

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 5 February 2018 at 1930 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mrs P Brett; Mr R Wynn. Mrs J Wardle (Clerk/RFO). County Councillor C Aparicio-Paul
	Public participation No members of the public attended.
	County Councillor's Report - previously circulated. CAP briefed on the possibility of applying for traffic control funding under the Small Improvements Scheme; and she encouraged people to participate in the ongoing consultations on the Library Service and the A358 options.
	District Councillor's Report No report received.
2769	Apologies for absence Apologies were received from Mrs N Cameron and Mr J Westworth
2770	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 8 Jan 18 were approved. Proposed PB and seconded LH. Carried unan.
2771	Declarations of Interest 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. LH and RW also noted their roles as trustees of the Village Hall. See Dispensation
2772	Dispensations A Dispensation was granted by the Monitoring Officer to the members in attendance to allow them to freely and fully participate and vote in relation to setting the precept for FY18/19.
2773	Matters Arising From the Minutes (8 Jan 18) and Raised By Members a) Issues with footpaths between Fivehead and Swell and the bunds on the floodplain - a letter has been sent to the MP seeking support in resolving these issues. The Area Warden has inspected the bund/footpath near Swell and commented that there is space between the bund and the ditch to accommodate the footpath. The situation will be kept under review. b) Traffic control - <i>Action: PB and KB to seek advice from Police at PACT meeting (Feb 18). Clerk and Chair to contact Matravers Engineering and Walronds Park Business Units at Westport about HGVs and postcodes/Satnav usage.</i> No progress - awaiting PACT meeting. c) A further letter has been sent to SSDC re a hedge which is still obstructing a highway. <i>Action: Clerk to resend (copy to CAP) if no reply. Clerk to contact Glendale agents re overgrown Glendale hedges on Butchers Hill.</i> d) Conifers in churchyard - advice from the stonemason re the impact of the conifer on the War Memorial has been forwarded to the PCC. PB, the Clerk, PCC Members and the Parish Tree Warden met with the SSDC Tree Officer who also provided useful advice on tree removal, maintenance and replacement in the churchyard and cemetery. A formal report has been prepared by SSDC; this will be forwarded to the PCC for a decision and faculty application on the churchyard trees. The cemetery trees will be kept under review. e) <i>Action: PB to investigate getting a grant for the restoration of St Catherine's Well.</i> f) A potential donation to the Parish budget for a specific project was discussed. <i>Action: Clerk to circulate list of potential projects to Members.</i> g) Clerk reported on the FY17/18 external audit arrangements. The Terms of Reference and Engagement Letter for the Internal Audit were agreed. h) Resolution: to agree an Equal Opportunities Policy. Proposed KM and seconded RW. Carried unan. i) Resolution: to agree a Grievance Policy. Proposed LH and seconded PB. Carried unan. j) Online banking - the PC previously agreed at Min 2491 to stay with NatWest and sign-up for online banking. At Min 2541, it was decided to put this action on hold. Since the closure of the Langport Natwest branch, the Clerk uses PO services to deposit cheques locally. The situation is not ideal because of the lack of easy access to bank statements and the increasing requests (eg HMRC) for online payments and deposits. Advice at SALC covered simple but effective procedures that avoid the need for multiple online authorisations. Resolution: to apply for online banking at NatWest with ONE to sign for online banking transactions subject to prior approval by TWO signatories and quarterly internal audit of all transactions. Clerk, KB and NC to be

	<p>registered as authorised service administrators. Proposed PB and seconded LH. Carried unan. <i>Action: Clerk to process online banking application and update the Financial Regulations (for approval at Mar 18 meeting).</i></p> <p>k) Langford Corner refurbishment - a consultation on future design has been included in the Feb 18 newsletter. JWe has kindly agreed to undertake some ground clearance in Mar 18 under the guidance of M Wilson. Members thanked M Wilson for his work in producing the planting design.</p> <p>l) Annual Parish Meeting - it was agreed to hold the APM at 2000 on either 1 May or 24 Apr 18 depending on the availability of speakers. <i>Action: Clerk to investigate speakers and book VH.</i></p> <p>m) Meeting dates for remainder of 2018/19 were agreed including a changed date of 16 Apr in lieu of 9 Apr. <i>Action: Clerk to publish details on website/noticeboard and book VH.</i></p> <p>n) Replacement laptop. Resolution: Clerk to purchase replacement laptop with Microsoft Office and Security software up to £500 (from allocated Reserves) with the value of any trade-in Gift Card being used to offset purchase of laptop or accessories. Proposed KB and seconded RW. Carried unan.</p>
2774	<p>Correspondence Received</p> <p>a) SCC Somerset Libraries Service Consultation - noted. <i>Action: Clerk to promote consultation on website/noticeboard and via Village Group email.</i></p> <p>b) The results from A378 Speed Indicator Device (Dec) show the median speed was 35mph cf speed limit of 30mph. 15% of vehicles were travelling above 42mph. The intervention limit (36mph) at this location (Greenshutters) is the speed at which there is deemed to be a speeding issue. Noted.</p> <p>c) The Langport Community Office has relocated to Langport Library (ie it has not closed as previously reported) to improve efficiency and reduce costs - noted. <i>Action: Clerk to publish on website/noticeboard and via Village Group email.</i></p> <p>d) Local Government Boundary review proposals, whilst changing the boundary of the Islemoor Ward, have no impact on Fivehead directly - noted.</p> <p>e) PB reported on the recent and ongoing criminal trespass on the Glendale site and the associated health and safety issues. <i>Action: Clerk to write to Glendale agents expressing Council's concern and requesting that action be taken to secure the site.</i></p> <p>f) Keep Britain Tidy 2018 Spring Clean event (2-4 Mar 18) - noted. <i>Action: Clerk to forward details to interested parishioners.</i></p>
2775	<p>Community Plan</p> <p>a) The trial new format Newsletter has been published together with a feedback form. A decision on the future format and print costs will be made at the Mar 18 meeting. Advertising rates were reviewed noting that rates haven't increased for 4 years and are a good value annual charge despite limited distribution as the Newsletter is now also on website. It was also noted that increased advertising will never offset increased print costs (if A4 Colour format continues) but that the Newsletter is seen as a valuable community communication. Resolution: to increase newsletter advertising rates to £25pa for ¼ A5 format and to £50pa for ½ A5 format with immediate effect. Proposed RW and seconded LH. Carried unan. <i>Action: Clerk to notify newsletter Editor of increased rates.</i></p> <p>b) Progress on the Community Plan Action Plan was reviewed. <i>Action: LH to ask O Howard if he would lead on the development of the Emergency Plan. Clerk to publish progress report on website.</i></p>
2776	<p>Reports</p> <p>a) Playing Field (PB) - agreed that a Dog Show will be held during the Village Fete on 14 Jul 18. <i>Action: Clerk to include agenda item on Council Bottle stall on Mar 18 agenda.</i></p> <p>b) Village Hall (LH) - rainwater system is not working and has been switched-off.</p> <p>c) SALC: key points from briefing attended by Clerk were that (i) there will be no extension of referendum principles to PC Precept setting for foreseeable future (ie no plan to revisit this decision in next 3 years); (ii) the impact of new Data Protection legislation (GDPR) due in May 18 on PCs is being finalised - as it stands the role of Data Protection Officer cannot be held by the Clerk and could be contracted-out to a suitable 'expert' - SALC will issue a Toolkit shortly.</p> <p>d) Cemetery (KM) - awaiting fine weather for spoil removal.</p> <p>e) Highways (JWa) - nil report.</p> <p>f) Environment - complaints have been received by SS about the debris being dumped behind</p>

