

## ASH PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 3<sup>rd</sup> February 2025 at 7.00pm in Ash Pavilion.

Clerk to the Council.



28<sup>th</sup> January 2025

Councillors will be discussing all the items listed on the Agenda.

Members of the Public and Press are invited to attend all Council Meetings.

### **Equality Act 2010**

Members are reminded that the Council has a general duty to consider the following matters in the

exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and

Human Rights.

### **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs,

film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the

meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly

visible to anyone at the meeting), but non-disruptive. This permission does not extend to private

meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment

who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those

taking a recording or filming to cease doing so while they speak.

Members of the Public and Press are invited to attend all Council Meetings

*(Public Bodies (Admission to Meetings) Act 1960)*

### **PUBLIC COMMENTS (15 minutes)**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

### **OUTSIDE REPORTS FROM REPRESENTATIVES**

◆ Somerset Councillors – report dated

◆ Outside bodies/groups

**Ash Parish Council will be discussing all the items listed below:**

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: [clerk@ashpcsomerset.com](mailto:clerk@ashpcsomerset.com)

## ASH PARISH COUNCIL

*The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

### 3<sup>rd</sup> January 2025 AGENDA

**25/01 To receive apologies for absence and to approve reasons given** (LGA 1972 s85(1)).

**25/02 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 (be).  
(NB this does not preclude any later declarations).

**25/03 To APPROVE and sign as a correct record the minutes of the previous meeting held on 6<sup>th</sup> January 2025**  
(LGA 1972 sch 12, para 41(1)).

**25/04 Matters to report from a previous meeting.**

- Martock SID
- Signage Millennium Wood/play area
- HMRC/payroll arrangements
- Pavillion door replacement
- Tree damage/Burrough Street
- Auditor update
- Somerset Council, footpath modification orders numbers 11, 13 & 14
- Precept submission
- VE Day- update re suggested contribution/event
- Playground footpath access update

**25/05 Planning decisions report.**

**25/06: Planning Applications:**

**25/07 Finance** – To **APPROVE** the regular payment schedule as detailed below, regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner.

**25/08 Finance:** To discuss the payment requests as detailed below & minute decisions

**25/09 Finance:** To approve & sign the Bank reconciliations - January 2025 to date

**25/10 – Finance:** To approve & sign the Bank Statements - January 2025 to date

**25/11 – Parish Matters:** To consider request for financial support for Village Fete.

## ASH PARISH COUNCIL

Schedule of Regular Monthly Payments, for report only.

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance Sept	£458.33	SO Report
Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report

Signed: ..... Date: .....

Payment requests as at 28th January 2025

03/02/25	Clerk	Adobe subs	9.98	
03/02/25	Clerk	Printer supplies	145.00	
03/01/25	A Groves	Christmas expenses	128.20	

Payments made between 02/01/2025

07/01/25	Clerk / HMRC	November/December	157.18	FPO

Signed:.....Date: .....

Direct Debit payments between 31/12/24- 28/01/25

28/01/25	BRITISH GAS	Utility	164.20	
02/01/25	BT GROUP	Utility	34.46	
17/12/24	BANK CHARGES		9.87	

Signed: ..... Date: .....

## ASH PARISH COUNCIL

Minutes of the meeting held on 06<sup>th</sup> January 2025 @ 7pm at Ash Pavilion.

Present: Councillors: Steve Davey, Chairman, Caz Halfhide, Vice Chairman, Alan Britten, Antoinette Groves, Tim Groves.

Somerset Councillors: John Bailey & Emily Pearlstone.

### **PUBLIC COMMENTS.**

There were three members of the public present.

It was noted that irresponsible dog owners continued to abuse the Millennium Wood area, including allowing dogs access to run free within an enclosed area. Cllr Davey will pass concerns to the wood manager.

Considerable concern was expressed regarding the proposed footpath modification order, Nos 11, 13 & 14. Order No 11 is particularly concerning as it has potentially damaging ramifications for local businesses.

