



**Minutes of the Ansford Parish Council Meeting
held in Caryford Hall, Maggs Lane, Ansford, BA7 7JJ
on **Wednesday 11th March 2026** at 6:30pm**

Present: Cllr. Debra Henderson (Chairperson)
Cllr. Fiona Houlton (Vice-chair)
Cllr. Chris Edwards (from agenda item 4)
Cllr. Ray Leary Cllr. Annette Parker

In Attendance: Mr Simon Pritchard: Responsible Finance Officer & Acting Proper Officer
Mrs Deborah Duffy: Assistant Parish Clerk

Members of the Public in Attendance: Four

The Chair welcomed everyone to the meeting and explained to the public how the period of public comments worked.

Public Comments:

- o A member of the public had attended as the applicant for 26/00384/FUL (Erection of a self-build dwelling, Barn Rear of Wychwood Cottage, Ansford Hill). They gave a brief outline of the application.

Item no:	
1	<u>To receive any apologies for absence:</u> Apologies received from Cllr. Diana Pinions & Cllr. Summer Easeman. Noted that Cllr Chris Edwards is running late due to train times.
2	<u>Declarations of interests:</u> None.
3	<u>Adoption of previous council meeting minutes:</u> The minutes of the meeting held on Wednesday 11th February 2026 had been circulated and were on the website. It was proposed by Cllr Houlton to adopt the minutes of Wednesday 11th February 2026, seconded by Cllr Parker. RESOLVED (4-0-0) (For-Abstain-Against).
4	<u>Short presentation on Monarchs Way:</u> Cllr Dave Gill of Castle Cary Town Council delivered a measured presentation, including details about a new information board installation planned at Lower Ansford. Councillors viewed the new information board. The Chair thanked Cllr Gill for his time in attending

5	<p><u>Planning & development:</u> 26/00384/FUL Erection of a self-build dwelling, part-demolition and retention/alteration of existing agricultural buildings to form domestic garaging/workshop/storage, erection of a polytunnel, and associated landscaping Barn Rear of Wychwood Cottage, Ansford Hill. The above planning application had been received after the agenda had been issued, it had been circulated to the council members by email and was being tabled at the meeting for a decision. It was proposed by Cllr Houlton that the Parish Council has no objection, seconded by Cllr Edwards. RESOLVED (5-0-0) (For-Abstain-Against).</p> <p>The Chair updated the Council that with Lovell’s Farm Phase II (Redcliffe), Somerset Council Highways are maintaining the requirement for a new level crossing, this is supported by new active travel legislation. The development will also create new C.I.L. payments to the Parish Council. Will look to gain the information as to how much and when the payments will be made.</p>
6	<p>Items for decision or requiring further action:</p> <p>6.1 <u>Lovells Farm play area:</u> to resolve on direct transfer of land from developer & appointing of solicitor (if required). Somerset Council has requested that the Parish Council consider its request that the freehold of the play area land at Lovells Farm is transferred directly to the Parish Council from the developer (Redcliffe), rather than to Somerset Council (who would then need to transfer the freehold to the Parish Council). It was proposed by Cllr Henderson that the Parish Council accept the direct transfer of the freehold, seconded by Cllr Houlton RESOLVED (5-0-0)</p> <p>Actions:</p> <ul style="list-style-type: none"> • Cllr Henderson – Obtain quotes from multiple solicitor firms. • Cllr Edwards – Arrange for Mr Wardman to assess the play area and quote for adding it to the maintenance contract. <p>With regards to the new play equipment, this is due to be installed using S106 money that Somerset Council hold. Somerset Council is managing the project and will drawdown the S106 money as an internal transfer, meaning that the Parish Council will not be required to make an application for the S106 money. The Parish Council is being consulted on the design and equipment to be installed. Somerset Council hold £61,751.76 (approx), an initial scoping of the project by Somerset Council put the cost at £96,296.40 (+vat). Having looked at the equipment that has been provisionally priced it would appear that a budget of £70,000 would achieve a well-equipped area. Further equipment could be added later when more funding comes online. It was agreed that the Parish Council is minded to use some of its own funds to top-up the S106 fund to achieve more equipment as part of the Somerset Council project.</p> <p>6.2 <u>Parish Survey & Plan:</u> to agree actions related to the forming of a long-term plan Now that Somerset Council has concluded the Community Governance review and it has been resolved by the Somerset Council Scrutiny Committee that the parish of Ansford will retain its own Parish Council (all be it with some adjustments to the parish boundary to come), the Parish Council can start to plan for the future and part of this is to put in place a 5-year plan. This will be informed by consultation and surveys. The Council agreed to begin forming a 5-year parish plan reflecting younger demographics and new estates.</p>

Actions:

- **Cllr Henderson – Propose date for councillor workshop to begin the work.**
- **Cllr Easeman– Continue background work on community survey.**

6.3 Dropped Kerbs Mulberry Meadows: update on actions to achieve

Multiple complaints received from residents over accessibility; very few dropped kerbs have been installed on the new housing estate. The housing developer says that the roads and pavements comply with Somerset Council’s regulations. Plan now drawn up showing where more dropped kerbs are required.

