

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 3 December 2018 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 R Wynn; Mr J Westworth; Mr K Male. County Councillor C Aparicio-Paul; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	<b>Public participation</b> One member of the public attended: they spoke in support of the establishment of a dog exercise area in the village (see Min 2897) and then left the meeting.
	<b>County Councillor's Report</b> – points from the report previously circulated were discussed including the Library Service Re-design: 13 communities have expressed interest in running their own library. Discussions will now take place to start developing these sustainable community partnerships which will receive funding for up to seven years.
	<b>District Councillor's Report</b> – the challenges of the change programme continue.
2892	<b>Apologies for absence</b> – nil.
2893	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 6 Nov 18 were approved. Proposed LH and seconded RW. Carried unan.
2894	<b>Declarations of Interest</b> – nil.
2895	<b>Dispensations</b> – nil.
2896	<b>Matters Arising from the Minutes (6 Nov 18) and Raised by Members</b> a) Asset Register: (i) <i>Action: PB to investigate getting the Pound listed.</i> No progress. (ii) Voluntary First Registration of Langford Corner - the Clerk has written to Berkeley Homes to clarify ownership prior to contacting Land Registry; a reply is awaited. (iii) Langford Corner – the overgrown vegetation has been cleared by JWe, KM and the Clerk prior to replanting. They were thanked for their efforts. LH will liaise with Greenshutters over the replanting scheme. <b>Resolution: to reimburse JWe for machinery fuel costs (£50) incurred during Langford Corner clearance work.</b> Proposed NC and seconded PB. Carried unan. (iv) Cemetery railings renovation – SSDC were complimented on their swift and good quality repainting of the front railings. <b>Resolution: to accept the previously-received SSDC quote for repainting the rest of fencing (£1,256.54 inc all materials and labour costs).</b> Proposed JWe and seconded KM. Carried unan. KB is meeting a Community Payback representative on 7 Dec 18 to discuss options for cemetery spoil clearance. b) <i>Action: Clerk to obtain three quotes for the restoration of the Pound including stonework, ironwork and planting.</i> Awaiting third quote. c) <i>Action: Clerk to get quotes for replacement posts for noticeboard.</i> LH will seek a second quote. d) KB and LH having met Village Hall representatives noted that good progress has been made on preparing policies and undertaking CCS Community Buildings training. The preparation of grant applications has highlighted the need for up-to-date policies and documentation including evidence of forward planning and a Sinking Fund. Further policy preparation is planned but no further training is considered necessary at this time. It was noted that work on policy preparation/updating is also in hand with the Playing Fields Management Committee. e) The options (inc material, inscription and costs) for a WW1 Memorial Seat on the Village Green were discussed with the majority preferring recycled materials. Members noted the offer of a generous donation of £500 from the Stable Coffee Shop towards the seat and agreed to match their funding if required to cover costs including secure installation. <i>Action: PB to suggest an inscription for Members' agreement. Action: Clerk to identify examples of recycled seats for next meeting.</i> f) Members noted that the 'Bund' earth embankment between Fivehead and Isle Abbots has been partially removed and that D Warburton MP has visited the site. Await further developments. g) The limits for a Cold Calling Zone were discussed with a preference for inclusion of the whole village including the A378 and outlying properties (rather than just the centres of Fivehead and Swell); the logistics of this will be discussed with the Police. In order to prepare a digital map of these possible limits, the Clerk has signed up to OS Public Sector Mapping Agreement (PSMA) and a free 30-day trial of Parish Online GIS software.

