

# Meeting Minutes

**Minutes of the Annual Meeting of the Parish Council held in Ashill Village Hall on Monday 15 March 2023 at 7.30 pm**



**ASHILL**  
**PARISH COUNCIL**  
*Serving Ashill and Surrounding Hamlets*

ASHILL, HASTINGS, KENNY, RAPPS, SOUTHTOWN, STEWLEY,  
WINDMILL HILL & WOOD

**Present :** Cllrs P Varney (Chair), R Fry, N Harvey, J Crocker, A crouch, B Pyle, Mrs C Ball (Clerk), 4 members of the public and County Cllr S Osborne.

## **34/23 Appointment of Chair**

It was proposed & seconded for Cllr Varney to be the Parish Council Chair for the 2023/24 council year. It was unanimously **resolved** for Cllr Varney to be appointed.

## **35/23 Apologies**

Absence noted for Cllr R Abel.

Council noted that per The Local Government Act 1972 which states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance (Full council meeting on 7th November 2023), he ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires (7th May 2023). The Council can only consider a reason before the end of the 6 month period i.e. 7th May 2023, which has not been received from Cllr Abel. Therefore, Cllr Abel has forfeited his position as a member of Ashill Parish Council.

## **36/23 – Casual Vacancies**

Is it noted that Ashill Parish Council has a casual vacancy to be filled by co-option.

## **37/23 Acceptance of Office / Register of Interests**

Cllrs completed acceptance of office (chair) and register of interest forms (all Cllrs).

## **38/23 Councillor Roles and Responsibilities for 2023/24**

Ashill Parish council has appointed the following representatives for 2023/24:

- Playing Field – Cllr R Fry
- Village Hall – Cllrs R Fry and P Varney
- Church – Cllr B Pyle
- Environment / Parish Furniture – Cllr N Harvey
- Monthly Defibrillator Checks – Sal Freudenburg
- LCN (Ilminster and Crewkerne Branch) – Cllr P Varney

## **39/23 Public Participation**

- a) A resident thanked the Parish Council for organising the Coronation Picnic held at the Playing Field on Sunday 7<sup>th</sup> May. They ask the council to consider organising further events in the future. The Cllrs thanked the participant for their feedback on the event.
- b) A resident raised a concern with regards to the donation given to St Mary's PCC and urged the council to make to vote for this donation to be granted. The Cllrs noted the legal position for donations to churches as per the Local Authorities Acts of 1864 and 1972 and confirmed that further debate on this topic would be covered at a relevant agenda topic later in the session.
- c) A resident asked the Parish Council to support the rejection of planning application 23/01004/S73. Cllrs noted the concern raised by the resident and would debate the planning application at the relevant agenda topic later in the session.
- d) A concern was raised with regards to the poor condition of Windmill Hill lane, running from Windmill Hill Equestrian Centre to Axhill House. The lane has numerous very deep potholes and also clay has slipped onto the road in parts where the verge has been cut very close to the embankment. Cllrs noted the concerns and it was **resolved** the clerk will report the potholes to SC via the website reporting form. The clerk noted that the landslip had previously been reported and SC confirmed no further action was required.

- e) The Head of school spoke of the cost impact the grass cutting of the playing field has upon overall school finances and requested financial support from Ashill Parish Council to cover 75% of the annual grass cutting cost, which equates to £750. This would cover grass cutting at the playing field until August 2024. Cllrs confirmed this request would be debated at the relevant section of the agenda.
- f) Cllr S Osborne reported that vesting day (01Apr23) for the New Somerset Council had been successful and reminded the meeting that South Somerset District Council has now been replaced by the new Somerset Council. Somerset Council has been awarded additional monies from central government to deal with the potholes on our county roads – Cllr Osborne reminded the council to ask members of the community to report potholes as they are noted using the Somerset Council website. Finally Cllr Osborne noted that the South Somerset Council Community grant scheme is due to be replaced and would possibly be administered through the LCN.

#### 40/23 Declarations of Interests / Dispensation Requests

Cllrs Fry and Cllr Crocker registered an interest in the school as PTFA treasurer and related to Head of School, respectively. Cllr Pyle registered an interest in St Mary's PCC.

#### 41/23 Minutes

It was **resolved** the minutes of the meeting held on 06March2023 are agreed & signed as true record.

#### 42/23 Planning

The following planning applications have been submitted to SC since the last meeting were noted as:

Application No.	22/03360/FU
Location	Ashill Village Hall Old A358 Ashill Ilminster Somerset TA19 9NE
Proposal	Replacement of asbestos roof
Comments	The parish council supports the application made on behalf of the village hall.

