

ASH PARISH COUNCIL

Minutes of the meeting held on 07th April 2025 at Ash Pavilion @ 7pm.

Present: Cllr J Bailey, Cllr E Pearlstone, Cllrs S Davey, Chairman, Cllr Halfhide, Deputy Chairman, Cllrs Z England, A Britten, A Groves, T Groves. Clerk Z Bougourd.

Two members of the public and planning representative M Williams, on behalf of the owners of land area east of Burrough Street.

Public Forum. It was noted that the compost bin adjacent to the cemetery had discarded Christmas grave wreaths alongside it. It was also noted that some of the paving slabs adjacent to the Pavilion were cracked and potentially hazardous – Cllr A Groves will contact the ranger and ask if he can repair the affected area.

25.60: Somerset Councillor report: SC have yet to notify details of future plans for 2025/6, including the replacement appointment for the highways officer who retires at the end of April 2025. It was noted that the SC have written to the 10 residents who recently submitted objections to Footpath orders 11, 13 & 14 asking them to withdraw their objections. APC are not aware of any resident who has withdrawn, concern was noted that SC may be experiencing reduced staffing levels; however these objections will now be considered. There is a general move across Somerset to upgrade footpaths to bridleways. Potholes in Widcombe Lane & Paynes Lane have been partially repaired, others are marked and are due for repair. Damage in Paynes Lane may be due to oversized farm vehicles.

25.61: Apologies. None received

25.62 Declarations of interest. None noted.

25.63. Minutes 03/03/25. The minutes of the meeting held on the 03rd March were approved and signed.

25.64: Matters arising(other than those on the Agenda). None noted.

25.65:

- Martock SID – check functionality of equipment – Nothing to report
- Signage Millennium Wood/play area - signage
- HMRC/payroll arrangements – HMRC have now updated the contact details: 09/04/25, HMRC website notes that an activation code has been posted.
- Pavillion door replacement – ongoing, awaiting installation date
- VE Day- a flag has been purchased. Cllr England will attach it to the Church flagpole with due regard to health & safety.

25.66 Planning decisions report. None as at 30/03/25

25.67 Planning Applications:

Proposal: Outline application with all matters reserved for Erection of two dwellings and formation of joint vehicular access

Location: Land East Of Burrough Street Adj Broad Ham Burrough Street Ash Martock Somerset TA12 6NZ

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Application Number: 25/00463/OUT. Mr M Williams(Planning advisor) presented a background report on behalf of the land owners. After discussion it was agreed that as an outline application it would be approved. Design detail would need to be considered carefully with regard to overlooking neighbouring properties and access to the land area behind the dwellings. It was agreed to revert to SC Planning noting concerns re potential surface water flooding adjacent to the site.

24.68 Proposal: Erection of single storey extension to dwelling

Location: Manor Farm Cottage Milton Lane Ash Martock Somerset TA12 6AL

Application Number: 25/00733/HOU

No objections/comments

24.69 Proposal: Rear single storey and two storey extension.

Location: 84 Main Street Ash Martock Somerset TA12 6PB

Application Number: 25/00764/HOU

No objections/comments

24.70 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. Payment schedule approved and signed

24.71 Finance: To discuss the payment requests as detailed below & minute decisions. Payment requests approved and signed. Noted that the Virtual Landline account is now paid via the Council current account/debit card.

24.72 Finance: To approve & sign the Bank reconciliations - March 2025 to date. Approved and signed

24.73 Finance: To approve & sign the Bank Statements – March 2025 to date. Approved and signed.

24.74 Finance: To approve the year end bank reconciliations. The year end reconciliations were approved and signed.

24.75 Finance: To update allocation of reserves: Balance of funds for allocation totalled £28643.38. It was agreed to allocate 50% to the carpark resurfacing fund 25% to pavilion upkeep & 25% to administration reserve. Clerk will update exact figures for final approval at the next meeting. No budget was set for reserves in 2025/6 due to underspend in 2024/5.

24.76 Council Matters: Consider moving Ash PC website to gov.uk domain. After discussion it was agreed that moving to a gov.uk domain was considered best practice and will be progressed in due course. There are some concerns regarding mailbox size and back up criteria. Cllr Davey will take this forward and report back to the next meeting.

24.77 Parish Matters: Consider quote for installing an exterior lighting for ramp to Ash Pavilion. The quote was accepted. Cllr England will progress this matter.

24.78 Parish Matters: Consider quote to replace/repair carpark barrier. The quote was accepted, it was agreed not to claim on the PC insurance. Cllr England will progress this matter.

24.79 Council Matters: Consider policies and adoption of policies as required. Cllr T Groves had provided a

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list of the current legally required policies: It was agreed that the Clerk will now update these Policies where required and the Grant Policy & Co-option Policy be added to this list. Other policies may be added as considered necessary. The Asset List was also considered and will be updated by the Clerk for tabling & approval at the next meeting. It was noted that the Risk Policy & Risk Assessment are separate documents. The Risk Assessment will be considered and updated at the next meeting.

1. **Standing Orders** – Rules governing how the council operates, including meetings, decision-making, and delegation of powers.
2. **Financial Regulations** – Rules controlling financial management, budgeting, and procurement.
3. **Code of Conduct** – Sets out the ethical standards and expected behaviour of councillors (Localism Act 2011).
4. **Data Protection Policy** – Compliance with the UK GDPR and Data Protection Act 2018, including privacy notices and data retention.
5. **Freedom of Information Publication Scheme** – Required under the Freedom of Information Act 2000, outlining how the council provides access to information.
6. **Complaints Procedure** – A process for handling complaints from the public and stakeholders.
7. **Risk Management Policy** – Identifying and managing financial and operational risks.
8. **Equality and Diversity Policy** – Ensures compliance with the Equality Act 2010, preventing discrimination.
9. **Health and Safety Policy** – If the council employs staff, a policy must be in place under the Health and Safety at Work Act 1974.
10. **Employment Policies** – If the council has employees, it must have policies covering grievance, disciplinary procedures, and contracts of employment (Employment Rights Act 1996).
11. **Grant Application Policy.** Organisations who make a positive contribution to Ash Parish can apply for a grant from the PC
12. **Co-option Policy & Application form.** Following notification of a casual vacancy for Councillor with no election requested. A resident can apply to be coopted onto the Council subject to noted criteria.

24.80 Date and time of next meeting.

Parish AGM Monday 12th May 2025 @ 7pm, APC AGM to follow @ 7.30pm

Post meeting updated to Tuesday 6th May @ 7pm, APC AGM to follow @ 7.30pm.

The meeting closed at 21.25hrs

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Schedule of Regular Monthly Payments, for report only.

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

Signed: Date:

Payment requests as at 30th March 2025

Z Bougourd	SLCC	Renew membership 50%	£90.00	
RA Evis	March 2025	Lengthsman	£235.00	Invoice due
Millennium Wood Invoice	Annual fee		£1060.00	Due 1 st April (2025/6)

Signed:.....Date:

Direct Debit payments between 28/02/25 – 30/03/25

28/02/25	BRITISH GAS	Utility	214.55	
31/03/25	BT GROUP	Utility	34.46	

Signed: Date: