

ASH PARISH COUNCIL

Dear Councillors, you are summoned to the Ash Parish Council Meeting on Monday 06th July 2026 @7pm at Ash Pavillion.

Clerk/RFO to the Council.



Subject to Standing Orders 3e & 3f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 15 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

1. Public Forum

- a. Village Fete report.

2. Somerset Council, Councillor's Report: June/July 2026

3. Apologies for absence

4. Declarations of Interest

5. To approve and sign Minutes of the Annual Parish Council Meeting held on 18th May 2026.

6. To approve and sign minutes of the Annual Parish Meeting held on 18th May 2026.

7. Matters arising (other than those on the agenda)

- a. Newly consecrated Cemetery – update re fees/rules/regulations.
- b. SID – confirm installation & report effect
- c. Investment options for reserved funds – consider call accounts
- d. Notice board door- note installation

8. Finance:

- a. To approve and sign the Bank statements – May 2026 to date
- b. To approve and minute payment requests. See Appendix A
- c. To approve and sign bank reconciliations May 2026 to date
- d. To approve setting up Direct Debit for HMRC
- e. To note Auditors report

9. Planning:

- **Barton Lake House – notification only**
[26/01348/PAMB | Prior Approval for the change of use of 1No. agricultural building to 1No. dwellinghouses \(Class C3\), and associated building operations | Barton Lake House Martock Lane Ash Martock Somerset TA12 6NR](#)

Proposal: Prior Approval for the change of use of 1No. agricultural building to 1No. dwellinghouses (Class C3), and associated building operations

Location: Barton Lake House Martock Lane Ash Martock Somerset TA12 6NR

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: clerk@ash-somerset-pc.gov.uk

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Applicant: Mr and Mrs Peter Norris

Application Type : PA COU from Agri to Dwellings

Application Number: 26/01348/PAMB

- **Dotts Orchard**

[26/01231/HOU | Proposed single storey rear extension | Dotts Orchard View Lavers Court Middle Leaze Drove Ash Martock Somerset TA12 6PJ](#)

Proposal: Proposed single storey rear extension

Location: Dotts Orchard View Lavers Court Middle Leaze Drove Ash Martock Somerset

Applicant: Mr & Mrs S Kibby

Application Type : Householder Application

Application Number: 26/01231/HOU

- **Storys Barn:**

[26/01293/LBC | Repairs and alterations to grade II listed barn \(Storys Barn\) to provide ancillary accommodation, comprising: games room, gym, shower room, domestic workshop, storage and studio at Storys House, 27, Burrough Street, Ash, Martock | 27 Burrough Street Ash Martock Somerset TA12 6NZ](#)

Proposal A: Repairs and alterations to grade II listed barn (Storys Barn) to provide ancillary accommodation, comprising: games room, gym, shower room, domestic workshop, storage and studio at Storys House, 27, Burrough Street, Ash, Martock

Location: 27 Burrough Street Ash Martock Somerset TA12 6NZ

Applicant: Mr P Kerslake

Application Type : Householder Application

Application Number: 26/01292/HOU

Proposal B : Repairs and alterations to grade II listed barn (Storys Barn) to provide ancillary accommodation, comprising: games room, gym, shower room, domestic workshop, storage and studio at Storys House, 27, Burrough Street, Ash, Martock

Location: 27 Burrough Street Ash Martock Somerset TA12 6NZ

Applicant: Mr P Kerslake

Application Type : Listed Building Consent

Application Number: 26/01293/LBC

10. Pavillion – to consider current and future hire conditions, including insurance cover.

11. To consider allocation of tasks to the Clerk/RFO.

12. Repair to boundary wall/Churchyard – to consider provisional repair schedule.

13. To consider new cleaner for the Pavillion

14. SC Dog bin quote and email reply.

15. Update re playground equipment.

16. To note Councillor vacancy/co-option

17. Standing Items:

- i. Parish Matters – Note receipt of litter picking station.
Email: clerk@ash-somerset.ncc.gov.uk

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

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The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

17: To consider a nomination for The Chairs Award 2026.

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Appendix A

Payment Requests May/June 2026:

Clerk May/June	CiLCA/travel	271.32
HMRC	CiLCA	61.20
RA Evis	Lengthsman May/June	470.00

Payments made since last meeting:		
Cloud Next	DOM395252 - .gov.uk Domain (ash-somerset-pc.gov.uk)	£66.00
Cloud Next	WEB395235 – premium hosting(ash-somerset-pc.gov.uk	119.98
T Groves	Pavillion keys	£70.00

ASH PARISH COUNCIL

Minutes of the Annual Parish Meeting held in accordance with the Local Government Act 1972, Section 14(1) on 18th May 2026 at Ash Pavillion