	a gate on the lane to Swell. <i>Action: Clerk to contact Highways and the Environment Agency to check if any action can be taken.</i> g) Rights of Way - <i>Action: Clerk to seek volunteer strimmer using website/noticeboard and Village Group email.</i> h) Police report available at https://www.police.uk - one crime reported in Nov 17. i) Asset/Maintenance Check Report: nil report. Report book retained by KM.																								
2777	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details a) Application No 18/00316/FUL Demolition of existing garage and the erection of single and two storey extensions. 21 Orchard Rise, Fivehead. No objections.																								
2778	FY18/19 Finances a) Revised Budget and Reserves sheets to reflect Precept increase of 3% had been agreed by email. Resolution: to agree the Reserves Policy and to set the budget requirement at £14425 giving a Precept of £14355 assuming that Allocation of Grant is held at £70. Proposed KB and seconded PB. Carried unan. This budget gives an Equivalent Band D Charge of £55.66 pa (up £1.62pa [3%] from £54.04pa in FY17/18). b) Details and prices for the SSDC Ranger Scheme were noted: £19/hour and can be contracted on weekly or monthly basis. Minimum contract is 12 months. Full Public Liability cover and procedures in accordance with H&S legislation. c) PB briefed on the War Memorial rededication event (26 May 18): a service followed by refreshments at the Crown. Invites have been sent to relatives of the Fallen. <i>Action: PB to provide estimated costs to Mar 18 meeting so that a decision can be made on full/partial funding (under s145) of the event.</i>																								
2779	Finance 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 Q4. Two bank reconciliations were signed off by the Chairman. a) Payments authorised during the previous month: Nil b) Payments authorised: <table> <tr> <td>(i) J Wardle</td> <td>Clerk/RFO Salary (Jan)</td> <td>£242.37</td> </tr> <tr> <td>(ii) J Wardle</td> <td>Homeworking allowance (Jan)</td> <td>£18</td> </tr> <tr> <td>(iii) HMRC</td> <td>Clerk/RFO PAYE (Jan)</td> <td>£60.60</td> </tr> <tr> <td>(iv) FVHMC</td> <td>Meeting room (Jan)</td> <td>£15</td> </tr> </table> c) Income received during previous months: <table> <tr> <td>(i) NatWest</td> <td>Interest (Dec)</td> <td>£1.00</td> </tr> <tr> <td>(ii) SALC</td> <td>Transparency Code funding</td> <td>£254.53</td> </tr> <tr> <td>(iii) HMRC</td> <td>VAT refund</td> <td>£221.83</td> </tr> <tr> <td>(iv) Beehive Storage</td> <td>Newsletter advert</td> <td>£36</td> </tr> </table>	(i) J Wardle	Clerk/RFO Salary (Jan)	£242.37	(ii) J Wardle	Homeworking allowance (Jan)	£18	(iii) HMRC	Clerk/RFO PAYE (Jan)	£60.60	(iv) FVHMC	Meeting room (Jan)	£15	(i) NatWest	Interest (Dec)	£1.00	(ii) SALC	Transparency Code funding	£254.53	(iii) HMRC	VAT refund	£221.83	(iv) Beehive Storage	Newsletter advert	£36
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2780	Matters of Report, Questions and Items for the Next Meeting a) Chairman - 54 bus service cut to 90 mins rather than hourly. <i>Action: Clerk to publish detail on website/noticeboard and by Village Group email; and include on Mar 18 agenda.</i> b) Clerk - details of A358 Consultation are on website and questionnaires are available at Knight Brothers Garage (Thornfalcon). c) Councillors: nil Date of Next Meeting Monday 5 March at 1930 . The Village Hall, Stowey Road, Fivehead																								

The meeting closed at 2154

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