Application No.	23/00974/HOU
Location	Hermans Well Folly Drove Ashill Ilminster Somerset TA19 9NW
Proposal	Removal of existing conservatory to rear and erection of two storey front and rear two storey extensions and single storey side porch
Comments	The parish council supports this application

Application No.	23/01102/OUT
Location	2 Wood Road Ashill Ilminster Somerset TA19 6NP
Proposal	Outline Application with some matters reserved except for Access and Layout for the erection of one dwelling.
Comments	The parish council supports this application

Application No.	23/01004/S73
Location	Land West Of School Lane Ashill Ilminster Somerset
Proposal	S73 Application to vary Condition 01(Approved Plans) to add detached carports to plots 2, 3, 4 and 6 & 7 and single carports to plots 8, 9 & 10 relating to planning consent 20/01623/REM for Application for reserved matters following outline approval for the appearance, scale & landscaping for 10 new dwellings and associated parking
Comments	The council does not support this application due to concerns raised on the erection of the proposed carports which will detract significantly from the setting of the Grade II star listed building as per section 66(1) of the planning act 1990. It was noted that a condition of the previous planning application approval was to adhere to drawing 247-SK-15 which does not have either carports or garages shown – therefore the council does not support the addition of carports in this new application due to reasons noted earlier in this comment. A concern was also raised that if permitted the carports could easily be converted into garages at a later date, thereby causing even further obstruction of the setting of the Grade II star listed church building setting.

	Therefore, Ashill Parish Council requests this application goes before the full planning committee for debate.
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#### **43/23 Playing Field**

- a) Cllr Fry gave a verbal overview of the playing field inspection report performed by Cllr Fry on 12<sup>th</sup> May 2023.
- b) Cllr Fry gave an update on the works performed to refurbish the MUGA at the playing field. There are a few small snagging jobs to complete which Cllr Fry is working with Mr Underhill to schedule. It was **resolved** the remaining grant monies can be utilised to purchase netball hoops for the MUGA.
- c) As noted by the School Head in the public participation section of the meeting, Ashill Primary School no longer has funds to cover the whole cost of the grass cutting, which they have been funding for over 5 years. As confirmed by the school Head, Mrs Crocker, the school only uses a small proportion of the playing field for a small period of time over the spring / summer months. The council unanimously **resolved** to donate £750 covering 75% of the grass cutting contract, which is due for renewal in August 2024. The will contact the school office to bank details. Cllr Harvey will research the possible options for grass cutting going forwards.
- d) The council noted that the Playing field committee to be dissolved per Parish Council minutes and Playing Field committee minutes in 2012. At this time the council adopted all management and responsibility of the playing field, including the Ashill Playing Field bank account. There are currently no signatories or online banking for this account. It was **resolved** for Cllrs R Fry and P Varney to become signatories for the Ashill Playing Field bank account and for the address to be updated to the Clerk's address. It was also **resolved** for online banking to be set up for this account allowing for efficient management of the account alongside the Parish Council account.
- e) As resolved at the previous council meeting (06March23) the council will take ownership of one of the outdoor table tennis tables currently located at Ashill Primary School. It was **resolved** that the Clerk will arrange relocation with Cllrs R Fry and J Crocker.

#### **44/23 Highways/ Footpaths**

- a) Cllr Fry gave an update on the stile replacement and gate post replacement works at back of churchyard. It has been confirmed that the stile on the footpath from the churchyard towards Wood Court has been erected without permission and the footpath warden has communicated with the landowner to ask for it to be removed. Works to replace the gatepost on footpath behind Ashton close running from the churchyard, has been estimated to cost £125. It was **resolved** for this work to be completed.
- b) Cllr Crouch to provided update following review of the handrail on the footpath running behind Ashton Close. Cllr Crouch will provide and fit the components to extend the handrail.
- c) The Clerk to provide an update on the Windmill Hill traffic calming discussion held with SC highways representative. A radar device is currently in place outside 7 Windmill Hill and the SC highways representative will report back to the Clerk after the data collection period has completed. Further feedback to be provided at the next meeting.
- d) Following the request raised at the previous meeting on renovation of the Parish Finger Post Signs the Clerk to provide the feedback provided by SC on how the 'Somerset Finger Post project'. The project is now closed but Parishes can seek to renovation fingerpost sign posts within their parish but they must self-fund renovations using approved contractors. The council **resolved** that there be no further action at this point.

#### **45/23 Health / Environment / Parish Assets**

- a) Cllr Fry gave an update on the book exchange and confirmed that no further issues have been reported. The council **resolved** for the book exchange to continue.
- b) Cllr Harvey confirmed that landowner permission has now been granted and the notice board at Southtown will be replaced shortly.
- c) The council received and noted the current Asset register (dated 01April 2023).

