

**NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL**

**Monday 7 November 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**

**2 November 2016**

**AGENDA**

1.	<b>Public participation</b> Members of the public may raise any matter relating to items on the agenda here.
2.	<b>County Councillor's Report</b>
3.	<b>District Councillor's Report</b>
4.	<b>Apologies for absence</b>
5.	<b>Minutes</b> <b>To approve</b> the minutes of the Parish Council meeting held on 3 October 2016.
6.	<b>Declarations of Interest</b> Members should declare any interest in items on the agenda here.
7.	<b>Dispensations</b> <b>To receive and consider</b> granting dispensation requests.
8.	<p><b>Matters Arising From the Minutes (3 October 2016) and Raised By Members</b></p> <p>a) <i>Action: Clerk to liaise with HL at Clive Miller &amp; Associates to arrange meeting idc with site owners of Glendale (Butchers Hill).</i></p> <p>b) <i>Emergency Plan - Action: Clerk to provide MB with names already held and agree next steps.</i></p> <p>c) <i>Action: Clerk to submit draft digital policy and instructions to Council for approval.</i></p> <p>d) Cemetery and closed churchyard</p> <p>(i) <i>Action: Clerk to write to hedge owner to reiterate Council's concerns and request an update on progress to address the continuing damage.</i></p> <p>(ii) <i>Action: Clerk to contact KM to discuss closed churchyard tree trimming.</i></p> <p>(iii) <i>Action: SS to advise organiser of cemetery management course that Clerk is interested in attending.</i></p> <p>e) <i>Community Plan - update on progress of grant application.</i></p> <p>f) <i>Action: Clerk to contact JWe re volunteer for strimming of Rights of Way.</i></p> <p>g) <i>Action: Clerk to contact Yarlington re possible event at St Martin's Close covering Road Safety and Crime Prevention.</i></p> <p>h) <i>Internal auditor's observations on Annual Return FY15/16</i></p> <p>(i) <i>Action: Clerk to submit revised Assets Register and Risk Register (noting requirements of the Insurance Act 2015) to Nov 16 meeting.</i></p> <p>(ii) <b>To note:</b> <i>Chairman has seen and signed evidence of Clerk's home insurance for business use.</i></p> <p>(iii) <i>Clerk and KB to check all 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>i) <i>Action: Clerk &amp; PB to liaise with M Evans (Hambridge) re maintenance/funding for war memorial.</i></p> <p>j) <i>Removal of ancient field hedgerows - Action: KB to write to SSDC re hedge removal.</i></p> <p>k) <i>Welcome Pack for new parishioners - Action: Clerk to obtain a template for discussion.</i></p> <p>l) <i>Casual vacancy - Action: Clerk to write to LP expressing Council's thanks; and follow formal process to advertise the vacancy.</i></p> <p>m) <i>Government consultation on the extension of referendum principles - Action: Clerk to email D Warburton MP expressing Council's view. Individual members to email their views to <a href="mailto:david.warburton.mp@parliament.uk">david.warburton.mp@parliament.uk</a>.</i></p>

	<p>n) Japanese Knotweed - <i>Action: Clerk to contact owner of adjacent property and SCC to ensure prompt action.</i></p> <p>o) Village Hall installation of WiFi - <i>Action: Clerk to write to VH Sec to seek an update and to confirm that WiFi would play a key role in the Emergency Plan</i></p> <p>p) Nov 16 meeting - cleaning of bus shelter to be arranged.</p> <p>q) Parish Notice Board repair - update.</p> <p>r) Date to be agreed for clean-up of Langford Corner. <i>Action: Clerk to contact KM.</i></p> <p>s) <b>To agree</b> dates for meetings in 2017.</p>		
9.	<p><b>Correspondence Received (details emailed 20 Oct and 2 Nov 16)</b></p> <p>a) From Pensions Regulator confirming completion of Declaration of Compliance with Automatic Enrolment Duties - <b>to note.</b></p> <p>b) From SSDC re provision of print services - <b>to note</b></p> <p>c) From Huish Episcopi Academy re request for donation towards Swimming Pool Development - <b>to consider.</b></p> <p>d) From SSDC re Rural Housing Action Plan - <b>to note.</b></p> <p>e) From SSDC re proposed removal of phone box - <b>to consider.</b></p> <p>f) From PPLO re appointment of Jacquie Mahoney as new PPLO and Steve Cutts to take over holding the Council's Rights of Way tools - <b>to approve</b></p> <p>g) From SSDC re consultation <b>on</b> Historic Environment (HES) - <b>to consider.</b></p> <p>h) From SALC re councillor training - <b>to approve attendance by PB.</b></p> <p>i) From SSDC re availability of salt for collection on 3 Dec 16 - <b>to consider.</b></p> <p>j) From M Cavill re Chairman's Award - <b>to note.</b></p> <p>k) From parishioner to SSDC Planning re site development at Sunnyside - <b>to note.</b></p> <p>l) From parishioners re building work adjacent to stream on Butchers Hill - <b>to note.</b></p>		
10.	<p><b>Reports</b></p> <p>a) Playing Field; b) Village Hall; c) SALC; d) Cemetery Sub Committee; e) Highways; f) Rights of Way; g) Police; h) Asset/Maintenance Check Report (PB).</p>		
11.	<p><b>Planning - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</b></p> <p>a) <b>To consider</b> Application No 16/03614/FUL Relocation of existing dog grooming business from 'The Old Forge' and additional ten boarding kennels. The Old Forge, Langport Road, Fivehead.</p> <p>b) <b>To note</b> approval STC of Application No 16/03796/S73A to amend previously approved plans. Hill Crest Bungalow, Isle Moor Road, Fivehead.</p>		
12.	<p><b>FY17/18 Finances - Preliminary Discussion (papers to follow)</b></p> <p>a) Grass maintenance contract – under the terms of the existing contract, there is an option to extend for a further year building-in inflation and by mutual consent - <b>to consider.</b></p> <p>b) Cemetery charges, conditions and mapping - <b>to consider.</b></p> <p>c) Budget and reserves - <b>to consider outline budget and reserves.</b></p>		
13.	<p><b>Finance</b></p> <p><b>To receive</b> the financial position of the Council.</p>		
	<p>a) Payments authorised during the previous month:</p>		
	(i) iSOK Designs		£86.20
	<p>b) Payments to be authorised:</p>		
	(i) J Wardle	Clerk/RFO Salary (Oct)	£231.41
	(ii) J Wardle	Homeworking allowance (Oct)	£18
	(iii) HMRC	Clerk/RFO PAYE (Oct) salary	£58
	(iv) M Pettitt	Grass maintenance (Oct)	£308.06
	(v) FVHMC	Meeting room (Sep)	£14
	<p>c) Income received during the previous month:</p>		
	(i) Natwest	Interest (Sep)	£1.11
	(ii) Fouracre Heating	Newsletter advert	£18
	(iii) Ticknell Fuels	Newsletter advert	£36
	(iv) Mike Rogers	Newsletter advert	£18
	(v) Arbortech	Newsletter advert	£18
	(vi) P Peppard	Interment of P Stevens	£115
14.	<p><b>Matters of Report, Questions and Items for the Next Meeting</b></p> <p>a) Chairman</p> <p>b) Clerk - internal review 2 of 4 with LH</p> <p>c) Councillors</p>		

	<b>Date of Next Meeting -</b>
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	Monday 19 December 2016 at 1930 - The Village Hall, Stowey Road, Fivehead
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