

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 3 February 2020 at 1930 at The Village Hall, Stowey Road Fivehead

Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; Mr K Male; Mrs N Cameron. District Councillor M Cavill. Mrs J Wardle (Clerk/RFO).

3089 Public participation

Three members of the Public attended the meeting.

3090 Councillor's Report

Report previously circulated.

3091 District Councillor's Report

MC reported on the ongoing discussions re a possible Unitary Authority for Somerset. He also advised that SSDC Legal had confirmed that there had been no requirement for him to Declare an Interest in the planning application for New House Farm.

3092 Apologies for absence

Mr R Wynn; Mr J Westworth; County Councillor C Aparicio-Paul

3093 Minutes

a) The minutes of the Meeting of the Parish Council, previously circulated, held on 6 Jan 2020 were approved. Proposed PB and seconded LH. Carried unan.

3094 Declarations of Interest and Dispensations

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. See Dispensation signed at 6 Jan 2020 meeting.

3095 Matters Arising from the Minutes (6 January 2020) and Raised by Members

a) Cemetery:

(i) Professional advice from ICCM has confirmed that it is the burial authority's responsibility to ensure that burials (full or ashes) are interred in the correct place. Based on the full advice from ICCM, Members agreed that the Risk Management Policy should read:

'The Parish Council will ensure that, prior to each interment, the correct body and/or ashes are being buried in the correct grave plot as it is the burial authority's responsibility to ensure that burials (full or ashes) are interred in the correct place. A check of the name on the coffin/urn plate matches the paperwork issued by the authority should be carried out before the actual burial to ensure the right person is getting buried. This is either done by a Member/Clerk of the Parish Council or is delegated to the Funeral Director with prior written agreement with the Parish Council if no one from the Parish Council attends.'

b) Assets

(i) The current owners of Langford Corner (Crosby Land and Estates) have confirmed that they are happy, in principle, to transfer the land in question into the ownership of the Parish. Members agreed the limit of the land on a Land Registry plan which the Clerk will send to the owners. They will then produce a simple transfer that, when signed by both parties, can then be submitted by the Parish to the Land Registry so that it can be registered into the Parish's ownership. Members were pleased that this long-standing matter is being resolved and confirmed that they are willing to pay any transfer costs.

(ii) *Action: Clerk to get quotes for legal advice on the process, costs and benefits of establishing ownership of Village Green.* No progress yet awaiting completion of Langford Corner process.

c) Historic Rights of Way review – no update available.

d) Telephone kiosk restoration – Members were delighted by the restoration of the door by a volunteer. Next step is to get the electrics checked by a qualified electrician. Whilst current plans are to install a book library in the kiosk, Members agreed that as several parishioners have asked again about the siting of a defibrillator in the kiosk, the subject will be revisited. Members noted that the village survey in 2018 to assess the level of support for the purchase/operation of a defibrillator received a disappointing engagement rate with only 50 out of 290 households replying. The results were: 41 in favour; 9 against; with 19 offers of help. At that time, a defibrillator would cost in the region of £1800 over 4 years and Members did not believe that they had a clear mandate to purchase and operate a defibrillator but agreed to keep the situation under review. Up-to-date information and costs will now be researched to inform a decision.

Action: Clerk to get the kiosk electrics checked by a qualified electrician.

Action: Clerk to accept offer from an expert to speak at a Council meeting about how defibrillators work, why they are beneficial, and options for purchase and grant availability.

e) Website – Members acknowledged with thanks the large task being undertaken by the Webmaster to update the website before it is sent to the contractor. They were also pleased that the Village Hall and Playing Fields have been able to update their details on the website. They noted that a draft Accessibility Statement has been prepared and that this will be updated following advice from the contractor.

f) 75th VE Day celebrations (8-10 May 2020) – preparations in hand – details to follow.

g) Environment Strategy Working Group (the ‘Green Group’) – met in early Jan 2020 and has since investigated strategies and plans prepared by other local groups. The next meeting on 5 Feb 2020 will attempt to distil these into a draft strategy for Fivehead and Swell. Following a good level of interest from local landowners for tree-planting, a request has been submitted by RW to SSDC for free trees.

The Group also recommended to Members that they support the *Local Electricity Bill* noting that it:

- (i) aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- (ii) if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier’s operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and
- (iii) would result in councils or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities.

Resolution: to support the *Local Electricity Bill*, supported by a cross-party group of 115 MPs during the 2017-19 Parliamentary session; and to write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN

or info@powerforpeople.org.uk) expressing its support. Proposed NC and seconded PB. Carried unan.