### **Section 53(2) & Schedule 15. Wildlife & Countryside Act 1981. The Somerset Council (No11) Modification Order 2024. Parish of Ash.**

*The above Order, made on 29 November 2024 under Section 53(2)(b) of the Wildlife and Countryside Act 1981, if confirmed as made, will modify the definitive map and statement for the area by:*

*1. Upgrading to a restricted byway that part of Footpath Y 1/17, in the parish of Ash, which starts at the junction with Burrough Street (point A on the order plan H59-2024) and runs north (a section known as Ash Drove) for approximately 1,293 metres to OS grid ref ST 48684 21890 (point X on order plan H59-2024).*

*The width is as excluded from surrounding hereditaments on the Finance Act Plan except between OS grid ref ST 48549 21543 (point Xi on the order plan H59-2024) and OS grid ref ST 48060 20872 (point Z on the order plan H59-2024) where it is 9.14 metres.*

*2. Upgrading to a restricted byway that part of Footpath Y 1/17, in the parish of Ash, which starts at OS grid ref ST 48684 21890 (point X on the order H75-2024) and runs west (a section known as Thornhill Drove) for approximately 950 metres to OS grid ref ST 47781 22090 (point W on order plan H 75-2024)*

*The width varies between 4.2 metres and 12 metres as shown shaded yellow on the order plan H 75-2024.*

It is not immediately apparent that there is a response time, and the order has not been officially made. The covering letter details a response date, the attachment would appear to be the modification order. This item is also included in the main agenda.

### **OUTSIDE REPORTS FROM REPRESENTATIVES**

◆ Somerset Councillors – report dated 2<sup>nd</sup> December 2024 noted

◆ Somerset Councillors – report dated 6<sup>th</sup> January 2025. Foster Parents: It was noted that foster parents are being actively sought.

Borough Street trees: Cllr Pearlstone gave a verbal update on the trees in Borough Street. After discussion which noted that the trees and land were considered *bona vacantia* or

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: [clerk@ashpcsomerset.com](mailto:clerk@ashpcsomerset.com)

## ASH PARISH COUNCIL

ownerless property, which means that it is liable to be passed to the Crown, it was also noted that the Parish Council were not legally able to carry out any work to the trees which are also under tree protection orders. Cllr Pearlstone will contact SC for updates and revert accordingly.

### 6<sup>th</sup> January 2025 AGENDA

**24/171 To receive apologies for absence and to approve reasons given:** Apologies were given & accepted from Cllrs Z England & L Andrew.

**24/172 Declarations of interests.** There were no declarations of interest.

**24/173 To APPROVE and sign as a correct record the minutes of the previous meeting held on 2<sup>nd</sup> December 2024. The minutes were approved and signed.**

**24/174 Matters to report from a previous meeting.**

- Martock Speed Indicator Device: Cllr A Groves will contact Martock PC to arrange for collection of the SID and associated equipment. It was noted that members of the PC are licensed for road work and can remove/collect the SID
- Signage Millennium Wood/play area – Cllr A Britten will revisit this matter and revert to the next PC meeting
- Website – update from Councillors re current content and relevance. No update at present.
- HMRC/payroll arrangements. Clerk confirmed that she had written to HMRC requesting an update of details, awaiting a response.
- Pavilion door replacement. Cllr Britten noted that he was waiting for an installation date.
- Tree damage/Burrough Street. It was noted that the recent damage to the trees which fell partly on the public highway had been dealt with by SC Highways. The trees are all under a Tree Protection Order and cannot be pollarded nor can any work be carried out under the TPO. Cllr Pearlstone will contact Highways/SC to ascertain if the road remains closed or can be re-opened.
- Auditor update: Clerk awaiting response from Auditor.

**24/175 Planning decisions report.** None to report.

**24/176: Planning Applications:** Install EV charging point, listed building 52 Burrough Street. This item was tabled, considered and the PC noted they had no objection to this application. Clerk to inform SC planning department.