- 26/a Attendance: Cllr Steve Davey, Chair APC, Cllr E Pearlstone and nine members of the public
- 26/b To approve and sign the minutes of the last annual Parish Meeting (May 2025). Minutes were approved and signed.
- 26/c To receive the Chair's report. Cllr Davey presented his report, see **Appendix A**: Cllr A Britten has notified of his intention to resign from the council due to work commitments, he would like to return in the future.
- 26/d Public comments and questions on the Chair's report – no comments or questions.
- 26/e To receive reports from local organizations.
- Cllrs A & T Groves presented the report from Ash in Bloom: see **Appendix B**: Due to the decreasing number of parishioners who are willing to assist with the maintenance of the Village floral displays, this year will be the last year that Ashin Bloom are active. After discussion it was agreed that Cllr Trebley will contact the Schools and ask if they would adopt a planter, local residents who have a planter close to their houses may also be able to maintain a planter. It was agreed that the Village benefits greatly with well maintained planters and the Christmas Tree/decorations. Agreed to put a request for volunteers in the next Ash newsletter and on social media. Ash in Bloom may request a grant later in the year to cover costs.
- 26/f Any Parish items or matters residents may wish to discuss in accordance with the Local Government Act 1972. – none noted
- 27/g A question to be decided by a parish meeting shall, in the first instance, be decided by the majority of those present at the meeting and voting thereon, and the decision of the person presiding at the meeting as to the result of the voting shall be final unless a poll is demanded.- none noted.

Meeting closed @ 7.29pm.

Appendix A – Chair's report 2025- 2026

This year the Parish Council has worked hard to continue to administer the parish as economically as possible on behalf of all our residents, and yet again we believe that we have left it in a financially secure and well run condition. In the face of pointless wars and financial crises we have managed to only increase the Parish Precept by less than inflation. This is despite the financial issues being experienced by Somerset Council, which will have a knock on effect on our finances.

The Councillors, who are all volunteers, have worked tirelessly to make this Parish a better place, and I thank them for that. Unfortunately, though, I do have to report the resignation of Alan Britten from the PC, so would especially like to thank him for his time with us. This is a real shame as I am not the only one who thinks that he would have made a fantastic Chair.

In the coming year we have plans to continue to improve accessibility in Parish facilities, improve the recreation ground and pavilion and also to take measures to improve road safety.

Even though we are subject to increasing red tape from central government, our Clerk, Zannette, continues to keep us on the straight and narrow, and in ensuring our continued compliance with all of the regulations we have to adhere to. Many thanks to her for the continued support.

The Parish continues to look fantastic, and punches well above its weight in many areas, in no small part thanks to the work of the Millennium Woods Group, Ash in Bloom and Ryan Evis who maintains all of the public areas.

This summer will also see another Ash Fete, organised by the Ash Parish Fete Planning Group. It is heartening to see that a call for more volunteers has seen many more people step forward to ensure the continued success of the hopefully annual event.

I have mentioned the dependence that the Parish has on volunteers before; without them Ash Parish would not be such a good place to live. Thanking them is the easy part; joining them is something that we should all aspire to.

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Minutes of the Annual Parish Council Meeting held on 18th May @ 7.30pm, Ash Pavillion.

Present: Cllr S Davey, Chair, C Halfhide, Vice Chair, Tim Groves, Antoinette Groves, Marysia Trebley & Zac England. Cllr E Pearlstone. Clerk Z Bougourd

26/17 Election of Chair & declaration of acceptance. Cllr C Halfhide proposed Cllr Davey, seconded by Cllr Trebley. Approved, declaration signed and filed.

26/18 Election of Vice Chair and declaration of acceptance. Cllr S Davey proposed Cllr Halfhide, seconded by Cllr England. Approved. Declaration signed and filed.

26/19 Public Forum. Four members of the public were present. Matters raised were the ongoing problem with dogs off leads in Millennium Wood despite signs notifying the public. Concern was raised regarding the pavement near the Bell Inn, Cllr Pearlstone will take this matter forward and notify highways. Concern was also raised regarding the amount of farm traffic, large vehicles and coaches traversing the Village and causing upset to School pupils and members of the public. Noted under item 5b that two speed indicator devices are due to be installed which should reduce vehicle speed and make motorist aware of their speed through the Village. Noted that play equipment for younger children is currently limited - Cllr Trebley advised that the cost of installing new equipment may be too high for the PC alone – local businesses will be approached once more information is available. Cllrs T Groves & M Trebley will bring a report to a future meeting. Concern was also raised regarding the possible change in services in the Parish Church – at this time it is only a suggestion under consideration. A request for the newsletter to be published was noted – residents are requested to pass on items/matters of note to Cllr A Groves without which the newsletter cannot operate.

26/20 Somerset Council, Councillor's Report: May 2026- Cllr Pearlstone noted that the road maintenance schedule continues, progress is being made with regard to pothole repairs. A new initiative "National Conversation" has been launched through Oxford University: <https://www.national-conversation.ox.ac.uk>. This is a forum for anyone to contribute and express their views through the online questionnaire.

26/21 Apologies for absence - Cllr A Britten – apology noted and accepted.

26/22 Declarations of Interest – none noted.

26/23 To approve and sign Minutes of the Parish Council Meeting held on 13th April 2026 – approved and signed.

26/24 Matters arising (other than those on the agenda)

- a. Newly consecrated Cemetery – update re fees/rules/regulations. – ongoing Cllr Davey will revert to a future meeting.
- b. SID – location identification/what three words – Cllrs England & Davey will progress this matter

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- c. Investment options for reserved funds – Clerk tabled three options for placing reserves into long term call accounts. Hinckley & Rugby quote the most favourable rates: 2.8% for a 90 day call & 3.43 for a 160 day call. Clerk to ascertain if withdrawals are allowed outside of the notification period.
- d. Notice board door – the door arrived damaged, unfortunately the damage was not found within the return time – Cllr T Groves requested that going forward any items ordered and delivered by closely inspected at point of delivery. Noted.