Declaration of a Climate Emergency will be included on the next agenda for discussion.
h) Blocked drains and gullies and problems with grips on Butchers Hill and in Lower Swell and Higher Swell have been reported to Highways. They have advised that they are aware of all the issues raised. They are putting the gullies on a jetting programme as rodding them has been unsuccessful. Problems with culverts have been passed to the Bridges team. Highways will attend to the grips but any ditch clearing would be a landowner responsibility; Highways will write to the landowner if required. KM reported that a telegraph pole in a ditch at Higher Swell blocks efficient water flow.

i) A new dog bin has been installed on the road to Lower Swell (thanks to KM); its position has been reported to Streetscene for emptying. KM reported on problems with moving the waste bin from Langford Corner to by the telephone kiosk. *Action: KM, KB and Clerk to meet on-site to discuss options.*

j) The Terms of Reference for Internal Auditor (G Balmer) for the FY19/20 audit were agreed (unchanged from last year).

k) Date and speaker for the Annual Parish Meeting were agreed as: 1900 on Wednesday 29 Apr 2020 with refreshments (wine, soft drinks, nibbles); speaker to be invited from Somerset Wildlife Trust.

Action: Clerk to book Village Hall and speaker; request reports from village organisations; publicise in Apr 2020 newsletter.

l) Passwords for the laptop and email account updated – noted.

m) The Clerk has written to Tudor Cottage owners expressing Members concerns about the potential collapse of the wall onto the War Memorial Green and footpath. Review at next meeting.

n) Crown Inn – the possibility of nominating the premises as an Asset of Community Value was considered. In order to explain the options and to assess parishioners’ views, a Public meeting will be organised. *Action: KB, PB and Clerk to liaise over date, location and format of the meeting.*

o) Good Neighbours Scheme – the Clerk reported on a meeting with the local Village Agent contacts at the Langport and North Curry Health Centres. Most people from our parish use these practices and there are already referrals from our parish for people requiring help in their homes. Laurie Burn also attended the meeting as the Baptist Chapel already offers support and lunches, etc. Details of the scheme have been published in the Feb 2020 newsletter in the hope that there will be some volunteers.

p) St Martin’s Churchyard tree removal – KB reported on a letter from the PCC Treasurer requesting the removal of a large conifer that is an eyesore and may pose a health and safety risk. The PCC is requesting approval via a Faculty from the Diocese. **Resolution: subject to approval by the**

Diocese, to remove the large conifer in St Martins Churchyard. Proposed PB and seconded KM. Carried unan. *Action: Clerk to obtain three quotes with appropriate Public Liability cover for conifer removal in St Martins Churchyard.*

3096 Correspondence Received

- a) SCC Chair's Awards for Service to the Community 2020 – Members agree to make a nomination. *Action: NC to prepare and submit the nomination form.*
- b) SCC temporary road closure of A378 (3 Feb for 19 days) – details have been published on the website, Facebook and by village email. A request to SWTC Highways has been made about early and clear signage of the diversion to minimise vehicles using minor local lanes in lieu of the recommended route from Curry Rivel on the B3168 through Hambridge. Members expressed concern about the impact on the bus service from the village.
- c) Members considered a request from a parishioner to establish a traffic mirror inside St Martins Churchyard wall and agreed to await the PCC's decision on the matter.
- d) Letters from SCC and SSDC re Future of Local Government in Somerset – noted.
- e) Citizens Advice South Somerset request for grant. **Resolution: to award a grant of £50 to Citizens Advice South Somerset under s137.** Proposed KB and seconded PB. Carried unan.
- f) SWTC consultation on Employment Local Development Order (LDO) for small scale industrial space. PB explained the background to this consultation. Members to reply individually if they wish.
- g) Great British Spring Clean (20 Mar – 13 Apr 2020). *Action: Clerk to forward to Litter Champion for a decision on participation.*

3097 Reports

- a) Playing Field – the damaged container is being exchanged and a grant has been applied for. Trees have been requested via the 'Green Group'. Website details updated.
- b) Village Hall – successful AGM held; website details updated.
- c) SALC – no meetings.
- d) Cemetery – KM will make further enquiries about getting the spoil removed. Clerk to check on tree removal. Good progress being made by volunteer and Clerk on cemetery mapping and records updating.
- e) Highways - Wessex Water have advised that the water outside Millers Orchard is not a leak and they have passed the matter to Highways to investigate.
- f) Environment - fly-tipping reported outside cemetery has been cleared.
- g) Rights of Way – ideas for Parish Walks are being plotted using Parish Online software in preparation for publication as leaflets and on the website.
- h) Police report available at <https://www.police.uk>.
- i) Asset/Maintenance Check Report: thanks to volunteers who have cleared the leaves and debris from the Pound. Report book with KB.