**24/177 Finance – To APPROVE** the regular payment schedule as detailed below, regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner. Approved and signed.

## ASH PARISH COUNCIL

Schedule of Regular Monthly Payments, for report only.

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance December	£458.33	SO Report
Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report

Signed: ..... Date: .....

Payment requests as at 06<sup>th</sup> January 2025

06/01/25	S Davey	Post & Chain Barrier Kit	131.96	
06/01/25	PG FIRE & SECURITY	Alarm maintenance	33.60	
06/01/25	Bristowes Electrical		145.54	

Signed:.....Date: .....

Direct Debit payments between 28/11/24- 31/12/24

28/11/24	BRITISH GAS	Utility	103.38	
04/12/24	BT GROUP	Utility	34.46	
17/12/24	BANK CHARGES		8.95	
30/12/24	BRITISH GAS	Utility	181.81	

**24/178 Finance:** To discuss the payment requests as detailed below & minute decisions. Approved and signed

**24/179 Finance:** To approve & sign the Bank reconciliations - December 2024. Approved and signed.

Ash PC December 2024 Bank recs for signature					
Date	Type	Payee	Money rec'd	Payments	Balance
28/11/2024	OB				4370.61
28/11/2024	SO	CLERK		286.23	4084.38
28/11/2024	DD	BRITISH GAS		103.38	3981
02/12/2024	DEP	M Trusson	10		3991
02/12/2024	SO	EVIS RA		458.33	3532.67
02/12/2024	SO	KL BUNGAY		102	3430.67
03/12/2024	SO	S DAVEY		6.5	3424.17
04/12/2024	DD	BT GROUP		34.46	3389.71
04/12/2024	FPO	HAM & DOULT STONE		300	3089.71
04/12/2024	FPO	KL BUNGAY		25.5	3064.21
04/12/2024	FPO	PINNACLE		98.4	2965.81
04/12/2024	FPO	WATER4BUSINESS		149.27	2816.54
04/12/2024	FPO	BATTENS SOLICITORS		45	2771.54
05/12/2024	FPO	BRISTOWES ELECTRICAL		324	2447.54
05/06/2024	FPO	PAULLS MARTOCK		120	2327.54
09/06/2024	DEP	PAULLS MARTOCK	120		2447.54
12/12/2024	FPO	BELL INN		120	2327.54

Clerk to the Council: Zannette Bougourd. Tel: 01935571050  
Email: clerk@ashpcsomerset.com

## ASH PARISH COUNCIL

17/12/2024	PAY	BANK CHARGES		8.95	2318.59
30/12/2024	DEP	M Trusson	40		2358.59
30/12/2024	SO	CLERK		286.23	2072.36
30/12/2024	DD	BRITISH GAS		181.81	1890.55
			170	2650.06	
Opening Balance					
DECEMBER	4370.61				
INCOME	170				
EXPENDITURE	2650.06				
BALANCE C/F	1890.55				

**24/180 Finance** – to approve & sign the Bank Statements November - December 2024.  
Approved and signed

**24/181 Finance** – to approve budget for financial year 2025/6. The budget was tabled and approved. It was noted that the small increase in precept for the next financial year was partly due to an underspend on the Clerk's salary for 2024. If inflation is applied to the precept, the increase may be higher, it is therefore effectively a decrease.