26/25 Finance:

- e. **To approve and sign the Bank statements** – April 2026 to date – approved and signed
- f. **To approve and minute payment requests.** See Appendix A- approved and signed
- g. **To approve and sign bank reconciliations** April 2026 to date -approved and signed
- h. **Public Rights notification 2026-** start date of 3rd June 2026 noted, Cllr A Groves will upload on website just prior to the commencement date.

26/26 Planning:

Proposal: Application to Discharge Section 106 Agreement dated 21st December 1994 between Mr P R Rodford and South Somerset District Council. The Agreement was varied by way of letter from South Somerset District Council Solicitor dated 10th June 1997 which reduced the land area by 11.68 Hectares. The Agreement was further varied by Deed of Variation dated 15th December 1997.

Location: Lavenoak Racing Stables Burrough Street Ash Martock Somerset TA12 6NZ

Applicant: Paul And Judith Rodford

Application Type : Discharge of Planning Obligation

Application Number: 26/00992/DPO

Noted – no response required

Proposal: Demolition of existing agricultural building and erection of dwelling to replace scheme permitted by 25/00673/FUL

Location: Land At Stone Farm Main Street Ash Martock Somerset

Applicant: Barney Sharp

Application Type : Full Application

Application Number: 26/00854/FUL

The applicant attended the meeting, this application does not result in additional buildings - noted – no objections raised. Clerk will revert to SCPD

26/27 Village Fete –consider risk assessment. The risk assessments for the setup, event and clean up were tabled and approved. Confirmed that the lengthsman is aware of the date.

26/28 Update re playground equipment. Cllrs T Groves & M Trebley are progressing this project and will bring more information to a future meeting.

26/29 External water supply at Pavillion. Cllrs A&T Groves noted that an external water supply with lockable tap would enable easier watering of the planters and other areas as required. Cllr Trebley & England will liaise together to progress this matter. Estimated cost circa £170.

26/30 Maintenance & update re community defibrillators. Clerk noted that all three defibrillators are up to date and are checked monthly by the Clerk. Bleed kits will be added to each cabinet – one kit had been purchased and

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: clerk@ash-somerset-pc.gov.uk

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approved; Clerk will purchase two additional kits. Clerk will update the area map and include the
///What three words reference for each unit.

26/31 Standing Items:

- i. **Parish Matters** – Noted that the hatched area adjacent to the Village Hall is regularly used as a parking space, possibly by a parent collecting children from School – agreed to monitor the area and contact the School if necessary.
- ii. **Fire exit at Pavilion** – Clerk to purchase sign for new door.
- iii. **Cllr Davey is aware of an unauthorised tyre & rope “swing” in the Millennium Wood** – Mr. Wood has been asked to remove it.
- iv. **Dog signs in Millennium Wood** are proving effective, there are still some dogs which are walked off lead.
- v. **Query re business operating out of domestic premises:** Unauthorised activity should be reported to SC Planning enforcement department.
- vi. **Pavillion door keys:** 12 additional keys will be cut for distribution.
- vii. **Update website** – Cllr Davey will contact quote provider myparishcouncil.
- viii. **Play Area** – Cllr T Groves queried why the spring-operated item had been removed, the play inspection report did not find it dangerous – this was agreed at the last meeting. Cllr A Groves queried what action had been taken with the quote to replace the play platform – minutes 04th August note that it was uneconomic to repair the equipment and it would be removed.

26/32 Review Existing Policies: See Appendix B. A table of current policies and updates had been circulated prior to the meeting. All policies were adopted. Policies are reviewed annually; changes are made as required during the year or if legislation changes.

26/33 Dates for meetings 2026/7.

The Council meet on the first Monday of each month, unless otherwise advised or if falling on a Bank Holiday. The June meeting was scheduled for two weeks after the APCM – agreed that next meeting will be held on the 06th July 2026

06th July 2026
03rd August 2026
07th September 2026
05th October 2026
02nd November 2026
07th December 2026

04th January 2027
01st February 2027
01st March 2027
05th April 2027
03rd May 2027

Meeting closed @ 9pm, date of next meeting 06th July 2026 @ 7pm, Ash Pavillion.

DATED _____ 2024

SOMERSET COUNCIL (1)

- and -

----- (2)

AGREEMENT

relating to Section 72 Road Traffic Regulation Act 1984 for the retention of Speed
Indicator Devices on the public highway



Somerset Council

The Crescent

Taunton

Somerset

TA1 4DY

AGREEMENT

DATED _____ 2024

BETWEEN:

1. **SOMERSET COUNCIL** of The Crescent, Taunton, Somerset, TA1 4DY
("Somerset Council") and
2. **THE PARISH OR TOWN COUNCIL NAMED IN SCHEDULE 1**
("Parish/Town Council")

WHEREAS:

- (A) Somerset Council is by virtue of the Road Traffic Regulation Act 1984 the local traffic authority for the administrative County of Somerset.
- (B) The Parish/Town Council wishes to enter into an Agreement for the purposes of retaining on or near any road, one or more SID (Speed Indicator Device/s) for the purpose of alerting drivers to a hazard associated with inappropriate speed on highways within the Parish/Town Council's area.
- (C) This Agreement is made pursuant to Section 72 of the Road Traffic Regulation Act 1984 and sets out the conditions upon which Somerset Council grants the Parish/Town Council permissions as permitted under the Regulations for the installation of the SID.

