

**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 14 May 2018 at 2000 at The Village Hall, Stowey Road Fivehead**

	<b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mr J Westworth; Mr R Wynn; Mrs N Cameron; Mrs P Brett; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
2805	<b>Election of Chairman</b> LH presided over the elections. <b>Resolution: Kate Beacham to be elected as Chairman for the next 12 months.</b> Proposed PB and seconded KM. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office form and took the Chair.
2806	<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 RW. Carried unan.
	<b>Public participation</b> a) A representative from Savills outlined early-stage, small-scale housing development proposals: one residential property on road from Fivehead to Lower Swell on site of former agricultural buildings. Pre-application advice has been sought from SSDC by the developer who expects to apply for planning permission in Jul 18. Any early feedback from the parish was requested – this item will be added to the agenda for 4 Jun 18 meeting. b) 5 members of the public attended. (i) Strong views were expressed about the use of inappropriate routes through the village by HGVs. The serious damage to a property in recent weeks has again highlighted, in particular, the dangerous situation when large vehicles attempt to turn left at the bottom of Butchers Hill towards Isle Brewers. Previous damage on two occasions to the Old Manse and the issue of postcodes and SatNav usage were discussed. KB acknowledged the concerns and explained that efforts to get Highways support continue and that she and KM had met with Matravers Engineering representatives to discuss how to improve the situation. See Min 2813. (ii) The current situation regarding the A378 speed consultation was queried – see Min 2813.
	<b>County Councillor's Report</b> – nil.
	<b>District Councillor's Report</b> – nil.
2807	<b>Apologies for absence</b> Apologies were received from County Councillor C Aparicio-Paul.
2808	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 16 Apr 18 were approved. Proposed PB and seconded LH. Carried unan.
2809	<b>Declarations of Interest</b> – JWe and SS declared an interest in the proposed housing development discussed under Public Participation.
2810	<b>Dispensations</b> – nil.
2811	<b>Members appointed to bodies/roles</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 Control - 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
2812	<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 (noting that changes will be required to some or all because of introduction of GDPR): (i) Standing Orders; (ii) Financial Regulations; (iii) Audio/Visual Recording and Photography at Council Meetings Policy; (iv) Code of Conduct; (v) Health and Safety Policy; (vi) Information Security Policy; (vii) Communications Policy; (viii) Complaints Procedure; (ix) Freedom of Information and Data Protection Policy; (x) Equal Opportunities Policy; (xi) Grievance Policy b) The following were reaffirmed: (i) The appointment of J Wardle as the Responsible Financial Officer. (ii) The appointment of Mr G Balmer as the Internal Auditor for the 2017/18 accounts. <b>Resolution: to re-adopt items at a) (noting that changes will be required to some or all because of introduction of GDPR), and to reaffirm items at b).</b> Proposed RW and seconded NC. Carried unan.

2813	<p><b>Matters Arising from the Minutes (16 Apr 18) and Raised by Members</b></p> <p>a) Community safety and traffic control:</p> <p>(i) A378 Langport and Top Road Revocation and 30mph Speed Limit Order 2018 – SCC have received a very high response to consultation. Next steps by SCC awaited.</p> <p>(ii) Community Speed Watch – KB reported that there has been a small number of volunteers; further details will be included in the next <i>Community Matters</i> newsletter.</p> <p>(iii) HGVs and postcodes/Satnav usage – the concerns voiced during the Public session were noted. SCC Highways have confirmed that this is major problem for several villages in the area with lorries visiting sites such as Walronds Business Park and Bradon Farm. Matravers Engineering are considering any improvements that they can make for their visitors. <i>Action: Clerk to remind parishioners that evidence of incidents is required. Clerk to write to Highways with the latest details of incidents. Clerk to contact adjacent parishes to ask of their concerns. Clerk to request that concerns are added to agenda for Area North liaison meeting.</i></p> <p>(iv) Neighbourhood Watch Scheme – KB reported that 5 volunteers, so far, have offered their services. There are some notable gaps (eg Butchers Hill, Orchard Rise) which KB will highlight in the next <i>Community Matters</i> newsletter.</p> <p>b) Village survey to assess level of support for purchase/operation of a defibrillator – PB reported that there has been a good response so far and that the deadline is 18 May 18.</p> <p>c) Langford Corner refurbishment – PB reported that the area had been dug over (thanks to M Wilson) and annual seeds scattered. Greenshutters have offered to advise on planting.</p> <p>d) Village Fete (14 Jul 18) arrangements for Parish Council bottle stall: LH (Clerk to assist) organising bottle-wrapping with donations (one wine, 2 squash and empties) from all Members and the Clerk; KM providing gazebo; KB and RW manning the stall.</p> <p>e) Footpath strimming arrangements – ongoing discussion with PPLO and SSDC – agenda item for next meeting.</p> <p>f) An additional repair to the War Memorial step has been recommended by the stonemason. The War Memorials Trust support the repair, but the grants are no longer available.  <b>Resolution: to pay £125 (from earmarked Reserves) for additional repair to War Memorial step.</b> Proposed LH and seconded JWe. Carried unan.</p> <p>g) Emergency Plan – PB reported that she has had a productive meeting with O Howard who is leading on this – preparations are ongoing.</p> <p>h) General Data Protection Regulation (GDPR) – NALC Legal Notices L05/18 (Data Protection Fee) and L06/18 (Data Protection Legislation for Public Authorities) were noted. The Implementation Action Plan, Privacy Notice and email seeking Consent and Preferences via MailChimp were agreed for action by the Clerk.</p>
2814	<p><b>Matters Arising from the Annual Parish Meeting (1 May 2018)</b></p> <p>Concerns about HGVs and postcode/Satnav usage – covered at Min 2813.</p>
2815	<p><b>Correspondence Received</b></p> <p>a) Insurance Renewal</p> <p>(i) Three quotes for insurance cover were reviewed and the Statement of Fact confirmed subject to the Clerk checking on the level of cover for Gates and Fences (inc wall damage).  <b>Resolution: to accept the quote from BHIB subject to satisfactory resolution by the Clerk of the cover for gates, fences and walls.</b> Proposed RW and seconded NC. Carried unan.</p> <p>b) SSDC Area North Annual Meeting with Town and Parish Councils (1730 on 26 Jun 18) – Clerk and NC to attend. <i>Action: Clerk to advise SSDC and ask for agenda item re HGV routeing through villages.</i></p> <p>c) Big Lottery Fund have confirmed that the remaining grant (£17.72) can be spent on community projects – noted.</p> <p>d) A dog running loose and fouling in the village potentially represents a danger to road users and livestock/walkers. Evidence needs to be presented to the SSDC Dog Warden before action can be take. <i>Action: Clerk/KB to include details of how to contact the Dog Warden on noticeboard, website, group email and newsletter.</i></p> <p>e) Somerset Mobile Library Service have had mechanical problems with vehicle and have not been able to deliver usual service. Alternatives until the vehicle is repaired are posted on noticeboard and website – noted.</p> <p>f) NALC consultation on unauthorised developments and encampments – noted.</p> <p>g) Local Government Boundary Commission for England final recommendations for electoral arrangements for SSDC – minor change to Islemoor noted.</p> <p>h) Somerset Live Somerset Village of the Year competition - noted.</p>

