

ASH PARISH COUNCIL

Minutes of the meeting held on 3rd February 2025 at Ash Pavillion.

PUBLIC COMMENTS (15 minutes). There were two members of the public present, no comments were received.

OUTSIDE REPORTS FROM REPRESENTATIVES

◆ Somerset Councillors

Cllr J Bailey summarised the February report, the main content dealt with the recent flooding, residents are encouraged to use the contacts provided to obtain flood prevention advice and contacts should premises be flooded. The report and link will be sent to the Clerk for circulation. A request for the drain jetting schedule for Ash Parish from Keir, SC contractor was requested. Cllr Pearlstone has been asked to locate the barriers (purchased by APC) which were placed around the fallen/damaged trees and return to the Bell Inn.

◆ Outside bodies/groups. None present

25/01 To receive apologies for absence and to approve reasons given.

Apologies were received and accepted from Cllrs S Davey, T Groves, A Brittan, L Andrew & E Pearlstone.

25/02 Declarations of interests. None noted

25/03 To APPROVE and sign as a correct record the minutes of the previous meeting held on 6th January 2025. The minutes were approved and signed.

25/04 Matters to report from a previous meeting.

- Martock SID- Cllr A Groves reported that the designated person at Martock is attending to this matter.
- Signage Millennium Wood/play area. Awaiting information from Cllr Brittan. It was suggested that signage indicating that the area is under CCTV surveillance be considered.
- HMRC/payroll arrangements . Clerk is still waiting a response from HMRC
- Pavillion door replacement. Awaiting fitting date from Cllr Brittan
- Tree damage/Burrough Street- Awaiting further update from Cllr Pearlstone
- Auditor update – PATAS had been approached through the Clerk for the 2024/5 Audit. Cllrs approved the appointment. Proposed Cllr Halfhide, seconded Cllr A Groves, Approved.
- Somerset Council, footpath modification orders numbers 11, 13 & 14. Responses had been sent from residents and Cllrs. Somerset Council response was neutral, the matters have been decided, no current access will be affected or removed.
- Precept submission. Clerk reported that the precept request had been submitted.
- VE Day- update re suggested contribution/event. It was suggested that an aluminium ladder to access the Church tower/flagpole may be appropriate. The cost of a V E Day flag is approximately £9.99, Clerk will purchase a flag to be flown on the Church Tower.

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: clerk@ashpcsomerset.com

ASH PARISH COUNCIL

- Playground footpath access update. The comments from a resident were noted. It was agreed to wait for the result of the play ground inspection before any further action is taken.

25/05 Planning decisions report. None to report

25/06: Planning Applications: None to report

25/07 Finance – To **APPROVE** the regular payment schedule as detailed below, regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner. Approved. It was agreed to include a 50% payment for the Adobe software used by the Clerk for Parish documentation. Proposed Cllr Halfhide, seconded Cllr England. Approved.

25/08 Finance: To discuss the payment requests as detailed below & minute decisions. Approved and signed

25/09 Finance: To approve & sign the Bank reconciliations - January 2025 to date. Approved and signed

25/10 – Finance: To approve & sign the Bank Statements - January 2025 to date . Approved and signed. Clerk to query recent bank charges with Lloyds and report back.

25/11 – Parish Matters: To consider request for financial support for Village Fete. It was noted that the financial support for the 2024 fete was £250 but was not required. It was agreed to offer the same level of support for the 2025 fete. Proposed Cllr Halfhide, seconded by Cllr A Groves Approved.

Meeting closed at 19.55hrs.

Date of next meeting 3rd March 2025.

Matters for inclusion on the next agenda:

Quote for replacement notice board + solar light above.

Exterior lighting for ramp to Pavilion

Note invoicing report for Pavilion

Review Agenda format.

Schedule of Regular Monthly Payments, for report only.

ASH PARISH COUNCIL

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance Sept	£458.33	SO Report
Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report

Signed: Date:

Payment requests as at 28th January 2025

03/02/25	Clerk	Adobe subs	9.98	
03/02/25	Clerk	Printer supplies	145.00	
03/01/25	A Groves	Christmas expenses	128.20	

Payments made between 02/01/2025

07/01/25	Clerk / HMRC	November/December	157.18	FPO

Signed:.....Date:

Direct Debit payments between 31/12/24- 28/01/25

28/01/25	BRITISH GAS	Utility	164.20	
02/01/25	BT GROUP	Utility	34.46	
17/12/24	BANK CHARGES		9.87	

Signed: Date:

Dog control at Millennium Wood

The management group therefore propose that the PC does not hold a Parishioner consultation exercise at present but instead:

1. Agrees the wording of a "code of conduct" for dog walkers, using one derived from the Woodland Trust model, viz.:

1. Our dog-walking code of conduct

- **Ensure your dog is trained in basic recall. If not, please keep them on a lead at all times.**
- **If your dog is off the lead, please keep them in sight and under control.**
- **Be respectful of other wood users, including other dogs. If the dog approaching is on a lead, put yours on a lead too. Ask people for their consent before allowing your dog to approach them.**
- **Stick to paths when walking your dog to protect precious ground flora and tree roots.**
- **Clear up after your dog and put waste in the bin provided.**
- **If the weather's warm, please provide your dog with water**

1. This has the benefit of explaining what "UNDER CLOSE CONTROL" means. Thanks to Amanda for this suggestion.
2. Agrees the design, purchase and installation of a di-bond sign to replace the existing one and to include the above wording. A second could be installed at the Recreation Ground if required.
3. Invites Parishioners to report any dog related issues to the PC, perhaps through the village website, email or in writing, giving details of incidents such as times/days, dog breed, problem, names.
4. Collates the issues raised over the course of 12 months to review if problems have increased, decreased or stayed the same.
5. Reviews progress in 12 months to see if further changes or a Parishioner consultation exercise is required.

Ash P C gully clearance/maintenance schedule

With regards to the gullies, we don't have a schedule as such but the programme shows that Ash has a mixture of Annual, Biennial and 4 Yearly gullies,.

Main Street gullies are Annual and are due in 2025

Highway are Biennial and are next due 2025

Milton Lane are Annual so due in 2025

Screech Witch Hill, Biennial and are due in 2025

Witcombe Lane, Biennial and are due in 2025

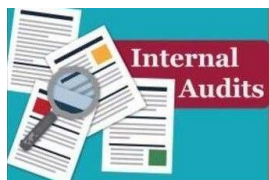
Burrough Street, Four Yearly and are due in 2025

Middle Leaze Dove, Four Yearly and are due in 2025

Ash Croft, Four Yearly and are due in 2025

Martock Lane, Biennial and are due in 2025

I think this covers the whole of Ash Parish and as you can see all gullies in Ash are due in 2025/26, the above detail will allow you to understand the rounds going forward in future years, jetting is carried out on a ad-hoc basis.



LETTER OF ENGAGEMENT

Name of Council: Ash Parish Council

This letter of engagement sets out the basis on which we will act as Internal Auditor to the Council as well as the respective areas of responsibility of the Council and Parish and Town Audit Services.

As a Council you are responsible for maintaining proper accounting records and preparing financial statements which provide a true and fair view of the Council's accounts and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically.

You are also responsible for making available to the Internal Auditor the Council's accounting records as and when required and any other records and related information to enable us to undertake the internal audit review in accordance with the "Governance and Accountability Manual - The Practitioners Guide", including the signed minutes of all Council and Committee meetings.

We will report to Members whether, in our view, the financial statements as summarised in Section 2 of the statutory Governance and Accountability Return (AGAR) have been met. In arriving at our view we will consider the following matters and report any areas which do not meet the required standards:

- Establish whether proper accounting records have been kept by the Council;
- Establish whether the Council's Balance Sheet and Income & Expenditure Accounts (or Receipts and Payments Accounts) and supporting statements agree with the accounting records and returns;
- Establish whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

We do have a professional responsibility to report and issues if the accounts do not comply in any material respect with the Statements of Standard Accounting Practice and Financial Reporting Standards as relevant to local Councils, unless non-compliance is justified in the circumstances.

Our Audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issues by the accountancy bodies, and will have regard to relevant Auditing Guidelines. It will be conducted in such a manner as we consider necessary to fulfil our obligations and responsibilities including tests of transactions and ownership and valuation of assets and liabilities as we consider necessary.

We will reach an understanding of the accounting systems and relevant policies in place and assess their adequacy to enable us to prepare the financial statements and to establish whether proper accounting records have been maintained by the Council.

We will require relevant and reliable evidence needed to enable us to draw reasonable conclusions to complete the audit. The nature and extent of our tests will vary according to individual Council's accounting systems. We will bring to your attention any issues or weaknesses identified with your accounting system and internal controls. We will also review all financial risk assessments in place.

Any evidence to support the internal audit will be held and retained in accordance with the Data Protection Act 2018 and our GDPR policies.

We may ask for confirmation in writing that all transactions undertaken by the Council have been properly reflected and recorded in your accounting records and this may be referred to in the audit report.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council but we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud. However, our examination should not be relied upon to disclose irregularities and fraud that may exist. In the event of any suspected irregularity being identified by the Members, the Clerk or other employees that we be advised as soon as possible and, if appropriate, consulted on the appropriate course of action that should be applied to examine the position further.