	<p>h) The Council wished to recognize the work of H Price editing and organising the Parish Magazine during the last 12 months. <b>Resolution: to pay an Honorarium of £200 to the Newsletter Editor.</b> Proposed KB and seconded PB. Carried unan.</p> <p>i) The Council wished to recognize the work of Fivehead Village Webmaster (A Barrett) in maintaining, and providing technical advice on, the website during the last 12 months. <b>Resolution: to purchase a £50 gift for Webmaster.</b> Proposed KB and seconded NC. Carried unan.</p>
2897	<p><b>Correspondence Received</b></p> <p>a) A parishioner has asked that consideration is given to establishing a designated dog walking/exercise area in Fivehead: up to half an acre fenced with a dog waste bin and secure gate. Users would pay an annual subscription. Members noted the large number of dogwalkers in and around the village and the difficulties that can be associated with walking dogs on parish paths across farmland. The Council owns no suitable land for dog exercise. <i>Action: PB to raise the option of using a small secure area of the Playing Fields for dog exercise at the next meeting of the PFMC.</i></p> <p>b) Members considered a suggestion from a parishioner for a voluntary scheme to allow the use of household bins for dog waste. They rejected the idea because of problems with liability for double-bagging and access to bins. The need for an additional bin is recognised and the emptying arrangements will be investigated. <i>Action: Clerk to contact Streetscene re emptying of an additional dog bin.</i></p> <p>c) Two parishioners have reported problems with dogs running loose on Public Right of Way L11/31 where it crosses private property. Members agreed that this is a difficult situation where further guidance needs to be sought. <i>Action: Clerk to seek advice on dogs/RoW from RoW Team and publish information on website and in next newsletter.</i></p> <p>d) An update from SCC on the Speed Indicator Device (SID) Programme was noted.</p> <p>e) The offer from SSDC of a Christmas Tree Recycling compound was declined. <i>Action: Clerk to ask Greenshutters if they will be offering a recycling service for trees bought from them.</i></p> <p>f) A County-Wide Parking Review by SCC was noted. SCC Traffic Engineers will no longer deal with individual and very local traffic engineering requests that benefit a small number of individuals, including requests for new, or amendments to existing, signing, lining, speed limits, HGVs restrictions, disabled parking bays, etc. These minor requests will be included in the wider parking review for the area. Members were pleased to note however that SCC have confirmed that new signage directing HGVs through the village has already been approved and should be established before Apr 19. Members voiced their concern over the prolonged road closure in the centre of the village in the vicinity of Mintons (the house damaged by an HGV). Recognising the difficult situation that the owners of Mintons have been placed in, they noted the inconvenience of the lengthy closure to local businesses and residents, and to the public. It was also noted that there has been a consequential delay to cabling work by Gigaclear. <i>Action: Clerk to write to SCC Highways asking, in support of everyone affected, if everything that can be done to expedite the road reopening is being done.</i></p> <p>g) SCC consultation on proposed changes to SCC support and services for children and their families <a href="http://www.somerset.gov.uk/getsetconsultation">www.somerset.gov.uk/getsetconsultation</a> – noted.</p> <p>h) SCC consultation on NHS Services in Somerset <a href="https://www.fitformyfuture.org.uk/">https://www.fitformyfuture.org.uk/</a> - noted.</p> <p>i) SCC Rights of Way Team Parish Paths Consultation to validate Path Categories and Vegetation Clearance schedule (and thus direct limited resources to paths that are most important to the community) – deadline of 31 Jan 19 noted. <i>Action: Clerk to liaise with PPLO to review Parish Paths Categories and Clearance Schedule and make recommendations to Members.</i></p> <p>j) The Planning Inspectorate have confirmed that the objection to the diversion of Footpaths L11/37 and T17/20 (Lower Listock Farm) has been withdrawn so the Inspector will now prepare a decision based on papers on file – noted.</p> <p>k) 'The Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018' state that existing websites must meet the accessibility standards from 23 Sep 20. This means making sure that new content is accessible and making a plan to meet the standards by the deadline (and identifying anything that's disproportionate to fix). <i>Action: Clerk to discuss requirements and possible costs with the Webmaster.</i></p>
2898	<p><b>Reports</b></p> <p>a) Playing Field – fundraising Bingo event on 15 Dec 18.</p> <p>b) Village Hall – fundraising Christmas Quiz on 14 Dec 18.</p>

