001025 | - £ 168.72 | - SSDC - Ranger Labour |
| 001026 | - £ 1,740.00 | - GLDM - Agronomist, phase 1 |
| 001027 | - £ 570.85 | - BHIB - Insurance |
| 001028 | - £ 230.16 | - Salary and admin expenses |
| 001029 | - £21,460.80 | - Play UK - interim installation of MUGA |
| 001030 | - £ 1,680.00 | - GLDM - Agronomist, phase 2 |

2018/103 Matters and items to report

- (a) General Data Protection Regulations (GDPR) - These are due to come into force on 25th May 2018. The Clerk attended the recent SSDC workshop on the new regulations. There are a number of actions the parish council needs to take including drafting a Privacy Statement to go onto the website and also available from the Clerk, and completing a register of all the data the Council holds. Ilton Parish Council holds very little data for residents, and no sensitive personal data at all.

The one important point to remember is that email addresses should not be circulated to third parties without the consent of the addressee. It was suggested at the workshop that councillors and the clerk should have separate designated email addresses for their council work. This is not a requirement and is not particularly easy for small councils.

As a result of the new regulations all councils are required to register with the Information Commissioner's Office (ICO) at a cost of £40 per year. The Clerk has completed the registration and suggests it is paid by Direct Debit which will mean a £5 per annum discount. Councillors agreed to pay by Direct Debit.

There is still training available by SALC on Tuesday 22nd May at Somerton.

- (b) Neighbourhood Watch - There is a resident in the Village who is notified. Mrs Burt is prepared to deal with the Cad Road area. It would be possible to ask someone to come along and speak to the Parish Council.
- (c) Footpath Gate into field in Cad Road - Horses are kept in the field and the gate is left open. It was suggested the gate be replaced by a Bristol Gate. Mrs Bullock to contact the Rights of Way team at SCC. **ACTION - Mrs Bullock**
- (d) Litter picking - A thank you card for the donation has been received from the young resident who organised the recent litter pick. The Clerk to write a letter thanking her for organising the work. **ACTION - The Clerk**
- (e) Planter - Mrs Burt will organise plants for the planter. **ACTION - Mrs Burt**

2018/104 Next Ordinary Meeting of the Parish Council

The next ordinary meeting of the Parish Council will be on Tuesday 12th June 2018 at 7.30 p.m. at Merryfield Hall

The meeting finished at 9.55 p.m.

Dave Amor - Chairman