

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 7 November 2016 at 1930 at The Village Hall, Stowey Road Fivehead

	<p>Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; K Male; J Westworth. County Councillor D Yeomans; Mrs J Wardle (Clerk/RFO).</p>
	<p>Public participation Four member of the public attended. a) The owner of Dinhams Cottage which adjoins the northern side of the closed churchyard provided an update on: (i) his attempts to kill the hazel growth that is damaging the churchyard wall - he has poisoned this and cut back but it persists - a further attempt will be made when the leaves drop. He also commented on the size of the tree growing in the NW corner of the churchyard. (ii) the churchyard wall on his garden's southern boundary that is in disrepair. He provided a copy of an email from the previous owner of this section of land to a solicitor outlining potential arrangements for funding the repair of the wall. The Clerk requested a soft-copy of the email. <i>See Min 2605d) for actions.</i> b) The applicants for planning 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 attended to answer questions. They explained that further investigation is being done to determine how to meet internal and external sound-proofing requirements for the kennels. The Chairman thanked the applicants for attending the meeting. c) The Public session lasted for 15 minutes. At the close, all members of the public left the meeting.</p>
	<p>County Councillor's Report DY's letter had previously been circulated to Members. DY reported on the financial situation and transformation programme at SCC.</p>
	<p>District Councillor's Report SS sent her apologies and forwarded a briefing note from Taunton and Somerset NHS Foundation Trust for information.</p>
2601	<p>Apologies for absence Apologies for absence from: Mrs N Cameron; District Councillor S Steele</p>
2602	<p>Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on held on 3 October 2016 were approved. Proposed LH and seconded PB. Carried unan.</p>
2603	<p>Declarations of Interest No members declared an interest in items on the agenda.</p>
2604	<p>Dispensations No dispensation requests were requested.</p>
2605	<p>Matters Arising From the Minutes (7 October 2016) and Raised By Members a) The Clerk was told by HL at the agents for the Glendale site that: ecological survey completed - results awaited; topological survey completed; estate agents being consulted re viability of the site; transport advisors being consulted re access; architects will then draw-up draft plans; advice will be taken from SSDC before any planning application; presentation will be made to the Council on draft site layout before any planning application - this is likely to be early in 2017. <i>Action: Clerk to liaise with HL at Clive Miller & Associates to arrange presentation re Glendale development plans.</i> b) Emergency Plan - a draft of the plan is being prepared by PB and M Brett. <i>Action: PB to update Council on the draft Emergency Plan preparation.</i> c) <i>Action: Clerk to submit draft digital policy and instructions to Council for approval.</i> No progress. d) Cemetery and closed churchyard (i) Churchyard walls - see discussion from Public Session. <i>Action: Clerk to contact solicitor for previous owner of adjacent land to clarify ownership of wall and financial arrangements for repair.</i> (ii) Churchyard trees - <i>Action: Clerk to email KM, JWe, PCC representatives and Tree Wardens to arrange a meeting in the churchyard to agree required action on trees.</i> <i>Action: LH to check with PCC if the trees in the churchyard are listed.</i> (iii) The Clerk has received useful advice on cemetery management from Paul Rayson at SSDC. Two issues require attention:</p>

