

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 6 March 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; Mr R Wynn; County Councillor D Yeomans; District Councillor S Steele.
	Public participation 4 members of the public attended and discussed: a) Update on Parish Paths - (see Min2649g) b) Speeding on Butchers Hill/Orchard Rise/Ganges Hill - SCC have already registered the request to tackle speeding on A378 and Butchers Hill. Further notification will be sent concerning Ganges Hill. Extra time was allowed by the Chair due to public interest. The public session finished at 2000 and 1 member of the public left the meeting.
	County Councillor's Report DY's letter had previously been circulated to Members.
	District Councillor's Report SS reported that SSDC was continuing to make savings in various ways.
2645	Apologies for absence Apologies for absence from: Mrs J Wardle (Clerk/RFO).
2646	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 16 Jan 2017, and amended at Min 2631c) to record how Members voted; and at 2632b) to record agreement of Reserves Policy were approved. Proposed PB and seconded JWe. Carried unan. b) The minutes of the Parish Council meeting, previously circulated, held on 6 Feb 17 were approved. Proposed JWe and seconded NC. Carried unan.
2647	Declarations of Interest No members declared an interest in items on the agenda.
2648	Dispensations No dispensation requests were requested.
2649	Matters Arising From the Minutes (6 February 2017) and Raised By Members a) Glendale site (Butchers Hill) - branches overhanging Butchers Hill and some dead elm trees along the road frontage have been cleared. Following reports of children playing football within the site, the owner has put up a couple of signs (one adjacent to The Pound and one on the gate halfway up Butchers Hill) reminding people that it is private land and that to enter it is trespassing. Architects have been instructed and are preparing a site layout plan and indicative elevations which will be used to inform the local consultation process. These will be presented to a Parish Council meeting at the earliest opportunity. It is anticipated that there will be considerable public interest. b) <i>Action: JWe to contact hedge owner adjacent to closed churchyard to agree next steps inc costs.</i> No progress. c) Digital Policy and funding. PB explained the pros and cons of 2 options for funding Village Hall WiFi: claiming against the Transparency Code Fund (via SALC) or a Community Grant (SSDC). Resolution: to make a case for Transparency Code funding for Parish Council website, laptop, scanner, WiFi, Training and Staffing. Proposed by NC seconded by JWe. Carried unan. <i>Action: PB to investigate Transparency Code funding further.</i> d) Community Plan Working Group - notes of meetings and the draft survey were circulated to PC Members who were content with progress so far. It was agreed that Members would help to distribute the survey to households. e) Annual Parish Meeting arrangements. It was agreed that the Shepton Beauchamp Village Agent should be invited to give an overview of the work done by Village Agents. CCS would also be able to provide banners. Also 10-15 minute presentation by PB on "Community Action Towards Better Health and Wellbeing". Posters and leaflets for the meeting to be delivered by PC and WG members. Wine and nibbles to be served after the meeting <i>Action: KB to accept the offer of CCS to invite Cath Holloway Shepton Beauchamp Village Agent to APM. Action: Clerk to contact CCS re provision of display boards, banners, etc. Action: Finalise refreshments at the next Community Plan WG meeting.</i> f) A press release for the Friendly Society Banner sent to the BBC and local publishers has appeared in various publications. Oliver Howard was interviewed for BBC Radio Somerset.

