

**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 5 June 2017 at 2000 at The Village Hall, Stowey Road Fivehead**

|      |  |
|------|--|
|      | <b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr K Male; Mr J Westworth; County Councillor C Aparicio Paul; Mrs J Wardle (Clerk/RFO).   |
|      | <b>Public participation</b><br>No members of the public attended.  |
|      | <b>County Councillor's Report</b> - previously circulated.   |
|      | <b>District Councillor's Report</b> - nil  |
| 2683 | <b>Apologies for absence</b><br>Apologies were received from: Mr R Wynn; District Councillor S Steele  |
| 2684 | <b>Approval of the minutes of the last Parish Council meeting</b><br>a) The minutes of the Parish Council meeting, previously circulated, held on 8 May 17 were approved subject to dates in title and for next meeting being amended to 2017, and Min 2680 being reworded to read 'Clerk's Apr salary underpaid by £2.88 (to be added to future payment).' Proposed PB and seconded KM. Carried unan.   |
| 2685 | <b>Declarations of Interest</b><br>a) LH declared an interest in item 11d) (planning application).   |
| 2686 | <b>Dispensations</b><br>No dispensation requests were requested.   |
| 2687 | <b>Matters Arising From the Minutes (8 May 2017) and Raised By Members</b><br>a) The hedge adjacent to the closed churchyard has been cut to ground level and treated with brushwood killer. Oliver Howard has confirmed that he will undertake the ongoing treatment of the vegetation to prevent regrowth. The Council expressed their thanks to him.<br>b) Cemetery maintenance. Three quotations have now been received to clear the earth/stone debris by the War Grave. Under item 10, KB reported some animal excavation under a grave that needs refilling. KM suggested that some of the earth debris could be retained in the cemetery for ground levelling. He also outlined the need to remove branches from the large tree overhanging the war grave. It was agreed that Members should meet in the cemetery before the Jul meeting to see the work required. <i>Action: Clerk to include decision on cemetery maintenance actions and quotes on the Jul 17 agenda.</i> PB reported that sponsorship for restoration of the railings was being considered by a local business.<br>c) Churchyard trees. Following the Resolution at the last meeting and the subsequent receipt of three quotes, a contract has been awarded to Arbortech for the removal of the large conifer by the church door. The PCC has been informed. Work scheduled is for 15 Jun 2017. The cost (£495 exc recoverable VAT) will be taken from Reserves under the power of Section 215 (Closed Churchyard).<br>d) It is unclear from historical documents where the cemetery deeds are stored. NatWest (Langport) have no record of them. A formal request has been sent to the solicitors requesting confirmation that they hold them.<br>e) The Clerk has contacted Highways to discuss improved signage for heavy vehicles in Fivehead.<br>f) SSDC Planning are investigating the erection of a new shed in grounds of the listed Baptist Church.<br>g) The Council will organise a Bottle Stall for the Summer Fete on 22 Jul 17. It was agreed that all Council Members, the Clerk and SS would each donate 2 unopened bottles and as many 'empty' bottles as possible. <i>Action: final details of Summer Fete stall to be agreed at Jul 17 meeting.</i><br>h) The Playing Fields Management Committee have kindly offered the site to Dorset and Somerset Air Ambulance for emergency night-landing. KM also offered to make enquiries re a possible site near the A378. <i>Action: Clerk to contact Dorset and Somerset Air Ambulance with offer of emergency night-landing site on Fivehead Playing Fields.</i><br>i) The grass maintenance contractor has agreed the revised contract and has supplied details of his increased public liability cover (£10M).<br>j) PB summarised the three quotes to restore the war memorial noting that the War Memorials Trust (WMT) advise that works should be undertaken by a qualified contractor under the supervision of the SCC Conservation Officer as the Memorial is Grade 2 |