		2024/5 BUDGET	2025/6 Budget
	Memorial Inspection	£1,000.00	£1,000.00
	Ranger	£4,000.00	£4,000.00
	General maintenance - Grass & Grounds	£5,500.00	£6,000.00
	General Maintenance - Trees	£2,000.00	£1,500.00
	Contingency	10% of overall budget	£4,500.00
	Biodiversity/new trees	£1,500.00	£1,500.00
	Play area inspections, including fences & maintenance	£750.00	£1,250.00
	Pavilion maintenance(inc. servicing & cleaning)	£1,600.00	£2,250.00
	Parish utilities (Electric, water, WiFi)	£2,500.00	£2,500.00
	Defibrillator maintenance	£200.00	£500.00
	Cemetery		
	Parish Projects and events		£500.00
<b>TOTAL</b>		<b>£19,050.00</b>	<b>£25,500.00</b>
<b>OFFICE &amp; ADMIN</b>			
	clerks salary	Gross salary	£11,700.00
	audit fees	Internal & external	£500.00
	insurance		£3,000.00
	Subs (Parish online, NALC& SALC,ICO)	SALC	£300.00
	Street planting/MW grant/Coronation - S137 Grants		£2,500.00
	Election		£0.00
	General admin		£2,400.00
	Digital/Media communications		£1,800.00
	Training (Councillors & Clerk)		£500.00
	Legal costs		£1,000.00
	VAT		£2,500.00
	SC provision for devolved services		£3,000.00
<b>TOTAL</b>		<b>£23,700.00</b>	<b>£26,600.00</b>
<b>Approved 06/01/2025</b>			<b>£52,100.00</b>

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## ASH PARISH COUNCIL

**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.

**24/183- Parish Matters:** VE Day 2025, to consider Parish events for VE Day. After discussion which noted that Ash Village would probably want to take part in this anniversary, it was agreed that Cllr Hafhide would approach the Parish Church with a view to possibly renovating the flagpole to mark this event. Further discussions will be held at subsequent PC meetings.

**24/184 – Parish Matters:** to consider letter from Somerset Council detailing bin emptying charges for 2025/6. It was noted that SC have indicated that any bins located on SC land will be emptied by SC. Cllrs will monitor this situation carefully should SC change their stance on this matter.

**24/185 Parish Matters** –To note footpath modification orders numbers 11, 13 & 14. See Public comments above. The Parish Council noted that they had objected to these proposals previously and this position had not changed. The Parish Council voted to object to all three of these Modifications on the grounds that they will represent a significant loss of current amenity to Parishioners. Proposed Cllr S Davey, seconded C Halfhide. Agreed unanimously. It was agreed that the notices would be put on the Parish website separately to the PC meeting papers noting the response dates and advising parishioners of their right to object.

**24/186 Parish Matters** – to consider correspondence regarding revised expression of Interest in devolution, committing to a Mayoral Combined Authority for the Heart of Wessex region. This was considered, it was noted that Parishes had very little input or influence in decisions made by central Government. In view of the current financial position with Somerset Council and the economy in general, comment was made regarding the necessity and cost of this exercise. It was also noted that the cost of forming a Unitary Council for Somerset still had to be confirmed. Any redundancies resulting from the Unitary Council formation would appear to have been made on numbers rather than skill set.

**24/187 – Parish matters** – to consider footpath access to playground. A redacted email was tabled noting that the pathways may not be suitable for wheelchair users. Clerk will forward email to Cllrs. Cllr Z England will be asked to inspect the pathways and revert to the next meeting.

### **24/188 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.



## ASH PARISH COUNCIL

**24/190** To consider completion of Parish Clerk's contracted probation period and set pay scale.

It was agreed that the Clerk had completed her probation period satisfactorily, an increase in hours to 30hrs per month and a higher pay scale was agreed. Proposed by Cllr S Davey, seconded by Cllr C Halfhide. Agreed unanimously.

It was also agreed to back date the pay scale increase to 1<sup>st</sup> December 2024 and the increase in hours from 1<sup>st</sup> January 2025. Proposed Cllr S Davey, seconded Cllr C Halfhide, agreed unanimously.

The meeting closed at 20.55hrs.

Date and time of next meeting: TBC

Schedule of Regular Monthly Payments, for report only.

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance Sept	£458.33	SO Report

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Email: clerk@ashpcsomerset.com

## ASH PARISH COUNCIL

Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report
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Signed: ..... Date: .....

Payment requests as at 06<sup>th</sup> January 2025

06/01/25	S Davey	Post & Chain Barrier Kit	131.96	
06/01/25	PG FIRE & SECURITY	Alarm maintenance	33.60	
06/01/25	Bristowes Electrical		145.54	

Signed:.....Date: .....

