

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 7 January 2019 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr R Wynn; Mrs J Wardle (Clerk/RFO).
	Public participation Two members of the public attended to express their views on the objection that has been raised by the District Councillor to the Glendale planning application. Noting the previous public consultations on this matter and the consequential Parish Council's support of the application, a separate Planning Meeting will be held on 16 Jan 19 should the application be referred to the Area North Committee meeting on 23 Jan 19. The members of the public then left the meeting.
	County Councillor's Report – nil.
	District Councillor's Report – nil.
2903	Apologies for absence – Mr J Westworth; Mr K Male. County Councillor C Aparicio-Paul; District Councillor S Steele.
2904	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 3 Dec 18 were approved. Proposed NC and seconded PB. Carried unan.
2905	Declarations of Interest 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. RW also noted his role as a trustee of the Village Hall. See Dispensation
2906	Dispensations – 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 FY19/20.
	With the Chair's agreement, item 12 (FY19/20 Finances) was discussed next to enable participation by LH before she left the meeting – see Min 2911.
2907	Matters Arising from the Minutes (3 Dec 18) and Raised by Members a) Asset Register: (i) <i>Action: PB to investigate getting the Pound listed.</i> No progress. (ii) Voluntary First Registration of Langford Corner – no reply yet from Berkeley Homes. (iii) Langford Corner – LH reported that the area will be dug over and a replanting plan discussed with Greenshutters. (iv) Cemetery railings renovation – SSDC have commenced work on repainting the remainder of the railings (including vegetation clearance). (v) Cemetery spoil clearance – KB reported on her meeting with a representative from the Community Payback Scheme. It was noted that they cannot remove the spoil heap. It was agreed not to pursue their offer of cleaning-up the cemetery gravestones. <i>Action: Clerk to ask SSDC for quote to remove spoil in the cemetery and trim the overhanging tree (note: previous Resolution at Min 2698 refers).</i> b) Restoration of the Pound including stonework, ironwork and planting - three quotes have now been received and will be considered when the outcome of the adjacent Glendale planning application is known. c) <i>Action: Clerk to get quotes for replacement posts for noticeboard.</i> In hand (one received). d) WW1 Memorial Seat on the Village Green – Members agreed a preference for a brown recycled traditional style seat with full back and a stainless-steel plaque reading 'In Memory of Fivehead's Fallen'. <i>Action: Clerk to contact the Stable (who have offered a donation) with details of proposed seat.</i> e) Fivehead Village Webmaster gift – members noted that A Barrett has declined the offer of the previously-approved (Min 2896) gift. Members asked that their appreciation of his continuing work on the website and support with the newsletter be recorded. f) Limits for proposed Cold Calling Zones in Fivehead and Swell were agreed. <i>Action: Clerk to send proposed limits to Police and discuss next steps.</i> g) <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> No progress; awaiting next PFMC meeting. h) <i>Action: Clerk to contact Streetscene re emptying of an additional dog bin.</i> Requested online – no reply yet.

	<p>i) <i>Action: Clerk to seek advice on dogs/RoW from RoW Team and publish information on website and in next newsletter.</i> In hand</p> <p>j) The Clerk confirmed that Greenshutters are offering a recycling service for Christmas trees bought from them.</p> <p>k) Road closure by Mintons – Highways have advised that that the need for the closure was for the safety of the public so until all the work is completed the closure will stay in place. The current closure application is until 1 Feb 19 but it is likely to be open before then. Members noted that the scaffolding has been removed but the Road Closed signage (which is still in situ) has been moved aside to allow vehicle transit. <i>Action: Clerk to ask Highways to confirm when signage will be removed.</i></p> <p>l) Review of Parish Paths Categories and Clearance Schedule – Members agreed the feedback report to be submitted to SCC and recorded their thanks to M Knox for her considerable input. They noted that the requests for additional vegetation clearance are focussed on Category 1 paths (L11/2 and L11/42) and where strimming is required in parts (L11/19 and L11/39). Also, where two cuts pa are made, it was requested that the first cut be delayed slightly to mid Jun.</p> <p>m) Website improved accessibility – the Clerk has sought advice from SALC and the Webmaster on this requirement – ongoing. The Webmaster has indicated that he is happy to hand over responsibility for the website to an appropriate skilled person(s) but he will continue until such time as a person is found. <i>Action: Clerk to advertise for volunteer Webmaster.</i></p>
2908	<p>Correspondence Received</p> <p>a) Police request to change the date of Parish Council meetings to the 3rd week of the month so that they can attend within shift patterns was rejected as the current meeting date is acceptable to most Members. Members expressed their concern that Police shift patterns are so inflexible. <i>Action: Clerk to notify Police of current meeting dates which cannot be changed at this time.</i></p> <p>b) SCC consultation (ending 31 Jan 19) on school admissions arrangements for children who are due to start/transfer school for the 2020-21 school year, and those moving schools during the 2020-21 school year – noted.</p> <p>c) SSDC consultation on Rural Housing Action Plan 2019-21 – no further comment on draft.</p> <p>d) SCC re temporary road closures were noted as follows (note: start dates are not fixed):</p> <ul style="list-style-type: none"> (i) Stowey Road (55m) – 14 Jan 19 – 5 days (ii) Lower Swell (250m) – 15 Jan 19 – 7 days (iii) Moortown Lane (1500m) – 26 Feb 19 – 14 days (iv) Islemoor Road (2300m) – 13 Mar 19 – 11 days <p>e) Details of May 19 Parish Council elections timetable – noted. Details will be included in Feb 19 newsletter and on the website.</p> <p>LH left the meeting.</p>
2909	<p>Reports</p> <p>a) SALC – NC reported on the AGM including the formation of SALC Ltd and the elections timetable.</p> <p>b) Nil reports from Playing Field, Village Hall, Cemetery, Highways, Environment, and Rights of Way.</p> <p>c) Police report available at https://www.police.uk. 1 reported crime in Fivehead in Nov 18.</p> <p>d) Asset/Maintenance Check Report: nil incidents. Report book with NC.</p>
2910	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) Application No18/03929/PAMB Appledore, Smiths Farm, Smiths Lane, Fivehead. Prior notification for a proposed change of use of agricultural building to form 2 dwellings (Class Q permitted development application for which the PC are not formally consulted). Noted.</p> <p>b) Application No 18/03350/HOU permitted STC. Laurel Cottage, Langport Road. Erection of two storey rear extension. Noted.</p>

