

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 3 April 2017 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; Mrs N Cameron; Mr K Male; Mr J Westworth; County Councillor D Yeomans; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	Public participation No members of the public attended.
	County Councillor's Report DY's letter had previously been circulated to Members.
	District Councillor's Report SS reported that the Environment Agency and the Parrett Internal Drainage Board are dealing with the bund and drainage issues between the Fivehead River and Isle Brewers.
2655	Apologies for absence Apologies for absence from: Mr R Wynn
2656	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 6 Mar 2017 were approved. Proposed PB and seconded JWe. Carried unan.
2657	Declarations of Interest No members declared an interest in items on the agenda.
2658	Dispensations No dispensation requests were requested.
2659	Matters Arising From the Minutes (6 March 2017) and Raised By Members a) <i>Action: KB to contact hedge owner adjacent to closed churchyard to agree next steps inc costs. Unable to contact owner to date; KB to progress.</i> b) <i>Action: PB to investigate Transparency Code funding further. Awaiting details from SALC.</i> c) Community Plan Working Group - the survey has been printed and will be distributed after 5 Apr 17. It is also available online. A single collection will be made house-to-house w/c 24 Apr 17. Completed surveys can also be left in secure boxes in the Crown and Stable. A prize draw on the survey offers a voucher for Greenshutters nursery - this was decided by the working group to promote a local business and to avoid an establishment selling alcohol in case the winner was underage. d) The Annual Parish Meeting, which will be held at 1900 on 5 Apr 17, will feature talks by a local Village Agent and PB in addition to the formal agenda. Refreshments will be served. e) Cemetery tidy-up. JWe and KM had assessed the work required to clear the rubble next to the War Grave. <i>Action: Clerk to check SALC on propriety of JWe quoting (with two other estimates) to use his earth-moving equipment (labour free of charge) to clear debris.</i> The Clerk confirmed that 27 panels of metal railings on the cemetery frontage would benefit from painting before new signs were fitted. <i>Action: PB to enquire about any local sponsorship for restoration of the railings.</i> f) Churchyard trees. Following some small-scale pruning and branch removal by a member of the church, it was agreed not to have any further work done at this time. The Council thanked O Howard for work.
2660	Correspondence Received a) From SCC and SSDC re speeding in Fivehead. Highways will investigate the possibility of locating a SID on Ganges Hill. A change in the speed limit (to 20mph) within the village itself would require a change to the Traffic Regulation Order (TRO) and is unlikely to be approved. b) From St Margaret's Hospice re request for donation. Resolution: to make a donation of £50 to St Margaret's Hospice. Proposed PB and seconded NC. Carried unan. c) From parishioner re littering and fly-tipping in village and adjacent roads. Members agreed that anti-social littering and fly-tipping is on the increase. The efforts of the volunteers who pick-up the waste are much appreciated. <i>Action: Clerk to use the website and newsletter to formally thank volunteers and to remind everyone of the penalties for littering and fly-tipping.</i> d) From Langport Town Council re closure of NatWest bank. It was agreed that the closure of this well-used and historical feature in Langport was unwelcome and inconvenient news.

2661	Reports a) No reports from Village Hall, SALC, Highways, or Cemetery. b) Playing Fields - Easter Bingo on 7 Apr 17 c) Environment - action has been taken to remove the 'grey water' opposite the cemetery. d) Rights of Way - still awaiting details of strimmer training dates for new volunteer. e) Police - details of crimes at https://www.police.uk/ - shows 1 crime in Fivehead (Jan 17). f) Asset/Maintenance Check Report - book passed to KB.		
2662	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details. a) Application No 17/01022/S73 to vary condition 02 (approved plans) of planning permission 15/01486/FUL (approved at appeal) by substitution with revised plans and discharge of conditions - no comments.		
2663	Assets, Reserves, Risk and Insurance (all documentation previously circulated) a) The Asset Listing correct to 31 Mar 17 was reviewed and approved. b) The Reserve Listing correct to 31 Mar 17 was reviewed and approved. c) The Risk Management Report (inc Insurance cover details) correct to 31 Mar 17 was reviewed and approved. <i>Action: Clerk to confirm location of cemetery deeds with NatWest and arrange for new storage.</i>		
2664	Finance The financial position of the Council was received. A statement for FY16/17 was scrutinised - noting that the final figures are awaited from NatWest. It was agreed that the two overspends (more than £1) on newsletter printing and the hard drive (totalling £44.95) can be offset by the other underspends on administration budget lines. It was also noted that the outstanding VAT can be reclaimed as it is now 12 months since the last claim. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	None		
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Mar)	£231.61
	(ii) J Wardle	Homeworking allowance (Mar)	£18
	(iii) HMRC	Clerk/RFO PAYE (Mar)	£57.80
	(iv) FVHMC	Meeting room (Jan)	£14
	(v) FVHMC	Meeting room (Feb)	£14
	(vi) M Pettitt	Grass maintenance (Mar)	£320.36
	(vii) A Purchase	Renovation of noticeboard	£285
	(viii) O Howard	Wine (18 bottles) for APM and Community Plan events	£82.19 (inc VAT) (Big Lottery grant-funded)
	(ix) iSOK Designs	Newsletter print (Apr)	£86.20
	c) Income received during the month:		
	(i) NatWest	Interest (Feb)	£0.21
	(ii) Woodlouse Conservation	Newsletter advert	£18
	(iii) Sarah Minty (Pilates)	Newsletter advert	£18
	(d) To note Internal Review 4 of 4 conducted by LH and Clerk.		
2665	Matters of Report, Questions and Items for the Next Meeting a) Chairman (i) Appointment of members to bodies. KB to stand-down from Playing Fields Committee if she remains as Chair of the Council. b) Clerk (i) FY16/17 Annual Accounts and Annual Return (ii) Clerk annual review and remuneration c) Councillors - nil.		
	Annual Parish Meeting Wednesday 5 April 2017 at 1900 - The Village Hall, Stowey Road, Fivehead Date of Next Meeting (Annual Meeting of the Parish Council) Monday 8 May 2017 at 1930 - The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2120.

Chairman.....

Dated.....