

**MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 8 May 2017 at 1930 at The Village Hall, Stowey Road Fivehead**

	<b>Present:</b> Mrs K Beacham (Chair); Mrs P Brett; Mr K Male; Mr J Westworth; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
2666	<b>Election of Chairman</b> KM presided over the elections. <b>Resolution: Kate Beacham to be elected as Chairman for the next 12 months.</b> Proposed JWe and seconded PB. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office form and took the Chair.
2667	<b>Election of Vice-Chairman</b> <b>Resolution: Laura Howard to be elected as Vice-Chairman for the next 12 months.</b> Proposed KM and seconded PB. Carried unan.
	<b>County Councillor's Report</b> County Councillor D Yeoman's final report had been received and read with interest. The Council asked that their thanks to him for support and advice over many years be formally recorded. <i>Action: Clerk to write email thanking C Councillor D Yeomans.</i>
	<b>District Councillor's Report</b> SS passed a request for a donation for the Musgrove MRI scanner to the Chair for consideration at the next meeting. <i>Action: Clerk to note donation request for 5 Jun 17 meeting.</i>
	<b>Public participation</b> No members of the public attended.
2668	<b>Apologies for absence</b> Apologies were received from: Mrs L Howard; Mrs N Cameron; Mr R Wynn
2669	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 3 Apr 17 were approved subject to amendment to Min 2660 to include revised wording of <b>Resolution: to make a donation of £50 to St Margaret's Hospice under Section 137.</b> Proposed PB and seconded JWe. Carried unan.
2670	<b>Declarations of Interest</b> a) No Member declared an interest in items on the current agenda.
2671	<b>Dispensations</b> No dispensation requests were requested.
2672	<b>Members appointed to the following bodies:</b> The following appointments were made: a) Playing Field - PB; b) Village Hall - LH; c) SALC - NC; d) Cemetery Sub Committee - KM, LH & JWe; e) Highways - JWa; f) Rights of Way - JWe; g) Internal Audit - LH; h) Staffing Panel - KM, KB & NC; i) Parish Paths Liaison Officer - J Mahoney; j) Environment Warden - JWa; k) Tree Wardens - B Knox & R Leighton
2673	<b>Review and re-adoption of policies; and re-affirmation of legislation and appointments</b> a) The following were reviewed and re-adopted without change: (i) Standing Orders (ii) Financial Regulations (iii) Audio/Visual Recording and Photography at Council Meetings Policy (iv) Mandatory Model Code of Conduct as it is applicable to Parish Councils (v) Health and Safety Policy (vi) Information Security Policy (vii) Communications Policy (viii) Complaints Procedure b) The following were reaffirmed: (i) The implementation of legislation relating to Equal Opportunities, Crime and Disorder, Freedom of Information Act, Health and Safety and Human Rights. (ii) The appointment of J Wardle as the Responsible Financial Officer. (iii) The appointment of Mr G Balmer as the Internal Auditor for the 2016/17 accounts.  <b>Resolution: to re-adopt items at a), and reaffirm items at b).</b> Proposed JWe and seconded KM. Carried unan.

2674	<p><b>Matters Arising From the Minutes (3 April 2017) and Raised By Members</b></p> <p>a) The hedge owner adjacent to closed churchyard has agreed to pay £60 towards the costs (£90exc VAT) of cutting all the hazel in the raised border down to near stump level and treating with brushwood killer. <i>Action: Clerk to contact contractor to accept quote to remove hedge. Action: Clerk to contact O Howard re ongoing treatment with brushwood killer.</i></p> <p>b) Application forms for Transparency Code funding have not yet been received. The results of the Community Plan survey re WiFi in the Village Hall are also awaited. <i>Action: Clerk to note item re funding for Village Hall WiFi For Jul 17 meeting.</i></p> <p>c) Over 50% of households responded to the Community Plan survey either on the form or online which is a very positive outcome. Thanks were given to all those who helped with distribution and collection of the surveys. The full report, which will be prepared by the Community Council for Somerset, is due to be received by end Jun 17.</p> <p>d) Cemetery maintenance. Further quotations are required to clear the earth/stone debris. PB has contacted Kelways re sponsorship for restoration of the railings - a reply is awaited.</p> <p>e) O Howard has kindly trimmed some of the Churchyard trees to lift the canopy and to give better access to the wall which needs to be rebuilt. His efforts are most appreciated by the Council. Professional advice has indicated that the large twin stem conifer growing at the front of the church door in between two Irish yews should ideally be removed before it gets any bigger and spoils the yew further. It is noted that this is a large job which requires specialist training and equipment. One discounted quote below £500 has already been received which is acceptable to the Council. Further estimates will be sought for comparison. <b>Resolution: subject to the agreement of a value for money price, professional removal of the large conifer adjacent to the Church will be contracted-in.</b> Proposed JWe and seconded PB. Carried unan.</p> <p>f) The Clerk advised that the deeds for cemetery are held at the solicitors not NatWest bank.</p> <p>g) Replacement of hedgerows. The landowner has been conscientious in following SSDC's guidance. SSDC checked the new hedgerow plantings at both sites and confirmed that the requirements of the Hedgerow Redial Notice are being complied with very successfully.</p>
2675	<p><b>Matters Arising From the Annual Parish Meeting (5 April 2017)</b></p> <p>a) Council agreed the need for signage in the village (including the bottom of Ganges Hill) to discourage over-sized vehicles from making unsuitable turns into narrow lanes. They also agreed that improvements to the signage to Matravers Engineering (Isle Moor Works) would help prevent difficulties for large vehicles. <i>Action: Clerk to contact Matravers Engineering and Highways to discuss improved signage for heavy vehicles in Fivehead.</i></p>
2676	<p><b>Correspondence Received</b></p> <p>a) A query from a parishioner re erection of new shed in grounds of the listed Baptist Church has been passed to SSDC Planning for clarification of the guidelines for planning consent.</p> <p>b) Council considered a letter from the Lord Lieutenant of Somerset re a 'Somerset Remembers' event in Nov 2018 mark the end of World War One. Efforts are in hand to get the war memorial renovated (PB) and the post/link fence repaired (KM) before then. Other ideas (eg rose-beds around the green) will be sought. <i>Action: Clerk to seek ideas in the newsletter, website and Facebook for the Somerset Remembers event.</i></p> <p>c) The Council will run a 'Is it water or something nicer?' stall at Summer Fete (22 Jul 2017). <i>Action: final details of Summer Fete stall to be agreed at Jun 17 meeting.</i></p> <p>d) The request from Dorset and Somerset Air Ambulance for night-landing sites for the new AW169 helicopter was considered. <i>Action: Clerk to contact the Playing Fields Committee and advertise the request from Dorset and Somerset Air Ambulance for night-landing sites in the newsletter, on the website and on Facebook.</i></p> <p>e) Cheddon Fitzpaine Parish Council re consultation on West Monkton &amp; Cheddon Fitzpaine Neighbourhood Development Plan - noted.</p> <p>f) ToHealth re free NHS Health Checks - noted.</p> <p>g) Letter from Lord Lieutenant of Somerset re 'The Great Get Together' (Jun 2017) - noted.</p> <p>h) Being aware of the new requirement on the existing maintenance contractor for increased Public Liability insurance (now £10M); having taken advice from SALC; and noting that the contract will be re-tendered in Dec 17, the following was agreed. <b>Resolution: to increase rates payable to existing maintenance contractor to cover new contract requirement.</b> Proposed PB and seconded JWe. Carried unan.</p>