2911	<p>FY19/20 Finances - Preliminary Discussion</p> <p>a) The two-part grant application from the Village Hall Management Committee (VHMC) was discussed: £800 for the mortgage interest due and an additional sum to meet a quote for security lighting. The former was approved for inclusion in the FY19/20 budget. The latter was not approved at this time as Members could not judge whether the single source quote represented good value for the allocation of Public funds. Members asked that the VHMC obtain additional quotes for the work and resubmit for consideration. Members recognised the valuable work undertaken by the VHMC and thanked them for their time in managing this important village facility. Resolution: to include the award of a grant of £800 for the Village Hall in the FY19/20 budget. Proposed PB and seconded NC. Carried unan. <i>Action: Clerk to notify Village Hall Treasurer of grant award approval and request resubmission of the additional grant request supported by two more quotes.</i></p> <p>b) Members noted the potential Emergency Plan purchase of four 400 litre salt bins at a total cost of approx. £500 and asked that this be shown in Earmarked Reserves. Questions re their location and filling before this winter's bad weather need to be clarified. <i>Action: Clerk to contact Highways re the location and filling of salt bins.</i></p> <p>c) Budget and Precept for FY19/20 - Members discussed options for budget setting noting that:</p> <ul style="list-style-type: none"> (i) £0 Allocation of Grant from Central Government (down from £70 in FY18/19). (ii) Tax base of 254.58 (down from 257.91 in FY18/19) (NB this increases Band D Charge). (iii) Approved grant request of £800 by Fivehead Village Hall (£3000 in FY18/19). (iv) Approved grant request of £2278 by Fivehead Playing Fields (down £172 from FY18/19). (v) Bank balance at end FY18/19 estimated at £25k comprising Earmarked Reserve and Contingency Reserve / Working Balance. <p>It was agreed that there is a requirement for increasing maintenance spend to safeguard existing Parish assets (eg cemetery, churchyard and walls) and to fulfil new requirements identified by parishioners. 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 2% (equivalent to £1.11 pa increase on Band D charge). <i>Action: Clerk to prepare and circulate revised Budget and Reserves sheets to reflect Precept increase of 2% for approval by Members before end Jan 19. Resolution to be recorded in Feb 19 minutes.</i></p>		
2912	<p>Finance</p> <p>The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. An interim statement was scrutinised – no issues.</p>		
	<p>a) Payments authorised during the previous month:</p>		
	<ul style="list-style-type: none"> (i) Fivehead Village Hall (ii) Parish Magazine Printing (iii) H Price (iv) J Westworth 	<ul style="list-style-type: none"> Meeting room Newsletter print Newsletter editor honorarium Expenses (fuel) 	<ul style="list-style-type: none"> £15 £250.58 £200 £50
	<p>b) Payments authorised:</p>		
	<ul style="list-style-type: none"> (i) J Wardle (ii) J Wardle (iii) HMRC (iv) Fivehead Village Hall 	<ul style="list-style-type: none"> Clerk/RFO Salary Homeworking allowance Clerk/RFO PAYE Meeting room 	<ul style="list-style-type: none"> £256.08 £18 £64.20 £15
	<p>c) Income received during previous month:</p>		
	<ul style="list-style-type: none"> (i) NatWest (ii) West Country Firewood (iii) Crown Inn (iv) Quest Cars (v) Isle Valley Vets 	<ul style="list-style-type: none"> Interest (Nov) Newsletter advert Newsletter advert Newsletter advert Newsletter advert 	<ul style="list-style-type: none"> £4.66 £50 £50 £55 £50

2913	<p>Matters of Report, Questions and Items for the Next Meeting</p> <p>a) Chairman –</p> <p>(i) Nomination for places at the Buckingham Palace Garden Party on 29 May 19 was discussed and declined.</p> <p>b) Clerk:</p> <p>(i) Internal review 3 of 4 (LH) at next meeting</p> <p>(ii) Appoint Internal Auditor and agree Terms of Reference at next meeting.</p> <p>(iii) Agree date and speaker for Annual Parish Meeting (April) at next meeting.</p> <p>(iv) Passwords for the laptop and email account updated - noted.</p> <p>c) Councillors: nil</p>
	<p>Date of Next Meeting Monday 4 February 2019 at 1930 – Parish Council Meeting - The Village Hall, Stowey Road</p>

The meeting closed at 2100.

Chairman.....

Dated.....

DRAFT