Actions:

- **Cllr Edwards – Send plan and photos to local Somerset Highways Officer and request that Somerset Council install the dropped kerbs.**

6.4 Summer Events for Young People (on Mulberry Meadows open spaces): to agree next steps including any budget.

A few ideas were discussed for provision of summer holiday activity days.

It was proposed by Cllr Henderson to set a budget of £2,000 for the delivery of two events this summer, seconded by Cllr Houlton RESOLVED (5-0-0)

6.5 Emergency Plan: to agree actions related to the forming of a plan (inc the forming of a working group).

Concern was expressed that there is no emergency plan in place. With the new housing the parish is particularly vulnerable to power outages. Flooding not so much of a concern. The advice from the Somerset Prepared day was that the parish should have its own generator.

It was agreed to form a working group and produce a basic, functional emergency plan.

The plan should include delegation to parishioners

Actions:

- **Working Group formed: Andrew Houlton (lead), Chris Parker.**
- **Group – Produce initial “good enough” emergency plan as a living document.**
- **Parish Council – Review annually once adopted.**

6.6 Parish Council Policies: to adopt or further explore:

a) Privacy notice on grant applications

Agreed to add notice informing that the application form will be published.

b) Grant form review (including if to publish with the agenda)

Review to proceed.

c) Policy on transparency

- Grant application forms to be published.
- Hospitality register to be added to website.

d) Safeguarding policy

The draft policy had been circulated before the meeting. Two amendments were noted: 1) “Supervised activity” replaces “regular supervised activity.” 2) Chair and Clerk designated safeguarding contacts.

It was proposed by Cllr Henderson to adopt the safeguarding policy with the two amendments, seconded by Cllr Parker. RESOLVED (5-0-0)

e) IT policy

The draft policy had been circulated before the meeting.

It was proposed by Cllr Edwards to adopt the IT policy, seconded by Cllr Parker. RESOLVED (5-0-0)

7 Items for report only:

NB: all the written reports are available for the Parish Council's website.

7.1 Chair's report (Cllr Henderson):

- Report noted; no questions.

7.2. LCN (Cllr Edwards):

- Last LCN meeting took place in January; the notes are still awaited.
- Next meeting date not yet set.

7.3. Highways (Cllr Houlton):

- Wall/bank repair awaiting transfer to major schemes.
- School light reported.
- Drainage issues ongoing.
- Low Ansford road closures scheduled.
- Request to Highways that road surfacing is level with drains to stop vibrations/noise disturbance for residents adjacent

7.4. Fairfield & Footpaths maintenance (Cllr Edwards):

- New wooden handrail installed over culvert

7.5. Fairfield Governance (Cllr Parker):

- Still awaiting response from CCTC

7.6. Health and Safety (Cllr Parker):

- How to save a life event due to take place in November in Cayford Hall
- A defib has now been installed on the outside wall of Ansford Academy

7.7. Maggs Lane (Cllr Henderson):

- Short verbal update noted

7.8. Parishioner contact (Clerk and Cllrs):

- Short verbal update noted.

7.9. Parish Clerk's report:

- Item to be renamed "Verbal Update" in future agendas.

8 Parish Council Finance:

8.1 To approve the payments list:

The list of payments made since the last meeting was received and reviewed.

**It was proposed by Cllr Houlton to approve the list of payments, seconded by Cllr Edwards
RESOLVED (5-0-0)**

	<p><u>8.2 To note the financial reports and bank reconciliation:</u> The financial reports had been circulated to members before the meeting. The fact that the council is tracking its budget so closely with just one more month of spending in this financial year was noted. It was agreed that the reserves would be reviewed at the next meeting.</p> <p><u>8.3 To approve payment for 20mph scheme cost - £1,895.00:</u> It was proposed by Cllr Leary to approve a payment of £1,895.00 to Somerset Council as the Parish Council's contribution towards the 20mph scheme, seconded by Cllr Parker. RESOLVED (5-0-0)</p> <p><u>8.4 To approve payment to Ansford Academy of up to £1,000 for defib case:</u> The RFO informed the meeting that it had cost Ansford Academy £558 for the new defib case. It was proposed by Cllr Henderson that the Parish Council grant Ansford Academy £558 to cover the cost of the defib case, seconded by Cllr Houlton RESOLVED (5-0-0)</p>
9	<p><u>Date of the Annual Parish Meeting:</u> It was agreed that the Annual Parish Meeting will be held on 6th May 2026 6:30pm to 8:30pm</p>
10	<p><u>Date of the next meeting:</u> Confirmed as Wednesday 8th April 2026, 6:30pm at Caryford Hall. This being in keeping with the councils patten of meeting the second Wednesday of the month.</p>

End of Meeting at 19:47pm