

**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 10 July 2017 at 2000 at The Village Hall, Stowey Road Fivehead**

	<b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr K Male; Mr J Westworth; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	<b>Pre-meeting visit to Cemetery</b> Councillors and the Clerk visited the Cemetery to consider maintenance requirements to keep the site in good order. Key issues: the spoil heap; branches overhanging the War Grave; undermining of graves by animals; and railings damage by vegetation.
	<b>Public participation</b> One member of the public attended for consideration of the planning application (Stowey Barn) which was discussed as the first agenda item. He left the meeting after the discussion.
	<b>County Councillor's Report</b> - previously circulated.
	<b>District Councillor's Report</b> - SS reported on the continuing heavy workload on Council staff particularly at a time of continuing staff reductions. SS left the meeting after reporting.
2694	<b>Apologies for absence</b> Apologies were received from: Mr R Wynn.
2695	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 5 Jun 17 were approved. Proposed LH and seconded NC. Carried unan.
2696	<b>Declarations of Interest</b> a) JWe declared an interest in the cemetery maintenance quote and agreed to leave the meeting during the discussion on this item.
2697	<b>Dispensations</b> No dispensation requests were requested.
2698	<b>Matters Arising From the Minutes (5 Jun 17) and Raised By Members</b> a) ArborTech have done a good job in cutting the hedge adjacent to the closed churchyard and have kindly offered to retreat any regrowth at no additional cost. As per Min 2674, the hedge owner will be asked for the previously-agreed contribution of £60 towards costs. b) Cemetery maintenance requirements. Following the Cemetery visit and the receipt of 3 quotations, it was agreed to accept the lowest quote. <b>Resolution: Having followed the Financial Regulations by obtaining 3 quotations, and having taken advice from SALC, the most competitive bid will be accepted in the best interests of the parish budget for the removal of soil debris from Fivehead Cemetery.</b> Proposed PB; and seconded NC. Carried unan. It was also agreed to trim the large tree overhanging the War Grave whilst removing the soil. c) Churchyard trees. The NALC Legal Advice 'When responsibility for maintenance of a closed churchyard is transferred to a local authority, responsibility for trees is transferred as well. This means that the parish council will have to keep trees trimmed and will be responsible for lopping or felling trees which are dangerous or diseased.' was noted. The PCC had sent their thanks to the Parish Council for arranging for the removal of the conifer growing amongst the yew by the Church Porch. On this occasion, the Vicar having agreed, the cut timber was offered to parishioners. <i>Action: Clerk to confirm ownership of closed churchyard cut timber for future occasions. Action: Clerk to contact PCC re maintenance of the open churchyard area.</i> d) Solicitors Foot Anstey have confirmed that they hold the deeds for Fivehead Cemetery and Fivehead Playing Fields. e) Highways have advised that improved signage in the village for heavy vehicles could only be justified on the provision of significant evidence of vehicle frequency and destination. Matravers Engineering have been asked if they could improve the signage to their facility. f) Responsibilities/contributions for the Parish Council Bottle Stall at the Summer Fete were agreed. g) Dorset and Somerset Air Ambulance have acknowledged the offer of emergency night-landing site on Fivehead Playing Fields. Over the coming months, they will assess the suitability of all proposed landing sites that have been offered. During this period, a preliminary survey of the site will be completed. If the site is identified as a suitable option to support night flying operations, further discussion will take place including the VPMC query