|      |  |
|------|--|
|      | <p>listed. The works will include cleaning, repointing using lime mortar, cracks repair, and re-fixing and treatment of bronze plaques. The WMT will cover 75% of costs. The Conservation Officer has asked to meet with the preferred contractor before final submission to the WMT.</p> <p><b>Resolution: to accept the quote (minus the step replacement and application of Shelter Coat) from RBG Stonemason (Thorney) up to a maximum of £2500 to restore the war memorial subject to the War Memorial Trust covering 75% of costs; and noting that the remainder will come from Reserves under power of the War Memorials Act 1923 s.1.</b> Proposed NC and seconded PB. Carried unan. Council thanked PB for her work on getting the quotes. <i>Action: PB to liaise with WMT and chosen contractor prior to submission of grant application.</i></p> <p>KM reported that he has ordered a replacement post and paint to restore the chain link fence around the war memorial. A volunteer working party will undertake this work.</p> <p>k) <b>Resolution: to donate £50 to the Musgrove MRI scanner fund under power of Section 137.</b> Proposed KM and seconded NC. Carried unan.</p> <p>l) KM and KB held a satisfactory performance review with the Clerk on 2 Jun 17. The following recommendations were made:</p> <p>(i) An per contract, the Clerk will have salary increase to new Apr 17 NALC LC1 Scale SCP20 wef 1 May 17. (£10.10/hr; 30 hrs/month = £302.97/month basic pay before PAYE). Back pay is owed for new salary agreement (from 1 Apr 17) and salary increase: April £2.88 and May £13.56 (inc PAYE).</p> <p>(ii) It was agreed not to increase the hours as 30hrs/month is usually sufficient.</p> <p><b>Resolution: to increase Clerk salary to LC1 Scale SCP20 (NALC 2016-18 National Salary Award) wef 1 May 17 and make consequential back-payments.</b> Proposed LH; seconded PB. Carried unan.</p> |
| 2688 | <p><b>Correspondence Received</b></p> <p>a) From CSW You Can Do re volunteer events on rural transport issues - NC to consider attending.</p> <p>b) From Information Commissioner re automatic renewal of Data Protection Registration (£35) on 7 Jul 17 - noted.</p> <p>c) From CCS re workshop 'Managing your Community Buildings' - no action.</p> <p>d) From SALC re availability of Transparency Code funding 2017-18. <i>Action: Clerk to discuss funding applications for websites with Webmaster and PB.</i></p> <p>e) From SCC re proposed diversion of public footpaths L11/37 and T17/20 (Lower Listock Farm) - there was unanimous support for the proposal. <i>Action: Clerk to confirm support for the proposed diversion of public footpaths L11/37 and T17/20 (Lower Listock Farm).</i></p> <p>f) From Village Hall MC acknowledging grant and advising of increase in charges - noted.</p>  |
| 2689 | <p><b>Reports</b></p> <p>a) Playing Field - some anti-social behaviour has been reported to the Police who will provide some presence on the site.</p> <p>b) No reports from Village Hall; SALC; or Highways.</p> <p>c) Cemetery - see Min 2687.</p> <p>d) Environment - it was noted that the deposit of material in an entrance off the Swell Road is on private land.</p> <p>e) Rights of Way - the steel rod obstructions that have become exposed on L11/51 have been reported to SCC. It was noted that part of L11/51 has been mown - the Clerk has queried the mowing schedule with SCC. A volunteer strimmer is still being sought.</p> <p>f) Police report available at <a href="http://www.police.uk">www.police.uk</a> shows 2 incidents in Fivehead in Mar 17.</p> <p>g) Asset/Maintenance Check Report passed to NC.</p>   |
| 2690 | <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) Approval STC of Application No 17/01022/S73 Application to vary condition 02 (approved plans) of planning permission 15/01486/FUL (approved at appeal) by substitution with revised plans and discharge of conditions 3 (materials), 4 (windows and doors), 5 (scheme of landscaping), and 10 (drainage). Windyridge, Fivehead - noted</p> <p>b) Approval STC of Application No 17/01377/FUL Proposed new garden studio building at Cathanger Manor, Cathanger Lane - noted.</p> <p>c) Approval STC of Application No 17/01506/FUL Erection of first floor extension at Windrush, 22 Ganges Close, Fivehead - noted.</p>  |

