**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 19 December 2016 at 1900 at The Village Hall, Stowey Road Fivehead**

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<tr>
<th>Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; Mrs N Cameron; Mr K Male; Mr R Wynn from Min 2614; County Councillor D Yeomans; Mrs J Wardle (Clerk/RFO).</th>
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| **Public participation**  
Two members of the public attended.  
a) A representative of the Parochial Church Council (PCC) reported that:  
   b) work by the PCC and KM had commenced to lift the tree canopy where it was overhanging walls and obscuring the view of the church. Work will be completed in Jan 17.  
b) the collapsed wall in the NE corner borders an area of open churchyard which is a PCC responsibility. Further research is required to ascertain whether previous work on this wall was paid for by the PCC or the owner of Tudor Cottage - see Min 2617d).  
c) the wall in the NW corner of the closed churchyard (PC responsibility) is being damaged by a hazel hedge owned by Dinhams Cottage. Professional advice is required on how to stop the damage - see Min 2617d).  
2. A representative of South Somerset Bridleways Association (SSBA) made the following points regarding the diversion of footpaths L11/37 and 38 onto South Drove and the track to the west of Lower Listock farm buildings:  
a) SSBA support the intentions of the landowner and make no assertions that the footpaths have a higher status (it is fully accepted that they are footpaths).  
b) SSBA believe South Drove has higher rights. An application, made by SCC on itself in 2009 was thrown out by the Regulation Committee and 'was never fully and professionally evaluated and tested'. The decision could not therefore be appealed against.  
c) Definitive Map Modification Order (DMMO) applications have been submitted by SSBA and these should be processed before these footpath diversions are, or can be, considered. Most counties would take out of order any DMMO application which effected planning or diversion applications. If SCC persists in making orders for the diversion of L11/37 and 38 onto South Drove before its status is determined, then a decision will have been taken which has pre-determined the outcome of the DMMO applications and SSBA will object. If South Drove did have higher rights, then the diversion application would be for extinguishments rather than diversions. If SCC persist in making orders for diversions rather than extinguishments then SSBA will object.  
d) If SSBA do not object they will be condoning and acquiescing to footpath only rights on South Drove.  
e) The Countryside and Rights of Way (CROW) Act 2000 set a target date of 25 years for the recording on local authorities’ definitive maps of certain rights of way created before 1949. Thus, certain rights of way could be lost if not registered for consideration before 2026. In response, DY commented on the large backlog (over 300 applications) awaiting processing. Both members of the public and DY left the meeting.  

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<th>County Councillor’s Report</th>
<th>DY’s letter had previously been circulated to Members.</th>
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<td>District Councillor’s Report</td>
<td>Not available.</td>
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| 2612 | Apologies for absence  
Apologies for absence from: Mr J Westworth; District Councillor S Steele. |
|---|---|
| 2613 | Approval of the minutes of the last Parish Council meeting  
a) The minutes of the Parish Council meeting, previously circulated, held on held on 7 November 2016 were approved. Proposed LH and seconded PB. Carried unan. |
| 2614 | Co-option to fill Casual Vacancy  
Following advertisement of the vacancy, one application had been received from Mr R Wynn (RW). **Resolution: that RW be co-opted to fill the Casual Vacancy.** Proposed by LH and seconded by NC. Carried unan. The Chairman declared that RW been co-opted. **Resolution: that RW sign the Declaration of Acceptance of Office and take part in the remainder of the meeting.** Proposed KM and seconded LH. Carried unan. RW signed Declaration of Acceptance of Office form. **Action: Clerk to notify Electoral Role Officer of co-option. Clerk to provide RW with Register of Members' Interests for completion and all Council policies.** |
| 2615 | Declarations of interest  
No members declared an interest in items on the agenda. |
| 2616 | Dispensations  
No dispensation requests were requested. |
Matters Arising From the Minutes (7 November 2016) and Raised By Members

- **Action:** Clerk to liaise with HL at Clive Miller & Associates to arrange presentation re Glendale development plans. No developments to report.
- **Action:** PB to brief RW progress and next steps on the draft Emergency Plan preparation.
- **Action:** Clerk to submit draft digital policy and instructions to Council for approval. No progress.

Cemetry and closed churchyard

- **Action:** PB to undertake further research re the ownership of open churchyard NE wall and financial arrangements for repair.
- **Action:** Clerk to take professional advice on how to stop the damage being caused to the churchyard’s NW wall by hazel growth.
- **Action:** Clerk to notify Clerk if strimming training is required for new volunteer. No progress.