	i) A parishioner's suggestions re improving Parish Council communications along the A378 were discussed. The difficulty of covering the houses on this stretch of road other than by the newsletter, group email and website were agreed. Also, the cost of a noticeboard was considered to be too high given the alternatives available. Further requests for people to sign-up to the group email and website will be included in the next newsletter.		
2816	<b>Reports</b> a) Playing Field (PB) – quotes being sought to reposition the gate; resurfacing of play area likely in Aug 18. b) Village Hall (LH) – options for hall redecoration being evaluated; Open Gardens 10 Jun 18. c) Nothing additional for SALC; Cemetery; Highways; Environment or Rights of Way. d) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> - 1 crime reported in Mar 18. e) Asset/Maintenance Check Report: nil. Report book to Clerk.		
2817	<b>Planning - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</b> a) Application No 18/01006/FUL Change of use from agricultural to extension of domestic garden and erection of new timber fence. Cathanger Manor, Fivehead – no objections. b) Amended plans for Application 17/03704/FUL Conversion and extension of redundant agricultural buildings to form 2 detached dwellings with ancillary garaging and domestic storage. Cathanger Barns, Fivehead – no objections. c) SSDC changed procedure for major planning applications (10 or more dwellings) - noted. d) Application 18/01372/PAMB Notification for prior approval for the change of use of existing agricultural building to a dwelling (Class Q permitted development application for which the PC are not formally consulted). Stillbrook Farm, Fivehead – noted.		
2818	<b>Clerk annual review and remuneration</b> A review of Clerk/RFO's performance and salary on the anniversary of appointment (1 May 2015) will be held w/c 26 May 18. It was noted that new salary scales came into force on 1 Apr 2018 - Clerk's Apr salary underpaid by £3.06 (to be added to future payment).		
2819	<b>Finance</b> The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	Nil		
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Apr)	£242.37
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE (Apr)	£60.60
	(iv) M Pettitt	Grass maintenance (final payment)	£217.50
	(v) SSDC	Grass maintenance (first payment)	£102.73
	(vi) Fivehead Village Hall	Meeting room (Apr)	£15
	(vii) J Wardle	Small items expenditure (Dec-Mar)	£12.71
	(viii) J Wardle	Annual Parish Meeting – wine	£23.32
	(ix) J Wardle	Annual Parish Meeting – snacks	£6.14
	(x) Fivehead Village Hill	Grant	£3000
	(xi) Fivehead Playing Fields	Grant	£2449.19
	c) Income received during previous months:		
	(i) Baptist Church	Newsletter advert	£25
	(ii) Ashgate	Newsletter advert	£50
	(iii) SSDC	Precept and grant	£14425
	(iv) Greenshutters	Newsletter advert	£50
2820	<b>Matters of Report, Questions and Items for the Next Meeting</b> a) Chairman – nil. b) Clerk (i) Review progress with Community Plan actions (ii) Internal audit report and approval of AGAR Sections 1 and 2 c) Councillors – apologies from LH.		
	<b>Date of Next Meeting</b> <b>Monday 4 June 2018 at 2000</b> -The Village Hall, Stowey Road		

The meeting closed at 2133.

Chairman.....

Dated.....