	<p>c) SALC – NC to attend AGM on 18 Dec 18.</p> <p>d) Environment – outfall discharge opposite the cemetery has been resolved by the owner.</p> <p>e) Nil reports from Rights of Way, Cemetery or Highways.</p> <p>f) Police report available at <a href="https://www.police.uk">https://www.police.uk</a>. Nil reported crimes in Fivehead in Sep 18.</p> <p>g) Asset/Maintenance Check Report: nil incidents. Report book with NC.</p>									
2899	<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) Application No18/03350/HOU Laurel Cottage, Langport Road, Fivehead. Erection of two-storey rear extension. Whilst no objection to the extension itself, there were concerns about vehicle parking both during (for construction/delivery vehicles), and after, the construction. The existing parking for the residents close to the busy A378 is tight hence Members requested that any opportunities to improve this situation including providing parking to the side/rear of the property be considered.</p> <p>b) Application No18/03409/FUL Land Adjacent to Inglefield, Langport Road, Fivehead. Erection of a pair of semi-detached dwellings with new vehicular and pedestrian access. No objections to the application; Members were pleased to see plans for low-cost affordable housing and appreciated the opportunity of pre-consultation with the applicants.</p> <p>c) Application No: 18/03118/FUL 16 Millers Orchard, Fivehead. Erection of detached bungalow. Application withdrawn – noted.</p>									
2900	<p><b>FY19/20 Finances - Preliminary Discussion</b></p> <p>a) Acceptance by SSDC of the extension of the grass maintenance contract - noted.</p> <p>b) Progress with Community Plan actions noted. <i>Action: Clerk to publish updated progress report on website and by village email.</i></p> <p>c) Potential 2019 Parish Council Election costs to be included in budget for FY19/20.</p> <p>d) Grant application from Playing Fields Management Committee discussed: Members were grateful for the comprehensive financial details provided and approved the inclusion of the grant award in the FY19/20 budget. <b>Resolution: to include the award of a grant of £2,278.04 for the Playing Fields in the FY19/20 budget.</b> Proposed NC and seconded JWe. Carried unan. <i>Action: Clerk to notify Playing Fields Treasurer of grant award approval and request reassurance that governance policies are up-to-date or that they are planned for update.</i></p> <p>e) Work (lime mortar re-pointing) on churchyard wall by adjacent land owner – noted.</p> <p>f) The requirements for emergency rocksalt supplies were discussed in the light of future purchase costs. Adequate supplies for Winter 2018/19 are held by KM if required. The requirement for grit bins and rocksalt should be reassessed in the preparation of the Emergency Plan. <i>Action: Clerk to ask O Howard to consider requirements for additional grit bins and rocksalt supplies in Emergency Plan.</i></p>									
2901	<p><b>Finance</b></p> <p>The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. An interim statement was scrutinised – overspend on Newsletter line as a result of admin error to be resolved at end-of-year review.</p>									
	<p>a) Payments authorised during the previous month:</p>									
	<p>Nil</p>									
	<p>b) Payments authorised:</p>									
	<table border="1"> <tr> <td>(i) J Wardle</td> <td>Clerk/RFO Salary</td> <td>£256.28</td> </tr> <tr> <td>(ii) J Wardle</td> <td>Homeworking allowance</td> <td>£18</td> </tr> <tr> <td>(iii) HMRC</td> <td>Clerk/RFO PAYE</td> <td>£64</td> </tr> </table>	(i) J Wardle	Clerk/RFO Salary	£256.28	(ii) J Wardle	Homeworking allowance	£18	(iii) HMRC	Clerk/RFO PAYE	£64
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2902	<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) precept approval</p> <p>(ii) internal review 3 of 4 (LH)</p> <p>(iii) appointment of Internal Auditor</p> <p>c) Councillors:</p> <p>(i) PB reported that the blocked drain at the bottom of Butchers Hill has been reported.</p>									
	<p><b>Date of Next Meeting</b></p> <p><b>Monday 7 January 2019 at 1930</b> – Parish Council Meeting - The Village Hall, Stowey Road</p>									

The meeting closed at 2150.

Chairman.....

Dated.....

DRAFT