

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

	Present: Mr K Male (Chair); Mrs L Howard; Mrs K Beacham; Mr J Westworth; Mrs N Cameron; County Councillor D Yeomans; Mrs J Wardle (Clerk/RFO).
	Public participation PCSO Malissa Thompson attended for part of the meeting.
2536	Apologies for absence Apologies for absence from: District Councillor S Steele; Mrs L Purchase
2537	Approval of the minutes of the last Parish Council meeting The minutes of the Parish Council meeting, previously circulated, held on 9 May 16 to be amended at Min 2528 to read: Resolution: to make a grant of £500 from Reserves (in addition to the £500 held for this purpose from Lambert Hut funds) to the Parochial Church Council under the power given by Section 137 Local Government Act 1972, it being in the interests of some or all of the inhabitants of the Parish. Proposed KM and seconded LH. Carried unan. <i>Action: minutes to be signed at next meeting.</i>
2538	Declarations of Interest No members declared an interest in items on the agenda.
2539	Dispensations No dispensation requests were requested.
2540	Appointment to the following bodies (item deferred from last meeting): The following appointments were made: a) Playing Field - KB & LP; b) Village Hall - LH; c) SALC - NC & LP; d) Cemetery Sub Committee - KM, LH & JWe; e) Highways - JWa; f) Rights of Way - JWe; g) Internal Auditor - G Balmer (and LH conducting internal review); h) Staffing Panel KM, KB & NC; i) Parish Paths Liaison Officer - M Knox; j) Environment Warden - JWa; k) Tree Wardens - B Knox & R Leighton; l) Emergency Plan Sub Committee - LH, JWa, NC & LP.
2541	Matters Arising From the Minutes (9 May 2016), the Annual Parish Meeting (19 April 2016) and Raised By Members a) Draft Emergency Plan – no further progress. <i>Action: Clerk to organise meeting of sub-committee in late Jun / early Jul 16.</i> b) 'Get Up To Speed' (GUTS) event 'How digital technology can help your community' - no further progress. <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) NatWest banking - councillors signed relevant forms to remove M Cavill and to include JWe and JWa as signatories. Transfer to online banking on hold. <i>Action: Clerk to register changed signatories with NatWest; Clerk and JWe to provide photo ID to NatWest Langport.</i> e) Resignation of Councillor (end of Apr 16) - SSSDC have confirmed that no requests have been received for an election to be held to fill the vacancy on the Parish Council; therefore the vacancy will be advertised on the Notice Board, in the Newsletter, and on http://fivehead-village.org.uk . A decision on co-option will be made at the PC meeting on 1 August 16. <i>Action: Clerk to follow formal process to advertise the vacancy.</i> f) Cemetery and closed churchyard - <i>Action: Clerk to obtain quote for cemetery ground 'repairs'; KM contact owners of properties adjacent to damaged churchyard wall; KM to organise trimming of trees in closed churchyard (other Council members to assist).</i> g) Dog fouling - further warnings included in Jun 16 Newsletter re £1000 fine for offences. h) Update of Fivehead Parish Plan - <i>Action: KB and Clerk to organise stall at Summer Fete to gather expressions of interest in updating the plan (see also item i below)</i>

	<p>i) Installation of a defibrillator in the village - <i>Action: KB and Clerk to organise stall at Summer Fete to gather views (see item h above).</i></p> <p>j) Request from child of parishioner for financial support for International trip for Guides - Clerk wrote to applicant declining the request.</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. Clerk wrote to parishioner explaining background to GUTS event; and confirming that any concerns about progress or non-compliance with previously-approved building works should be notified to SSDC Planning</p> <p>l) Rights of Way - <i>Action: JWe to contact volunteer for strimming.</i></p> <p>m) Gift and presentation to outgoing Chairman - gift and presentation ideas were outlined by LH. <i>Action: all to reply to LH on ideas. Clerk to check funding rules.</i></p>
2542	<p>Sub-Committee for HM Queen's 90th Birthday Lunch (HM90)</p> <p>a) LH reported that preparations are going well and 100 attendees have now registered.</p>
2543	<p>Correspondence Received</p> <p>a) SCC Road Safety Team Route 60+ presentation. <i>Action: Clerk to ask for expressions of interest in attending an event in Aug 16 Newsletter.</i></p> <p>b) FloodRe home insurance for homeowners at risk of flooding. <i>Action: Clerk to include on details on website and noticeboard.</i></p> <p>c) SCC New Minerals and Waste Development Scheme, Somerset Waste Core Strategy Review, and consultation on Statement of Community Involvement - noted.</p> <p>d) Conference 'Bridging the Gaps in Health & Wellbeing' (28 Jun 16 in Bridgwater) - noted.</p> <p>e) CCS Big Rural 90th Anniversary Celebration (17 Jun 16 at Cheddon Fitzpaine) - noted.</p> <p>f) Fly the Flag Armed Forces Day (25 Jun 16) - noted.</p> <p>g) National Plant Monitoring Scheme seeking volunteers. <i>Action: Clerk to ask for expressions of interest in Aug 16 Newsletter.</i></p> <p>h) Changes to Section 106 Contributions Policy - noted.</p> <p>i) SALC/NALC Affiliation Fee for 2016/17 - noted.</p> <p>j) Transparency Fund availability. Resolution: to approve application to Transparency Fund for £190.27 to cover website hosting, training and maintenance costs. Proposed KB and seconded NC. Carried unan. <i>Action: Clerk to submit funding application to SALC.</i></p>
2544	<p>Reports</p> <p>a) Playing Field - AGM held (no public attendance; same officers elected); funding options for childrens' play area under consideration.</p> <p>b) Highways. <i>Action: KM to discuss advertising boards on A378 with owners.</i></p> <p>c) No reports from SALC or Village Hall.</p> <p>d) Rights of Way - excellent strimming of some paths. <i>Action: Clerk to write to SCC.</i></p> <p>e) Police: PCSO Malissa Thompson reported no criminal activity in Fivehead.</p> <p>f) Cemetery Sub Committee – inspection book to NC.</p>
2545	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) KB outlined the key points from the SSDC Planning Session (24 May 16). Slides available from Clerk on request.</p> <p>b) Application No 15/04839/FUL Stowey Barn, Stowey Lane - Conversion of barn to dwelling - permission granted STC - noted.</p> <p>c) Appeal in respect of Application Decision 16/00170/OUT - outline application for erection of 4 detached bungalows - land west of Stillbrook Road - no comments additional to those made previously.</p> <p>d) Two applications requiring comment by 15 Jun 16 will be considered by a Planning meeting of the Parish Council on 6 Jun 15 at 2000 in the Village Hall:</p> <p>(i) Application No: 16/02309/FUL - Brooking Bury, Ganges Hill, Fivehead - Proposal Erection of summerhouse.</p> <p>(ii) Application No: 16/02053/FUL - Land OS 0001 Swell Wood, Langport Road, Curry Rivel - Proposal Erection of a replacement bird hide with flexible space for interpretation.</p>