	<i>Action: Clerk to notify contractor of new rates and obtain insurance certificate for new cover.</i>		
2677	<b>Reports</b> a) Nil reports from Playing Field, SALC, Cemetery, Highways or Environment. b) Village Hall - it was noted that the agreed Aims for FY17/18 are: <ul style="list-style-type: none"> <li>• To continue to provide a facility for the village.</li> <li>• To resolve the heating issues within the hall.</li> <li>• To facilitate the installation of WiFi with the financial support of the Parish Council.</li> </ul> c) Rights of Way (i) Noted that a substantial part of the westerly section of L11/51 before the junction with L11/52 has been ditched by the farmer over the winter of 2016/17. (ii) Unfortunately the new volunteer is now unable to undertake strimmer duties this year. <i>Action: Clerk to take advice on need for replacement strimmer from PPLO and then advertise if required.</i> d) Police report available at <a href="http://www.police.uk">www.police.uk</a> . e) Asset/Maintenance Check Report retained by KB.		
2678	<b>Planning - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</b> a) Application No 17/01377/FUL Proposed new garden studio building at Cathanger Manor, Cathanger Lane - no objections. b) Application No 17/01506/FUL Erection of first floor extension at Windrush, 22 Ganges Close, Fivehead - no objections.		
2679	<b>FY16/17 Annual Accounts and Annual Return</b> a) <b>Resolution: to approve the Annual Accounts for FY16/17 (previously circulated).</b> Proposed KM and seconded JWe. Carried unan. Signed by the Chairman and RFO. b) Noted that the Internal Auditor's report and the Annual Return for FY16/17 Sections 1 and 2 will be reviewed and approved at the Jun 17 meeting.		
2680	<b>Clerk/RFO annual review and remuneration</b> a) A review of Clerk/RFO's performance and salary on the anniversary of appointment (1 May 2015) will be held at 1600 on Friday 2 Jun 17. It was noted that new salary scales came into force on 1 Apr 2017 - Clerk's Apr salary underpaid by £2.88 (to be added to future payment).		
2681	<b>Finance</b> 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) FVHMC	Meeting room rent (Mar)	£14
	(ii) St Margaret's Hospice	Donation	£50 (Section 137)
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Apr)	£231.61
	(ii) J Wardle	Homeworking allowance (Apr)	£18
	(iii) HMRC	Clerk/RFO PAYE (Apr)	£57.80
	(iv) FVHMC	Grant	£3000
	(v) FPFMC	Grant	£2457.46
	(vi) AON	Annual insurance renewal (3 of 3)	£167
	(vii) FVHMC	Meeting rooms rent (Apr inc APM)	£42.50
	(viii) M W Pettitt	Grass maintenance (Apr)	£328.56
	(ix) P Brett	Food and items for Annual Parish Meeting	£73.40
	c) Income received during the month:		
	(i) Natwest	Interest (Mar)	£0.23
	(ii) Kev's Cleaning Services	Newsletter advert	£18
	(iii) SSDC	Precept and Grant	£13953

2682	<p><b>Matters of Report, Questions and Items for the Next Meeting</b></p> <p>a) Chairman:</p> <p>(i) The Council meetings on 5 Jun, 10 Jul, 7 Aug and 4 Sep <b>will commence at 2000 not 1930</b>. The meeting on 2 Oct will revert to 1930 start time.</p> <p>b) Clerk:</p> <p>(i) Council passed their thanks to Beth and Len Thompson for their hard work in keeping the Pound's vegetation under control.</p> <p>(ii) It was noted that Japanese Knotweed has been reported to the agent managing the Glendale site.</p> <p>c) Councillors - nil.</p>
	<p><b>Date of Next Meeting</b></p> <p>Monday 5 June 2017 <b>at 2000</b>. The Village Hall, Stowey Road, Fivehead</p>

The meeting closed at 2042

Chairman.....

Dated.....