|      |   |                             |         |
|------|---|-----------------------------|---------|
|      | d) Appeal in Respect of Application Decision 16/05371/OUT Erection of 4 detached bungalows. Land opposite The Old Manse, Fivehead. It was agreed that the previous comments submitted in Jan 17 still stand. The Planning Inspectorate will be notified of an inaccuracy in para 7.35 of the appeal which quotes incorrect voting figures for the Council meeting in Jan 17.  |                             |         |
| 2691 | <p><b>FY16/17 Annual Accounts and Annual Return</b></p> <p>a) The Clerk summarised the report of the Internal Auditor (Mr G Balmer):</p> <p>(i) The comments of the previous internal audits are being acted upon to improve council processes and practices.</p> <p>(ii) The financial spread sheets introduced by the current clerk provide a clear illustration of the council's financial status at any point during the year.</p> <p>(iii) The Parish Clerk provided significant council financial and business records for inspection. Those records supplied had been reviewed against the Council's adopted regulations and policies for compliance and accuracy. Detailed audit observations on matters requiring clarification and/or improvement of policies and processes will be actioned by the Clerk and brought to future Council meetings for approval.</p> <p>Council recorded their appreciation of Mr Balmer's thorough and helpful Internal Audit which supports continuous improvement of the Council's work. <b>Resolution: to purchase a gift (up to £40) of appreciation for Mr Balmer's Internal Audit.</b> Proposed KB and seconded KM. Carried unan. <i>Action: Clerk to purchase gift and write to Mr Balmer.</i></p> <p>b) Noted that wef FY17/18, councils with a turnover of &lt;£25k (eg Fivehead) will be exempt from submitting an annual financial return for external audit. Internal audit will still be required. NALC have set-up a Sector Led Body (SLB) to procure external audit services for authorities if required - Fivehead opted into this arrangement (Min 2467 refers). KM expressed his concern about the increased burden that will be placed on the Clerk, internal control and the Internal Auditor.</p> <p>c) Section 1 (Governance Statement) of the Annual Return for FY16/17 was agreed and then signed by KB and Clerk.</p> <p>d) Section 2 (Accounting Statements) of the Annual Return for FY 16/17 was agreed and then signed by KB.</p> |                             |         |
| 2692 | <p><b>Finance</b></p> <p>The financial position of the Council was received. An interim statement was scrutinised and it was noted that budget line forecast overspends will be reviewed at the end of Q2. Two bank reconciliations were signed off by the Chairman.</p>  |                             |         |
|      | a) Payments authorised during the previous month:   |                             |         |
|      | Nil   |                             |         |
|      | b) Payments authorised:   |                             |         |
|      | (i) J Wardle  | Clerk/RFO Salary (May)      | £231.41 |
|      | (ii) J Wardle   | Homeworking allowance (May) | £18     |
|      | (iii) HMRC  | Clerk/RFO PAYE (May)        | £58     |
|      | (iv) M Pettitt  | Grass maintenance (May)     | £380.50 |
|      | (v) iSOK Designs  | Newsletter print (Jun)      | £86.20  |
|      | c) Income received during the month:  |                             |         |
|      | (i) NatWest   | Interest (Apr)              | £0.28   |
|      | (ii) HMRC   | VAT repayment               | £91.46  |
|      | (iii) Greenshutters   | Newsletter advert           | £36     |
| 2693 | <p><b>Matters of Report, Questions and Items for the Next Meeting</b></p> <p>a) Chairman- nil</p> <p>b) Clerk: (i) Internal review 1 of 4 - Clerk and LH</p> <p>c) Councillors - nil</p>  |                             |         |
|      | <p><b>Date of Next Meeting</b></p> <p>Monday 10 July 2017 at 2000. The Village Hall, Stowey Road, Fivehead</p> <p><b>If weather permits, meet at the Cemetery at 1915 to discuss maintenance requirements.</b></p>  |                             |         |

The meeting closed at 2154

Chairman.....

Dated.....