IT IS AGREED as follows:

1. INTERPRETATION

1.1 In this Agreement:

- 1.1.1 unless the context otherwise requires the following expressions shall have the meanings respectively set opposite thereto:

"Agreement" means this agreement together with any schedules or appendices annexed thereto;

"Approved Location" means a location approved by Somerset Council in writing following the application of the Council's Assessment Criteria and marked on the Plan;

“Approved SID” means a Speed Indicator Device which fully meets the Council’s assessment criteria and is thereby authorised for installation on the public highway;

“Assessment Criteria” means the criteria for assessing the location and suitability of a SID as issued by Somerset Council from time to time;

“Plan” means the plan annexed hereto at Schedule 2 showing for the purposes of identification the location of the Approved SID;

1.2 In this Agreement where the context so admits

1.2.1 words denoting the singular shall include the plural and vice versa words denoting the masculine gender shall include the feminine gender and vice versa.

1.2.2 reference to any statutory provisions shall be deemed unless the context otherwise requires to include reference to any such provisions as from time to time amended varied replaced extended or re- enacted and any orders or regulations under such provisions.

1.2.3 reference to Clauses or Schedules shall be deemed to be references to a Clause or a Schedule to this Agreement and references to a sub-Clause shall be deemed to be references to a sub-Clause of the Clause in which the reference appears.

1.2.4 In this Agreement headings are included for ease of reference only and shall not affect this Agreement or the interpretation thereof.

2. SID (Speed Indicator Device) installation

2.1 The Parish/Town Council shall only purchase a Device of a type and design approved in writing by Somerset Council.

2.2 The Device shall be installed at the Approved Locations by the Parish/Town Council as authorised in this agreement (Appendix B) by an officer of Somerset Council.

2.3 The Parish/Town Council shall not at any time attempt to access move or alter any apparatus to which the Device is affixed.

2.4 The Parish/Town Council shall be responsible for the cost of repairing and maintaining the Device in accordance with any instructions issued from time to time by Somerset Council.

- 2.5 If at any time the Device becomes a nuisance or danger to users of the highway or to any other person including adjoining landowners, Somerset Council retains the right to remove it forthwith.
- 2.6 The Parish/Town Council shall not move, re-position or re-locate the Device outside of the approved locations without the prior written permission of Somerset Council.
- 2.7 The Parish/Town Council hereby indemnifies to the maximum extent permissible by law Somerset Council against any action, loss, cost, claim or proceeding arising from the installation, operation or maintenance of the Device except where such action, loss, cost, claim or proceeding arises from Somerset Council's negligence.
- 2.8 The Parish/Town Council shall throughout the term of this agreement at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the following levels of cover:
 - 2.8.1 public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any one claim or series of claims;
 - 2.8.2 professional indemnity insurance with a limit of indemnity of not less than £2,000,000 in relation to any one claim or series of claims and shall ensure that all professional consultants or sub-contractors involved in the deployment of the Device hold and maintain appropriate cover if so specified in Schedule 1 hereto.

3. Device Maintenance/Removal

- 3.1 The Parish/Town Council shall ensure that any operations involved in the use or maintenance of the Device comply with health and safety procedures.
- 3.2 The Parish/Town Council shall ensure the appropriate training, health and safety of any employee, volunteer or contractor engaged on its behalf to carry out any works or operations under this Agreement.
- 3.3 The Device shall remain the sole responsibility of the Parish/Town Council and Somerset Council shall not accept responsibility for any damage to the Device or interference with such however caused.

4. Termination

- 4.1 The Agreement shall be terminable without fault by either party upon three months written notice being given by one party to the other at the addresses either recorded in this Agreement or as otherwise notified in writing by one party to the other.

- 4.2 Somerset Council may terminate this Agreement without notice if:
 - 4.2.1 The Parish/Town Council fails to comply with any of the conditions specified in the Agreement.
 - 4.2.2 The Parish/Town Council ceases to use or has abandoned the Device or intends to do so.
 - 4.2.3 Somerset Council as Highway Authority considers the withdrawal necessary for the purpose of the exercise of their powers and duties as Highway Authority.
- 4.3 When the Agreement terminates Somerset Council may:
 - 4.3.1 Remove the Device and reinstate the highway and recover from the Parish/Town Council the expenses incurred in so doing; or
 - 4.3.2 If satisfied that the Parish/Town Council can, within such reasonable time as Somerset Council may specify, authorise the Parish/Town Council at the Parish/Town Council's expense to remove the Device and reinstate the highway.
 - 4.3.3 All notices in connection with this Agreement shall be served upon the addressees of the recipient cited at the commencement of this Agreement or such other location as is notified by the receiving party for the purpose.

5. General

- 5.1 Nothing in this Agreement shall be interpreted as constituting a partnership or any agency between Somerset Council and the Parish/Town Council.
- 5.2 This Agreement is made and shall be construed under the Laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England.

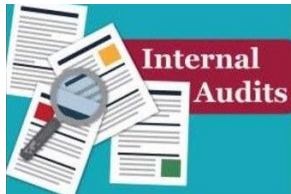
This agreement has been entered into on the date stated at the beginning of it.