Agreement of Terms

Once it has been agreed, this letter and contract will remain effective for future years until it is either cancelled by the Council or ourselves. We respectfully ask that should Council wish to cancel the contract that due notice is given by 30th September at the latest in the financial year under review, as work may have commenced prior to or shortly after that date.

We would be grateful if you could confirm in writing your agreement to the terms outlined in this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning by email to audit@patas.co.uk

On behalf of Parish and Town Audit Services	Signature	Council	Signature
Paul Russell Internal Auditor			



Zannette Bougourd (Ash P.C.)

Clerk@ashpcsomerset.com

Date: 9 January 2025
Our Ref: **24/02806/HOU**
Sarah Beckett (Planning Officer)
Email: sarah.beckett@somerset.gov.uk
(01935) 462461

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Ash P.C.)

Proposal: Enhance conversion of Barn and erection of an adjoining greenhouse extension to be used as ancillary to the main dwelling that sits within Grade II Listed Farmhouse curtilage and replacement/renovation of a number of windows to the main dwelling

Location: 17 Back Street Ash Martock Somerset TA12 6NY

Applicant: Zoe Jackson & Nick Robinson Jackson

Application Type : Householder Application

Application Number: 24/02806/HOU

The Council has received the above application and the documents are available on the website, [Planning Search \(somerset.gov.uk\)](http://PlanningSearch(somerset.gov.uk))

Comments are welcome by **30 January 2025**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

The application is being dealt with by Sarah Beckett (Planning Officer) who can be contacted by email at sarah.beckett@somerset.gov.uk or by telephone on Tel No: (01935) 462461

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Sarah Beckett (Planning Officer)
Planning Team South
Somerset Council

Zannette Bougourd (Ash P.C.)

Clerk@ashpcsomerset.com

Date: 9 January 2025
Our Ref: **24/02807/LBC**
Sarah Beckett (Planning Officer)
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Application Type : Listed Building Consent

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Sarah Beckett (Planning Officer)
Planning Team South
Somerset Council

Ash PC February 2025 Bank recs for signature						
Date	Type	Payee	Description	Money rec'd	Payments	Balance
28/01/2025	DD	British Gas			164.2	
28/01/2025	DEP	500066		312.5		
28/01/2025	TFR	From D/A		2500		
03/02/2025	SO	S DAVEY	Virtual LL		6.5	
03/02/2025	SO	RA EVIS	Grounds maintenance		458.33	
03/02/2025	SO	K Bungay	Pav cleaning		102	
03/02/2025	DD	BT GROUP			34.46	
04/02/2025	FPO	D&A Groves	Christmas expenses		128.2	
04/02/2025	FPO	HMRC			90.48	
04/02/2025	FPO	Z Bougourd	Office expenses		145	
04/02/2025	FPO	Z Bougourd	Clerk salary adjust		76.54	
04/02/2025	DEP	Refund bank charges		8.95		
04/02/2025	DEP	Refund bank charges		9.87		
05/02/2025	DEP	500067		15		
05/02/2025	DEP	500068		90		
10/02/2025	FPI	Post office rental		756		
				3692.32	1205.71	
Opening Balance						
February	1068.3					
INCOME	3692.32					
EXPENDITURE	1205.71					
BALANCE C/F	3554.91					
SIGNED						
NAME						
DATE						

Hi all,

As discussed in the previous Active Travel Working Group meeting on the 16th January. This is the next meeting of the working group on the **27th March at 6pm.**

I have attached the notes of this meeting too for reference.

We are planning to have this meeting in person and the invite will be updated when the location is confirmed.

Please let me know if there has been someone missed off this invite and I can ensure that the circulation list is up to date.

Thank you

Kind Regards,

Alex Mountain

Levels and Moors Active Travel WG- 16/1/2025

Action	Responsibility	Completed Y/N
Review Stakeholders list to ensure invites are being sent	AM and Chair	Ongoing
Book next WG Meeting for end of March on a Thursday evening	AM and Chair	Ongoing
Speak to Mick Fletcher regarding the Strawberry Line and a possible visit	RW	
Reach out to Rupert Cox about Farmers Breakfast regarding health and wellbeing	?	
Decide a representative to represent L and M at the Across LCN Active Travel meeting at Taunton Museum on the 28 th February.	?	
Share walking routes in your area to be shared with the LCN	Parishes and Attendees	
Running on the lanes- discussion about the running route to Curry Rivel and Langport. Reach out to reach out to Langport running club and consult them on their perspective.	VF to share details with GT GT to reach out	
Send details for ROW gates to attendees AM and EK to circulate information regarding gates and contact details.	TG to send details to AM and EK to circulate information	
Organisation of walk of Park Lane and Huish Drove before end of June	?	

