

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 6 November 2017 at 1930 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 R Wynn; Mr J Westworth; County Councillor C Aparicio-Paul; District Councillor S Steele Mrs J Wardle (Clerk/RFO).
	<b>Public participation</b> No members of the public attended.
	<b>County Councillor's Report</b> - previously circulated.
	<b>District Councillor's Report</b> - SS reported that the Environment Agency has conducted some modelling work on small flood events near Isle River. Transformation at SSDC continues to impact on resources available in all departments.
2734	<b>Apologies for absence</b> No apologies were received.
2735	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 2 Oct 17 were approved. Proposed PB and seconded NC. Carried unan.
2736	<b>Declarations of Interest</b> No declarations of interest.
2737	<b>Dispensations</b> No dispensation requests were requested.
2738	<p><b>Matters Arising From the Minutes (2 Oct 17) and Raised By Members</b></p> <p>a) The Clerk has invited SCC and SSDC Highways officers to attend a site meeting to discuss options for dealing with HGVs, speeding, and vegetation growing into road. Members accepted SCC's offer to install additional Speed Indicator Devices on the A378/Ganges Hill junction; on Ganges Hill itself; and on Butchers Hill. Still awaiting reply from SSDC on options to tackle overgrown vegetation and large vehicles moving through village and narrow lanes.</p> <p>b) Community Plan update:</p> <p>(i) <b>Resolution: to approve (subject to minor amendments from CCS and SSDC) the Summary of Results booklet (including the Action Plan) for printing and publication on website.</b> Proposed JWe and seconded RW. Carried unan.</p> <p>(ii) The quotes for booklet printing were reviewed. <b>Resolution: to accept the quote from @parishmagazineprinting to print the Community Plan Summary of Results booklet (funded by Big Lottery grant).</b> Proposed JWe and seconded KM. Carried unan.</p> <p>(iii) <b>Resolution: to purchase gift up to value of £25 (from Big Lottery Fund grant) in lieu of print ink/paper costs for public event materials supplied by G Smith.</b> Proposed PB and seconded LH. Carried unan.</p> <p>(iv) Noted that the Big Lottery Fund have confirmed that the underspend from Community Plan grant can be used to trial a new format community newsletter. <i>Action: Clerk to meet with newsletter editor and webmaster to discuss options for January trial edition of newsletter.</i></p> <p>c) Streetscene have advised that the dog bins should be emptied on a Wednesday each week. Continued fouling of footpaths and farmers' fields was reported. PB has kindly offered to put a supply of bags on the bins in the hope that it will encourage their use.</p> <p>d) To claim Adverse Possession of the Pound (registered as Common Land in 1972) the Land Registry instruction re evidence of maintenance for 12 years prior to 2003 applies. <i>Action: Clerk and PB to research evidence at Heritage Centre. Clerk to contact Conservation Officer for advice.</i></p> <p>e) A scanner (with printer) has been purchased and added to the Asset Schedule. The cost (ex VAT) has been included in the Transparency Code funding claim.</p> <p>f) PB reported that the BT phone box is now the property of the Parish Council (cost £1 donated by PB). It has been added to the Asset Schedule for monthly inspection. Members will undertake a clean-up and weed kill. A decision on whether to use the kiosk for a defibrillator will be made next year after seeking further opinion from parishioners.</p> <p>h) It was agreed that the condition of Footpath L11/22 and the bund will be kept under review during the winter months. <i>Action: Clerk to note condition of L11/22 for Apr 18 agenda.</i></p> <p>i) Members thanked the Fivehead Gardening Club and other volunteers for their clearance of Langford Corner. The brambles will be sprayed at the earliest opportunity. A member of the club is preparing a garden design to improve the appearance of the site.</p>

