

ASH PARISH COUNCIL

Dear Councillors, you are summoned to the Ash Parish Council Meeting on Monday 03rd August 2026 @7pm at Ash Pavillion.

Clerk/RFO to the Council.



27th July 2026

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**
2. **Somerset Council, Councillor's Report: August 2026**
3. **Apologies for absence**
4. **Declarations of Interest**
5. **To approve and sign minutes of the Parish Council Meeting held on 06th July 2026.**
6. **Matters arising (other than those on the agenda)**
 - a. Newly consecrated Cemetery – update re fees/rules/regulations.
7. **Finance:**
 - a. To approve and sign the Bank statements – July 2026 to date
 - b. To approve and minute payment requests. See Appendix A
 - c. To approve and sign bank reconciliations July 2026 to date
 - d. To note tax coding for Clerk/payments to HMRC
 - e. To note transfer 25K to Lloyds 95 day call a/c (24/07/26)
 - f. Update re Hinckley & Rugby.
8. **Planning:**

Proposal: Erect single storey rear extension, canopy entrance porch and alterations
Location: 11 Back Street Ash Martock Somerset TA12 6NY
Applicant: Mr and Mrs M Dixon
Application Type : Householder Application
Application Number: 26/01556/HOU
[26/01556/HOU | Erect single storey rear extension, canopy entrance porch and alterations | 11 Back Street Ash Martock Somerset TA12 6NY](#)
9. **Pavillion – update re kitchen door/fire exit – consider fire assessment quote/replacement door.**
10. **Repair to boundary wall/Churchyard – update re structural engineer report.**

Clerk to the Council: Zannette Bougourd. Tel: 01935571050
Email: clerk@ash-somerset-pc.gov.uk

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- 11. To appoint new cleaner for the Pavillion**
- 12. Dog bin emptying quote. – update from Direct 365**
- 13. Update re playground equipment.**
- 14. Note decoration to 'phone box/defib location Milton.**
- 15. Standing Items:**

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Appendix A – July 2026

Payment requests:

C Halfhide	Pavillion supplies	£20.65
RA Evis	July lengthsman	235.00
Clerk	CiLCA July	135.66
Clerk	HMRC/CiLCA	30.60

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Minutes of the meeting held on 06th July 2026 @7pm, Ash Pavillion.

Present: Cllr S Davey, Chair, Cllrs C Halfhide, T Groves & A Groves. Cllr E Pearlstone. 1 member of the public

26/35 Public Forum

Village Fete report. The Village fete held on the 20th June 2026 was a great success with several local businesses showcasing their services/products. The Council extended their thanks to all involved, more volunteers are always appreciated.

26/36 Somerset Council, Councillor's Report: June/July 2026. Cllr Pearlstone presented the reports, matters of note are:

- Ham Hill, accessibility works are progressing well and are a positive additional facility to the area.
- Hill View School – some remedial works are ongoing
- Stapleton Cross – drainage and road works are ongoing
- SC are always looking for foster families
- Localised – SID replacements. The PC have replaced the old units, owned by SC) with two new units, owned by Ash PC. Cllr Pearlstone will contact Highways notifying them of the change and suggest donation/transfer of units to Longload PC.

26/37 Apologies for absence. Apologies were received and accepted from Cllr M Trebley & Z England.

26/38 Declarations of Interest. Cllr Davey declared an interest in Agenda item 9.

26/39 To approve and sign Minutes of the Annual Parish Council Meeting held on 18th May 2026. Minutes were approved and signed.

26/40 To approve and sign minutes of the Annual Parish Meeting held on 18th May 2026. Minutes were approved and signed.

26/41 Matters arising (other than those on the agenda)

26/41a Newly consecrated Cemetery – update re fees/rules/regulations. Cllr Davey tabled draft documents prior to the meeting. The Cemetery working group will meet on the 13th July @ 7.30 in the Bell Inn, a report will be presented to the next PC meeting.

26/41b SID – confirm installation & report effect. Both new units are installed and fully operational. The council confirmed that they do not want to enter into an MOU with SC traffic department.

26/41c Investment options for reserved funds – consider call accounts. Clerk reported that all call accounts need notice, none of them are instant access. Agreed that reserve funds (total 50K) will be

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deposited in Lloyds and Hinckley & Rugby. Resolved to authorise Clerk to open an account with H&R & Lloyds, 25K to each provider. Proposed Cllr Davey, Seconded Cllr Halfhide – approved unanimously.
26/41d Notice board door- note installation. Cllr Davey confirmed that the notice board has now been fitted and is operational.

26/42 Finance:

26/42a To approve and sign the Bank statements – May 2026 to date. Approved and signed

26/42b To approve and minute payment requests. See Appendix A – approved and signed. Agreed to pay KL Bungay final invoice for Pavillion cleaning.

26/42c To approve and sign bank reconciliations May 2026 to date. Approved and signed.

26/42d To approve setting up Direct Debit for HMRC – Clerk noted that due to fluctuations in salary, a DD was the easiest method of paying HMRC. Clerk also noted that a copy of the DD confirmation has been filed.

26/42e To note Auditors report. Noted.

26/43 Planning:

- **Barton Lake House – notification only** – noted - Clerk will reply to SC Planning
- **Dotts Orchard – applicant was present** – no objections were made - Clerk will reply to SC Planning
- **Storys Barn:-** noted, no objections were made, Clerk will reply to SC Planning.

26/44 Pavillion – to consider current and future hire conditions, including insurance cover. Cllr T Goves noted that the current insurance documents are not on pCloud (uploaded after PC meeting). After discussion, including noting that previous hirings had resulted in various issues including neighbourhood disturbances, it was agreed that a meeting of the Pavilion working party should be scheduled asap. In the interim no bookings will be taken. Clerk advised that the insurers had advised that a risk assessment should be carried out for each booking – this may prove too onerous but will be discussed within the working party. Noted that the kitchen exterior door should have a fire exit sign and be fitted with a release bar. Also noted that the alarm was not currently operational. Clerk will notify alarm company & door suppliers. It was noted that the work is essential for the security of the building and should be carried out asap.

26/45 To consider allocation of tasks to the Clerk/RFO. Noted that the Clerk takes instruction from the PC as a whole, not individual Councillors. Recent email chains have started with one subject which has developed into another subject, causing potential confusion. The Clerk recognised that there may be occasions when information is needed between meetings, however email subjects should be clear and specific. The Scheme of Delegation Policy, adopted May 2026, covers most permitted actions by the Clerk.

26/46 Repair to boundary wall/Churchyard – to consider provisional repair schedule. Cllr Davey's property is bounded by the Cemetery wall, his declaration of interest was noted at the commencement of the meeting. Recent inspection noted that sections of the wall need repair, the provisional estimate was tabled to commence the discussion regarding remedial works. Cllr T Groves considered that the wall is a party wall, therefore Cllr Davey **was** responsible

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for a share of the repairs. Cllr Halfhide noted that other sections of the wall had been repaired previously, and the PC had accepted responsibility, the PC are responsible for the managed Churchyard. After discussion it was agreed to instruct a structural engineer to report on the wall and recommend repair options. Currently one estimate has been submitted, but the PC need a formal report in order to obtain accurate quotes. Cllr T Groves noted that Cllr Davey should not be involved in this matter as a Councillor, however his interest as a private individual was noted. Cllr Halfhide will send details of an engineer to the Clerk.

46/47 To consider new cleaner for the Pavillion. Cllr Halfhide had approached an individual who may be able to clean the Pavilion, however the PC need to ensure that all contractors, however small the contract, must have indemnity insurance. Cllr Halfhide will contact the proposed cleaner and revert to the next meeting.

46/48 SC Dog bin quote and email reply. Noted that previous correspondence with SC had indicated that as SC owned the bins, one on the rec and one adjacent to Millennium Wood, SC would empty the bins. This policy would appear to have changed: the bins are located on Ash PC owned land, therefore Ash PC are responsible for emptying them. Clerk to investigate alternative service providers.

46/49 Update re playground equipment. – deferred to future meeting

46/50 Councillor vacancy/co-option. Somerset Council Elections have confirmed that no request for an election was forthcoming, therefore the PC are now free to co-opt a Councillor, no names are forthcoming at this time, however there may be applicants in the future.

46/51 Standing Items:

26/51a Parish Matters – Note receipt of litter picking station. Cllr A Groves has received a complimentary “litter pick station”, this will be placed in suitable locations are required. The equipment will be added to the asset register with a value of £300.00

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.

26/52 To consider a nomination for The Chairs Award 2026. Cllr A Groves submitted a potential candidate for this award, the award details were circulated to Cllrs on 22nd June 2026, closing date is 24th July 2026. Noted the although it is not necessary to nominate a candidate every year – it is a way to reward volunteers who do so much within the Village. Clerk will forward the nomination form to Cllr A Groves for submission.

Meeting closed @ 9pm.

Nest meeting is 03rd August 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 July 2026 Bank recs for signature						Instant Call savings account		
							Type	Payee
Date	Type	Payee	Description	Money rec'd	Payments			
29/06/2026	FPI	Trusson		20		Opening balance 01/07/26		108371.39
29/06/2026	SO	CLerk			589.94	Income/Interest		53.34
29/06/2026	DD	British Gas			98.11	TFR to C/A		2000
01/07/2026	SO	R A Evis			458.33	TFR to C/A		25000
01/07/2026	DD	BT Group			51.7			
07/07/2026	TRS	From reserve		2000				
07/07/2026	FPO	CiLCA			265.92	27/07/2026		81424.73
07/07/2026	FPO	R A Evis	May June		470			
07/07/2026	FPO	KL Bungay			102	95 day call account		
07/07/2026	FPI	Trusson		10		Opening balance		53959.44
07/07/2026	FPI	HR Chaloner		97.5		Interest		25218.15
07/07/2026	DEB	Landline			6.5	Transfer from reserve		25000
13/07/2026	DEP	Art Group		165		Closing balance27/07/26		79177.59
14/07/2026	DEP	500091		35				
16/07/2026	FPO	S Marchant/Milton	Phone box maintenance		87.97			
20/07/2026	PAY	Bank charges			5.77			
27/07/2026	FPI	E Marks/Pav		35				
25/07/2026	TFR	Transfer from reserve		25000				
25/07/2026	TRF	To 95 day call a/c			25000			
27/07/2026	DD	British Gas			51.47			
				27362.5	27187.71			
Current Account Opening Balance								
22/06/2026		2923.76						
INCOME		27362.5						
EXPENDITURE		27187.71						
BALANCE C/F		3098.55						
SIGNED								
NAME								
DATE								

Zannette Bougourd (Ash P.C.)

Clerk@ash-somerset-pc.gov.uk

Date: 22 July 2026
Our Ref: **26/01556/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: Erect single storey rear extension, canopy entrance porch and alterations

Location: 11 Back Street Ash Martock Somerset TA12 6NY

Applicant: Mr and Mrs M Dixon

Application Type : Householder Application

Application Number: 26/01556/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 **12 August 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

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.

Jacqui Churchill (Planning Officer)
Planning Team South



Proposal

Fire Risk Assessment - Initial and ongoing annual reviews

Prepared for

Ash Pavilion

clerk@ash-somerset-pc.gov.uk

Site

Main Street Ash Somerset TA12 6PB

Prepared by: PG Fire & Security Ltd

Contact: office@pgsecurity.co.uk

Date: 24th Jul 2026

Valid until: 31st Aug 2026

Property:

P-3123 Ash Pavilion - Main Street
(ASHPA001)

Main Street Ash Somerset TA12
6PB

Client:

Ash Pavilion

Issued by:

PG Fire & Security Ltd

Valid to:

31st August 2026

Scope of works

Purpose: This document is a detailed fire risk assessment aimed at identifying potential fire hazards, assessing the risks associated with these hazards, and suggesting measures to mitigate these risks. The primary goal is to ensure the safety of all occupants and to minimize the risk of fire incidents within the premises.

Scope: This assessment covers all areas of the property, where there are areas that could not be assessed these will be clearly highlighted in the report. It reviews key elements such as fire detection and alarm systems, emergency escape routes, fire-fighting equipment, and the effectiveness of current fire safety measures.

Relevant Legislation for England and Wales:**The Regulatory Reform (Fire Safety) Order 2005:**

This foundational legislation governs fire safety in non-domestic premises in England and Wales. It places the responsibility for fire safety on the 'responsible person', mandating regular fire risk assessments and appropriate risk mitigation measures.

The Fire Safety Act 2021:

This Act amends the Fire Safety Order 2005, clarifying that the responsible person must manage and reduce the risk of fire for the structure and external walls of the building, including cladding, balconies, and windows, as well as entrance doors to individual apartments that open into common areas.

The Building Safety Act:

This Act provides a comprehensive overhaul of building safety regulations, focusing on higher-risk buildings. It establishes new roles and responsibilities for managing fire and structural risks and enhances the regulatory framework to ensure the safety of occupants in buildings.

Health and Safety at Work etc. Act 1974:

This Act sets out broad duty's employers have towards employees and the public, including aspects related to fire safety.

The Management of Health and Safety at Work Regulations 1999:

These regulations require employers to conduct risk assessments, implement necessary safety measures, appoint competent individuals, and provide adequate training and information.

Compliance: This fire risk assessment adheres to the requirements set out in the aforementioned legislation, ensuring a comprehensive and legally compliant approach to fire safety for your property.



Required Works

Product	Qty
Fire Risk Assessment - Includes Initial Site Visit and Full Report	1.00

Subtotal £595.00

VAT £119.00

Total £714.00

Maintenance (Fixed)

Service	Assets	Levels
Fire Detection, Alarms & Components	-	Annual
Annual Review of Fire Risk Assessment - Includes Return Site Visit and Updated Report		

Annual Total

Subtotal £165.00

VAT £33.00

Total £198.00



Terms and Conditions

Conditions of Quotation: -

- (i) This proposal is Commercial in Confidence.
- (ii) All prices are exclusive of Value Added Tax.
- (iii) Full and free access to all areas required to facilitate the completion of the scope of works must be afforded to PG Fire & Security Ltd for the duration of their time on site.
- (iv) The price quoted is valid for 30 days, or as otherwise noted in this proposal.
- (v) Should any powered access be required to facilitate the completion of works, all costs will be borne by/recharged to the customer in full.

Contract & Payment Terms: -

- (i) Audit works including Fire Risk Assessments, Fire Door Surveys and Fire Safety Signs and Notices audits are subject to payment prior to our attendance onsite.
- (ii) Installs and quoted works are subject to a Deposit and due for payment prior to the commencement of our quoted works. In the event of an order being cancelled following written acceptance of this quotation, a re-stocking fee may apply.
- (iii) Balance Invoices will be raised on completion of our quoted works and are due for payment within 14 days or as otherwise noted on our Invoice.
- (iv) Where the schedule of works exceed 4 weeks invoices may be submitted monthly for the total value of work completed to date, due within 14 days or as otherwise noted on our Invoice.
- (v) Maintenance support is billed on the 15th day of the month prior to the renewal due date and is due 30 days end of month, or as otherwise noted on our Invoice.

