

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 2 October 2017 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr K Male; Mr R Wynn; County Councillor C Aparicio-Paul; Mrs J Wardle (Clerk/RFO).
	Public participation One member of the public attended and explained the background to the Royal British Legion request for a grant towards the 2018 'Great Pilgrimage'.
	County Councillor's Report - CP updated on various items inc the Hinkley Point Education Business Partnership and the ongoing review of the Library Service. In addition to CP's verbal update, Members confirmed that they would still like to receive the written newsletter. CP also reminded the meeting that she is always available to answer specific questions.
	District Councillor's Report - no report.
2724	Apologies for absence Apologies were received from Mr J Westworth; District Councillor S Steele.
2725	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 29 Aug 17 were approved. Proposed PB and seconded RW. Carried unan.
2726	Declarations of Interest No declarations of interest.
2727	Dispensations No dispensation requests were requested.
2728	Matters Arising From the Minutes (29 Aug 17) and Raised By Members a) Improved signage in the village for heavy vehicles. (i) Members noted that Matravers Engineering have advised that they do not feel it necessary to provide additional signage bearing the company's name. Existing signage will be cleaned. The company provides visiting vehicles with specific instructions on the most suitable routes to take and always stress the importance of following these in order to minimise the effect on village life. They have asked that, if any villager encounters a lorry which they suspect is going to/from Matravers Engineering (aka Islemoor Works) and which is using inappropriate roads, they should forward details of the vehicle to Matravers. (ii) Members remain concerned about the increasing number of very large heavy vehicles and agricultural machinery transiting through the village, sometimes at speed. <i>Action: Clerk to contact Highways and invite them to attend a site meeting to discuss options.</i> b) Over 50 people attended the Community Plan public meeting on 29 Sep 17. Feedback has been positive about the event and KB thanked all those who had helped to make the evening a success. Members confirmed that they are happy for the Working Group to prepare a Summary Report on the survey results for printing and distribution to all households by the end of 2017. c) <i>Action: Clerk to check with Streetscene on dog bin emptying schedule.</i> Awaiting reply from Streetscene. d) SSDC have advised using the guidance note from HMLR as a starting point for deciding whether to claim adverse possession of the Pound. <i>Action: Clerk to check HMLR documentation and advise Members on how to claim adverse possession.</i> e) Closure of South Somerset Links Community Transport service. KB reminded the meeting that there appears to be minimal use of this service in Fivehead as the Isle Brewers bus is used instead. CP advised that there is a possibility that the Links service will continue in some form in the short-term. f) The Clerk is processing the claim for Transparency Code funding to cover website costs and advised Members that the Council does not own a scanner (a legal requirement for the Code). Resolution: to purchase a scanner (possibly with combined printer) up to the value of £100 (exc VAT) as a Council asset to fulfil Transparency Code obligations. Proposed RW; seconded NC. Carried unan. <i>Action: Clerk to purchase scanner and complete claim for funding.</i> The details of quarterly usage data for the website were noted. g) PB advised that planning permission is not required to retain/remove the BT phonebox. <i>Action: PB to contact BT to request retention of phonebox.</i> h) Members recorded their thanks to the Rights of Way Area Warden who has completed the following works on footpath L11/22: strimmed over the bridge on the Bridleway and installed