Signed for and on behalf of)
SOMERSET COUNCIL)
)
Name of authorised signatory)

Signed for and on behalf of)
[PARISH/TOWN COUNCIL])
)
Name of authorised signatory)

PLEASE NOW COMPLETE APPENDIX B

Ash PC May/June/July 2026 Bank recs for signature					
Date	Type	Payee	Description	Money rec'd	Payments
15/05/2026	FPI	Greywolves		30	
15/05/2026	DEB	Amazon			35.99
18/05/2026	FPO	RA Evis	March/April		470
19/05/2026	FPO	The Bell Inn	Pav cleaning supps		24.9
19/05/2026	FPO	Clerk	CILCA/expenses		153.63
19/05/2026	DEP	Art Group		90	
19/05/2026	PAY	Bank charges			4.25
19/05/2026	DEB	Amazon	Bleed kits		41.98
19/05/2026	DEB	Amazon	Defib sign		6.18
27/05/2026	DD	British Gas			154.64
27/05/2026	FPI	Whiting/Stones		30	
27/05/2026	DEB	Start Safety	SID Fixing		82.26
28/05/2026	SO	HMRC			139.36
28/05/2026	SO	CLerk	Salary		589.94
29/05/2026	FPI	Whiting interment		100	
01/06/2026	FPI	Trusson		10	
01/06/2026	SO	RA Evis			102
01/06/2026	SO	KL Bungay			
01/06/2026	SO	RA Evis			458.33
01/06/2026	DD	Water2 Business			174.42
01/06/2026	TFR			2000	
01/06/2026	DEB	HMRC			94.65
01/06/2026	DD	BT GROUP			51.7
04/06/2026	FPO	T GROVES			70
08/06/2026	DEB	VIRTUAL LL			6.5
08/06/2026	DEP	ART GROUP		90	
08/06/2026	DEP	ART GROUP		90	
08/06/2026	DEP	500090		35	
10/06/2026	DEB	CLOUD NEXT	DOMAIN		60
17/06/2026	DEB	CLOUD NEXT	WEBSITE		119.98
19/06/2026	PAY	BANK CHARGES			6.48
22/06/2026	DEP	PITMAN		45	
				2520	2847.19
Opening Balance					
01/05/2026	3250.95				
INCOME	2520				
EXPENDITURE	2847.19				
BALANCE C/F	2923.76				
SIGNED					
NAME					



Zannette Bougourd
Clerk/RFO
Ash Parish Council
9 Redgate Park
Crewkerne
TA18 7NL

25th May 2026

Dear Zannette,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Ash Parish Council. The annual internal audit for 2025/26 financial year was completed on 25th May 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete the internal audit section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

The Audit has identified a number of recommendations to help update and improve the Council's current procedures. The audit has found no areas of concern and the Council's procedures and controls are generally working well.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the financial year.

The Clerk to the Council has been appointed as RFO (LGA1972 s151).

Recommend this be included on the website under the Clerk's details.

The roll over figure is £81,625 (Box 7).

The Council maintains its accounts using a spreadsheet. A sample of the financial transactions between 1st April and 31st March 2026 has been undertaken. The following checks were carried out:

- A review of the invoices against payment reports and the bank statements;
- A review of the cashbook against the bank statements and invoices paid;
- A sample of Payments have been checked against the bank statements to verify accuracy;
- Expenditure incurred is appropriate.

There is an adequate process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Procedures are included in the Financial Regulations.

A list of invoices for payment is presented to Full Council for consideration and approval. This is published as part of the agenda supporting papers.

The Council has a Risk Management Register in place as part of its suite of policies.

Bank reconciliations are completed on a monthly basis, initialled and signed off alongside copies of the bank statements.

There is appropriate segregation in place.

The year end bank reconciliation has been completed. This was referenced back to the bank statements. The final balance held by the Council amounts to £141,199.69 as at 31st March 2026.

The Council now has balances of over £100,000 at year end and has adopted an Investment Policy.

The Council has met this control objective.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Tenders and Contracts are governed by Financial Regulations. All contracts being tendered should be published on the Parish Council's website as well as the Find a Tender portal where required. Council also has a Procurement Policy in place.

Standing Orders and Financial Regulations are based on the latest versions. The limits between the two documents are currently not consistent. **It is recommended that Standing Order 18 is amended to reflect FR5.7.**

The following financial process is in place:

- The Clerk/RFO is responsible for financial transactions;
- Invoices are verified for accuracy on receipt and entered to the correct cost centre;
- Invoices are saved electronically;
- All payments are reported to Full Council for approval;
- Payments are authorised by Full Council and minuted;
- Clerk/RFO uploads payments onto the online banking app;
- All payments are authorised by two Councillors as outlined in the Financial Regulations.

There is appropriate segregation in place.

VAT claims are submitted annually. A refund of £875.80 was received for 2024/25 and the VAT incurred during this financial year totals £2,586.34.

The Council does have a debit card in place. Governed by Financial Regulations.

The Council does not have the General Power of Competence in place.

The Council has met this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council has a Risk Management Policy in place which has been reviewed.

The Council is insured with Hiscox through Gallaghers. Policy number 8308025. Insurance operates until the policy is cancelled.

A review of the insurance policy has been undertaken and Council is adequately insured. The policy includes Employers Liability (£10 million) and Public and Products Liability (£10 million).