	<p>j) PB briefed on the Spark training 'Tips for funding applications': there is a lot of funding available but it is being chased by lots of people - only one in nine applications is successful. PB outlined tips to improve chance of success including ensuring co-ordination of applications within the community - she offered to undertake this role.</p> <p>k) The Asset Inspection Schedule has been updated and a new Inspection Book prepared to record monthly inspections. <b>Resolution: to approve updated Health and Safety Policy which includes revised inspection schedule and Accident Form.</b> Proposed LH and seconded JWe. Carried unan.</p> <p>l) <b>Resolution: to approve Policy in Respect of Handling Requests Under the Freedom of Information Act 2000 and the Data Protection Act 1998 (Note: this is only a hard-copy of the existing information on the website as requested by Internal Audit).</b> Proposed PB and seconded NC. Carried unan.</p> <p>m) Noted that the statutory system of Approved Mileage Allowance Payments (AMAPs) applies for councillors and the Clerk using their own vehicles for business journeys, as follows:</p> <table> <tr> <td>Cars and vans: on the first 10,000 miles in the tax year on each</td> <td>45p per mile</td> </tr> <tr> <td>additional mile above this</td> <td>25p per mile</td> </tr> <tr> <td>Motorcycles</td> <td>24p per mile</td> </tr> </table> <p>n) PB briefed on the SSDC Planning training session attended by PB and LH. Slides and notes from the meeting are available on request from PB or the Clerk.</p>	Cars and vans: on the first 10,000 miles in the tax year on each	45p per mile	additional mile above this	25p per mile	Motorcycles	24p per mile
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2739	<p><b>Correspondence Received</b></p> <p>a) External Auditors Grant Thornton have returned the certified Annual Return for FY16/17. They noted that two issues raised by the Internal Auditor have been actioned. The Notice of Conclusion of Audit has been published on the noticeboard and the website.</p> <p>b) The new format SALC Briefing was noted and agreed to be useful.</p> <p>c) It was agreed that additional winter grit was not required from SSDC as KM holds a large stock. Members should contact him if it is required.</p> <p>d) The SSDC Consultation on the Review of the South Somerset Local Plan (2006-2028) - Issues and Options (closing date 11 Jan 18) was noted as being available at <a href="https://www.southsomerset.gov.uk/issuesandoptions">https://www.southsomerset.gov.uk/issuesandoptions</a>. There will be public drop-in sessions where the consultation document can be viewed and where Council officers will answer any queries. Local drop-in sessions are: 1 Nov - Somerton Town Council offices (4pm-7pm); 2 Nov - South Somerset District Council offices, Yeovil (4pm-7pm); 30 Nov – Great Bow Wharf, Langport (4pm-7pm). Members were encouraged to read the document and/or attend a session such that a Council view can be formulated at the next meeting.</p> <p>e) Streetscene Services will be offering their Christmas Tree Recycling service again this year during w/c 8 Jan 18 with collection either a week or two later. Members recommend that, subject to VH and PF agreement, a compound be installed in the Village Hall carpark with collection w/c 15 Jan 18. <i>Action: RW/LH to raise with VH Committee and PB to raise with PF Committee.</i></p>						
2740	<p><b>Reports</b></p> <p>a) Playing Field - no users of playing field yet; grant application for Play Area resurfacing being progressed.</p> <p>b) Village Hall - R Leighton is Acting Chairman; WiFi installation under consideration.</p> <p>c) SALC - NC briefed on the issues covered at the SALC AGM and All Area meeting.</p> <p>d) Environment - SSDC will be contacted about the re-occurrence of 'grey water' opposite the cemetery.</p> <p>e) Cemetery; Highways, Rights of Way - no reports.</p> <p>f) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> - zero crime reported in Aug 17.</p> <p>g) Asset Inspection Schedule book passed to RW.</p>						
2741	<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 No17/01174/FUL Horse stable on skids and change of use to equestrian. Langford Fivehead, Lower Swell. Noted.</p>						

2742	<b>FY18/19 Finances - Preliminary Discussion</b>		
	a) An outline budget for FY18/19 and Reserves listing was discussed taking account of the likely decrease in SSDC grant allocation and future decreases and capping. A full debate on Community Plan actions, grants, assets, maintenance, Reserves and the Precept will take place at the Dec 17 meeting. <i>Action: Clerk to schedule budget debate for Dec 17 meeting and to ask Village Hall and Playing Fields Committees for their grant requests.</i>		
	b) <b>Resolution: to approve the Risk Report dated 31 Oct 17 and confirm insurance levels.</b> Proposed PB and seconded JWe. Carried unan.		
2743	<b>Finance</b>		
	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 Q4. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	(i) K Male	Materials to repair Memorial Fence	£50
	(ii) A Barrett	Website domain name and hosting costs	£90 (Reclaim under Transparency Code
	(iii) O Howard	Wine/food for Community Plan public meeting (29 Sep 17)	£104.94 } Funded by } Big Lottery
	(iv) FVHMC	Meeting room for Community Plan public meeting (29 Sep 17)	£31.50 } Grant
	(v) FVHMC	Meeting room (29 Aug 17)	£15
	(vi) iSOK Designs	Newsletter print (Oct)	£86.20
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Oct)	£242.37
	(ii) J Wardle	Homeworking allowance (Oct)	£18
	(iii) HMRC	Clerk/RFO PAYE (Oct)	£60.60
	(iv) M Pettitt	Grass maintenance (Oct)	£425.25
	(v) P Brett	Community Plan publicity	£20.85 (inc VAT)} Funded by Big
	(vi) CCS	Community Plan survey	£1308.75 } Lottery Grant
	c) Income received during previous months:		
	(i) Sue Atwell	Newsletter advert	£18
	(ii) Ilminster Chiropractic	Newsletter advert	£18
	(iii) Mike Rogers	Newsletter advert	£18
	(iv) A Graham	Newsletter advert	£18
	(v) Arbortech	Newsletter advert	£18
	(vi) Tincknells	Newsletter advert	£36
	(vii) NatWest	Interest (Sep)	£0.23
2744	<b>Matters of Report, Questions and Items for the Next Meeting</b>		
	a) Chairman - nil.		
	b) Clerk - nil.		
	c) Councillors - nil		
	<b>Date of Next Meeting</b>		
	Monday 4 December 2017 at <b>1930</b> . The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2125.

Chairman.....

Dated.....