

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 7 October 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 J Westworth; District Councillor M Cavill. Mrs J Wardle (Clerk/RFO).
3027	<b>County Councillor's Report</b> – previously circulated.
3028	<b>District Councillor's Report</b> – no formal report. Noted that revised plans for the Glendale development have just been posted on <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> (Application No19/02672/S73).
3029	<b>Public participation</b> – nil.
3030	<b>Apologies for absence</b> – Mr K Male; Mr R Wynn; County Councillor C Aparicio-Paul.
3031	<b>Approval of the minutes of the last Parish Council meetings</b> a) The minutes of the Meeting of the Parish Council, previously circulated, held on 2 Sep 19 were approved. Proposed PB and seconded LH. Carried unan. b) The minutes of the Planning Meeting of the Parish Council, previously circulated, held on 27 Sep 19 were approved. Proposed NC and seconded PB. Carried unan.
3032	<b>Declarations of Interest</b> – nil.
3033	<b>Dispensations</b> – nil.
3034	<b>Matters Arising from the Minutes (2 and 27 Sep 19) and Raised by Members</b> a) Glendale development, the Pound and Butchers Hill (i) The amended plans for Glendale have just been submitted and will be considered at a meeting (tba) in the next few weeks. (ii) No news from Highways on road markings for Butchers Hill. <i>Action: Clerk to check with Highways on plans for Butchers Hill road markings.</i> (iii) <i>Action (medium-term): PB to investigate getting the Pound listed.</i> Request for free legal advice at SALC on 10 Oct 19. b) <i>Action (medium-term): Clerk to take advice on the process, costs and benefits of establishing ownership of Village Green.</i> Request for free legal advice at SALC on 10 Oct 19. c) Langford Corner: (i) New location for litter bin – still awaiting SSDC advice. (ii) <i>Action (medium-term): Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner.</i> Request for free legal advice at SALC on 10 Oct 19. (iii) Spring bulb planting – planting on Langford Corner provisionally scheduled for 18 Nov 19. d) Additional dog waste bin – still awaiting SSDC advice. e) 2019 Christmas Tree and Event (8 Dec 19) – further meetings will be held in next 2 weeks to finalise arrangements. f) Historic Rights of Way review – no progress. g) Telephone kiosk restoration – despite attempts by a volunteer (J Rose) to reverse the warp in the kiosk door and repair the base of the door with an aluminium strap, there are concerns that the door is not strong enough to hold firm. Members thanked the volunteer for his efforts so far and agreed that, to minimise any risks, a new hardwood door surround (£256 ex VAT) should be purchased. Additionally, there is a requirement to purchase paint (£119 ex VAT) and door retaining straps (£14.55 ex VAT each). <b>Resolution: to purchase telephone kiosk repair materials up to value of £450 (ex VAT and delivery) from Reserves (£400 previously earmarked).</b> Proposed PB and seconded NC. Carried unan. <i>Action: NC to ask volunteer to contact the Clerk re purchase of telephone kiosk repair materials.</i> h) Website upgrade quotes review: (i) The existing village website requires updating to meet Accessibility legislation. Two quotes (a third withdrew) were assessed against the specification by RW, PB, the Webmaster (A Barrett) and Clerk. Subject to references and further clarification of costs, design and the process, Members agreed that the proposal from Town and Parish Council Websites should be accepted as being fit-for-purpose and value for money. Resolution to follow. (ii) Further discussion is required with the Village Hall and Playing Fields Management Committees to agree their requirements for content, facilities and access to the site. (iii) To minimise costs, work is required on the existing site to rationalise structure/content prior to the contract being awarded. <i>Action: Members to pass any suggestions re website design and content to the Clerk asap.</i> There is also a requirement to undertake a 'disproportionate burden assessment' and agree a policy for archiving digital records for public access.

(iv) Members recorded their thanks to the Webmaster for the fantastic work that he has done in designing and maintaining the current website over many years.  
*Action: Clerk to notify website companies of the decision and to progress actions with the Webmaster to rationalise the existing site before formalising a contract with chosen supplier.*

i) Fivehead Arable Fields Nature Reserve (Somerset Wildlife Trust) guided walk will be on the morning of Tues 16 June 2020 – details to be publicised in April 2020 newsletter.

j) Neighbourhood Watch and No Cold Calling Zone – no progress; still awaiting Police advice.

k) 75<sup>th</sup> VE Day celebrations (8-10 May 2020) – no progress.

l) Application for SCC Health/Wellness funding – the bid for £770 to support the project ‘Fivehead Paths to Fitness’ has been successful. The aim is to enable more people to get active, socialise and learn more about their beautiful local environment. It will also serve to emphasise the importance of the path network and lead to improved monitoring and maintenance preventing loss of a major rural asset. Members passed on their appreciation to SCC for supporting the project and to M Knox for her work on designing the walks. Details of the project will be published on the village website and by Village Group email. *Action: Clerk to liaise with PPLO and M Knox over walk details and how to involve volunteers.*

m) Environment Strategy – RW, PB and the Clerk had met with volunteers to agree next steps. There is enthusiasm to establish a Working Group (chaired by RW) to progress ideas on how the parish might support environmental improvements (eg tree planting, EV charging point). A call for volunteers was publicised in the Oct newsletter. An offer of tree saplings was noted.

n) Meeting dates for FY20/21 were agreed – in 2020: 30 Mar, 4 May, 1 Jun, 6 Jul, 3 Aug, Tues 1 Sep, 5 Oct, 2 Nov, 7 Dec; in 2021: 4 Jan, 1 Feb, 1 Mar.

