

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

	<b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mr J Westworth; Mr R Wynn; Mrs N Cameron.
	<b>Public participation</b> No members of the public attended.
	<b>County Councillor's Report</b> – previously circulated.
	<b>District Councillor's Report</b> – nil.
2781	<b>Apologies for absence</b> Apologies were received from Mrs P Brett; County Councillor C Aparicio-Paul; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
2782	<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 Feb 18 were approved. Proposed LH and seconded RW. Carried unan.
2783	<b>Declarations of Interest</b> - nil.
2784	<b>Dispensations</b> – nil.
2785	<p><b>Matters Arising from the Minutes (5 Feb 18) and Raised by Members</b></p> <p>a) Community safety and traffic control.</p> <p>(i) KB reported on the liaison meeting with the Avon and Somerset Police: Area North resources are stretched with 3 beat managers and 31 PCs to look after 53 towns and villages. Further investigation will be undertaken to see how speeding issues and Neighbourhood Watch can be improved in the village. Clerk will attend meeting on 14 Mar 18 about the future of the Speed Indicator Device (SID) Scheme.</p> <p>(ii) Recent SID results: the results from a SID on the A378 at the Ganges Hill junction show the median speed was 35mph cf speed limit of 30mph. 15% of vehicles were travelling above 41mph. The intervention limit (36mph) at this location is the speed at which there is deemed to be a speeding issue. Noted.</p> <p><i>Action outstanding (awaiting advice): Clerk and Chair to contact Matravers Engineering and Walronds Park Business Units at Westport about HGVs and postcodes/Satnav usage.</i></p> <p>b) Hedge obstructing highway. <i>Action: Clerk to write to owner requesting that the width of the hedge be reduced to remove the highway obstruction.</i></p> <p>c) Glendale – following recent reports of trespass, the house has been boarded up again, the roadside timber gate fixed and the “no trespass” signs reinstated. Revised plans for the development of the site are now being drawn up ready for the submission of the planning application in the late Spring. The problems of trespass at the site have brought about a degree of urgency in respect of establishing a future use for the site and its consequent management so the owners are pushing forward to application stage quicker than anticipated.</p> <p>d) Removal of conifer in churchyard – the Council’s insurers have advised that contractors must carry the same level of Public Liability cover as the Council (ie £10M). <i>Action: Clerk to ask for revised quotes to remove the conifer with £10M Public Liability cover.</i></p> <p>e) <i>Action: PB to investigate getting a grant for the restoration of St Catherine's Well.</i> Deferred to Apr 18 meeting.</p> <p>f) Potential donation to the Parish budget. The Clerk had circulated to Members a list of possible projects for which the donation might be used.</p> <p>g) Online banking – applications forms have now been signed. <i>Action: Clerk to update the Financial Regulations (for approval at Apr 18 meeting).</i></p> <p>h) Langford Corner refurbishment consultation results will be discussed at the Gardening Club and next steps planned with M Wilson.</p> <p>i) Annual Parish Meeting at 2000 Tues 1 May 2018 – Guy Smith from Smith and Evans (local wine producer) will speak for 15 mins prior to the annual village reports. Refreshments will be served. <b>Resolution: to spend up to £100 on refreshments for the APM under s.111 LGA 1972.</b> Proposed JWe and seconded RW. Carried unan.</p> <p>j) Village Fete on 14 Jul 18. <i>Action: Clerk to include agenda item on Council Bottle stall.</i></p> <p>k) Following further complaints from parishioners of debris being dumped and burned behind a gate on the lane to Swell, SSDC and the Environment Agency have been advised.</p>