Honorarium

- **Resolution:** to pay an Honorarium of £200 to H Price. Proposed KB and seconded NC. Carried unan.
- **Resolution:** to purchase a £50 gift for Webmaster. Proposed LH and seconded RW. Carried unan.

A second set of ashes from Newsletter budget line.

Resolution: **to arrange payment of Honorarium from Newsletter budget line.**

The Sunnyside development.

- **Action:** Clerk to get quote for additional noticeboard repair. No progress.
- **Action:** Clerk to contact Yarlington re possible event at St Martin’s Close covering Road Safety and Crime Prevention. No progress.
- **Action:** Clerk to check if Fivehead should have a list of historic assets. No progress.
- **Action:** Clerk to obtain details of template of questions from SSDC Rural Action Housing Plan that could be used in Community Plan update. No progress.
- **Action:** Clerk to check if Fivehead contains correct and complete village information, and to prepare a summary sheet that can be printed for non-internet users.
- **Action:** Clerk to check if Fivehead website contains correct and complete village information, and to prepare a summary sheet that can be printed for non-internet users.

Above ground with a Hedgerow Replacement Notice covering 582m of hedgerows over both sites. The replacement hedges are to consist of cell-grown Hazel and Field Maple and, to ensure vigorous establishment, each tree will have competing vegetation treated and be individually guarded within a ‘Tubex’ shelter rather than inferior spirals. Compliance date is 29 Feb 17.

- **Action:** Clerk to check with SCC that knotweed has been removed.
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PB has assessed the condition of the war memorial and submitted a pre-grant application to the War Memorial Trust who can grant up to 75% of costs for restoration work. A reply is expected within 10 weeks.

- **Action:** Clerk to get a further quote to sand and stain the entire noticeboard.
- **Action:** Clerk to check with SCC that knotweed has been removed.
- **Action:** Clerk to contact Yarlington re possible event at St Martin’s Close covering Road Safety and Crime Prevention. No progress.

The data on reverse Glendale development plans.

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The Cemetery Conditions have been amended to include requirement for grave numbers on reverse of headstones.

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PB reported that M Brett was unable to do any further work on the Emergency Plan. RW agreed to take the lead on updating the plan. The Clerk will provide support as required.

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Clerk was asked to get a further quote to repair the Council’s noticeboard, a quote of £225 has been received. This is deemed to be value for money but the Clerk was asked to get a further quote to sand and stain the entire noticeboard.

- **Action:** Clerk to get quote for additional noticeboard repair.
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LH and PB will attend the Jan 2017 VH meeting to discuss WiFi availability in the hall including the relevance to Fivehead Emergency Plan communications.

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Correspondence Received

a) The results from A378 Speed Indicator Device (SID) show the median speed was 36mph cf speed limit of 30mph. The 85%ile speed was 43mph cf the intervention limit of 36mph. The 85%ile speed is the speed at which 85% of all vehicles are travelling either at or below (with the remaining 15% travelling above 43mph). The intervention limit is the speed at which a location is deemed to have a speeding issue. Locations that equal/exceed the intervention level speed qualify for a Speed Indicator Device on a regular basis. Proposed dates for 2017 SID installation are w/c 29 May and 4 Dec. Council noted with concern the continued abuse of the 30mph zone and asked that these concerns be passed to the relevant authorities. **Action: Clerk to write authorities re speeding on the A378.**

b) Great British Spring Clean (3-5 Mar 17) - noted - no participation in formal event.

c) SSDC offer of Christmas Tree recycling in village was considered to be of interest. **Action: Clerk to contact Village Hall Chairman and Playing Fields Chairman for approval to use VH carpark; and, if agreed, to make arrangements with SSDC.**

d) SSDC consultation on Street Trading Policy – noted - no comments.

e) An application to SCC to divert footpaths from the yard at Lower Listock Farm and through the fields to the north and south of South Drove onto the surfaced routes was considered taking note of the comments made during the Public Session. **Action: Clerk to write to SCC noting that Council have been made aware of concerns about the process being followed for footpath diversion and asking that they be kept informed of developments.**

f) D Warburton MP advice surgery dates including in Langport on 11 Feb 2017 - noted. Details posted on noticeboard and website.

g) SSDC proposal to set-up a lottery to support local voluntary/community groups - noted.

h) SALC survey on claiming Dependents’ Carers’ allowance – noted.

i) Council were pleased to receive notification from A4A of success in receiving a **Big Lottery Fund** grant (£2545) to support updating of the Fivehead Community Plan.

j) **Action: Clerk to get 3 quotes for external professional assistance in preparing the Community Plan update.**

k) The agents for the Glendale development have been notified of vegetation overhanging the road and causing an obstruction.

l) Council were delighted to see the Friendly Society Banner restored, framed and installed in the Village Hall thanks to the efforts of the Banner sub-committee, RW and Knapp Construction (who installed the Banner free of charge). **Action: Clerk to liaise with O Howard re publicity for the Banner.**

m) Citizens Advice South Somerset request for grant support - declined.

n) SSDC consultation on Public Space Protection Order - noted - no comments.

