**7th October 2024.**

**PUBLIC COMMENTS (15 minutes)**

Comments noted from members of the public included noise disturbance from agricultural machinery at unsocial hours. A short-lived notice did appear in Millenium Wood asking for dogs to be kept on leads. It was noted that the matter of dog control in Millenium Wood is under consideration and will be developed further in the future with input from the public.

Some streetlights are not operating as programmed, no specific addresses were noted.

**OUTSIDE REPORTS FROM REPRESENTATIVES**

♦ Somerset Councillors. Apologies were received from Cllr Emily Pearlstone

It was reported that traffic around Hill View School is increasing, and it is anticipated that this will increase again when the school is at full capacity. The situation will be kept under review. Any incidents should be directed to the Department of Education, not the local authority.

Speed Indicator Devices: It was noted that Martock Parish are no longer using any SIDs, a Memorandum of Agreement will need to be agreed with Somerset Council prior to installation and use within Ash. The Parish Ranger is able to locate and relocate the unit as necessary.

Overhanging trees on the road adjacent to the School are being dealt with. There was some discussion regarding the overgrown footpath and the possibility of relocation.

♦ Outside bodies/groups. There were no representatives present.

**Minutes of the Meeting held on 7th October 2024 , at 7pm in Ash Pavilion, Ash Parish.**

Present: Cllr S Davey, Chairman, Cllr C Halfhide, Vice Chairman, Cllrs Z England, T Groves, A Britten and L Andrews. Clerk Z Bougourd.

**24/111 Apologies for absence:** Apologies were received from Cllr A Groves.

**24/112 Declarations of interests.** There were no declarations of interest noted.

**24/113 To APPROVE and sign as a correct record the minutes of the previous meeting held on 2nd September 2024.** The minutes were approved and signed.

**24/114 Matters to report from a previous meeting.**

* SID transfer to Ash Parish from Martock Parish. A letter of thanks will be sent to Martock and request that all relevant equipment be transferred.
* Millenium Wood – dog control. Cllr Davey will meet with the manager and discuss possible public participation and relevant questions for survey.
* It was noted that public complaints should be dated, logged and retained for reference.
* Meadow area in Millenium Wood, it was agreed to obtain a quote to cut, collect and remove cuttings from the “meadow area” annually.
* Cllr T Groves noted that for good governance a letter should be sent to the Clerk offering that APC make pension contributions for the current Clerk even if not relevant.
* Clerk salary & HMRC return, it was noted that the Clerk does not currently hold the login or HRMC Id in order to complete the HMRC return. Cllr Halfhide will follow this up with Pinnacle Accounting.

**24/115 Planning decisions report.** No decisions were tabled.

**24/116 Planning applications.** The application (03/10/24)to replace an external porch at 22 Martock Lane was noted and approved without comment.

**24/117 Finance –** To **APPROVE** the payment schedule for October 2024.

**24/118 Finance:** To approve the Bank reconciliations to date. The Clerk tabled the bank reconciliations for the last six months. Agreed and signed by Cllr Halfhide.

**24/119 Finance** – to approve the Bank Statements April 2024 – September 2024. Signed by Cllr Halfhide.

**24/120 Finance** – to consider the External Auditors Report (PKF Littlejohn). The report was tabled and noted. Clerk noted that the internal audit should include a review of policies and procedures, Cllr Halfhide will check with Pinnacle re garding the current process and if there is a contract in place. Clerk recommended using PATAS (Parish And Town Auditing Services) for future internal audits.

**24/121 Policies** – to adopt the 2024 NALC Financial Regulations. The 2019 Regulations were adopted: **Post meeting note**: The Clerk noted that the 2024 Regulations require review and will be reviewed by Cllrs Halfhide and Britten and brought back to the PC at a future date.

**24/122** **Parish Matters**– Footbridge closure/update. Cllr Groves noted that the replacement/repairs to the footpath and bridge over the River Yeo, currently closed until 2025, is progressing and awaiting the conclusion of representations form relevant parties. Cllr T Groves will bring further updates as they become available. A query regarding registering footpaths was raised.

**24/123 Parish Matters** – Pavilion replacement doors/insurance claim. It was agreed to replace the doors with aluminium units, these were considered more durable and value for money in the long term. Proposed Cllr Davey, seconded Cllr Halfhide. Agreed. Cllr Davey will contact the insurers accordingly.

**24/124 Parish Council Matters** – Domain name, website revisions, hosting, and emails. Cllr T Groves noted that there was no obligation for parishes to change domain hosting to gov.uk. A brief discussion noted that the current PC website is looking a little dated. Matter referred to the next meeting for further discussion.

**24/125 Parish Matters** – new planters @ Pavilion. After discussion Cllr England offered to donate one stone planter, decisions to purchase other replacement planters was deferred until the relevant season. Cllr T Groves will ask the ranger to remove the current damaged planters.

**24/116 Parish Matters** – replacement external light at Ash Pavilion. It was agreed to cap expenditure to £450 without further reference to PC. Proposed Cllr Davey, seconded Cllr T Groves. Agreed. Cllr England will progress the matter.

**24/117** Parish Matters: It was noted that a gutter at the rear of the Pavilion was missing an end section allowing water to overflow down the external wall. Cllr Britten will inspect and report back.

**24/118** Chair’s award for Service to the Community: The Council congratulated Peggy Horwood & Saly Langdon for their nomination and community service award which was presented at the annual event held on ………. at ………………..

The meeting closed at 20.40hrs. Next meeting is Monday 4th November 2024 @ 7pm.

Schedule of Payments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/10/24 | S Davey | Virtual Landline | £6.50 | SO Report |
| 01/10/2024 | R A Evis | Ground Maintenance Sept | £458.33 | SO Report |
| 01/10/24 | KL Bungay | Pavilion cleaning | £102.00 | SO Report |
|  | RA Evis | Lengthsman September 24 | £235.00 | TBA |
| 07/10/24 | T Groves | Newsletter Printing/distribution | £42.70 | TBA |
| 07/10/24 | A Groves | Replacement planters/liner | £257.54 | TBA |
| 07/10/24 | Tradeglaze Windows | Insurance claim/Pavilion Door | £2278.24 | TBA |
| 07/10/24 | PKF Littlejohn | External Audit fee | £378.00 | TBA |
| 07/17/24 | Bristows Electrics | Replace external light at Ash Pavilion | £75.00 | TBA |