	<p>l) Investigation is in hand to identify the requirements for footpath strimming and how it might best be undertaken. Two parishioners have volunteered. <i>Action: Clerk to check training costs and options to use the SSDC Ranger Service.</i></p> <p>m) War Memorial renovation and rededication event (26 May 18) – deferred to next meeting. <i>Action: Clerk to pass on Members' thanks to the stonemason for his restoration work.</i></p> <p>n) 54 bus service cuts have received negative feedback from parishioners. <i>Action: Clerk to write to First bus company to complain about No54 service reduction.</i></p>
2786	<p><b>Correspondence Received</b></p> <p>FVHMC grant payments – the Parish Council has granted £3K to the Fivehead Village Hall (charity) since 2006 to service the building loan. The following has now come to light:</p> <ul style="list-style-type: none"> <li>• In the last 3 years (ie since FY15/16) the loan interest has been less than £3K.</li> <li>• The loan is due to be repaid in FY21/22 by which time the total interest paid by the VH will be £55K and the PC will have granted £51K (ie £3K x 17 years)</li> <li>• The VH accounts have not been submitted to the PC in the recent past. This is partly due to the fact that the VH's FY starts in Oct and is out of synch with the PC's FY.</li> <li>• The VH request for a grant in FY18/19 was again £3K and this has been included in the PC's budget/Precept.</li> </ul> <p>SALC have advised that, whilst any grant recipient receiving a grant of more than £2000 should report annually back to the council (often a report at the Annual Parish meeting), in reality this is a commonly overlooked area.</p> <p>The VH and PC representatives met 28 Feb18 to discuss options. Everyone is apologetic about the oversight and there is absolutely no suggestion of impropriety. For FY18/19, the VH has a major floor restoration and redecoration project to fund. They have asked if the balance of the £3K grant could be used towards this specific project. For the 3 FYs prior to this when the grant was also overpaid, they have suggested that the PC might retrospectively indicate the balance of the grants was used to fund specific projects which can be identified in the VH accounts. <b>Resolution: that VHMC should be asked to a) resubmit grant request letter for FY18/19 explaining changed requirements; b) report at the APM on how the FY17/18 grant was spent; and c) provide accounts for the last 3 years so that suitable projects can be identified.</b> Proposed NC and seconded JWe. Carried unan.</p> <p>b) DEFRA consultation on crime and poor performance in the waste sector (inc fly tipping) – <a href="https://consult.defra.gov.uk/waste/crime-and-poor-performance-in-the-waste-sector/supporting-documents/Waste_Crime_Cons_English.pdf">https://consult.defra.gov.uk/waste/crime-and-poor-performance-in-the-waste-sector/supporting-documents/Waste_Crime_Cons_English.pdf</a>. - noted.</p> <p>c) Invitation from Radio Ninesprings to contribute to programmes – noted.</p> <p>d) Committee on Standards in Public Life review of local government ethical standards – noted.</p>
2787	<p><b>Community Plan</b></p> <p>a) Parishioner feedback on the trial new format Newsletter indicated that A4 colour every 2 months was preferred by the majority of those responding. The previous printing quotes were agreed to deliver value for money so further quotations will not be required. <i>Action: Chair, Clerk, Editor and Webmaster to meet to address individual comments and agree process/responsibilities for future issues.</i></p> <p>b) O Howard has kindly agreed to lead on the updating of the Emergency Plan. <i>Action: PB to liaise with O Howard on the development of the Emergency Plan.</i></p>
2788	<p><b>Reports</b></p> <p>a) Playing Field, Highways, Environment, Rights of Way – nil.</p> <p>b) Village Hall – LH has resigned as trustee but remains the PC representative on the MC. RW is a trustee but not a PC representative. PB is the PC representative on the PFMC but is not a trustee.</p> <p>c) SALC – GDPR Toolkit received. SALC will be offering training on the GDPR in the coming months.</p> <p>d) Cemetery – a request has been made of the landowner on the southern boundary to cut back/down the overhanging vegetation.</p> <p>e) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> - one crime reported in Jan 18.</p> <p>f) Asset/Maintenance Check Report: nil. Report book to KB.</p>
2789	<p><b>Planning</b> - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</p> <p>Nil</p>

2790	<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 Q4. Two bank reconciliations were signed off by the Chairman.		
	a) Payments authorised during the previous month:		
	(i) Parish Magazine Printing	Newsletter print (Feb Trial edition)	£225.06 (Big Lottery Funding)
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Feb)	£242.37
	(ii) J Wardle	Homeworking allowance (Feb)	£18
	(iii) HMRC	Clerk/RFO PAYE (Feb)	£60.60
	(iv) J Wardle	Laptop and software (cost minus trade-in value)	£369.98
	(v) FVHMC	Meeting room (Feb)	£15
	(vi) A Barrett	Website host (FreshSites) costs	£72 (inc VAT)
	c) Income received during previous months:		
	(i) NatWest	Interest (Jan)	£1.15
	(ii) Charlotte of Cambridge	Newsletter advert	£40
	(iii) Currys PC World	Laptop trade-in	£77
2791	<b>Matters of Report, Questions and Items for the Next Meeting</b>		
	a) Chairman – details of the Langport Surgery Community Agents have been published on the website.		
	b) Clerk - nil.		
	c) Councillors – nil.		
	<b>Date of Next Meeting</b> <b>Monday 16 April at 2000.</b> The Village Hall, Stowey Road, Fivehead		

The meeting closed at 2050.

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