A Fidelity Guarantee was not identified in the Insurance Schedule and it is **recommended that Council confirms that it has a Fidelity Guarantee in place. Minimum cover is recommended at £150,000**

The Council is responsible for Ash Recreation Ground. The Council has an independent annual inspection carried out on the playground annually by an independent inspector. Regular inspections are undertaken during the year.

The Council has adequate internal controls in place to ensure that it carries out its day-to-day business effectively and efficiently.

The Council has met this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

The budget and precept were set by resolution at the Parish Council meeting on 6th January 2025. Minute 24/182 refers.

24/182 Finance – to approve precept request for financial year 2025/6. The precept request for £52,100 (Fifty-two thousand one hundred pounds only) and percentage increases were tabled and approved. Clerk to file precept request.

It has been confirmed that a precept of £52,100 was requested. (MHCLG Parish Code E3301P005)

Budget monitoring is reviewed on a monthly basis by Full Council and during budget setting. The monitoring report is published as part of the agenda supporting papers.

The Council has set up Earmarked Reserves. Balance at year end was £136,373.06. Transfers, expenditure and receipts have been recorded.

The Council has a General Reserve of £4,826.63 available at year end. The recommended General Reserve is 3 months equivalent of expenditure or 25% of the Council precept. **It is recommended that Council aims to increase its General Reserve to £11,200 to £13,000 over the next two years.**

The Council had the following Bank Statement Balances as at 31st March 2026:

ACCOUNT	AMOUNT
Lloyds Current account	£4,826.37
Lloyds Instant Access	£82,642.77
Lloyds 95 day call account	£53,730.55
TOTAL	£141,199.69

The Council has met this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council does not have any aged debtors.

The Council does not manage the allotment site.

The Council is a burial authority. A number of interments took place during the year. A Register of Burials is maintained. The Cemetery fees and charges can be found on the website.

The Council hires out Ash Pavilion. Income is properly recorded during the year. It also hosts the local Post Office and this generates an income.

Council's other income for 2025/26 included grants and shared costs for CiLCA. All income is correctly recorded in the accounts system and is accompanied by an audit trail.

The Council has met this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a petty cash system and did not make any cash payments during the year.

The Council has met this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The Clerk has a contract of employment in place.

Members do not receive a members' allowance.

A sample of salaries has been checked and confirmed. Salaries paid during the year have been reviewed. Gross pay is calculated in accordance with the relevant NJC scale. Tax codes are included on the payslips and deductions properly calculated.

No Pension contributions are made.

National Insurance contributions have been deducted as required.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax and NI contributions correctly deducted and paid to the respective agencies.

The Council has met this control objective.

H. Asset and investments registers were complete and accurate and properly maintained.

An Asset Register is in place. Current value of the assets amounts to £340,007.43. The Register is maintained on a spreadsheet and has been updated. It meets current requirements.

A comparison of the insurance schedule against the asset register has been undertaken. Council has adequate insurance cover in place.

Council does not have any long-term investments in place.

Council has no loans outstanding.

The Council has met this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are prepared monthly and are signed off by Full Council.

The Council has met this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on a receipts and payments basis. Receipts and payments agree to the cash book and are supported by an adequate audit trail.

The Council has met this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

Not covered.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information should be published on the Parish Council’s website under the Smaller Authorities Transparency Code ([SI/SR Template](#))

Expenditure exceeding £100

Local authorities must publish details of each individual item of expenditure that exceeds £100. [Published as part of the agenda.](#)

End of year accounts

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Annual governance statement

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Internal audit report

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

List of councillor or member responsibilities

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates. [Published](#).

Location of public land and building assets

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. [Published](#)

Minutes, agendas and papers of formal meetings

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. [Published](#).

The Council has met this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

The publication requirements were met. The Notice states 3rd June to 14th July 2025. This meets the statutory 30 day requirement.

The Council did not formally minute the dates of the public notice at the meeting where the AGAR was approved in May 2025 and the internal audit report was considered in June 2025. **Recommend that public notice dates be adopted and minuted in future.**

The Council has met this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#)
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report. [Published](#).

The Council has met this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

Council has a .gov.uk email addresses for the Clerk and its members. Council meets best practice advice by having a .gov.uk domain for its website and email account.

The Council has adopted an IT policy as required. [Ash-Parish-Council-Policies-2026.pdf](#)

The Council has an Accessibility Statement published on its website. [Ash-Parish-Council-Policies-2026.pdf](#)

Note that since September 2020, all parish and Parish councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1 AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

It has been confirmed that Ash Parish Council website complies with WCAG 2.2 AA. It achieves 94%: [Scan Results — CompliaScan](#)

Accessibility has been reviewed and the parish council section of the website scores 10 out of 10. [WAVE Report of Home – Ash Parish Council Website](#)

Data Protection requirements:

- Data Protection Lead – Clerk is responsible for data protection.
- Data Audit: In place
- Training for staff and Councillors: Councillor and staff have undertaken relevant training during the year and there is a planned training programme in place.
- Data Protection Policy: In place
- Document Retention Policy: In place
- Privacy Notice: In place
- Secure data to protect it from Data Breaches: In place
- Subject Access Request: In place
- Both hard copy and electronic data have relevant protections in place.