	<p>re rotor turbulence.</p> <p>h) Restoration of war memorial. PB and the Clerk had met with the Conservation Officer and the chosen contractor to agree the work required. It was agreed that Shelter Coat should be applied and that a decision on the step replacement should only be made when the extent of the damage is known. This specification change was noted and also that, even after the grant has been approved by the War Memorials Trust, the contractor may need to be paid in full (from Reserves) before the grant is made. Therefore, the Resolution at Min 2687j) was reworded as: <b>Resolution: to accept the quote from RBG Stonemason (Thorney) up to a maximum of £2500 to restore the war memorial subject to the War Memorial Trust (WMT) covering 75% of costs; and noting that the remainder will come from Reserves under power of the War Memorials Act 1923 s.1 and that Reserves may be used for the full amount temporarily until the WMT grant is paid.</b> Proposed LH; seconded NC. Carried unan. <i>Action: PB to finalise WMT grant application.</i></p> <p>i) Transparency Code funding 2017-18. <i>Action: Clerk to discuss funding applications for websites with Webmaster and PB.</i> No progress: awaiting Community Plan feedback.</p> <p>j) Community Plan - KB outlined the next steps:</p> <ul style="list-style-type: none"> <li>• Get Full Report from CCS mid Jul; hold a WG meeting in late Jul to consider next steps.</li> <li>• 7 Aug 17 PC meeting to receive Full Report and outline next steps agreed by WG.</li> <li>• Aug/Sep 17 - WG to develop action plan involving key stakeholders in village and prepare for public meeting taking advice from CCS.</li> <li>• Late Sep 17 - public meeting to discuss report findings and seek views on action plan.</li> <li>• Oct/Nov 17 - finalise action plan and get summary plan designed/printed for household distribution; full report on website.</li> <li>• Project should be complete and all bills paid by 25 Nov 17</li> <li>• Thereafter - deliver the plan.</li> </ul> <p>k) PB briefed on the Safe Places Scheme which is an Avon and Somerset Police service to help people with communication difficulties stay safe when they are out and about. <i>Action: PB to get Safe Places Scheme leaflets for next newsletter.</i></p>
2699	<p><b>Correspondence Received</b></p> <p>a) The results from A378 Speed Indicator Device show the median speed was 35mph (May) and 36mph (Jun) cf speed limit of 30mph. 15% of vehicles were travelling above 43mph (May and Jun). The intervention limit (36mph) at this location (Greenshutters) is the speed at which there is deemed to be a speeding issue. Noted.</p> <p>b) Discussions are ongoing between the FVHMC and the PCC re ownership and insurance of Friendly Society Banner. Noted.</p>
2700	<p><b>Reports</b></p> <p>a) Playing Field - following a request by a parishioner, the next meeting will discuss the formation of a Fivehead Cricket Team and their use of the Playing Field.</p> <p>b) Highways - the A378 /Ganges Hill junction sign will be put back into position.</p> <p>c) Environment - the overflowing dog bin by the VH has been emptied. <i>Action: Clerk to check with Streetscene on dog bin emptying schedule. Action: Clerk to report the fly-tipping on Path L11/51 and on the Curry Mallet road near Two Bridges.</i> Complaints have been received about vegetation overhanging public highways on Stowey Road, Butchers Hill / Orchard Rise, and on Isle Brewers Road. It was noted that the owner or occupier of a property has a legal responsibility to ensure that the public highway adjacent to their property is not obstructed by their vegetation. <i>Action: Clerk to include in newsletter, website, Facebook and noticeboard.</i></p> <p>d) Rights of Way - the SCC mowing schedule has been received and will be added to the website. A volunteer strimmer is still unavailable. Thanks were recorded to Peter Mills who is giving-up his footpath volunteer duties - a replacement volunteer has been identified</p> <p>e) Village Hall; SALC; Cemetery - nothing to report.</p> <p>f) Police report available at <a href="https://www.police.uk">https://www.police.uk</a></p> <p>g) Asset/Maintenance Check Report retained by NC.</p>
2701	<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) Application No 17/02566/S73 to vary approved plans (15/04839/FUL) by substitution of plans to allow alterations and extension to barn conversion and erection of garage/storage building. Stowey Barn, Stowey Lane. No objections.</p> <p>b) A public consultation meeting will be held at 1930 on 11 July 2017 to discuss Glendale site</p>

	development proposals. Copies of the proposals will be published on the website.		
2702	<b>Finance</b> The financial position of the Council was received. An interim statement was scrutinised and it was noted that budget line forecast overspends will be reviewed at the end of Q2. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	(i) FVHMC	Meeting room (May)	£14
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Jun plus May and Apr underpay)	£255.61
	(ii) J Wardle	Homeworking allowance (Jun)	£18
	(iii) HMRC	Clerk/RFO PAYE (Jun plus May and Apr underpay)	£63.80
	(iv) M Pettitt	Grass maintenance (Jun)	£423
	(v) Love Musgrove	Donation for MRI Scanner (Section 137)	£50
	(vi) J Wardle	Gift for Internal Auditor in lieu of payment	£37.50 inc recoverable VAT
	(vii) J Wardle	Postage costs (Apr-Jun)	£13.83
	(viii) ArborTech	Maintenance (closed churchyard hedge and tree) (Section 215)	£684 inc recoverable VAT
	(ix) FVHMC	Meeting room (Jun)	£14
	c) Income received during the month:		
	(i) NatWest	Interest (May)	£0.33
	d) Internal Review 1 of 4 satisfactorily conducted by LH and Clerk - noted.		
2703	<b>Matters of Report, Questions and Items for the Next Meeting</b>		
	a) Chairman		
	(i) It was agreed that the meeting on 4 Sep 17 would be moved to Tuesday 29 Aug 17.		
	b) Clerk		
	(i) It was noted that the Clerk had updated the passwords for the laptop and email account and passed them in a sealed envelope to the Chair.		
	(ii) Details of the temporary closure of the A378 from 24 Jul 17 for 43 days were noted.		
	<i>Action: Clerk to publish details on noticeboard, website and Facebook.</i>		
	c) Councillors - nil.		
	<b>Date of Next Meeting</b>		
	Monday 7 August 2017 at 2000. The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2133.

Chairman..... Dated.....