Reports

a) Playing Field - Langport Tesco supported the recent bingo evening and also have local charity funds that could be investigated by the VH and PF committees.

b) The damaged road between Fivehead and Swell has been repaired.

c) NC reported on the SALC All Area Meeting which included presentations from BT, SCC and SALC. Noted that referendum principles will not be extended to FY17/18 parish precepts.

d) Cemetery - Commonwealth War Graves have inspected the War Grave: confirmed to be in satisfactory condition and hopefully will be cleaned 2017/18; concern expressed about adjacent rubble and soil pile. **Action: working party to clear rubble in cemetery to be organised early 2017.**

e) Rights of Way: concern with possible hazard at the self-closing metal gate situated north of the bridge (junction with footpath L11/2) - SSDC will move the gate to the bottom of the steps and continue the handrails from the bridge to the gate. **Action in New Year; with a temporary stake, warning tape and a sign on the end of the bridge, to cover over Christmas period.**


g) Village Hall; Asset/Maintenance Check Report (JWe) - nil report.
Planning - see [http://www.southsomerset.gov.uk/planningsearch/](http://www.southsomerset.gov.uk/planningsearch/) for details

a) Application No 16/05065/FUL. Change of use of two former agricultural buildings to form a dwelling and associated garage. Stowey Farm, Stowey Road. Application supported.

b) Application No 16/04633/FUL. Erection of wooden field shelter / hay storage on concrete base. Land West of Poolhayes, Higher Swell. Application supported.

c) Approval of Non Material Amendment No 16/05045/NMA for planning permission 14/03835/FUL. Variation of windows and confirmation of walling manufacturer. Brook House, Ganges Hill. Noted.

d) Withdrawal of Application No 16/03614/FUL. Relocation of existing dog grooming business and additional ten boarding kennels. Old Forge, Langport Road, Fivehead. Noted.

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FY17/18 Finances

a) The need for a new plan of the cemetery (ideally in digital form with an associated database); the increasing level of maintenance work (to ground and railings) required in the cemetery, and the currently low charges, were discussed. **Resolution: wef 1 January 2017, to increase cemetery charges for parishioners by 10% and for non-parishioners by 20%**. Proposed PB and seconded NC. Carried unan. **Action: Clerk to amend cemetery charges wef 1 Jan 17**.

b) Clerk has confirmed a contract extension for grass maintenance with the current contractor.

c) The draft budget for FY17/18 including spend on Assets, Maintenance and Grants, and the Reserves Policy was discussed noting the reduced grant allocation from SSDC; the grant requests from the Village Hall and the Playing Fields Management Committees; and the growing levels of maintenance requirements on the cemetery, the churchyard walls, the Pound wall and gate, the war memorial and the noticeboard. **Action: Clerk to prepare options for the FY17/18 budget for discussion and agreement at the 16 Jan 17 Council meeting**.

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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:

1. HMRC Clerk/RFO PAYE (Nov) salary £57.80

b) Payments authorised:

1. J Wardle Clerk/RFO Salary (Nov) £231.61
2. J Wardle Homeworking allowance (Nov) £18
3. FVHMC Meeting room (Oct) £14
4. FVHMC Meeting room (Nov) £14
5. iSOK Designs Newsletter print (Dec) £86.20

C) Income received during the month:

1. Natwest Interest (Oct) £1.12
2. West Country Firewood Newsletter advert £36
3. Isle Valley Vets Newsletter advert £36
5. Gary Bailey Newsletter advert £36

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Matters of Report, Questions and Items for the Next Meeting

a) Chairman: nil

b) Clerk:

1. i) budget and precept approval
2. (ii) internal review 3 of 4 (LH)
3. (iii) appointment of Internal Auditor. **Action: Clerk to ask G Balmer if he will act as Internal Auditor for FY16/17**.

c) Councillors:

1. (i) PB suggested that more information could be advertised re fuel poverty and surviving winter. **Action: Clerk to provide details of various fuel poverty initiatives on the website and noticeboard, and in the newsletter**.

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Date of Next Meeting

Monday 16 January 2017 at 1930 The Village Hall, Stowey Road, Fivehead

The meeting closed at 2135

Chairman………………………… Dated………………………

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