#### **46/23 Village Hall**

- a) Village Hall currently awaiting outcome of planning application for roof replacement before works can be scheduled. Mr P Lang has requested to attend the next council meeting (09July23) to give a further update.

#### 47/23 Church

- a) Cllr Pyle gave an update on recent church activities including the school decorating of the church for the coronation alongside some floral arrangements which gave a lovely display. It was noted the plaster is deteriorating on the roof inside the church. A fund raising 'open garden' event will be held at Parklands and will shortly be advertised in the Isle Valley News.
- b) The council gave consideration to the funding request made by St Mary's PCC to support grass cutting in the churchyard. The council unanimously **resolved** to provide £600 funding to St Mary's PCC from Section 137 of the 2023/24 budget.

#### 48/23 Communication

- a) The council gave consideration to the landing page of the Parish Council Website and **resolved** that it should be updated to give more relevant information to website users (i.e. where to report a pothole or a missed bin collection). Cllr Varney and Cllr Crocker to work with the Clerk to update the website home page accordingly.
- b) Cllr Varney confirmed the funding route for purchase of a projector and screen is currently on hold with SC and he is awaiting information on new funding routes through unitary council.
- c) The clerk reminded all councillors to use only their 'ashillpc.org.uk' email address for council related communications. It was resolved for the Clerk to remove Cllr Abel from the parish council website and also email account should be closed. The clerk will also reset the email account for Cllr Crouch.
- d) Cllr Fry and the Clerk gave a review of the Coronation Picnic held on Sunday 7<sup>th</sup> May 2023 at the playing field. Over 150 people from the parish (and surrounding area) attended the event. The feedback from attendees was very positive with young and old enjoying the activities. The event raised £285 which was evenly split between the school, village hall and church.

#### 49/23 Finance

- a) 2022 / 23 CIL report received and noted.
- b) 2022/23 Final Accounts report received and noted
- c) Internal audit report, auditor recommendations received and noted and internal audit action plan for 2022/23 received and **adopted**.
- d) It was **resolved** for the Annual Governance statement for the Annual Return (AGAR) form 2 Section 1 – Accounting Statements for ... ; &
- e) Section 2 – Annual governance statement of the Audit Return for 202122 with the Certificate of Exemption were signed by the Chair and Clerk;
- f) It was **resolved** for the dates of the period for the exercise of public rights for 2022/23 account to commence on : **Monday 3 July 2023** and end on : **Friday 11 August 2023**
- g) It was noted the 2023/24 Parish Precept of £6,780, has been credited to the Parish Council bank account by SC;
- h) The 2023/24 risk assessment and statement of internal control 2023/24 was received and noted.
- i) The 2023/24 accounts report (dated 10May23) was received and noted.
- j) It was **resolved** following payments were approved:

Cost description	Total Value	VAT	Date Paid	Invoice Reference
SALC – Code of Conduct for Officers	£25.00		16/05/23	INV-2191 (due 17Jun23)
SALC – Preparing for audit	£35.00		16/05/23	INV-2228 (due 17Jun23)
Bradford's Building Supplies – Marine plywood for MUGA	£657.71	£109.57		23951554 Payment made on Clerk's personal credit card. BACS transfer to Clerk's account to reimburse cost of transaction.
Yusuf Hawkins – Fixings for MUGA	£294.16	£49.03	16/05/23	Invoice dated 15Apr23
Mark King – Line painting at MUGA	£1250		16/05/23	Invoice: 191
Clerk Salary – Q1 2023/4 (Apr – June 2023, C Ball)	£582.92			To be paid 30Jun2023
Zurich Insurance	£517.80			Policy Number: YLL-2720859853 Due 29 <sup>th</sup> May 2023
V Trevor – Internal Audit of 2022/23 accounts	£75.00		16/05/23	
Wynnstay – Stokbord for MUGA refurbishment	2040.00	340.00	16/05/23	Invoice number: 1432953
National Fencing Contractor	4200.00	700.00		Invoice: 1865. Due for payment 15May23

Brandon Hire – Portaloos hire for coronation picnic	120.00	20.00	16/05/23	Invoice paid by R Fry – Payment made on Cllr Fry's personal credit card. BACS transfer to R Fry's account to reimburse cost of transaction.
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**50/23 Items for consideration for a future agenda**

- Updated Standing Orders and Financial Regulations on latest NALC model
- Defibrillator replacement funding strategy
- Review of Ashill Parish Council Bank Account Signatories.

**51/23 Date of the next meeting**

It was confirmed the next meeting would be held on **Monday 3 July 2023** at 7.30pm at Ashill Village Hall.

*The meeting closed at 21:39*

Signed: .....(Chair)  
3 July 2023