

ASH PARISH COUNCIL

Clerk: Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

Tel: 07783 475200

E-mail: clerk@ashpcsomerset.com

Minutes of a Meeting of Ash Parish Council held on Monday 3 April 2023 at 19:00hrs

Present: Councillors (Cllrs) – Lesley Andrew, Steve Davey (Chair), Rebecca Gray, Antoinette Groves, Tim Groves, Caz Halfhide.

In attendance: J Ferguson (Parish Clerk), County Cllr John Bailey and 0 members of the public.

County & District Councillors Reports

Cllr Bailey had provided a written report and gave an update on the launch of Somerset Council including a new website and Customer Access Points.

Public Open Session

Cllr Davey thanked everyone who was involved with the tree planting in the Cemetery.

19:10 – Meeting opened

23/1 To receive apologies for absence and to approve reasons given (LGA 1972 s85(1))
Apologies were received and accepted from Lily Humby as she was unwell.

23/2 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations.

Cllrs A Groves and T Groves declared an interest in item 23/7 as they had payments due.

23/3 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1)).

RESOLVED: To approve and sign as a correct record the minutes of the previous meeting held on Monday 6th March 2023.

23/4 Matters to report from a previous meeting

Cllr Halfhide reported that the £1000 Warm Hub Grant needed to be returned as it had not been required in the parish.

Cllr Davey reported that the play area accessibility gate would be delivered and installed soon and the disabled bays were being painted the following week. He had addressed the inconsiderate milk tanker drivers and was hopeful that things would improve.

23/5 Planning decisions report

None.

23/6 Planning applications

None.

23/7 Finance – To approve the payment schedule for April 2023

Chairman

Date

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Ash Parish Council April 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES	£1,268.59
2	A GROVES	EXPENSES AND REIMBURSEMENTS	£50.07
3	ACE SHELTERS	BUS SHELTER	£7,794.00
4	T GROVES	REIMBURSE - TURF CUTTER	£129.48
5	EASY-GATE LIMITED	ACCESSIBILTY GATE	£2,065.20
	TOTAL	Apr-23	£11,307.34

RESOLVED: To approve the April 2023 Payments totalling £11,307.34.

ACTION: Cllrs Davey and A Groves

23/8 Finance – To approve the cashbook and bank reconciliation to 31st Mar 2023

RESOLVED: To approve the cashbook and bank reconciliation to 31st Mar 2023

23/9 Finance – To note the 2023 EOY Budget spend and bank balances

	2022/23	Allocated budget	Budget remaining
RECEIPTS			
Precept	£ 42,250.00		
Deposit Interest	£ 9.20		
Cemetery Fees	£ 1,845.00		
Grants	£ 3,437.50		
Pavilion	£ 2,470.00		
VAT repayment	£ 9,266.03		
Other refunds	£ 75.00		
Donations	£ 500.00		
TOTAL RECEIPTS	£ 59,852.73		
PAYMENTS			
Salaries	£ 11,472.39	£ 8,000.00	-£ 3,472.39
Communications	£ -	£ 400.00	£ 400.00
Admin Subscriptions	£ 270.30	£ 550.00	£ 279.70
Admin General	£ 1,970.10	£ 500.00	-£ 1,470.10
Environment - Ranger	£ 1,721.15	£ 3,600.00	£ 1,878.85
Environment - Play area	£ 433.33	£ 700.00	£ 266.67
Environment - Grass cutting & trees	£ 2,176.90	£ 5,700.00	£ 3,523.10
Environment - Street planting	£ 608.27	£ 500.00	-£ 108.27
Environment - Millennium Wood	£ 1,375.00	£ 550.00	-£ 825.00
Parish Utilities	£ 3,135.66	£ 2,000.00	-£ 1,135.66
Pavilion	£ 802.16	£ 2,000.00	£ 1,197.84
Pavilion Car Park & Field	£ -	£ 1,000.00	£ 1,000.00
Audit	£ 300.00	£ 500.00	£ 200.00
Insurance	£ 2,140.87	£ 1,600.00	-£ 540.87
Defibrillator	£ 184.67	£ 200.00	£ 15.33
Training	£ 356.66	£ 200.00	-£ 156.66
Parish Projects (To reserves at EOY)	£ 33,043.80	£ 12,750.00	-£ 20,293.80
Grants (S137)	£ 710.00	£ 500.00	-£ 210.00
Jubilee Event	£ 1,452.10		-£ 1,452.10
VAT incurred on payments in year	£ 8,037.03		
TOTAL PAYMENTS	£ 70,190.39	£ 41,250.00	-£ 28,940.39
Excess of Receipts over Payments	-£ 10,337.66		
plus balances b/fwd	£ 102,201.35		
Balances c/fwd	£ 91,863.69		
Reconciliation with bank accounts - 31st March 2023			
Lloyds Business Account	£ 87,009.86		
Lloyds BB Instant Online	£ 4,853.83		
Total balances at bank	£ 91,863.69		

Chairman

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	Total at 31/3/2022	Budget additions FY2022-23	In year xfer to budget line(-)	Total Reserves at 31/3/2023
projects with ring fenced reserves:				
Pavilion refurbishment	£29,401.00	£3,000.00		£32,401.00
Churchyard wall and gate & legal fees	£1,000.00	£1,000.00		£2,000.00
Village Car park fence & maintenance	£1,500.00	£3,750.00	To be received	£5,250.00
Pavilion car park maintenance	£2,000.00	£0.00		£2,000.00
Play area enhancement	£11,500.00	£21,421.00	-£27,547.09	£5,373.91
Cemetery extension - reinstate burial ground	£5,640.00	£3,000.00		£8,640.00
Defibrillator reserve	£1,873.79	£100.00		£1,973.79
Bus Shelter	£2,500.00	£1,000.00		£3,500.00
Laptop replacement fund	£0.00	£150.00		£150.00
Admin - 12 mths running costs held in reserves	£43,135.56	£0.00		£30,574.99
TOTAL RESERVES	£102,201.35	£33,421.00		£91,863.69

23/10 Finance – To review and approve the 2023-24 Risk Management Scheme

RESOLVED: To approve the 2023-24 Risk Management Scheme and to publish on the Parish website.

ACTION: Clerk

23/11 Finance – To consider a Budget/Precept Setting Report for publication on the Parish website.

This was discussed and decided that the Chairs statement already released regarding the setting of the precept was sufficient.

23/12 Finance – To consider quotes for the Ground Maintenance Contract 2023-24

Quote 1 (3 yr contract) – 26 cut and mulch basis

Year 1 £12,805.00

Year 2 £13,189.15

Year 3 £13,584.82

Quote 2 (3 yr contract) – 26 cut and mulch basis

Year 1 £5500.00

Year 2 £5500.00

Year 3 £5500.00

Quote 3 (3 yr contract) – 16 cut and collect and waste disposal basis

Year 1 £7000.00

Year 2 £7000.00

Year 3 £7000.00

Quote 4 (1 yr contract) – 16 cut and collect and waste disposal basis

Year 1 £33,764.68

RESOLVED: to select Quote 2 with a 3yr contract deal.

The clerk was asked to set up a meeting with SSDC to agree the missed elements of the previous years contract.

ACTION: Cllr A Groves and Clerk

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23/13 Finance – To agree to purchase a new noticeboard

RESOLVED: To purchase an aluminium replacement noticeboard within the budgeted amount of £1500. Cllr Groves agreed to send the details to the clerk to arrange the order.

ACTION: Cllr A Groves & Clerk

23/14 To review and update Ash Parish Council Cemetery Charges

Cllr Andrew had produced and circulated a table of comparative Cemetery charges for Ash, Martock, Langport, Somerton and South Petherton, with additional options for plot sizes and personal selection. It was agreed that Cllr Andrews should continue to develop the Table of Fees for Ash, to be agreed at a future meeting. Cllr Gray briefed on Cemetery Rules and Regulations, in particular the option of 'Green' burials as offered by Wells Cemetery. Cllr Gray agreed to contact Wells Cemetery to better understand how they are managed, as the PC were interested in offering these types of burials in the new Cemetery. Cllr Davey agreed to draft a Cemetery layout for approval.

ACTION: Cllrs Andrew, Gray and Davey

23/15 To consider a Draft Cemetery Risk Assessment and appoint Cllr responsibility to update as required

Cllr A Groves agreed to look into the Risk Assessment and bring back to the PC for approval.

Action: Cllr A Groves

23/16 To consider a Draft Recreation Ground Risk Assessment and appoint Cllr responsibility to update as required

This was deferred until a Playground Caretaker was appointed.

23/17 Reports – To receive reports from:

a. Parish Councillors

Cllr A Groves reported that The Bell Inn had been accepted as a Asset of Community Value. She also thanked Cllr Humby for organising the recent CPR training.

b. Working Groups

Cllr T Groves had circulated a report from the ABWG and asked for the council to pay special attention to the paper on 'Biodiversity Net Gain' and it's relevance particularly when considering planning applications.

23/18 Clerks report and correspondence

The following items of correspondence had been sent by email:

- Repeat order form from Play Inspection Company
- Report from Parish Tree Warden
- SWP Briefings
- SSDC - Get SuSSed Newsletter
- SSDC – Members briefings
- SC – Waste Services briefings
- SC – Local Government Reorganisation
- SALC Newsletters
- Dorset & Somerset Air Ambulance Coast to Coast annual cycle ride
- LGR Working Group
- Somerset Wildlife Trust – Wilder Churches
- SC – Tourism Showcase
- Football Foundation – Grass pitch maintenance fund
- SC – Grants and resources for businesses
- SC – Bin review

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- SC – Yeovil Recreation Centre showcase
- Somerset sight volunteer recruitment
- SC – Domestic abuse support
- SC – Think Travel website launch
- SSDC – reflect on Ukraine
- SALC – Emergency Alert System

23/19 Items for the next agenda

There was nothing identified at this time.

23/20 Date of next meeting – 3rd May 2023 (Cllrs to note - All agenda items to be notified to the Parish Clerk by Wed 26th April 2023)

23/21 Exempt Session – Exclusion of the Press & Public

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.

The following 2 items were considered together:

23/22 To consider employing a Cemetery Caretaker including responsibilities for memorial inspections (NAMM training required) and agree terms and conditions of employment

23/23 To consider employing a Playground Caretaker including responsibilities for playground inspections (training required) and agree terms and conditions of employment

The clerk was asked to contact the PC insurance to understand if they would cover contractors Public Liability, up to a maximum of 4 persons, working for the PC within the parish on a self-employed basis.

ACTION: Parish Clerk

21:20 - Meeting closed

Chairman

Date