	<p>a waymark sign; installed a waymark sign to show where the footpath changes direction; strimmed the section between the bund and the hedge; installed a tall sign post where the bridge crosses the ditch and a new set of steps going over the bund; trimmed out around the bridge and into the next field; and spoken to the landowner who was very helpful. Whilst recognising that some parishioners remain concerned that the bund might represent an obstruction to a public RoW, Members believe that considerable effort has now been made to deal with a problematic low-lying area. The situation will be kept under review during the coming months.</p> <p>i) Fivehead Gardening Club has been established and members have volunteered to clear-up Langford Corner on 14 Oct 17. The houses neighbouring the site have been advised. It was noted that a claim for weedkiller costs will be submitted to a future meeting.</p> <p>j) Resolution: PB to attend Spark training 'Tips for funding applications' (£30). Proposed LH; seconded NC. Carried unan.</p>
2729	<p>Correspondence Received</p> <p>a) The Local Government Boundary Commission for England consultation on the electoral review of South Somerset was considered. 'No comment' to be submitted.</p> <p>b) The request from the Royal British Legion for a grant to send representatives on the 2018 'Great Pilgrimage' was declined as the initiative, whilst worthy, was not of public benefit to parishioners. Several Members offered in a personal capacity to assist with fundraising in early 2018.</p> <p>c) SALC have advised on the periodicity of asset inspection: a weekly visual inspection of play areas is recommended (PB confirmed that Playing Fields Committee undertake this action); and then inspections of other areas/assets commensurate to the level of potential risks involved. Resolution: to amend Parish Council asset inspection from 2-weekly to monthly with effect from 1 Nov 17. Proposed KB; seconded PB. Carried unan. <i>Action: Clerk to update Asset Inspection Schedule and prepare new Inspection Book.</i></p>
2730	<p>Reports</p> <p>a) No reports from: Playing Field; SALC; Rights of Way.</p> <p>b) Village Hall: R Leighton standing-in as Chairman temporarily. Christmas Fete is 25 Nov 17.</p> <p>c) Cemetery: KM to investigate options for hedge cutting and to commence tree-work allowing previously-agreed removal of spoil-heap.</p> <p>d) Highways: repair work completed to verges on Top Road and to carriageway-edge on Rock Hill following A378 closure/diversion damage.</p> <p>e) Environment: despite the reminder of legal responsibilities, the continuing obstruction of some highways and footpaths by vegetation from private properties is a cause for concern as pedestrians and vehicles have to move towards the road centre. <i>Action: Clerk to contact Highways (see also Min2728a)(ii))for advice.</i></p> <p>f) Police report available at https://www.police.uk - one crime reported in Jul 17.</p> <p>g) Asset/Maintenance Check Report retained by PB.</p>
2731	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) Application No 17/03345/FUL The Old Forge, Langport Road, Fivehead. Relocation of existing dog grooming business from The Old Forge to purpose-built premises and 10 boarding kennels along with access, parking and sightline improvements (revised application). No comment.</p> <p>b) Application No17/03704/FUL Cathanger Barns, Cathanger Lane, Fivehead. Conversion and extension of redundant agricultural buildings to form two detached dwellings with ancillary garaging and domestic storage. <i>Action: Clerk to request site visit for Members noting 17 Oct 17 deadline for observations.</i></p> <p>c) Permission granted STC Application Nos 17/03038/FUL and 17/03039/LBC Poolhayes, Higher Swell. Rendering of old chimney breast on the NW aspect of the building with lime mortar. Noted.</p>
2732	<p>Finance</p> <p>The financial position of the Council was received. An interim statement was scrutinised. Two bank reconciliations were signed off by the Chairman.</p>
	<p>a) Payments authorised during the previous month:</p>
	<p>Nil</p>
	<p>b) Payments authorised:</p>

	(i) J Wardle (ii) J Wardle (iii) HMRC (iv) M Pettitt (v) FVHMC	Clerk/RFO Salary (Sep) Homeworking allowance (Sep) Clerk/RFO PAYE (Sep) Grass maintenance (Sep) Meeting room (Aug)	£242.37 £18 £60.60 £419.50 £14
	c) Income received during previous months:		
	(i) NatWest (ii) NatWest (iii) Chedzoy (iv) Hamar (v) Fouracre (vi) Haddon	Interest (Jul) Interest (Aug) Memorial replacement Newsletter advert Newsletter advert Donation (hazel hedge costs)	£0.27 £0.26 £32 £18 £18 £60
	d) An Internal Review of Controls (2 of 4) by LH and the Clerk was noted.		
	e) Mid-year review of FY17/18 spend/forecast as at end of Sep 17. 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 7 lines totalling £715.31. It was noted that income to date was £518.48 above budget and £144.77 is outstanding for VAT reclaim. The only significant 'actual' overspends were in support of maintenance (removal of churchyard trees/vegetation and repairs to the Village Green chain-link fence/posts) and a small increase in Insurance Premium Tax. The other overspends are all forecast for the end of the FY. Resolution: to transfer excess income (£518.48) INTO Reserves and transfer total sum of £715.31 OUT OF Reserve to cover the forecast and actual overspends. Taking the pending VAT reclaim into account, this will result in a NET REDUCTION IN RESERVES OF £52.06. Proposed LH and seconded KM. Carried unan.		
2733	Matters of Report, Questions and Items for the Next Meeting a) Chairman: KB passed leaflets for NatWest Banking (inc a mobile bank in Langport on Thursdays) to the Clerk for the noticeboard. b) Clerk: (i) Next meeting to review outline budget for FY18/19 inc review of Cemetery charges (Clerk to provide comparators), Community Plan actions, grants, Clerk remuneration, risks, insurance and Reserves. (ii) The external audit by Grant Thornton was finally received on 28 Sep 17 (2 days before publication deadline). Comments to be reviewed at next meeting. (iii) Details of Family Support Service consultation will be forwarded to Members and included on the noticeboard and website. c) Councillors: nil.		
	Date of Next Meeting Monday 6 November 2017 at 1930 . The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2148.

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