	<p>g) Problems (condition, obstructions, signage, flooding) on Parish Paths L11/51 and L11/22 have been investigated by the SCC Rights of Way Warden. He confirmed that there has been some significant works by the landowner (or IDB) in clearing the drains and ditches, together with hedge-cutting which has caused some unavoidable disturbance to the surface of the RoW. It will take some time for the ground to dry out but ultimately the path network will benefit from these works in the long term. The landowner has fulfilled his duties insofar as cutting the hedges and clearing the adjacent ditches.</p> <p>h) The new Accident Form has been circulated to Members, contractors and volunteers.</p> <p>i) Clerk has contacted the maintenance contractor re his Public Liability insurance which should be increased to £10m. Response awaited.</p> <p>j) <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). No progress.</i></p> <p>k) <i>Action: Clerk to look at options for a 'No Dogs' sign for the cemetery. No progress.</i></p> <p>l) Clerk contacted SSDC for advice on dealing with dog fouling problems. KB met with the Dog Warden who advised that persistent dog fouling should be challenged and reported. Dogs frequently running free should also be reported; the Dog Warden would issue a 'dog warning' if necessary.</p> <p>m) Clerk has taken professional advice on height of large conifers in the churchyard. 1 quote has been submitted for work on the trees together with the cherry tree (£910.00 + VAT) It was agreed in accordance with Financial Regulations that 2 further quotes should be obtained.</p> <p>n) Training event 'Inspiring Community Action Towards Better Health and Wellbeing' - PB attended and will give a presentation at the Annual Parish Meeting.</p> <p>o) PB is continuing to investigate a grant for the restoration of the war memorial.</p> <p>p) Fundraising for the children's play area. The Playing Fields Committee are ready to make first grant application. This requires formal backing of PC; also, if applying for a grant from SSDC this will need to show PC support of 10%. Resolution: to support Playing Fields Committee applications and, in the event of a shortfall after all efforts are made to secure funding, the PC will authorise payment of up to 10% from Reserves. Proposed by RW; seconded KM. Carried unan.</p>
2650	<p>Correspondence Received</p> <p>a) From parishioner re drainage issues on road at Swell. 2 parishioners met with SCC Flood and Water Risk Management at Swell Lane to discuss concerns over flooding. It was identified that the ditches were in a state of neglect, exacerbated by the siting of a telegraph pole in the middle of the drainage ditch on the lower part of Swell Lane. Further investigation would be needed to identify owners of verges, etc in order to determine who was responsible for the ditch maintenance at various points on the lane. The Farmers Wildlife and Advisory Group would also be contacted to liaise with local farmers and act as a conduit between SCC and the landowners. SCC representative provided a very informative brief on the purpose of ditches, drains, etc and riparian owner responsibilities and how householders could help themselves in potential flooding situations.</p> <p>b) From Rural Services Network re survey 'Growing a Rural Community'. <i>Action: Clerk to complete Rural Services Network survey.</i></p> <p>c) From SSDC re the Housing and Employment Land Availability Assessment (HELAA) which identifies land with the potential for housing or economic development and then assesses this land against a range of criteria and constraints. Fivehead is not mentioned. Noted.</p> <p>d) From SSDC re selection of South Somerset for 2017 Test Census. Randomly-selected households will be sent a letter beforehand with a unique access code to enable them to answer their test questionnaire online quickly and easily – it should take about 10 minutes. There will be census officers working in the area in April and May, and online and telephone help will also be available. Noted</p> <p>e) From NFO re leaflet 'Better Planning, Better Farming' - noted.</p> <p>f) From SSDC re new Police Rural Crime Initiative. Send a text to number 81819 to provide information and intelligence about suspected crime in the area. The new number will be trialled for three months. You can also still pass on information via the independent charity Crimestoppers on 0800 555 111. They never ask your name or trace your call. <i>Action: Clerk to add details on the website and in the newsletter.</i></p>

2651	Reports a) No reports on Village Hall, SALC, Environment, Highways, Playing Fields, or Cemetery. b) Rights of Way - still awaiting details of strimmer training dates for new volunteer. c) Police - details of crimes at https://www.police.uk/ . d) Asset/Maintenance Check Report - book retained by LH.		
2652	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details. a) Permission granted STC Application No 16/05329/FUL Demolition and replacement of existing wooden single storey summerhouse attached to an outbuilding (the dairy). Poolhayes, Higher Swell. Noted. b) Permission refused Application No 16/05371/OUT Erection of four detached bungalows. Land opposite The Old Manse, Fivehead. Noted.		
2653	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 (Feb)	£231.61
	(ii) J Wardle	Homeworking allowance (Feb)	£18
	(iii) HMRC	Clerk/RFO PAYE (Feb)	£57.80
	(iv) J Wardle	Purchase of external hard drive	£47.94 (inc VAT)
	(v) J Wardle	Office costs (stamps Oct-Mar; printer paper/ink for FY16/17)	£36.43 (inc VAT)
	(vi) Community Council for Somerset	25% deposit for services for Community Plan	£436.25
	c) Income received during the month:		
	(i) NatWest	Interest (Jan)	£0.24
	(ii) Beehive	Newsletter advert	£36
	(iii) WCI Sewage	Newsletter advert	£18
	(iv) Baptist Church	Newsletter advert	£18
	(v) Stones Masons	Inscription for B Wheller	£32
	(vi) E White	Interment of B Chedzoy	£132
2654	Matters of Report, Questions and Items for the Next Meeting a) Chairman: nil. b) Clerk: (i) Internal Review 4 of 4 by end of Mar 17 (LH and Clerk) (ii) Next meeting: end of year bank reconciliation and review Assets, Reserves, Risk and Insurance c) Councillors: nil.		
	Date of Next Meeting Monday 3 April 2017 at 1930 - The Village Hall, Stowey Road, Fivehead		
	Annual Parish Meeting Wednesday 5 April 2017 at 1900 - The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2114.

Chairman.....

Dated.....