

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 4 February 2019 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.; District Councillor S Steele. Mrs J Wardle (Clerk/RFO).
	<b>Public participation</b> M Cavill notified the meeting that he intends to stand for the Islemoor Ward in the May 2019 South Somerset District Council election.
	<b>County Councillor's Report</b> – the report had been previously circulated to Members.
	<b>District Councillor's Report</b> – SS reported that SSDC has moved into the transition phase of its reorganisation during which new staff and services would be settling-in. She also explained that she had withdrawn her objection to the Glendale planning application following correspondence with parishioners.
2914	<b>Apologies for absence</b> – County Councillor C Aparicio-Paul
2915	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 7 Jan 19 were approved. Proposed LH and seconded NC. Carried unan.
2916	<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. RW also noted his role as a trustee of the Village Hall. See Dispensation
2917	<b>Dispensations</b> – A Dispensation was granted by the Monitoring Officer to the Members in attendance at the 7 Jan 19 meeting to allow them to freely and fully participate and vote in relation to setting the Precept for FY19/20.
2918	<b>Matters Arising from the Minutes (7Jan 19) 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 – a further request has been sent to Berkeley Homes asking for information. (iii) Langford Corner – LH shared the planting plan and quotation provided by Greenshutters. It was agreed that turf was preferable to bark but that a further quote for the turf was required. <i>Action: LH to get an additional quote for turfing Langford Corner.</i> (iv) The SSDC quote to remove spoil and trim the Holm Oak in the vicinity of the War Grave was discussed. It was agreed to defer a decision on spoil removal and to get additional advice and quotes for the tree surgery (noting the required £10M Public Liability cover). <i>Action: Clerk to notify SSDC and get additional advice and quotes for surgery on the Holm Oak.</i> b) Quotes for the restoration of the Pound including stonework, ironwork and planting were discussed. <i>Action: Clerk to discuss the work required to the Pound with the Glendale developer.</i> c) Two quotes for replacement posts on the noticeboard and War Memorial Green were reviewed. <b>Resolution: to award work to replace hardwood posts on the noticeboard and War Memorial Green to Hamar Fencing and Garden Services.</b> Proposed JWe and seconded RW. Carried unan. d) WW1 Memorial Seat on the Village Green – Members recorded their thanks to the Baptist Church and Stable for the generous donation of £500. Further investigation into the secure installation of the seat will be made before purchase. <i>Action: Clerk to write letter of thanks to Baptist Church and Stable. Action: JWe to contact Matravers Engineering re seat installation advice.</i> e) Neighbourhood Watch Schemes – KB has arranged to meet with 2 other volunteer co-ordinators with a view to running a scheme on Ganges Hill and Silver Street. The Clerk has sent proposed limits of No Cold Calling Zones to the Police – reply awaited. f) The option of using a small secure area of the Playing Fields for dog exercise has been raised for the next meeting of the PFMC. g) The Clerk has contacted Streetscene re emptying of an additional dog bin. <i>Action: Clerk to ask Highways whether the siting of a dog bin on the grass verge on the Isle Brewers Road is acceptable.</i> h) Members discussed the purchase of grit bins and agreed the initial purchase of 3 green bins to be located in positions previously agreed by Highways: <ul style="list-style-type: none"> <li>• Top of Ganges Hill - top LH side on verge by new telegraph pole</li> </ul>