Direct Debit payments between 28/11/24- 31/12/24

28/11/24	BRITISH GAS	Utility	103.38	
04/12/24	BT GROUP	Utility	34.46	
17/12/24	BANK CHARGES		8.95	
30/11/24	BRITISH GAS	Utility	181.81	

Signed: ..... Date: .....

Ash PC January 2025 Bank recs for signature						
Date	Type	Payee	Description	Money rec'd	Payments	Balance
02/01/2025	FPO	Z Bougourd	Backpay		52.24	1838.31
02/01/2025	SO	RA Evis	Dec		458.33	1379.98
02/01/2025	SO	KL BUNGAY	Pav cleaning		102	1277.98
02/01/2025	DD	BT			34.46	1243.52
02/01/2025	SO	S DAVEY	Virtual LL		6.5	1237.02
07/02/2025	TRF	Transfer funds		400		1637.02
07/01/2025	DEP	500063		55		1692.02
07/01/2025	FPO	HMRC			157.18	1534.84
07/01/2025	FPO	Z Bougourd	Increased payscale		24.34	1510.5
07/01/2025	FPO	Bristowes			145.54	1364.96
07/01/2025	FPO	PG FIRE & SEC			33.6	1331.36
07/01/2025	FPO	S DAVEY	BARRIER EQUIP		131.96	1199.4
14/01/2025	DEP	500064		25		1224.4
14/01/2025	DEP	500065		90		1314.4
20/01/2025	DEP	M TRUSSON		50		1364.4
20/01/2025	PAY	BANK CHARGES			9.87	1354.53
28/01/2025	SO	Z Bougourd			286.23	1068.3
28/01/2025	DD	British Gas			164.2	904.1
28/01/2025	TRF	From instant access		2500		
28/01/2025	DEP	16/02/3269		312.5		
				3432.5	1606.45	
Opening Balance						
January	1890.55					
INCOME	3432.5					
EXPENDITURE	1606.45					
BALANCE C/F	3716.6					
SIGNED						
NAME						

Ash PC Deposit account Bank recs for signature						
Date	Type	Payee	Description	Money rec'd	Payments	Balance
01/04/2024		Opening balance				34944
02/04/2024		Transfer to C/A			8000	71655.14
09/05/2024		Interest		28.83		
09/04/2024		Interest		33.81		
10/05/2024		Interest		79.65		
14/05/2024		Transfer from C/A	49000			
09/07/2024		Interest		78.59		
09/08/2024		Interest		75.33		
09/09/2024		Interest		64.75		
08/10/2024		Transfer to C/A			2000	
09/10/2024		Interest		62.61		
11/11/2024		Interest		67.24		
12/12/2024		Interest		57.1		
07/01/2025		Transfer to C/A			400	
09/01/2025		Interest		63.23		
28/01/2025		Transfer to C/A			2500	
			49000	611.14	12900	
Signed						
Name						
Date						

# ASH PARISH COUNCIL

c/o Zannette Bougourd, 9 Redgate Park, Crewkerne TA18 7NL

Tel: 01935 571050

E-mail: [chair@ashpcsomerset.com](mailto:chair@ashpcsomerset.com)

13 January 2025

Rights of Way  
Somerset Council  
County Hall  
Taunton TA1 4DY

Hello,

I am the Chair of Ash Parish Council and am writing concerning the following Modification Order:

Section 53(2) and Schedule 15  
Wildlife and Countryside Act 1981  
The Somerset Council  
(No11) Modification Order, 2024.  
Parish of Ash

At our recent Parish Council Meeting on the 6 January 2025, Ash Parish Council voted unanimously to object to this Modification Order in the strongest terms, on the grounds that it affects a significant loss of amenity to our parishioners, and also a potential catastrophic loss to two business which use the current right of way: parts of Witcombe Farm and Ash Ponds.