- It is good practice to have grave numbers on the back of headstones to locate grave positions. *Action: Clerk to amend cemetery conditions to include requirement for grave numbers on reverse of headstones.*
- The existing cemetery plan needs replacement: ideally digitally and linked to a spreadsheet of Register of burials, graves and purchased/reserved plots. *Action: Clerk to obtain estimate for preparing new cemetery plan and linked spreadsheet.*
- e) No news yet on the grant application to support the updating of the Community Plan.
- f) JWe is discussing the Rights of Way strimming role with P Wilson. *Action: JWe to notify Clerk if strimming training is required for new volunteer.*
- g) *Action: Clerk to contact Yarlington re possible event at St Martin's Close covering Road Safety and Crime Prevention.* No progress as police availability cancelled.
- h) Internal auditor's observations on Annual Return FY15/16
- (i) **Resolution: to agree the reformatted Asset and Maintenance Register with assets valued using 2016 Practitioner's Guidance, subject to the valuation of the noticeboard being increased to £1400 in line with current commercial prices.** Proposed LH and seconded PB. Carried unan.
- (ii) A mid-year update to the Risk Management Report was noted including the need to review insurance cover at the year-end prior to renewal. Risk Management Report will be finalised at end of FY16/17.
- (iii) Chairman has seen and signed evidence of Clerk's home insurance for business use.
- (iv) **Resolution: to approve the following policies (reformatted and new):**
 - **Member's Code of Conduct** - proposed PB and seconded JWe. Carried unan.
 - **Policy on Audio Visual Recording** - proposed PB and seconded JWe. Carried unan.
 - **Complaints Procedure** - proposed KM and seconded LH. Carried unan.
 - **A new Health and Safety Policy** - proposed PB and seconded LH. Carried unan.
 - **A new Information Security Policy** - proposed KM and seconded JWe. Carried unan.
 - **A new Communications Policy** that includes press policy and social media policy (changed to inc Facebook and Twitter) as well as other communications matters - proposed PB and seconded JWe. Carried unan.*Action: Clerk to circulate all policies to Members, volunteers and contractors as appropriate, and publish on the website.*
- i) The Clerk and PB met M Evans (Hambridge) who shared useful advice re maintenance and successful grant funding for the war memorial. *Action: PB to investigate the work/costs required to restore the war memorial.*
- j) Removal of ancient field hedgerows - SSDC has advised that the landowner concerned has expressed regret for his actions and has indicated that he intends to comply with SSDC's Hedgerow Replacement Notice. *Action: replacement of hedgerows to be kept under review.*
- k) Welcome Pack for new parishioners - *Action: Clerk to check that website contains correct and complete village information; and reference in next newsletter.*
- l) Casual vacancy on the Council has been advertised with closing date of 12 Dec 16. *Action: Clerk to include co-option on agenda for Dec 16 meeting.*
- m) Reply received from D Warburton MP expressing support for Council's view that an extension of referendum principles would be an inefficient and less than effective way to proceed with Precept management.
- n) SCC have advised that contractors will remove the Japanese Knotweed by the bridge on Butchers Hill and that no public action should be taken as there is a danger of cross contamination. *Action: removal of knotweed to be kept under review.*
- o) Village Hall Committee has been told by BT that highspeed broadband cannot be made available at the village hall. Apparently it is available for properties to the west of the hall but not at the hall although it may become available in the future. *Action: LH to ask VH Committee about possibility of a BT site survey.*
- p) PB and M Brett have kindly offered to clean the bus shelter.
- q) *Action: KB to make enquiries about noticeboard repair work and costs.*
- r) Clean-up of Langford Corner arranged for 1400 on 17 Nov 16. *Action: All Members to assist*
- s) The following dates for Council meetings in 2017 were agreed: 16 Jan; 6 Feb; 6 Mar; 3 Apr; 8 May; 5 Jun; 10 Jul; 7 Aug; 4 Sep; 2 Oct; 6 Nov; 4 Dec.
Action: Clerk to inform VH Bookings of dates required.

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Correspondence Received

- a) Pensions Regulator confirming completion of Declaration of Compliance with Automatic