3098 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

- a) Glendale site – the Clerk met with the Glendale owners and agent on 7 Feb 2020 to discuss the scale and timing of the site clearance and rebuild. The agent advised that changes to timings had been agreed with the experts and planning authorities. The owners are very aware of the impact on, and the sensitivities of, neighbouring properties, the natural environment and the village as a whole. The Traffic Management Plan will be shared with the Council when it is ready. The two big conifers and large ash tree by the house will be removed next followed by the house demolition probably in February. Once all the Conditions are discharged, development will commence with the frame of the owner's house being delivered on site. This may be in March 2020 but the timescale depends on a range of factors as the project planning is complex.
- b) *Action: Clerk to obtain three quotes for a Housing Needs Survey and to investigate grant availability.* Despite best endeavours, the Clerk advised that it is proving to be difficult to get additional quotes. MC offered to contact SSDC to ask if it was necessary to have more than one quote before applying for a grant to cover the survey costs. See also item c) below.
- c) Members considered the request from a developer to discuss the potential of development on the paddock above Ganges Close. They confirmed that any discussion would be an agenda item at an advertised Council meeting. Anticipating that this item would generate Public interest and discussion, it is likely that an additional Council (Planning) meeting would be organised and advertised. Noting the agreed requirement for a Housing Needs Survey, Members asked that funding for this be raised with the developer. *Action: Clerk to notify developer of Council's response and ask about funding for a Housing Needs Survey.*

- d) Application No 20/00175/FUL Erection of an agricultural building to provide straw yard housing for cows and calves – Wybarn, Isle Abbotts Road, Fivehead. Members recommended approval as the proposal had minimal impact and the construction was in keeping with adjacent property.
- e) Application No 19/02729/FUL New House Farm, Stowey Road. Members noted the latest documents re this application; the Planning Officer's recommendation is awaited.
- f) Neighbourhood Plan Seminar (25 Feb 2020) will be attended by PB and the Clerk – noted.
- g) SSDC Local Plan Review – Services and facilities audit survey 2020 – Members asked the Clerk to complete the survey separately for Fivehead and for Swell; and to note the possible sale of the pub.

3099 FY20/21 Finances

- a) Revised Budget and Reserves sheets to reflect a Precept increase of 2% (equivalent to £1.13 pa increase on Band D charge) had been agreed by email. **Resolution: to agree the Reserves Policy and to set the budget requirement at £14,972 giving a Precept of £14,972 assuming that the Allocation of Grant is £0.** Proposed PB and seconded LH. Carried unan.

3100 Finance

The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. An interim statement was scrutinised – no overspends requiring approval.

- a) Payments authorised during the previous month:

- (i) Institute of Cemetery and Crematorium Management – annual membership fee – £95
- (ii) H Price – honorarium for newsletter Editor - £200

- b) Payments to be authorised:

- (i) J Wardle - Clerk/RFO Salary (Dec) - £269.40
- (ii) J Wardle - Homeworking allowance - £18
- (iii) HMRC - Clerk/RFO PAYE - £67.20
- (iv) J Wardle – Gift in lieu for Webmaster's services - £50
- (v) J Wardle – cemetery grave-marking tools - £10.94 (inc VAT)
- (vi) J Wardle – Register of Exclusive Right of Burial - £201.60 (inc VAT)

- c) Income received during the previous month:

- (i) NatWest - Interest (Dec) - £6.22

- d) Internal review 3 of 4 – noted.

3101 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – nil.

- b) Clerk:

- (i) Expense claims to be submitted by end of Feb 20.

- (ii) Thanks received from H Price (Newsletter Editor) and A Barrett (Webmaster) for gifts in lieu of payment for their services.

- (iii) Pre-planning application for dog training facility on Stowey Road - offer of a fact-finding visit to existing premises in Norton Fitzwarren – transport provided by applicant at 1900 on Tuesday 18 Feb 2020. *Action: Clerk to seek expressions of interest via website, noticeboard and village email.*

- (iv) Clerk reported that she has resigned as a CCS Trustee after 9 years' service.

- (v) Free seminar on Community Housing Schemes (Seavington at 1800 on 5 Mar 2020) – Clerk will circulate details; members can book direct if interested in attending.

- c) Councillors – nil

3102 Date of Next Meeting

Monday 2 March 2020 in the Village Hall, Stowey Road, Fivehead Apologies from Clerk

The meeting closed at 2123.

Chairman.....

Dated.....