

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 6 February 2017 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; Mrs N Cameron; Mr K Male; Mr J Westworth; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	Public participation 4 members of the public attended and discussed: a) the poor condition of, obstructions on, and lack of signage for Parish Paths L11/22 and L11/51 (Swell Drove) particularly in the vicinity of Hay Bridge. b) the long periods of flooding on L11/53 (from Lower Swell to Swell Drove). c) the increase in dog fouling around the village including on lawns and by the church walls. Extra time was allowed by the Chair due to public interest. The public session finished at 2004 and all the members of the public left the meeting.
	County Councillor's Report DY's letter had previously been circulated to Members.
	District Councillor's Report SS reminded about the changes to waste collection that will start in Nov 17 - details to follow.
2635	Apologies for absence Apologies for absence from: Mr R Wynn; County Councillor D Yeomans
2636	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 16 January 2017 to be amended at Min 2631c) to record how Members voted; and at 2632b) to record agreement of the Reserves Policy. <i>Action: minutes to be approved/signed at next meeting.</i>
2637	Declarations of Interest No members declared an interest in items on the agenda.
2638	Dispensations No dispensation requests were requested.
2639	Matters Arising From the Minutes (16 January 2016) and Raised By Members a) Clerk has written to agents for Glendale re overhanging vegetation and dead trees which could be dangerous to users of Butchers Hill. <i>Action: Clerk to ring Glendale agents for update.</i> b) A quote to cut/poison the hazel hedge adjacent to closed churchyard wall will be discussed with the hedge owner. <i>Action: JWe to contact hedge owner to agree next steps inc costs.</i> c) The possibility of organising some events at St Martin's Close (eg Road Safety and Crime Prevention) will be raised with residents to seek their views. d) The Clerk and Webmaster have agreed general updating for the website plus adding new pages/links for transport, Highways, Parish Paths. A summary 'Welcome to Fivehead' sheet will then be prepared possibly including local business discounts. <i>Action: Clerk and PB to meet Webmaster to discuss preparation of a Fivehead Digital Policy.</i> e) Despite a request to SCC being made in Sep 16 for Japanese Knotweed to be removed by their contractors, the work has not been done because of a booking admin error. The work has been rebooked and will be actioned by SCC at the appropriate growth season. f) SCC have registered the request for a SID to monitor A378 traffic travelling from Langport to Taunton near Butchers Hill junction; and possibly also to tackle speeding on Butchers Hill. g) A Community Plan Working Group will meet in Feb 17 to consider the content of the questionnaire and to make arrangements for the launch of the project at the Annual Parish Meeting (5 Apr 17). Details to follow. h) <i>Action: Clerk to prepare a press release for the Banner.</i> In hand. i) The 'grey water' deposit on an outlet opposite the cemetery will continue to be monitored. j) It was agreed that there was no requirement to document reasons for Members non-attendance at meetings. k) Following on from the comments made during the Public Session, it was agreed to await feedback from the SCC Rights of Way Area Warden. <i>Action: Clerk to summarise issues (condition, obstructions, signage, flooding) on some Parish Paths for DY (copy SS and PPLO).</i> l) PB summarised key points from SALC Councillor training. m) Clerk advised that the existing laptop is currently adequate but should have a full system back-up on an external hard drive to allow a system restore. Resolution: to purchase an external hard drive for laptop back-up up to value of £50 (exc VAT). Proposed LH and seconded PB. Carried unan. <i>Action: PB to contact M Evans in Hambridge re grants for IT.</i> n) Health & Safety Policy:

	<p>(i) Accident/Incident Procedure and Report Form was agreed subject to the addition of an entry for 'Links to other agencies involved'. <i>Action: Clerk to amend Accident Form and circulate to Member, contractors and volunteers.</i></p> <p>(ii) <i>Action: Clerk to contact maintenance contractor re his Public Liability insurance which should be increased to £10m.</i></p>		
2640	Correspondence Received		
	a) None		
2641	Reports		
	a) No reports on Playing Field, Village Hall, Highways		
	b) SALC Conference (£60) - agreed not to attend.		
	c) Cemetery:		
	(i) Clerk preparing digital plan of cemetery and linking to previously-captured burial records.		
	(ii) <i>Action: JWe to prepare assessment of work required to clear debris from cemetery. All Members to consider options for tidying cemetery (eg brambles, railings, paths).</i>		
	(iii) <i>Action: Clerk to look at options for a 'No Dogs' sign for the cemetery.</i>		
	d) Rights of Way:		
	(i) awaiting details of strimmer training dates for new volunteer.		
	(ii) Work completed on self-closing metal gate situated north of the bridge (junction with footpath L11/2)		
	e) Environment: following on from the Public Session comments and other complaints from parishioners re dog fouling and also dog exercising in the cemetery, it was agreed to contact SSDC. <i>Action: Clerk to contact SSDC for advice on dealing with dog fouling problems.</i>		
	f) Asset/Maintenance Check Report passed to LH.		
	g) Police: details of crimes at https://www.police.uk/ . Recent local break-ins have been reported on Stowey Road. Neighbourhood Watch information will be included on the website.		
2642	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details		
	a) Permission granted STC Application No 16/05065/FUL Stowey Farm, Stowey Road. Change of use of two former agricultural buildings to form a dwelling and associated garage. Noted.		
2643	Finance		
	The financial position of the Council was received. An interim statement was scrutinised. No significant overspends. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	None		
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Jan)	£231.61
	(ii) J Wardle	Homeworking allowance (Jan)	£18
	(iii) HMRC	Clerk/RFO PAYE (Jan)	£57.80
	(iv) ISOK Designs	Newsletter print (Feb)	£86.20
	c) Income received during the month:		
	(i) NatWest	Interest (Dec)	£0.23
	d) Income received in Nov 2016:		
	(i) Big Lottery Fund	Grant to update Community Plan	£2545
	e) Report on review of internal financial control		
	(i) LH inspected financial records for the period 1 Nov 16 to 31 Dec 16 on 30 Jan 17 and found them to be in order.		
2644	Matters of Report, Questions and Items for the Next Meeting		
	a) Chairman - nil		
	b) Clerk: (i) Expenses claims to be submitted before end of FY		
	(ii) Use of Google Drive for document back-up is being used.		
	c) Councillors: (i) PB reported a positive response to the pre-application for a grant for the restoration of the war memorial. Further details at the next meeting.		
	(ii) <i>Action: Clerk to take professional advice on height of large conifers in the churchyard.</i>		
	Date of Next Meeting		
	Monday 6 March 2017 at 1930 The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2112.

Chairman.....

Dated.....