A Freedom of Information Policy is in place.

The Council meets the Smaller Councils Transparency Code as required.

The Council has met this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole trustee.

Parish/Town Council Notification

12 June 2026

Dear Sir/Madam

Proposal: Prior Approval for the change of use of 1No. agricultural building to 1No. dwellinghouses (Class C3), and associated building operations

Location: Barton Lake House Martock Lane Ash Martock Somerset TA12 6NR

Applicant: Mr and Mrs Peter Norris

Application Type : PA COU from Agri to Dwellings

Application Number: 26/01348/PAMB

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))

This is a **notification only** and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

The application is being dealt with by Jacqui Churchill (Planning Officer) who can be contacted by email at jacqui.churchill@somerset.gov.uk or by telephone on Tel No: (01935) 462158

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

Your response should be returned by email to (email address) . Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Please be aware that should this application result in an appeal deemed suitable for the Part 1 Written Representations procedure, this may be the only opportunity for interested parties to submit their representations. Should any interested parties wish to withdraw their original comment at appeal stage, they can do so within four weeks of the start date of the appeal.

Yours sincerely

Jacqui Churchill (Planning Officer)
Planning Team South
Somerset Council

Zannette Bougourd (Ash P.C.)

Clerk@ash-somerset-pc.gov.uk

Date: 1 June 2026

Our Ref: **26/01231/HOU**

Suzanne O'Donovan (Senior Planning Officer)

Email: suzanne.odonovan@somerset.gov.uk

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Ash P.C.)

Proposal: Proposed single storey rear extension

Location: Dotts Orchard View Lavers Court Middle Leaze Drove Ash Martock Somerset

Applicant: Mr & Mrs S Kibby

Application Type : Householder Application

Application Number: 26/01231/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 **22 June 2026**. 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 Suzanne O'Donovan (Senior Planning Officer) who can be contacted by email at suzanne.odonovan@somerset.gov.uk or by telephone on Tel No:

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.

Please be aware that should this application result in an appeal deemed suitable for the Part 1 Written Representations procedure, this may be the only opportunity for interested parties to submit their representations. Should any interested parties wish to withdraw their original comment at appeal stage, they can do so within four weeks of the start date of the appeal.

Suzanne O'Donovan (Senior Planning Officer)
Planning Team South

Zannette Bougourd (Ash P.C.)

Clerk@ash-somerset-pc.gov.uk

Date: 12 June 2026
Our Ref: **26/01293/LBC**
Jacqui Churchill (Planning Officer)
Email: jacqui.churchill@somerset.gov.uk
(01935) 462158

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Ash P.C.)

Proposal: Repairs and alterations to grade II listed barn (Storys Barn) to provide ancillary accommodation, comprising: games room, gym, shower room, domestic workshop, storage and studio at Storys House, 27, Burrough Street, Ash, Martock

Location: 27 Burrough Street Ash Martock Somerset TA12 6NZ

Applicant: Mr P Kerslake

Application Type : Listed Building Consent

Application Number: 26/01293/LBC

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 **3 July 2026**. 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 Jacqui Churchill (Planning Officer) who can be contacted by email at jacqui.churchill@somerset.gov.uk or by telephone on Tel No: (01935) 462158

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Zannette Bougourd (Ash P.C.)

Clerk@ash-somerset-pc.gov.uk

Date: 12 June 2026

Our Ref: **26/01292/HOU**

Jacqui Churchill (Planning Officer)

Email: jacqui.churchill@somerset.gov.uk
(01935) 462158

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Ash P.C.)

Proposal: Repairs and alterations to grade II listed barn (Storys Barn) to provide ancillary accommodation, comprising: games room, gym, shower room, domestic workshop, storage and studio at Storys House, 27, Burrough Street, Ash, Martock

Location: 27 Burrough Street Ash Martock Somerset TA12 6NZ

Applicant: Mr P Kerslake

Application Type : Householder Application

Application Number: 26/01292/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 **3 July 2026**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

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Ashley Williamson
Ashley Williamson Stonemason
10 Meadow View
Long Load
04/05/2026

Ash Parish Council.

You recently requested pricing information from our company. Here is our quote:

After being asked to inspect the dividing wall between the church and the vicarage I have to say that a sizable section is somewhat perilous, it may stand for another decade or potentially collapse tomorrow.

Therefore, if nothing else I would advise shoring it up in the interim.

My quotation is threefold.

The first being to take down and rebuild the primary area of concern, this covers approximately 18m²,

My price for this is £4250.

This price would cover the takedown/cleaning of the stonework affected and re-construction once a safe and solid base has been determined to build from. It also covers all labour costs, all materials and fencing required to secure the working area whilst works commence.

My second price is to include the aforementioned, but with mind to remove the vegetation and repoint the remaining church side elevation of said wall to prevent further water and vegetational ingress.

My price for this is £5264

My third price would be to repoint the rectory side along with all other works

My price for this is £6008.

I appreciate we all have a budget which is why I have broken down our quotation into three parts.

I hope this is of some help

Kind regards

Ash

If you require any more information please don't hesitate to contact me.

Grand Total £6008.00

Thank you for giving us the opportunity to bid for your business.

