

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Tuesday 31 May 2016 at 1930
The Village Hall, Stowey Road Fivehead

All Members are summoned to attend the above meeting.

Members of the public and the press are welcome to attend but are reminded that question/comment time is limited to 5 minutes per person.



Jill Wardle Clerk to the Council 25 May 2016

AGENDA

1.	Public participation Members of the public may raise any matter relating to items on the agenda here.
2.	Apologies for absence
3.	Minutes To approve the minutes of the Parish Council meeting held on 9 May 2016.
4.	Declarations of Interest Members should declare any interest in items on the agenda here.
5.	Dispensations To receive and consider granting dispensation requests.
6.	Appointment to the following bodies (item deferred from last meeting): a) Playing Field; b) Village Hall; c) SALC; d) Cemetery Sub Committee; e) Highways; f) Rights of Way; g) Internal Auditor; h) Staffing Panel (3); i) Parish Paths Liaison Officer; j) Environment Warden; k) Tree Warden; l) Emergency Plan Sub Committee; m) any others required.
7.	Matters Arising From the Minutes (9 May 2016), the Annual Parish Meeting (19 April 2016) and Raised By Members a) Draft Emergency Plan – <i>Action: Clerk to draft plan and then organise meeting of sub-committee.</i> b) 'Get Up To Speed' (GUTS) event 'How digital technology can help your community' - <i>Action: Clerk to:</i> i. <i>investigate Cloud Storage for backup, security and file sharing (within the committee and beyond). All suitably protected by encryption, subscription lists and passwords and controlled by the Parish Clerk.</i> ii. <i>review and update policy regarding use of Facebook and Twitter.</i> iii. <i>investigate role-based email addresses eg pcchair@, parishclerk@</i> iv. <i>agree and publish an overall digital policy.</i> <i>Action: NC to be trained in website maintenance to cover in the event of the Webmaster and Clerk being unavailable.</i> c) Poor state of the signpost at the bottom of Cemetery Hill - no progress. <i>Action: SS to notify Clerk of availability for a clean-up.</i> d) Sign-up for NatWest online banking - changes to signatories - <i>Action: Clerk to register changed signatories, register for online banking and amend Financial Regulations to reflect NALC Model wording on online banking.</i> e) Resignation of Councillor (end of Apr 16) - <i>Action: Clerk to follow formal process to advertise the vacancy.</i> f) Cemetery and closed churchyard - <i>Action: Clerk to organise cemetery 'repairs'; Clerk to contact owner of hedge damaging churchyard wall; KM to inspect trees in closed churchyard.</i> g) Dog fouling - <i>Action: Clerk to include further warnings in next parish newsletter re £1000 fine for offences.</i> h) Presentation by Community Council for Somerset - update of Fivehead Parish Plan - deferred from last meeting. i) Installation of a defibrillator in the village - deferred from last agenda

	<p>j) Request from child of parishioner for financial support for International trip for Guides - <i>Action: Clerk to write to applicant.</i></p> <p>k) Parishioner's queries re: (i) venue for GUTS event; (ii) whether new building works are adhering to planning permission and building regulations. <i>Action: Clerk to write to correspondent and to Planning.</i></p> <p>l) Rights of Way - <i>Action: JWe to contact volunteer for strimming.</i></p> <p>m) Gift and presentation to outgoing Chairman.</p>		
8.	Sub-Committee for HM Queen's 90th Birthday Lunch (HMQ90)		
	a) LH to report on the sub-committee meeting (16 May 16) (minutes emailed 25 May 16)		
9.	Correspondence Received		
	a) From SCC re Route 60+ presentation availability (details emailed 25 May 16).		
	b) From SSDC re FloodRe home insurance (details emailed 25 May 16).		
	c) From SCC re New Minerals and Waste Development Scheme, Somerset Waste Core Strategy Review, and consultation on Statement of Community Involvement (details emailed 25 May 16).		
	d) From SALC re conference 'Bridging the Gaps in Health & Wellbeing' (details emailed 25 May 16).		
	e) From CCS re Big Rural 90 th Anniversary Celebration (details emailed 25 May 16).		
	f) From SSDC re Fly the Flag Armed Forces Day (details emailed 25 May 16).		
	g) From National Plant Monitoring Scheme seeking volunteers (details emailed 25 May 16).		
	h) From SSDC re Changes to Section 106 Contributions Policy (details emailed 25 May 16).		
	i) From SALC re SALC/NALC Affiliation Fee (details emailed 25 May 16).		
	j) From SALC re Transparency funding (details and completed funding application emailed 25 May 16) - for approval before submission to SALC.		
10.	Reports		
	a) Playing Field; b) Village Hall; c) SALC; d) Cemetery Sub Committee; e) Highways; f) Rights of Way; g) Police.		
11.	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details		
	a) Feedback on SSDC Planning Session (24 May 16) attended by KB and Clerk (slides emailed 25 May 16).		
	b) To note Application No 15/04839/FUL Stowey Barn, Stowey Lane - Conversion of barn to dwelling - permission granted STC.		
	c) To consider Appeal in respect of Application Decision 16/00170/OUT - outline application for erection of 4 detached bungalows - land west of Stillbrook Road - additional comments only reqd.		
12.	FY15/16 Annual Accounts and Annual Return		
	a) To receive the report of the Internal Auditor (email to follow)		
	b) To address the issues raised in the Internal Auditor's Report.		
13.	Clerk/RFO annual review and remuneration (item deferred from last meeting)		
	a) Review of Clerk/RFO's performance and salary on anniversary of appointment (1 May 2015).		
	b) To note Clerk/RFO's hours in Apr 16 (details emailed 25 May 16).		
	c) To note new NALC 2016-18 National Salary Award (details emailed 25 May 16).		
14.	Finance		
	To receive the financial position of the Council.		
	a) Payments authorised during the previous month:		
	Nil		
	b) Payments to be authorised:		
	(i) J Wardle	Clerk/RFO Salary (May)	£221.01 exc PAYE
	(ii) J Wardle	Homeworking allowance (May)	£18
	(iii) HMRC	Clerk/RFO PAYE (Apr salary)	£55.20
	(iv) J Wardle	Mileage claim (Planning training)	£20.70
	(v) SALC/NALC	Affiliation fee	£166.05
	(vi) SALC	Audit training fee (May)	£15
	c) Income received during the previous month:		
	Nil		
15.	Matters of Report, Questions and Items for the Next Meeting		
	a) Chairman		
	b) Clerk		
	c) Councilors		
16.	Date of Next Meeting -		
	Monday 4 July 2016 at 1930 The Village Hall, Stowey Road, Fivehead		