o) Parish Online event – KB and PB reported on this excellent seminar and the good news that there is free membership to Parish Online as the Council is already registered via BHIB Insurance. There will be opportunity to map parish details (inc assets) in layers and conduct useful searches when reviewing planning applications. *Action: Clerk to get access code from BHIB, register and then agree user rights with Members.*

p) Fire Brigade response times – a recent fire in the village prompted concerns about response times and possible further cuts to resources. A letter by PB to D Warburton MP expressing local concerns had received his support. Members noted that proposed changes to service levels are currently on hold after the public’s response to the consultation.

q) Bus service No 54 unavailability – there are reports that the bus service (every 90 mins) is known to not stop in Fivehead when it is already full on morning and afternoon runs. Members, recognising that the service is no longer subsidised, agreed that this is unacceptable and suggested that a double-decker bus might alleviate the problem at busy times. *Action: Clerk to write to SCC and the bus company about the poor service and adverse impact on parishioners.*

3035

**Correspondence Received**

a) Following a request for feedback from another parish, ‘Quiet Lane Status’ was discussed. It was noted that the aim of Quiet Lanes is to maintain the character of minor rural roads by seeking to contain rising traffic growth that is widespread in rural areas. There are three key elements to a Quiet Lanes scheme: community involvement to encourage a change in user behaviour; area-wide direction signing to discourage through traffic; and Quiet Lane entry and exit signs to remind drivers that they are entering or leaving a Quiet Lane. No action.

b) Gigaclear invitation to brief on ‘Connecting Devon and Somerset’ – declined.

c) SALC Allotments Management training (13 Nov 19) – given the interest in environmental issues, Members agreed that this should be investigated. *Action: Clerk to check on availability and reserve a place on allotments management course (Resolution to follow).*

d) Consultation on 5G Mobile Coverage in Rural Areas – no comments.

e) ICO guidance on data protection – Members noted that, as a data controller, the Council is accountable for any Council business conducted involving personal data on any device or through any email account. They confirmed their responsibilities for using secure devices and for only using personal data for the purposes which the council obtained it. The Clerk confirmed that the transfer of personal data is minimised and that any data held is secure and only used appropriately. *Action: Members to notify the Clerk if they wish to set-up a separate email address for Council business.*

f) Independent Review into Local Government Audit – Members noted that the new audit arrangements are adequate given the comprehensive annual Internal Audit and the internal controls that are in place.

	g) Somerset Rivers Authority Annual Report 2018/19 – published at <a href="http://fivehead-village.org.uk/somerset-rivers-authority-annual-report-2018-19/">http://fivehead-village.org.uk/somerset-rivers-authority-annual-report-2018-19/</a> .		
3036	<b>Reports</b> a) Playing Field – PB reported on the equipment recently stolen and the plans for replacement trees following vandalism. b) Village Hall – Clerk reported receipt of a grant application for FY20/21; Clerk will attend CCS AGM and Community Buildings event on 24 Oct 19. c) SALC – NC will attend the SALC AGM on 28 Oct 19. d) Cemetery – Clerk will attend SLCC Cemetery Management course on 9 Oct 19. e) Highways – 3-day closure of Moortown Lane (6 Nov 19) for BT Openreach works. f) Environment – ditch blockage in Swell with potential to cause flooding, and complaints about odour from waste outfall opposite the cemetery will be investigated. g) Rights of Way – a landowner’s actions to prevent inappropriate use of a bridleway noted. h) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> – 4 reported crimes in Aug 19. Recent reports of hare coursing around Swell and Moortown. i) Asset/Maintenance Check Report: nil. Report book with JWe.		
3037	<b>Planning - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</b> a) A preliminary notice has been served (by Cherwyn Developments Ltd) on field tenants that an application is going to be made for two 4-bed dwellings on land to North of Ganges Close.		
3038	<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:		
	(i) Fivehead VH	Meeting room (Aug)	£14
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary	£269.20
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE	£67.40
	(iv) Fivehead VH	Grant for internal lighting replacement	£1186.46
	(v) Fivehead VH	Meeting room (Sep)	£16
	(vi) Fivehead VH	Meeting room (Sep – Planning)	£16.50
	(vii) Parish Magazine Printing	Newsletter print (Oct)	£250.58
	c) Income received during previous months:		
	(i) NatWest	Interest (Aug)	£5.92
	(ii) Chiropractive	Newsletter advert	£27.50
	(iii) Our Local Expert	Newsletter advert	£55
	d) Satisfactory Internal Review of Controls (2 of 4) by LH and Clerk – noted		
	e) Mid-year review of FY19/20 spend/forecast as at end of Sep 19. Noting Financial Regulation 4, Council reviewed spend and forecast by budget line and the need to move funds between budget lines to cover overspends. Overspends requiring adjustment were noted in 6 lines totalling £6501. All overspends were previously approved in Minutes. Underspends on 5 lines totalling £520. Income to date was £5640 above budget primarily as a result of donation from Glendale developer. <b>Resolution: to transfer excess income of £5640 INTO Reserves and transfer total sum of £5981 OUT OF Reserve to cover the forecast and actual overspends. This will result in a NET DECREASE IN RESERVES OF £341.</b> Proposed JWe and seconded LH. Carried unan.		
3039	<b>Matters of Report, Questions and Items for the Next Meeting</b> a) Chairman: nil. b) Clerk: Review outline budget for FY20/21 inc review of Cemetery charges, grants (routine and project), Clerk remuneration, risks, insurance and Reserves. c) Councillors: PB will investigate the preparation of a Village Design Statement.		
	<b>Date of Next Meeting</b> <b>Monday 4 November 2019 at 1930 -The Village Hall, Stowey Road</b>		

The meeting closed at 2135

Chairman.....

Dated.....