



**Minutes of the Ash Parish Council Ordinary Meeting
held on 2 July 2026, 7.30pm
at Ash Village Hall, Queens Road, Ash, Canterbury CT3 2BG**

Present:

Parish Councillors: Cllr John Tanner (Chair), Cllr Arnold Davis, Cllr James Donaldson,
Cllr Terance Dickson, Cllr Lynn Gambrell, Cllr Martin Porter,
Cllr Louise Venny

Sarah Rush (Clerk)

Cllr Peter Evans, Kent County Council (part)

Cllr Trevor Bartlett, Dover District Council (part)

Andrew Herbert, Parking Services Manager, Dover District Council
(part)

No Members of the Public

ITEM		ACTION
1.	<u>APOLOGIES FOR ABSENCE</u> a) Cllr Annette Rose (personal) b) It was noted the Parish Council currently has 3 Councillor vacancies for co-option	
2.	<u>DECLARATIONS OF INTEREST</u> Cllr Venny and Cllr Dickson declared an interest as Allotment tenants	
3.	<u>APPROVAL AND SIGNING OF MINUTES</u> a) RESOLVED the minutes of the Parish Council Ordinary Meeting held on 11 June 2026 are duly signed by the Chairman as a true and correct record of the meeting	
4.	<u>PUBLICITY OFFICER</u> Cllr Venny agreed to undertake and to provide a copy to the Clerk.	LV

5.	<u>DOVER DISTRICT COUNCIL FREE CAR PARK REVIEW</u> The Parish Council were grateful that Andrew Herbert, Parking Services Manager, Dover District Council attended the meeting to provide information on DDC's Free Car Park Review. Councillors were able to raise issues within the car parks at The Street and Queens Road and parking enforcement issues such as parking on double yellow lines. It was agreed to request Dover District Council submit changes to their on- and off-street Traffic Regulation Orders with the aim of keeping the area at and around the Pound Corner junction clear through restrictions and enforcement to remove the risks and inconvenience currently experienced due to bottle necks in this location. This will be supported by Dover District Council implementing, at both The Street and Queens Road car parks, a 4 hour - no return in 2 hours restriction - between the hours of 8.30am and 5.30pm Monday to Saturday. This will allow residents to park overnight but create greater turnover of spaces during the day enabling parking for businesses and visitors. The Parish Council highlighted the need for increased enforcement to support any changes implemented by Dover District Council for them to be effective. It was noted that the above changes by Dover District Council are likely to take at least a year to implement. Councillors agreed that the Parish Council were not prepared to take on any additional costs in relation to maintaining car parks owned by Dover District Council in Ash. Cllr Martin Porter abstained from voting.	
6.	<u>KCC, DDC COUNCILLOR AND POLICE REPORTS</u> Cllr Peter Evans from Kent County Council provided a verbal report, offered to assist Cartwright and Kelsey School access needed S106 funding and ensuring parish potholes were filled. Cllr Trevor Bartlett from Dover District Council provided a verbal report and shared that DDC's review of garages across the district is currently under review. PC Jon Bowler from Kent Police did not send his apologies or a written report.	
7.	<u>PUBLIC CONTRIBUTIONS AND QUESTIONS</u> No members of the public were in attendance.	
8.	<u>OUTSTANDING ACTIONS FROM THE LAST MEETING</u> Recreation Ground Car Park improvements – on hold until after the completion of Play Area 2 Recreation Ground Welcome Signage – on hold pending budget Installation of Pedestrian Warning Signs on the A257 by Kent County Council – Actions ongoing	Clerk

	Contact the Charity Commission to seek permission to resurface the existing car park / extend the existing car park at the Recreation Ground. It was noted that the Charity Commission are currently operating a 16-week response time to enquiries – Awaiting response	RFO																																																																																
9.	<u>FINANCE MATTERS AND AUTHORISATION OF PAYMENTS</u> a) It was noted the Annual Governance and Accountability Return 2025/26 documents have been supplied to Forvis Mazars for External Audit b) It was noted payment agreed to About Trees for emergency tree repair at a cost of £230 + VAT c) It was noted the RFO confirmed Ash Parish Council's eligibility to protection from the Financial Services Compensation Scheme with Unity Trust Bank. d) It was approved to adopt the 2026/27 Accounts – Actual v Budget to 30th June 2026 e) Authorisation of payments/bank reconciliation - To approve the monthly payments/reconciliation <table><tr><th>Payee</th><th>Description</th><th>Amount</th><th>VAT</th><th>Total</th></tr><tr><td>Employment Costs</td><td>Salaries and expenses</td><td>£ 3,142.11</td><td></td><td>£ 3,142.11</td></tr><tr><td>KCC Pension Fund</td><td>Pension (June)</td><td>£ 898.73</td><td>£ -</td><td>£ 898.73</td></tr><tr><td>HMRC</td><td>PAYE - 1st Quarter</td><td>£ 2,247.00</td><td>£ -</td><td>£ 2,247.00</td></tr><tr><td>C&W Groundcare Ltd</td><td>Grounds Maintenance (June)</td><td>£ 521.65</td><td>£ 104.33</td><td>£ 625.98</td></tr><tr><td>C&W Groundcare Ltd</td><td>Allotment Clearance</td><td>£ 210.00</td><td>£ 42.00</td><td>£ 252.00</td></tr><tr><td>Scottish Power</td><td>Energy for toilets - May</td><td>£ 23.72</td><td>£ 1.19</td><td>£ 24.91</td></tr><tr><td>Unity Trust</td><td>Bank charges - May</td><td>£ 9.10</td><td>£ -</td><td>£ 9.10</td></tr><tr><td>KCC</td><td>Monthly Back-up Fee June Inv</td><td>£ 19.72</td><td>£ 3.94</td><td>£ 23.66</td></tr><tr><td>Risk Safety Services</td><td>Health & Safety Retainer - June</td><td>£ 175.00</td><td>£ 35.00</td><td>£ 210.00</td></tr><tr><td>Monitor Cleaning Services Ltd</td><td>May opening & cleaning</td><td>£ 193.65</td><td>£ 38.73</td><td>£ 232.38</td></tr><tr><td>Ash Wildlife Friendly Village</td><td>Grant - Ash Wildlife Friendly Village</td><td>£ 300.00</td><td>£ -</td><td>£ 300.00</td></tr><tr><td>Ash Carnival Association</td><td>Grant - Summer Fete</td><td>£ 200.00</td><td>£ -</td><td>£ 200.00</td></tr><tr><td>Confidential</td><td>Refund Allotment Fee</td><td>£ 33.00</td><td>£ -</td><td>£ 33.00</td></tr><tr><td>Dover District Council</td><td>Quarter 2</td><td>£ 3,101.29</td><td>£ -</td><td>£ 3,101.29</td></tr><tr><td>KALC</td><td>Buts & Bolts of Parish Councils Course</td><td>£ 50.00</td><td>£ 10.00</td><td>£ 60.00</td></tr></table>	Payee	Description	Amount	VAT	Total	Employment Costs	Salaries and expenses	£ 3,142.11		£ 3,142.11	KCC Pension Fund	Pension (June)	£ 898.73	£ -	£ 898.73	HMRC	PAYE - 1st Quarter	£ 2,247.00	£ -	£ 2,247.00	C&W Groundcare Ltd	Grounds Maintenance (June)	£ 521.65	£ 104.33	£ 625.98	C&W Groundcare Ltd	Allotment Clearance	£ 210.00	£ 42.00	£ 252.00	Scottish Power	Energy for toilets - May	£ 23.72	£ 1.19	£ 24.91	Unity Trust	Bank charges - May	£ 9.10	£ -	£ 9.10	KCC	Monthly Back-up Fee June Inv	£ 19.72	£ 3.94	£ 23.66	Risk Safety Services	Health & Safety Retainer - June	£ 175.00	£ 35.00	£ 210.00	Monitor Cleaning Services Ltd	May opening & cleaning	£ 193.65	£ 38.73	£ 232.38	Ash Wildlife Friendly Village	Grant - Ash Wildlife Friendly Village	£ 300.00	£ -	£ 300.00	Ash Carnival Association	Grant - Summer Fete	£ 200.00	£ -	£ 200.00	Confidential	Refund Allotment Fee	£ 33.00	£ -	£ 33.00	Dover District Council	Quarter 2	£ 3,101.29	£ -	£ 3,101.29	KALC	Buts & Bolts of Parish Councils Course	£ 50.00	£ 10.00	£ 60.00	MP/JT
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	Lloyds	credit card chgs June - D Wild	£ 3.00		£ 3.00	
	Lloyds	credit card chgs June - J Jones	£ 3.00		£ 3.00	
	GiffGaff	Telephone - mobile charges - June	£ 5.00	£ 1.00	£ 6.00	
	Amazon	Stationery & Printer Cartridge	£ 55.66		£ 55.66	
			£ 11,191.63	£ 236.19	£ 11,427.82	

10.	<u>RECREATION GROUND</u> a) It was RESOLVED to appoint Leaf Tree Services to reduce the Ash tree suffering from Ash Dieback to a standing monolith of approx. 5 metres on health and safety grounds at a cost of £900 + VAT b) It was noted that plans for the Ash Carnival Association Summer Fayre to be held on Saturday 11 July, noon to 4pm was progressing. The protocol for wet weather cancellation was discussed, and it was agreed a Councillor would review at 7am on the day and inform the Clerk if a cancellation would be necessary so that the event organisers could be alerted as early as possible. Councillors attending the event to email the Clerk afterwards with details of any suggestions for future event organisation so that the Event Policy and application documents could be updated as necessary c) It was noted that Ash Carnival Association had provided the Parish Council with a copy of their Public Liability Insurance Certificate d) The Play and Gym Equipment weekly inspections were noted e) The findings of the Annual Recreation Ground inspection were noted and ongoing maintenance actions arising agreed. f) It was agreed Clerk progresses installation of safety signage as per guidance received from retained health and safety consultants g) It was noted that since the Toilets were reopened with the reduced hours of 8am to 5pm there had been no issues. It was agreed to continue with the current opening times					Clerk JT / Clerk All Caretaker Clerk
11.	<u>PLAY AREA 2</u> a) Councillors were pleased to note the new play area was now open and being enjoyed by residents. Some snagging issues were noted and these are to be followed up with HAGS b) It was agreed to hold an opening event on Saturday 18 July at 11am It was agreed to invite representatives of the contributing charities to 'cut the ribbon'					Clerk Clerk Clerk

	An ice cream van is to be invited to attend Sir Roger Gale MP to be invited to attend c) It was noted Jack Foat's Trust, Cartwright Godfrey and Kelsey and the Frank Kingsland Trust have been invoiced for their grant contributions and some payments had already been received d) It was agreed to advertise the new play area in the August issue of the Sandwich Town Council magazine (copy deadline 14 July)	JT MP Clerk
12.	<u>ALLOTMENTS</u> a) The findings of the June Allotment Inspection were noted and actions arising agreed It was noted that 3 plots were not acceptably cultivated and free from weeds and that their tenants would be written to with a warning to improve notice. Tree saplings on a plot were discussed, and it was agreed that Councillors did not wish to replant these in the Recreation Ground It was noted that one vacant plot 4B required clearance before it could be re-let. It was agreed to appoint a contractor to clear the plot at a cost of £210 + VAT	Clerk Clerk Clerk
	At 9.30pm it was agreed to extend the meeting to complete the Agenda	
13.	<u>PAVILION</u> a) An update was received on the Pavilion Lease agreement. It was noted the Pavilion Committee had had difficulty sourcing a suitable solicitor and were now obtaining legal advice from a sports association legal team. The Clerk had stressed that the Parish Council would like the lease signed as soon as possible.	
14.	<u>HIGHWAYS</u> a) Kent County Council's proposed bus stop clearway on Sandwich Road was noted. KCC to be asked to inform Parish Council of any future highway improvements as a courtesy b) The Kent Police Ash Bypass Collision Data 2019-2025 (FOI) was noted	Clerk
15.	<u>FOOTPATHS</u> a) Kent County Council's Proposed Diversion of Public Footpaths, Ash PROW/EE123/1722 was reviewed. It was agreed that there were no objections to the re-routing but that the changes must be properly and clearly signposted to prevent confusion. The new footpath surface should also be fit for purpose	Clerk
16.	<u>PARISH COUNCIL BUSINESS</u> a) There were no updates from the Beating the Bounds Working Group The Clerk advised that the Parish Council insurance would cover the event if it was organised by the Parish Council.	

	It was noted that the boat company previously used did not hold public liability to carry paying passengers. Alternative boat companies to be contacted for a quote Cllr Dickson agreed to join the Working Group b) The Ash Parish Council Co-option Policy was approved c) No suggestions were made for the commemoration of former resident Ray Hooker to utilise £1,000 donation received and it was agreed to hold this money in an Ear Marked Reserve until a suitable use could be identified d) It was RESOLVED to pay £350 + VAT to Risk Safety Services to produce a Legionella and water testing Risk Assessment e) The Caretakers risk assessment was noted	Clerk Clerk Clerk
17.	<u>MATTERS FOR THE SEPTEMBER MEETING</u> Review of the Ash Carnival Association Summer Fayre	
18.	<u>DATE OF NEXT MEETINGS</u> Parish Council Planning Committee – Monday 20 July No meetings in August Parish Council Ordinary Meeting – Thursday 3 September	
	The meeting closed at 10.00pm	