	<p>Enrolment Duties - noted.</p> <p>b) Provision of print services by SSDC - noted.</p> <p>c) Huish Episcopi Academy request for donation towards Swimming Pool Development. Resolution: to donate £50 to Huish Episcopi Academy Swimming Pool Development as this facility is available to Fivehead residents. Proposed KM and seconded JWe. Carried unan.</p> <p>d) SSDC Rural Housing Action Plan - noted that Fivehead hasn't had a housing needs survey in over 10 years. <i>Action: Clerk to obtain details of template of questions that could be used in Community Plan update.</i></p> <p>e) SSDC proposed removal of 68 public payphones from South Somerset including Fivehead phone box - no objection raised. Individuals may object to the removal by writing to SSDC (BT Consultation), The Council Offices, Churchfield, Wincanton, BA9 9AG or by emailing supporteast@southsomerset.gov.uk by 7 December 16.</p> <p>f) Resolution: to appoint Jacquie Mahoney as new PPLO and Steve Cutts to take over holding the Council's Rights of Way tools - proposed PB and seconded LH. Carried unan.</p> <p>g) SSDC consultation on Historic Environment Strategy (HES) - <i>Action: Clerk to check if Fivehead should have a list of historic assets.</i></p> <p>h) SALC councillor training - Resolution: to approve attendance by PB and AN Other on councillor training on 19 Jan 17 @ £25pp. <i>Action: Clerk to book training places with SALC.</i></p> <p>i) SSDC salt for collection - agreed that further supplies are not required as sufficient remains in storage from previous years.</p> <p>j) Council expressed their pleasure that the previous Chairman, M Cavill, had received an award from the SCC Chairman for his services to Fivehead Parish Council and community.</p> <p>k) A parishioner contacted SSDC Planning re site development at Sunnyside - <i>Action: Clerk to ask SSDC Planning if they have concerns about this development.</i></p> <p>l) Parishioners' concerns about building work adjacent to stream on Butchers Hill - the owner has advised that he is building a block wall to protect his driveway in the event of flooding. SSDC Planning advised Clerk that this is Permitted Development (PART 2 Minor operations Class A – gates, fences, walls, etc) so long as <u>the height of any other gate, fence, wall or means of enclosure erected or constructed does not exceed 2 metres above ground level.</u> If there are concerns about the waterway, the Environment Agency should be contacted. <i>Action: flow of waterway to be kept under review.</i></p>
2607	<p>Reports</p> <p>a) Playing Field, Village Hall, Highway - nil.</p> <p>b) SALC - <i>Action: NC to note SALC All Area Meeting on 15 Dec 16 - papers to follow.</i></p> <p>c) Cemetery Sub Committee – inspection book to JWe.</p> <p>d) Rights of Way - signpost replaced on Stowey Road.</p> <p>e) Police - https://www.police.uk/avon-and-somerset shows one crime report in August 16.</p> <p>f) Asset/Maintenance Check Report by PB - concerns noted about cemetery railings, holes in churchyard, and the Pound wall and gate. <i>Action: All to consider these issues for inclusion in FY17/18 budget for discussion at Dec 16 meeting.</i></p>
2608	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) 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. Members examined the plans and appreciated the opportunity to question the applicant and to get a verbal update re sound-proofing of the kennels. <i>Action: Clerk to respond to SSDC stating no comments on the development but that the Council wish to be kept informed re the outcome of sound-proofing advice and plans.</i></p> <p>b) Approval STC of Application No 16/03796/S73A to amend previously approved plans. Hill Crest Bungalow, Islemoor Road, Fivehead - noted.</p>

2609	FY17/18 Finances - Preliminary Discussion		
	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. Resolution: to extend existing maintenance contract for further year with a 2% increase. <i>Action: Clerk to offer extension of maintenance contract for FY17/18.</i>		
	b) Cemetery -		
	(i) <i>Action: Clerk to make enquiries on cemetery fees and advise the FY17/18 budget discussion.</i>		
	(ii) Resolution: the existing Condition ' A second set of ashes cannot be placed on a plot in the Garden of Remembrance' to be deleted. Proposed LH and seconded PB. Carried unan. <i>Action: Clerk to delete Condition in Jan 17 updated Cemetery Charges and Conditions listing.</i>		
	c) FY17/18 Budget - an outline budget for FY17/18 and Reserves listing was discussed taking account of the large decrease in SSDC grant allocation and future decreases (plus possible cap at 2% Precept increase without referendum). A full debate on grants, assets, maintenance, Reserves and the Precept will take place at the Dec 16 meeting. <i>Action: Clerk to schedule budget debate for Dec 16 meeting and to ask Village Hall and Playing Fields Committees for their grant requests.</i>		
2610	Finance		
	The financial position of the Council was received. An interim statement was scrutinised. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	(i) iSOK Designs		£86.20
	b) Payments authorised:		
	(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
	c) Income received during the month:		
	(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
2611	Matters of Report, Questions and Items for the Next Meeting		
	a) Chairman - nil		
	b) Clerk:		
	(i) Internal review 2 of 4 (Aug-Oct 16) to be conducted by LH on 8 Nov 16		
	c) Councillors:		
	(i) PB asked for confirmation of back-up procedures for the website and newsletter. These were confirmed as being the Clerk and NC (website); and the Clerk and A Barrett in the first instance for the Newsletter.		
	(ii) PB advised that blood donation was taking place in Langport on 15 Dec 16 and 26 Jan 17. She asked if a blood donation clinic had ever been organised in Fivehead. <i>Action: Clerk to include blood donation details in Dec 16 newsletter and ask if a Fivehead clinic would be of interest.</i>		
	Date of Next Meeting		
	Monday 19 December 2016 at 1930 The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2140.

Chairman.....

Dated.....