Direct all inquiries to:

Ashley Tel: 07593652541



QUOTE

Lufton Depot
7 Artillery Road
Yeovil
BA22 8RP
Prepared by: Jennifer Symes

Date: 19th Junne 2026

Ref: A/26-27

Ash Parish Council

We are pleased to submit the following quotation for your consideration.

Description	VAT	Amount
Dog bin x 2@ £6.50 emptied once a week Location: Ash Village Hall Car Park, Main St Village Car Park through gate into Ash Millenium Wood	20%	£676
	Subtotal	£676.00
	Taxable	£676.00
	VAT @ 20%	£135.20
	Other	£0.00
	TOTAL Due	£811.20

The above quotation is subject to the attached terms and conditions of business. Please ensure that you read the terms and conditions fully and that you agree to them before you accept this quotation.

I trust that we have interpreted your requirements accurately. Should you wish to accept this quotation on the terms and conditions set out, please detach, complete fully and return the acceptance slip to the address at the bottom of this letter or via e-mail. Please contact me should you require any further review. This quotation will remain fixed for a period of 30 days following which costs detailed may be subject to review.

Yours sincerely

Operations.allareas@somerset.gov.uk

Copy of my email reply!

*On 21/08/2024 10:57, Nick Watkins wrote:
Thanks Steve,*

My apologies, I had missed this in the generic inbox we have for bins. As the bins are all owned by Somerset council no charge will be applied.

Many thanks

Nick

Nick Watkins

Case Manager (Parks & Open Spaces Tech)

Somerset Council

01823 785588 / 07990 137912



ACCEPTANCE

Date: 19th June 2026

Ref: A/26-27

I accept your quotation of the above works.

Total: £811.20

Signed:.....

Name:

Date:

Address:

Please return acceptance slip to Street Scene Admin: operations.allareas@somerset.gov.uk

CONDITIONS OF SALE

This agreement, made between **Somerset Council** (“the Company”) and **the quotation acceptant** (“the Client”) sets out the terms and conditions under which the Company agrees that the Client may utilise the services of the Company. These terms and conditions include the details of the agreement contained within the Private Works Quotation specification.

1 Financial

1. For the purposes of VAT legislation, all sales will be subject to VAT at prevailing rates.
2. Save through its own negligence, the Company accepts no liability in respect of any loss, damage, injury or death sustained howsoever caused.
3. Appointments should not be considered as confirmed until the Company has acknowledged receipt of the completed Quotation Acceptance Slip.
4. Full payment of the balance for the total invoice value is required within 14 days of receipt of the invoice.
5. Payment in instalments may be permitted by prior arrangement only with the Company and agreed in writing.
6. A deposit may be required by the Company in some circumstances. This may be when the cost of materials or plant and equipment hire are high or the work is otherwise of a high value. Deposits may also be required in certain other circumstances.
7. Charges for additional services or goods which may not be known in advance may be invoiced separately. Payment of additional sums is required within 14 days of receipt of the invoice.
8. Cancellation of any works accepted under the terms of this contract must be in writing to Somerset Council. Cancellation during the 7 days immediately prior to a prearranged appointment for works to be undertaken will be subject to the Client paying the value of costs incurred by the Somerset West & Taunton up to 100% of the quotation value. Cancellation during the period 8 to 21 days prior to the commencement of the work may be subject to the Client paying costs incurred up to 50% of the quotation value. Cancellation during the period 22 to 30 days prior to the commencement of the work may be subject to the Client paying costs incurred up to 25% of the quotation value. The Company reserves the right to cancel any booking on seven days notice and the liability of the Company will be limited to a full refund of any monies paid in advance of the agreed work. In respect of the above, costs incurred may include plant and equipment hire, materials ordered, restocking costs and any other costs incurred in preparing to undertake agreed works as detailed within his quotation.
9. Materials shall remain in the ownership of the Company until such time as all invoices relating to the quoted and associated works are paid in full.
10. The cost of non-stock materials bought specifically for the works detailed within his quotation may be recharged to the Client in the case of cancellation by the Client under clause 1.8 of these terms & conditions.
11. The Company will work with clients should it be necessary to postpone accepted quoted works for an agreed period of time due to unforeseen circumstances, provided additional cost have not been unreasonably incurred by the Company. Should this situation be encountered, the Client should advise the Company at the earliest opportunity so that alternative arrangements can be made.

2 General

1. It is the responsibility of the Client to facilitate compliance by the Company with all requirements of the Fire Precautions Act 1971, the Health and Safety at Work Act 1974 and all other relevant statutory requirements so far as they affect the Client's use and occupation of the premises and the undertaking of the agreed scope of work.
2. The Client shall not do or permit or suffer anything to be done which may cause a nuisance to the Company, its employees or authorised representatives during the course of agreed works to which this contract relates or the occupiers of any other part of the premises nor do or permit anything to be done whereby the Company's insurance policies would in any way be made void or invalid.
3. In accordance with the No Smoking policy operated by Somerset Council, our employees and representatives have the right to work within a smoke-free environment. The Client is requested to respect this policy. Somerset Council staff have the right to withdraw themselves from any work environment that prevents them working in accordance with this policy. Should agreed works be prevented from being completed because of non-compliance with this condition, the Client will remain responsible for all accepted costs and may need to make alternative arrangements for completion of outstanding works.

Lufton Depot, 7 Artillery Road, Yeovil, BA22 8RP
T: 0300 304 8000
www.somerset.gov.uk