2546	<p>FY15/16 Annual Accounts and Annual Return - Report of the Internal Auditor</p> <p>a) The Clerk read the report of the Internal Auditor (Mr G Balmer). All financial records were found to be compliant with the council's financial regulations and generally met the requirements of the NALC Practitioners' Guide for local councils. The council minutes were reviewed and provided a comprehensive record of the council's business. The council's practice of cross referencing minutes with all payments, receipts, cheques and invoices provided a simple and effective method of control, tracking and a means of proving governance.</p> <p>b) The auditor made observations which require the following actions:</p> <p>(i) <i>Action: Clerk and KB to check all Standing Orders, Financial Regulations and Systems, and policies for continued relevance and consistency; prepare in standardised format with issue and revision dates; and present to Council for review and approval.</i></p> <p>(ii) <i>Action: On receipt of new Practitioners' Guide Section 5, Clerk to check Schedule of Assets and insurance policy cover; and present to Council for review and approval.</i></p> <p>(iii) <i>Action: Clerk to check with SALC if the vice chairman is required to sign a declaration of office.</i></p> <p>c) Council recorded their appreciation of Mr Balmer's thorough and helpful Internal Audit work. Resolution: to purchase a gift (up to £30) of appreciation for Mr Balmer's Internal Audit. Proposed KB and seconded LH. Carried unan. <i>Action: JWa to purchase gift and write letter of thanks to Mr Balmer.</i></p>		
2547	<p>Clerk/RFO annual review and remuneration (item deferred from last meeting)</p> <p>It was agreed that a meeting of the staffing sub-committee would meet to consider:</p> <p>a) Clerk/RFO's performance and salary on anniversary of appointment (1 May 2015).</p> <p>b) Clerk/RFO's hours in Apr 16.</p> <p>c) New NALC 2016-18 National Salary Award.</p> <p><i>Action: KB to organise a meeting of the staffing sub-committee w/c 20 Jun 16.</i></p>		
2548	<p>Finance</p> <p>The financial position of the Council was received. An interim statement was scrutinised. Two bank reconciliations were signed off by the Chairman.</p>		
	<p>a) Payments authorised during the previous month:</p>		
	<p>Nil</p>		
	<p>b) Payments authorised:</p>		
	<p>(i) J Wardle (ii) J Wardle (iii) HMRC (iv) J Wardle (v) SALC/NALC (vi) SALC</p>	<p>Clerk/RFO Salary (May) Homeworking allowance (May) Clerk/RFO PAYE (Apr salary) Mileage claim (Planning training) Affiliation fee Audit training fee (May)</p>	<p>£221.01 exc PAYE £18 £55.20 £20.70 £166.05 £15</p>
	<p>c) Income received during the month:</p>		
	<p>Nil</p>		
2549	<p>Matters of Report, Questions and Items for the Next Meeting</p> <p>a) Chairman - nil.</p> <p>b) Clerk - nil.</p> <p>c) Councillors - C Councillor DY outlined the planning and budgetary challenges being faced and, in particular, the need for more fostering households to support the growing number of children in care. For full details of fostering requirements, contact: 01823 359745 or 07557481375 or the Press Office at Somerset County Council on 01823 355020.</p>		
	<p>Date of Next Meetings</p> <p>Planning meeting - Monday 6 June 2016 at 2000 The Village Hall, Stowey Road, Fivehead Monday 4 July 2016 at 1930 The Village Hall, Stowey Road, Fivehead</p>		

The meeting closed at 2140.

Chairman.....

Dated.....