Attendees

- Emmaline Kay and Alex Mountain- LCN Officers
- Gerard Tucker- Chair of Aller Parish Council and Clerk of Langport
- Sean Dromgoole- chair of Langport council
- Rob Crumb- lead for Huish Episcopo
- Viv Fouracre- AT representative for Five Head
- David Vigar- High Ham
- Tony Greenway- lead in Curry Rivel
- Kathryn Lang- Bridgwater Without
- Richard Wilkins- lead for transport
- Paul Baker- Chair of Middlezoy

1. A review of the proposed 'quiet lanes' routes as shown on the map created by SC

- Discussion surrounding the Levels and Moors LCN Map. It shows the quiet lanes connecting Bridgewater, Langport, South Petherton, Hatch Beauchamp, and Glastonbury, as well as the 5 pinch points and access issues.
- Discussion surrounding the crossing of Rugs Drove (on Westonzoyland road), and the possibly pending solar farm application. Suggestion of a bridge to come out on the Dunware road.
- The map identified five pinch points and access issues in areas such as Somerton, Compton Dundon, Langport, and Bridgewater.
- It is up in Langport Town Council, and can be sent to those that are interested, but too large of a file to be on an email, so can be sent via WhatsApp on request too.

2. Update on the Curry Rivel, Drayton, Huish Drove proposed route - led by Tony Greenaway

- TG and SD provided updates on the proposed route between Curry Rivel, Drayton and Huish, including efforts to gather signatures for a petition and engage with local councils. They also mentioned the idea of making a direct approach to individuals who had appealed against a decision.
- Discussion about the engagement of local people on this proposed route. This included a petition through Facebook or platforms like Change.org. petition- through Facebook or online (e.g. Next Door or In Your Area)

- Suggestion about Somerset Live- Daniel Mumby- already has a sketch and aware of the issue.
- Raised that Daniel from Rights of Way (SC) had spoken to TG about gates to possibly replace turnstiles in the area. There was also a discussion about the need for gates and the potential impact on cycle routes.

3. The Grail Trail - grant application and EOI

- GT summarised the EOI submitted for a grant that is designed to open up the countryside for improved access.
- EOI is sent- for £900,000 it detailed the battle of Sedgemoor and Langport, Macmillan way and King Arthur route- Lyng through to Aller and then through to Glastonbury and the Strawberry Line.
- Expect to hear at the end of January

4. The suggested Pilgrims Walk - taking in King Arthur and Guthrum detail

- Update provided about the Pilgrims Walk and its involvement in the EOI

5. Additional active travel concerns across the LCN

- Mention of the Barrett development fund and how it came up in across LCN meetings
- Considerations of five local walks in Langport and how it links to health and wellbeing- looking at a health and wellbeing focus on active travel.
- Do you have walking routes that could be shared with the other parishes in the LCN? EG/ on the parish website→ High Ham has 8 walks on the High Ham parish website, all footpaths
- Discussion about general exercise facilities, such as the Strawberry Line- pump track and skateboard park- EG/ Westfield in Curry Rivel as an example and youth services in Langport
- Fivehead Fixers- who look at walking routes and tidying them up.
- Running on the lanes- discussion about the running route to Curry Rivel and Langport. Plan to reach out to Langport running club etc and consult them on their perspective. VF to share contact and GT to reach out.
- High Ham volunteers- that trim footpaths funded by SC. GT to follow up with DV about financing a trimmer

6. Cross LCN working group updates

Summary of the Cross LCN Active Travel Working Group meeting, including the: presentation on the Strawberry Line from Ros Wyke, 2 SC employees sharing the policy about active travel and conversation about mapping the area.

7. AOB

- Request for a representative to represent L and M LCN at the Across LCN AT Group at Taunton Museum on the 28th February.
- Health and Wellbeing discussion. Mention of loneliness. GT and SD have sent application. Sent ideas from parishes Suggestion of The Stable- Mental Health Drop in, published in Fivehead newsletter.
- Rupert Cox- Farmers Breakfast on the 28th – action to reach out in terms of health and wellbeing
- Suggestion of LCN wide group for Active Travel volunteers- Curry Rivel had volunteers- about 12 volunteers
- Suggestion of having an outing to the Strawberry Line to ask them questions. RW- to speak to Mick Fletcher
- Suggestion of a leaflet to go out about the active travel group. VF offered to print
- Suggestion of wider LCN and focus on each part in detail quarterly
- Discussion about how to engage with people and parishes (Othery, Middledzoy and Martock) and concerns about not keeping others informed.
- David Vigar had not received invite.

8. Date of next meeting

- End of March suggested on a Thursday evening at 7pm.
- Agreed to a mixture of online and in person.
- Suggestion of Walk of Park lane and Huish Drove- before end of June

Levels and Moors Active Travel WG- 16/1/2025

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