

ASH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 6th May 2025 @7.30pm in Ash Pavilion.

Present: Cllrs S Davey, C Halfhide, A Groves, T Groves, Z England. Absent Cllr A Brittan. Cllr J Bailey.

Four members of the public.

25.81 Election of Chairperson of the Parish Council. It was noted that the Chairman needed to be re-elected: The Clerk requested nominations: Cllr S Davey was nominated by Cllr C Halfhide and seconded by Cllr Z England. Approved unanimously.

25.82 Declaration of acceptance by the Chairperson of the Parish Council. The declaration was signed, witnessed and filed.

25.83 Election of Vice Chairperson of the Parish Council. Cllr Davey proposed Cllr Halfhide, seconded by Cllr England. Approved unanimously.

25.84 Declaration of acceptance by the Vice Chairperson of the Parish Council. The declaration was signed, witnessed and filed.

25.85 Public Question time including Somerset Councillor May report: No questions were tabled. The Somerset Councillor report had been tabled at the Annual Parish meeting immediately preceding the Parish Council Meeting. Noted that the number of pupils attending Hillview School is not available. There are no noted traffic issues around the school, there may be some outstanding remedial works. The School comes under the Department of Education, not Somerset Council.

25.86 Apologies for absence: None were received.

25.87 To receive any declarations of interest and approve dispensations: Cllr Davey noted an interest in the reimbursement payment for the padlock & chain.

25.88 Approval of minutes 07th April 2025. Noted that the Agenda had the incorrect date, the minutes were approved and signed.

25.89 Matters arising(other than those on the agenda). None noted.

25.90 Approval of Policies: All policies were approved. The Clerk will send the updated file to Cllr A Groves for uploading on the website.

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| a. Standing Orders | h. Grievance Policy |
| b. Code of Conduct | i. Grant Policy |
| c. Risk Management Policy & Strategy | j. Complaints Policy |
| d. Co-option Policy & application/information | k. Data Protection Policy |
| e. Investment Policy | l. Freedom of Information Policy |
| f. Disciplinary Policy | m. Financial Regulations |
| g. Document retention Policy | n. Health & Safety Policy (inc lone worker) Policy |

25.91 Approve Asset Register. Cllr A Groves noted that there are three defibrillators, including one at Clifton. The Clerk will update the Register. Approved.

25.92 Matters for Report:

a. Martock SID – To consider a request via Councillor Pearlstone to communicate with Long Load PC re sharing of SID (once operational). Long Load PC have indicated they would like to look at working with Ash on a sharing arrangement of equipment to enable speed watch to be renewed and expanded in Long Load. Cllr Pearlstone was not present. Matter adjourned to future date.

b. Signage Millennium Wood/play area. Approved with the addition of: “BBQ’s within this area by prior approval only.

c. HMRC/payroll arrangements:– The activation code has been received and the payroll submissions brought up to date.

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- d. **Cloud Next** – migrate PC domain update. Cllr Davey updated the Council, Cllr T Groves queried some details - Cllr Davey will revert.
- e. **Approve migration of PC domain to Cloud Next:** Approved in principle. Cllr Davey will check if the PC can use www.ashsomerstpc.gov.uk
- f. **New gate from Main Street to Cemetery:** Cllr A Groves noted that the gate may have been incorrectly installed, limiting access. Cllr Halfhide will speak to the contractor informally to see if a remedy is possible. Access is adequate but may be slightly limited in certain situations.
- g. **Pavillion Door replacement:** Cllr Davey will contact the contractor via Cllr Britten.

25.93 Planning decisions report: 25/00474/PAMB Black Hall Milton Lane Ash Martock Somerset TA12 6AL. Prior Approval Notification for the change of use and conversion of existing agricultural building to form 2 No. dwellings. Decision date: 10/04/25. Noted.

25.94 Planning Applications:

Proposal: Demolition of an agricultural building and construction of a new-build dwelling and the change of use of adjoining land from agricultural to residential.

Location: Stone Farm 110 Main Street Ash Martock Somerset TA12 6PB

Applicant: Mr & Mrs D Dunning

Application Type : Full Application

Application Number: 25/00674/FUL

Proposal: Conversion, partial demolition and extension of The Old Stables to provide a single dwellinghouse, together with a change of use of adjoining land.

Location: Stone Farm 110 Main Street Ash Martock Somerset TA12 6PB

Applicant: Mr & Mrs D Dunning

Application Type : Full Application

Application Number: 25/00673/FUL

Mr Dunning was present and explained the rationale and impact of the proposals. It was agreed that the proposals were an improvement to the location and a rational use of the current facilities. No objections raised or noted.

25.95 Finance – To APPROVE & SIGN the Bank reconciliations April 2025 – to date, including regular payments. Regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner. The reconciliation were approved and signed., Cllr A Groves noted that the ranger invoices should be approved by Cllr A Groves prior to payment. The April invoice was outstanding.