Parishioners will loose all powered vehicular access to the drove if it becomes a restricted byway, which is a significant loss, especially to any parishioners with mobility issues.

The status for the pre-existing powered vehicular access for the two business, which are run by parishioners, has not been formally qualified by Somerset Council, and this will potentially be catastrophic for their businesses, which is a major worry to them, and also to parishioners who use and benefit from these businesses.

Please do not hesitate to get in touch if you require any further information or qualification.

Yours faithfully,



Steve Davey

Chair, Ash Parish Council

# ASH PARISH COUNCIL

c/o Zannette Bougourd, 9 Redgate Park, Crewkerne TA18 7NL

Tel: 01935 571050

E-mail: [chair@ashpcsomerset.com](mailto:chair@ashpcsomerset.com)

13 January 2025

Rights of Way  
Somerset Council  
County Hall  
Taunton TA1 4DY

Hello,

I am the Chair of Ash Parish Council and am writing concerning the following Modification Order:

Section 53(2) and Schedule 15  
Wildlife and Countryside Act 1981  
The Somerset Council  
(No13) Modification Order, 2024.  
Parish of Ash

At our recent Parish Council Meeting on the 6 January 2025, Ash Parish Council voted unanimously to object to this Modification Order in the strongest terms, on the grounds that it affects a significant loss of amenity to our parishioners.

Parishioners will lose all powered vehicular access to the drove if it becomes a restricted byway, which is a significant loss, especially to any parishioners with mobility issues.

Please do not hesitate to get in touch if you require any further information or qualification.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'SD' followed by a long horizontal stroke that loops back under the 'D'.

Steve Davey

Chair, Ash Parish Council

# ASH PARISH COUNCIL

c/o Zannette Bougourd, 9 Redgate Park, Crewkerne TA18 7NL

Tel: 01935 571050

E-mail: [chair@ashpcsomerset.com](mailto:chair@ashpcsomerset.com)

13 January 2025

Rights of Way  
Somerset Council  
County Hall  
Taunton TA1 4DY

Hello,

I am the Chair of Ash Parish Council and am writing concerning the following Modification Order:

Section 53(2) and Schedule 15  
Wildlife and Countryside Act 1981  
The Somerset Council  
(No14) Modification Order, 2024.  
Parishes of Ash and Long Sutton

At our recent Parish Council Meeting on the 6 January 2025, Ash Parish Council voted unanimously to object to this Modification Order in the strongest terms, on the grounds that it affects a significant loss of amenity to our parishioners.

Not only will our parishioners will loose all powered vehicular access to the drove if it becomes a restricted byway, which is a significant loss, especially to any parishioners with mobility issues, but the change of status will massively delay the repairs to the footbridge over the River Yeo, which provides pedestrian access between our two parishes.

This footbridge is currently closed pending urgent repairs. We have been advised by Somerset Council that plans and budget are in place for these repairs but the matter has been put on hold for a significant time, pending the result of this Modification Order. Should the status of this Drove be changed, then the bridge will need to upgraded for horse traffic which will cause an indefinite delay – especially under the current financial situation.

This will obviously result in a significant loss of amenity to both our parishioners and those of Long Sutton, and will also make permanent the severing of the safest pedestrian link between our two parishes.

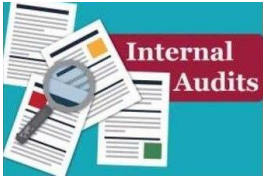
Please do not hesitate to get in touch if you require any further information or qualification.

Yours faithfully,



Steve Davey

Chair, Ash Parish Council



## LETTER OF ENGAGEMENT

### Name of Council:

This letter of engagement sets out the basis on which we will act as Internal Auditor to the Council as well as the respective areas of responsibility of the Council and Parish and Town Audit Services.

As a Council you are responsible for maintaining proper accounting records and preparing financial statements which provide a true and fair view of the Council's accounts and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically.

