

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 8 January 2018 at 1930 at The Village Hall, Stowey Road Fivehead

	<p><b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mrs N Cameron; Mrs P Brett; Mr R Wynn; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).</p>
	<p><b>Public participation</b> Two members of the public attended to ask about progress in resolving issues with footpaths between Fivehead and Swell (eg impassable paths, signpost blown over), and the bunds (earth embankments) on the floodplain. In the absence of SS at this point of the meeting, the points were noted for discussion with Area Warden (see later discussion with SS and associated action). The Newsletter Editor and Webmaster also attended from the start of the meeting through to the discussion re the Newsletter recorded at Min 2761.</p>
	<p><b>County Councillor's Report</b> - previously circulated.</p>
	<p><b>District Councillor's Report</b> SS joined the meeting during the discussion on the Community Plan. SS reported on the continuing issues with the bund between Fivehead and Isle Brewers. The Environment Agency have been modelling the flood risk posed to Isle Brewers by the bund. They have also issued a Remediation Notice requiring the landowner who raised the bund to remove a section by 14 Dec 17. This is an ongoing criminal investigation. <i>Action: Clerk to write to MP and Area Warden (copied to CA-P and SS) advising of the concerns of parishioners and Members.</i> SS left the meeting.</p>
2757	<p><b>Apologies for absence</b> Apologies were received from Mr J Westworth and County Councillor C Aparicio-Paul.</p>
2758	<p><b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 4 Dec 17 were approved. Proposed LH and seconded NC. Carried unan.</p>
2759	<p><b>Declarations of Interest</b> As Members with a property within the administrative area of Fivehead Parish, the setting of the Parish Precept would relate to or affect a disclosable pecuniary interest that has been registered. LH and RW also noted their roles as trustees of the Village Hall. See Dispensation</p>
2760	<p><b>Dispensations</b> A Dispensation was granted by the Monitoring Officer to the members in attendance to allow them to freely and fully participate and vote in relation to setting the precept for FY18/19.</p>
2761	<p><b>Community Plan</b> a) A draft new format for the Newsletter was discussed with the Editor and Webmaster answering questions. The following points were agreed: (i) A4 colour new format to be used for the trial Feb 18 edition. (ii) Loose-leaf feedback form (plus feedback options by email or on website) to ask for views on sizing, colour v B&amp;W, and content. Also to explain background to change, periodicity and cost implications. Replies will sought by 21 Feb 18. (iii) Noting that advertising rates have not increased since 2014 and that the Newsletter is now available online, Members will review rates effective from 1 Apr 18 at 5 Feb 18 meeting. (iv) A digital version of the trial Newsletter with revised advertising rates will be sent to potential new local advertisers idc to offset printing costs and to improve information. b) Print quotes for new format trial Newsletter were reviewed. <b>Resolution: to award the print contract for the Feb 18 trial Newsletter to Parish Magazine Publishing.</b> Proposed RW and seconded NC. Carried unan. <i>Action: Clerk to advise printer of successful quote and to obtain further quote for additional pages in A4 and A5 formats. Clerk to advise existing printer that they will not be required for Feb 18 newsletter print run.</i> The Newsletter Editor and Webmaster left the meeting at the conclusion of the discussion.</p>
2762	<p><b>Matters Arising From the Minutes (4 Dec 17) and Raised By Members</b> a) Highways issues (i) An incident in Dec when an HGV damaged the road surface outside the Stable whilst trying to reverse after taking an incorrect route to Isle Brewers was noted. <i>Action: PB to seek advice from Police at PACT meeting (Feb 18). Clerk and Chair to contact Matravers Engineering and Walronds Park Business Units at Westport about HGVs and postcodes/Satnav usage.</i> (ii) Vegetation growing onto the highway in the village – there appears to be no improvement</p>

	<p>to the obstruction despite SCC sending a letter to hedge owner in early Dec requesting a cut within 14 days. <i>Action: Clerk to query hedgerow obstruction with SCC.</i></p> <p>(iii) The damage to corner of churchyard wall by a vehicle was noted.</p> <p>b) PB reported that the Pound has been recognised as an undesignated Heritage Asset noting that this will be important in the consideration of any future planning application in the vicinity.</p> <p>c) A reply to the SSDC Consultation on the Review of the South Somerset Local Plan (2006-2028) was approved. The reply noted that an issue for our small rural community with limited services is how to respond effectively to a stated need (in the 2017 Community Plan survey) for more smaller / lower-cost housing as starter homes and for those wishing to down-size.</p> <p>d) Potential removal of the large conifer(s) in churchyard to prevent further damage to war memorial, walls and road surface. PCC have confirmed that they will apply for a faculty to get permission for the removal of tree(s). For the faculty application, written professional advice is required on the damage being caused and any safety issues. Also noted that PC/PCC agreement of a Tree Strategy (eg how many, how tall, species, management) for the churchyard would allow proposals to be considered within the context of an overall plan for this key visual amenity area of the village. <i>Action: PB to get stonemason advice. Clerk to arrange meeting with Tree Officer in SSDC Planning (inviting PCC and Parish Tree Wardens to the meeting).</i></p>
2763	<p><b>Correspondence Received</b></p> <p>a) SCC termination of Speed Indicator Device Programme – options considered at Min 2766.</p> <p>b) Temporary closure of Islemoor Road (scheduled for 5 days in Feb 18) - noted. <i>Action: Clerk to publish details of road closure on website and noticeboard.</i></p> <p>c) SCC 6-week consultation on school admissions arrangements for children who are due to start, transfer or move schools during the 2019-20 school year. <i>Action: Clerk to publish details of consultation on noticeboard and website, and in newsletter (if space permits).</i></p>
2764	<p><b>Reports</b></p> <p>a) Playing Field: National Lottery grant application for play area resurfacing is progressing.</p> <p>b) Village Hall: AGM on 10 Jan 18.</p> <p>c) Cemetery: KM has trimmed some of the perimeter hedging. An adjacent landowner will be asked to do likewise.</p> <p>d) Environment - the source of oil pollution on Stowey Road at end of Dec 17 was removed.</p> <p>e) No additional reports on SALC, Highways, or Rights of Way.</p> <p>f) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> - two crimes reported in Oct 17 and one crime reported in Nov 17.</p> <p>g) Asset/Maintenance Check Report: rusting on Pound gate, weeds in phonebox, and overgrown conifers in churchyard noted. Report book passed to KM.</p>
2765	<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) Cathanger Manor advertised (<a href="https://kateandtoms.com/houses/beaufort-manor/">https://kateandtoms.com/houses/beaufort-manor/</a>) as holiday accommodation - noted that SSDC are aware of change of use without application.</p> <p>b) SSDC have advised that the enforcement file for erection of a playhouse in the grounds of the Baptist Church has been closed because of the paraphernalia surrounding the churchyard (eg BT phone exchanges, the noticeboard and the telegraph pole), and the limited additional harm caused by the playhouse. The playhouse remains an unlawful structure in the grounds of a listed building and should there be any changes made to it, the decision may differ. Noted.</p>

2766	<p><b>FY18/19 Finances</b></p> <p>a) Grass maintenance contract. Members, noting the clarification of costings by Streetscene and positive references received from three existing clients, agreed to accept the Streetscene quote as representing the best value for money for the parish's grass maintenance contract. <b>Resolution: to award Streetscene Services (SSDC) the FY18/19 Annual Contract for Grass Maintenance noting the option to extend by a further two years by mutual consent building in an inflationary increase in line with the then current rate. The 2<sup>nd</sup> placed quote (M Pettitt) to be held as a suitable reserve contractor for the work if required.</b> Proposed PB and seconded RW. Carried unan.  <i>Action: Clerk to advise successful and unsuccessful organisations.</i></p> <p>b) Budget and Precept. Members discussed the options for budget setting noting that:</p> <ul style="list-style-type: none"> <li>(i) £70 Allocation of Grant from Central Government (down from £190 in FY17/18) will decrease to £0 in FY19/20.</li> <li>(ii) Tax base 257.91 (up from 254.68 in FY17/18) (NB this decreases Band D Charge).</li> <li>(iii) Grant request of £3000 by Fivehead Village Hall (same as FY17/18).</li> <li>(iv) Grant request of £2450 by Fivehead Playing Fields (down £8 from FY17/18).</li> <li>(v) Bank balance at end FY17/18 estimated at £23.3k comprising Earmarked Reserve and Contingency Reserve / Working Balance (down £700 cf end of FY16/17 primarily as result of increased maintenance costs).</li> <li>(vi) Local authorities have been given permission to increase Council Tax by 6%. The situation re capping in future years is unknown.</li> <li>(vii) Section 137 set at £7.57 per elector in <u>FY17/18</u>. Number of electors is 500 at Dec 17 (cf 520 Dec 16).</li> </ul> <p>It was agreed that there is a requirement for increasing maintenance spend to safeguard existing Parish assets (eg cemetery, churchyard and walls, Pound, War Memorial) and to fulfil requirements identified by parishioners (eg traffic issues, Emergency Plan, Community Support Network, defibrillator) in the Community Plan survey in 2017. Further work is required to clarify the details and costings for the latter. To minimise the impact on parishioners, funding will be met using a balance of Precept increase and Reserves (plus grant funding wherever possible) such that the Precept increase is 3% (equivalent to £1.62pa increase on Band D charge). <i>Action: Clerk to prepare and circulate revised Budget and Reserves sheets to reflect Precept increase of 3% for approval by Members before end Jan 18. Resolution to be recorded in Feb 18 minutes.</i></p>																		
2767	<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 Q4. Two bank reconciliations were signed off by the Chairman.</p>																		
	<p>a) Payments authorised during the previous month:</p>																		
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	<p>d) Satisfactory Internal Review of Controls (3 of 4) conducted by LH - noted.</p>																		

2768	<p><b>Matters of Report, Questions and Items for the Next Meeting</b></p> <p>a) Chairman - nil.</p> <p>b) Clerk:</p> <p>(i) Appoint Internal Auditor and agree Terms of Reference at next meeting.</p> <p>(ii) Agree date and speaker for Annual Parish Meeting (April) at next meeting.</p> <p>(iii) Passwords for the laptop and email account updated - noted.</p> <p>(iv) 106 email addresses registered on Village Group. For notifications of all new Posts on the village website, go to: <a href="http://fivehead-village.org.uk/category/latest-news/">http://fivehead-village.org.uk/category/latest-news/</a> where there is a 'Subscribe' box. Noted.</p> <p>(v) Greenshutters recycling Christmas trees bought from them. Noted.</p> <p>c) Councillors:</p> <p>(i) PB advised that a historic feature 'St Catherine's Well' at Lower Swell is overgrown. <i>Action: Clerk to include restoration of St Catherine's Well on Feb 18 agenda.</i></p>
	<p><b>Date of Next Meeting</b></p> <p>Monday 5 February at <b>1930</b>. The Village Hall, Stowey Road, Fivehead</p>

The meeting closed at 2148.

Chairman.....

Dated.....

DRAFT