	<ul style="list-style-type: none"> <li>• Top of Butchers Hill - on verge between 30mph sign and telegraph pole</li> <li>• Bottom of Butchers Hill - by the Pound</li> </ul> <p>After installation (to be arranged), Highways will arrange for them to be filled (currently free of charge). <b>Resolution: to purchase 3 green grit bins (total cost ex VAT £311).</b> Proposed RW and seconded NC. Carried unan.</p> <p>i) Clerk reported that G Balmer has agreed to conduct the FY18/19 internal audit. ToRs are unchanged from last year. An external audit is not expected.</p> <p>j) Annual Parish Meeting - it was agreed to hold the APM at 2000 on Tuesday 30 Apr 2019. <i>Action: Clerk to investigate speakers and book VH.</i></p> <p>k) The Clerk is preparing a Welcome Pack for newcomers to the village. It will include a general information sheet and details of, and some vouchers for, local businesses. Availability of the Welcome Pack will be advertised on the noticeboard and website and by village email.</p>												
2919	<p><b>Correspondence Received</b></p> <p>a) A grant request from Yeovil Shopmobility was discussed but declined.</p> <p>b) <i>Points of Light</i> (a collection of case studies highlighting the work that local councils are undertaking to support their communities) was noted.</p> <p>c) An SSDC Housing Need Survey Template referred to in Rural Housing Plan was noted.</p> <p>d) The temporary road closure on Stowey Road (distance of 25 metres -18 Feb 19 for 3 days for Wessex Water) was noted.</p>												
2920	<p><b>Reports</b></p> <p>a) Playing Field – the new outdoor gym equipment is due to be installed in Feb 19.</p> <p>b) Cemetery – the repainting of the railings by SSDC is looking good and Members recorded their thanks to T Daley for his hard work in clearing adjacent vegetation to permit the work.</p> <p>c) Environment – St Catherine’s Well has been cleared of vegetation by M Collins; Members recorded their thanks for her hard work.</p> <p>d) Nil reports from Village Hall; SALC; Highways and Rights of Way.</p> <p>e) Police report available at <a href="https://www.police.uk">https://www.police.uk</a>. 3 reported crimes in Fivehead in Dec 18.</p> <p>f) Asset/Maintenance Check Report: nil incidents. Report book with NC.</p>												
2921	<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) Permission STC of Application No: 18/01855/FUL. Glendale, Butchers Hill. Demolition of existing dwelling and the erection 3 new dwellings. Noted. <i>Action: Clerk to contact Glendale agent re Members’ queries on the development. Action: Clerk to contact Highways re traffic calming issues on Butchers Hill.</i></p> <p>b) Permission of Application No: 18/03929/PAMB. Appledore, Smiths Farm, Smiths Lane, Fivehead. Prior notification for a proposed change of use of agricultural building to form 2 dwellings. Noted.</p> <p>c) Application No 19/00039/FUL. New House Farm, Stowey Road, Fivehead. Demolition and rebuild of a new dwelling. Supported – no comments.</p>												
2922	<p><b>FY19/20 Finances - Preliminary Discussion</b></p> <p>a) Revised Budget and Reserves sheets to reflect a Precept increase of 2% (equivalent to £1.11 pa increase on Band D charge) had been agreed by email. <b>Resolution: to agree the Reserves Policy and to set the budget requirement at £14453 giving a Precept of £14453 assuming that Allocation of Grant is £0.</b> Proposed PB and seconded LH. Carried unan.</p>												
2923	<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 – no issues.</p>												
	<p>a) Payments authorised during the previous month:</p>												
	<table border="1"> <tr> <td>Nil</td> <td></td> <td></td> </tr> </table>	Nil											
Nil													
	<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> <tr> <td>(iv) J Wardle</td> <td>Printer ink</td> <td>£36.96 (inc VAT)</td> </tr> </table>	(i) J Wardle	Clerk/RFO Salary	£256.28	(ii) J Wardle	Homeworking allowance	£18	(iii) HMRC	Clerk/RFO PAYE	£64	(iv) J Wardle	Printer ink	£36.96 (inc VAT)
(i) J Wardle	Clerk/RFO Salary	£256.28											
(ii) J Wardle	Homeworking allowance	£18											
(iii) HMRC	Clerk/RFO PAYE	£64											
(iv) J Wardle	Printer ink	£36.96 (inc VAT)											
	<p>c) Income received during previous month:</p>												
	<table border="1"> <tr> <td>(i) NatWest</td> <td>Interest (Dec)</td> <td>£4.74</td> </tr> <tr> <td>(ii) Baptist Church and Stable</td> <td>Donation for Memorial Bench</td> <td>£500</td> </tr> <tr> <td>(iii) Beehive Storage</td> <td>Newsletter advert</td> <td>£50</td> </tr> </table>	(i) NatWest	Interest (Dec)	£4.74	(ii) Baptist Church and Stable	Donation for Memorial Bench	£500	(iii) Beehive Storage	Newsletter advert	£50			
(i) NatWest	Interest (Dec)	£4.74											
(ii) Baptist Church and Stable	Donation for Memorial Bench	£500											
(iii) Beehive Storage	Newsletter advert	£50											

2924	<b>Matters of Report, Questions and Items for the Next Meeting</b> a) Chairman – nil. b) Clerk: (i) Expense claims to be submitted by end of Feb 19. c) Councillors: nil.
	<b>Date of Next Meeting</b> <b>Monday 4 March 2019 at 1930</b> – Parish Council Meeting - The Village Hall, Stowey Road

The meeting closed at 2100.

Chairman.....

Dated.....

DRAFT