You are also responsible for making available to the Internal Auditor the Council's accounting records as and when required and any other records and related information to enable us to undertake the internal audit review in accordance with the "Governance and Accountability Manual - The Practitioners Guide", including the signed minutes of all Council and Committee meetings.

We will report to Members whether, in our view, the financial statements as summarised in Section 2 of the statutory Governance and Accountability Return (AGAR) have been met. In arriving at our view we will consider the following matters and report any areas which do not meet the required standards:

- Establish whether proper accounting records have been kept by the Council;
- Establish whether the Council's Balance Sheet and Income & Expenditure Accounts (or Receipts and Payments Accounts) and supporting statements agree with the accounting records and returns;
- Establish whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

We do have a professional responsibility to report and issues if the accounts do not comply in any material respect with the Statements of Standard Accounting Practice and Financial Reporting Standards as relevant to local Councils, unless non-compliance is justified in the circumstances.

Our Audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies, and will have regard to relevant Auditing Guidelines. It will be conducted in such a manner as we consider necessary to fulfil our obligations and responsibilities including tests of transactions and ownership and valuation of assets and liabilities as we consider necessary.

We will reach an understanding of the accounting systems and relevant policies in place and assess their adequacy to enable us to prepare the financial statements and to establish whether proper accounting records have been maintained by the Council.

We will require relevant and reliable evidence needed to enable us to draw reasonable conclusions to complete the audit. The nature and extent of our tests will vary according to individual Council's accounting systems. We will bring to your attention any issues or weaknesses identified with your accounting system and internal controls. We will also review all financial risk assessments in place.

Any evidence to support the internal audit will be held and retained in accordance with the Data Protection Act 2018 and our GDPR policies.



Thank you for your order.

**You have made a payment of £1.65 to the Royal Mail Group Ltd.**

**Reference:** WP-1218-5042-690

**Date & time:** Monday, 13 January 2025 13:03

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

## Purchased postage

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**Destination:** Rights of Way, Somerset Council, County Hall, Taunton, Somerset, TA1 4DY

**Postage service:** Royal Mail 1st Class

**Postage cost:** £1.65

**Item must be posted by:** Monday, 20 January 2025

**Jack Parker**

Moirs Cottage, 16 Back Street  
Ash  
TA12 6NY  
Somerset  
01234 567 890  
moirscottage@me.com

26 January 2025

Mr S Davey  
Chair  
Ash Parish Council

Dear Steve,

As you know, we are planning to hold the Ash Parish Fete on Saturday 25th May and I would be very grateful if the Parish Council would consider providing similar financial cover to that agreed last year. You will no doubt recall that the agreement was that the PC would underwrite any losses sustained up to £500. Fortunately, we did not need to call on this support last year and, in fact, made a small profit. Our aim remains the same this year, that is to avoid making a loss while making the day as affordable as possible for parishioners. Profit made, if sufficient, will be split between funding for next year and the belfry steps appeal.

Yours sincerely,

Jack Parker

On behalf of the Fete Committee

We may ask for confirmation in writing that all transactions undertaken by the Council have been properly reflected and recorded in your accounting records and this may be referred to in the audit report.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council but we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud. However, our examination should not be relied upon to disclose irregularities and fraud that may exist. In the event of any suspected irregularity being identified by the Members, the Clerk or other employees that we be advised as soon as possible and, if appropriate, consulted on the appropriate course of action that should be applied to examine the position further.

### **Agreement of Terms**

Once it has been agreed, this letter and contract will remain effective for future years until it is either cancelled by the Council or ourselves. We respectfully ask that should Council wish to cancel the contract that due notice is given by 30<sup>th</sup> September at the latest in the financial year under review, as work may have commenced prior to or shortly after that date.

We would be grateful if you could confirm in writing your agreement to the terms outlined in this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning by email to [audit@patas.co.uk](mailto:audit@patas.co.uk)

<b>On behalf of Parish and Town Audit Services</b>	<b>Signature</b>	<b>Council</b>	<b>Signature</b>