25.96 Finance: The payment requests were approved. The Clerk will set up the online payments for authorisation.

25.97 To approve and sign the Bank statements – April 2025 to date. Approved and signed.

25.98 To approve and sign section 1 Annual Governance of the AGAR, form 3. Approved and signed.
Clerk to submit to Auditor.

25.99 To approve and sign section 2, Accounting Statements of the AGAR Form 3: Approved and signed.
Clerk to submit to Auditor.

25.100 To approve allocation of ring-fenced funds: Approved as detailed below.

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ASH PARISH COUNCIL:TOTAL OF ACCOUNTS AS AT 31ST MARCH 2025	Total at 31/3/2023 91863.69	Budget additions FY2023-24	In year xfer to budget line(-)	Projected Total Reserves at 31/3/2024	Budget additions 2024/5	Total reserves held 31/03/25	
Projects with ring fenced reserves:							
Election (NEW)	0	500	0	£500.00		£500.00	From Budget line @ EoY
Speedwatch (NEW for 24-25)	0	0	0	£0.00	£4,000.00	£4,000.00	£4000 allocation from 24-25 budget
Pavilion refurbishment	£32,401.00	£0.00		£32,401.00	£7,160.82	£39,561.82	£7160.82 increase(25% of total unallocated funds)
Churchyard wall and gate & legal fees	£2,000.00	£0.00		£2,000.00	£1,000.00	£3,000.00	£1,000 allocation from 24-25 budget
Village Car parks fence & maintenance	£5,250.00	£16,727.00	-£5,471.00	£16,506.00	£14,321.64	£30,827.64	£14321.64 increase(50% of total unallocated funds)
Play area enhancement	£5,373.91	£1,000.00	-£1,721.00	£4,652.91		£4,652.91	
Cemetery extension - reinstate burial ground	£8,640.00	£0.00	-£416.08	£8,223.92		£8,223.92	
Defibrillator reserve	£1,973.79	£100.00	-£750.00	£1,323.79		£1,323.79	
SSDC CIL payments	£0.00	£0.00		£0.00		£0.00	
Laptop replacement fund	£150.00	£150.00		£300.00	£150.00	£450.00	£150 allocation from 24-25 budget

Clerk to the Council: Zannette Bougourd. Tel: 01935571050
Email: clerk@ashpcsomerset.com

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ADMIN RESERVE	£36,075.30	£0.00		£22,609.64	£7,160.82	£29,770.46	£7160.82 increase(25% of total unallocated funds)
TOTAL RESERVES	£91,864.00	£17,977.00	-£8,358.08	£88,517.26	£33,793.28	£122,310.53	ACTUAL @ 31/3/25
Total funds held (£70074.21 + £52236.33+2554.92)	£124,865.46						
Ring fenced funds	£93,667.26						
Balance for allocation	£28,643.27						
Allocation percentages 25%(Pavilion & admin)	£7,160.82						
Allocation percentages 50% (carpark)	£14,321.64						
Current Account C/F	£2,554.93						

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25.101 Parish Matters: To consider and approve the risk assessment for the Village fete: Approved.

25.102 Parish Council matters: To consider applications for co-option: One parishioner expressed an interest in joining the Council by co-option. Advised to email Clerk who will send the necessary documentation for formal consideration at the next PC meeting

25.103 Parish Matters: To discuss Parish facilities maintenance: Cllr A Groves noted that invoices for the ranger contract were not always received in time for approval at the PC meeting. Ranger invoices are approved by Cllr A Groves who checks that the required works have been completed as requested. Payment is approved at the next meeting and noted in the bank reconciliations. It was agreed to invite the Ranger to the next meeting, after the conclusion of the public meeting.

25.104 It was agreed that the meeting dates for the next financial year will be: First Monday of each month except April 2026 when the first Monday is Easter Monday.

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| a) June 2 nd 2025 | h) January 5 th 2026 |
| b) July 7 th 2025 | i) February 2 nd 2026 |
| c) August 4 th 2025 | j) March 2 nd 2026 |
| d) September 1 st 2025 | k) April 7 th 2026 (6 th is Easter Monday) |
| e) October 6 th 2025 | l) May 4 th 2026 |
| f) November 3 rd 2025 | |
| g) December 1 st 2025 | |

25.105 Parish Council Matters: Actions & Allocations. Clerk to circulate current list for amendment/comment.

25.106 Data Retention Policy re emails: Check policy for discussion at the next meeting.

Meeting closed @ 20.50hrs

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Payment requests as at 27th April 2025

S Davey	Padlock & Chain	£36.58
A Groves	Newsletter printing	£45.00
Bristowes Electrical	Pavilion Lighting	£240.00
A Groves	Gratuity re notice board repair	£22.48
SALC	Annual fee	£307.34
Z Bougourd	Clerk overtime. Y/E & Audit prep(22.5hrs)	£271.44
HMRC	Re Clerk overtime	£67.89
Invoices received after publication of Agenda		
01/05/25	Z Bougourd – reimburse ILCA enrolment	£72.00
01/05/25	Water2Business	£144.27(to be actioned as DD going forward)

Signed:.....Date: