

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 Wednesday 3 May 2023 at 19:00hrs

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

In attendance: J Ferguson (Parish Clerk), County Cllr John Bailey and 5 members of the public.

County Councillors Reports

Cllrs Bailey and Pearlstone had provided a written report.

Public Open Session

A resident complained about the location of the newly installed bus shelter as he believed it was infringing on his bathroom privacy.

19:16 – Meeting opened

23/24 To elect a Chair

RESOLVED: To elect Cllr Davey as Chair of Ash Parish Council. He signed the Declaration of Acceptance of Office form.

23/25 To receive apologies for absence and to approve reasons given (LGA 1972 s85(1))

Apologies were received and accepted from Rebecca Gray for personal reasons.

23/26 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 T Groves and S Davey declared an interest in item 23/42 as they had payments due.

23/27 To elect a Vice-Chair

RESOLVED: To elect Cllr Halfhide as Vice-Chair of Ash Parish Council.

23/28 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 3rd April 2023.

23/29 Matters to report from a previous meeting

Cllr Davey reported that the disabled bays had been painted. Cllr A Groves reported that the new noticeboard had been ordered and would need an electrical connection when installed.

23/30 Planning decisions report

None.

23/31 Planning applications– 23/00791/S73. 66 Main Street, Ash TA12 6PA. S73 application to vary condition 2 (approved plans) to change the roof profile from a flat roof to a low angled pitched roof relating to planning consent 22/02443/HOU; Demolition of rear extension and front

Chairman

Date

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porch Erection of single storey rear extension and single storey side extension returning to the front elevation to serve as a porch. Various minor internal alterations to the layout at ground floor level.

RESOLVED: To SUPPORT the application.

23/32 To review and adopt the Standing Orders

RESOLVED: To adopt the Standing Orders.

23/33 To review and adopt the Financial Regulations

RESOLVED: To adopt the Financial Regulations.

23/34 To review and adopt the Code of Conduct

RESOLVED: To adopt the Code of Conduct.

23/35 To review and adopt the Dignity at Work/Bullying and Harassment Policy

RESOLVED: To adopt the Dignity at Work/Bullying and Harassment Policy.

23/36 To review and adopt the Freedom of Information Policy

RESOLVED: To adopt the Freedom of Information Policy.

23/37 To review and adopt the Publication Scheme

RESOLVED: To adopt the Publication Scheme.

23/38 To review and adopt the Data Protection Policy

RESOLVED: To adopt the Data Protection Policy.

23/39 To adopt a Grievance Policy

RESOLVED: To adopt a Grievance Policy.

23/40 To adopt a Complaints Policy

RESOLVED: To adopt a Complaints Policy.

23/41 To agree Councillor Roles and Responsibilities

Councillor roles and responsibilities were appointed as follows:

Cllr Andrew – Environment Champion, trees, village hall liaison, cemetery fees

Cllr Davey – Millennium wood, trees, school liaison, cemetery & churchyard.

Cllr A Groves – Grass cutting & ground maintenance, ranger, highways (inc. Speedwatch, village car park, Streetscene), website & IT, pavilion, play area & recreation ground

Cllr T Groves – Grass cutting & ground maintenance, pavilion, play area and recreation ground, planning

Cllr Halfhide – Finance, budget, pavilion, play area and recreation ground, village hall liaison, events co-ordinator

Cllr Gray – Cemetery rules

Cllr Humby – Events co-ordinator, HR representative

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23/42 Finance – To approve the payment schedule for May 2023

Ash Parish Council May 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES	£991.12
2	WESSEX WATER	WATER SUPPLY CHURCH YARD & PAVILION	£211.22
3	S DAVEY	REIMBURSE SIGNS & CABLE TIES	£73.16
4	T GROVES	REIMBURSE - NEWSLETTER PRINTING	£30.00
5	SALC	CODE OF CONDUCT TRAINING	£25.00
6	SOMERSET COUNCIL	ANNUAL GROUND MAINTENANCE	£556.51
7	SOMERSET COUNCIL	RANGER - MARCH	£192.07
8	SOMERSET COMMUNITY FOUNDATION	GRANT REFUND AGREED AT APR23 MEETING	£1,000.00
9	YEOMARKS LINING LTD	DISABLED BAY PARKING LINES	£828.00
10	CLOVER	INSURANCE CLAIM EXCESS	£1,000.00
11	JANICE DODGE	DEFIB AND CPR TRAINING	£60.00
	TOTAL		May-23 £4,967.08

RESOLVED: To approve the payments for May 2023 totalling £4,967.08

23/43 Finance – To approve the cashbook and bank reconciliation to 30th April 2023

This was not available at this time.

23/44 Finance – To consider quotes for electrical work at the Pavilion

Quote 1 - £1300 + VAT

Quote 2 - £655

RESOLVED: To approve Quote 2 at a cost of £655 for electrical work at the Pavilion.

ACTION: Cllr Davey

23/45 Finance – To consider quotes for fitting of the gates in the Recreation Ground

Quote 1 - £925

Quote 2 - £700

RESOLVED: To approve Quote 2 for gate fitting at the Recreation Ground.

ACTION: Cllr Davey

23/46 Finance – To approve payments for a regular cleaner at the Pavilion

RESOLVED: To approve a regular cleaner at the Pavilion for 90 mins/week at a cost of £15/hr.

ACTION: Cllr Halfhide

23/47 To consider permission for the PTA to use the Millennium Woods for the Summer Festival

RESOLVED: To grant permission for Ash PTA to use the Millennium Woods for the Summer Festival.

23/48 To report on the Coronation event at the Recreation Ground, including approval of the Risk Assessment.

RESOLVED: To approve the Coronation Event Risk Assessment.

23/49 To consider how the grant awarded can be used to install disabled access paths in the parish car parks.

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Cllr Davey agreed to obtain indicative costs for the work required on disabled access paths at both the Village Car Park and the Recreation Ground before a decision could be made as to whether to proceed with the works using the grant awarded.

ACTION: Cllr Davey

23/50 To consider steps required to request a Community Governance Review for 6 properties in Highway to be transferred from Martock Parish into Ash Parish

It was agreed that, due to the length of time that had passed since the original request had been received by both Ash and Martock Parish Councils, the residents of the properties in Highway would be asked to write again to both PCs if they still wished for a boundary change to 'move' their properties into Ash Parish.

ACTION: Cllr A Groves

23/51 Reports – To receive reports from:

- a. Parish Councillors
- b. Working Groups

ABWG - Cllr A Groves reported that chippings from the Millennium Wood were going to be used to mulch around the new hedges that had been recently planted. The wildflower verge was going to be edged more sympathetically in the future.

23/52 Clerks report and correspondence

The clerk reported that the Precept has been received into the current bank account.

23/53 Items for the next agenda

To consider a tap installation in the Cemetery.

23/54 Date of next meeting – 5th June 2023 (Cllrs to note - All agenda items to be notified to the Parish Clerk by Wed 24th May 2023)

23/55 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.

23/56 To report on staff appraisal – Cllr Humby

Cllr Humby provided a report from the recent staff appraisal.

23/57 To approve the clerks contractual 1 point salary award (backdated to 1st April 2023).

RESOLVED: To approve the clerks contractual 1 point salary award (backdated to 1st April 2023).

23/58 To approve the clerks additional 1 point salary award for having achieved CiLCA qualified status (backdated to 1st April 2023)

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RESOLVED: To approve the clerks additional contractual 1 point salary award for having achieved CiLCA qualified status.

23/59 To consider nominations for the Chairmans Award.

A number of worthy candidates were put forward.

21:00 – Meeting closed

Chairman

Date