

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 4 June 2018 at 2000 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mr J Westworth; Mr R Wynn; Mr K Male; Mrs N Cameron; Mrs P Brett. County Councillor C Aparicio-Paul; District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	Public participation No members of the public attended.
	County Councillor's Report – The future of the libraries consultation ends on 14 June, so far 4,000 people (out of 550,000) have engaged with the consultation. Somerset has been awarded £3.66 million on the pot hole action fund. BBC Panorama are making a programme on the challenges of providing elderly care and Somerset will be featured for its work in the care sector. The unitary debate is under way - the future of local government in Somerset could change from the current three tier system to a single authority. The opening of the new pool at Huish Episcopi has been put back until 30 June 2018.
	District Councillor's Report - The Transformation Programme at SSDC continues.
2820	Apologies for absence Apologies were received from Mrs L Howard
2821	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 14 May 18 were approved subject to a correction to the sum underpaid in Min 2818 which should read £6.06. Proposed PB and seconded NC. Carried unan.
2822	Declarations of Interest – JWe declared an interest in agenda item 11a: planning proposal discussed at Min 2827a) and took no part in the discussion.
2823	Dispensations – nil.
2824	Matters Arising from the Minutes (14 May 18) and Raised by Members a) Community safety and traffic control: (i) A378 Langport and Top Road Revocation and 30mph Speed Limit Order 2018 – nothing further heard from SCC. (ii) Community Speed Watch – 3 people including a co-ordinator have volunteered; more are required as advertised in the June newsletter. (iii) HGVs and postcodes/Satnav usage – KB and KM have discussed postcodes and signage with Matravers Engineering who have subsequently asked the Post Office about changing the postcode; they were advised it would be extremely unlikely. Further investigation will be made into how to change SatNav directions. SALC have been asked if they could circulate a request to other councils for their experiences with HGVs. Parishioners have been reminded in the June newsletter that evidence of HGV incidents is required. Further advice on how to tackle the problem will be sought from Highways (rather than SSDC) as road problems are the remit of SCC. <i>Action: Clerk to report HGV concerns to Highways with request for improved signage and routeing.</i> (iv) Neighbourhood Watch Scheme – several people have volunteered; more are required as advertised in the June newsletter b) The village survey to assess level of support for the purchase/operation of a defibrillator received a disappointing engagement rate with only 50 out of 290 households replying. The results were: 41 in favour; 9 against; with 19 offers of help. A defibrillator would cost in the region of £1800 over 4 years. Resolution: noting the high cost of a defibrillator and the low (14%) return rate of responses to the defibrillator questionnaire, Members do not believe that they have a clear mandate to purchase and operate a defibrillator at this time. The situation will be kept under review in particular wrt funding. Proposed RW and seconded KM. Carried unan. <i>Action: Clerk to notify the Stable of this decision.</i> c) Annual footpath strimming arrangements – the quote received from SSDC for strimming was considered too high. Members agreed that a maximum of 10 hrs of the SSDC Ranger Service (@£19/hr) was acceptable. <i>Action: Clerk to liaise with PPLO and SSDC to prioritise what strimming can be achieved within this limit.</i> d) War Memorial renovation and rededication – Members thanked PB for her hard work and dedication in making the renovation process and the rededication event such a success. Her book 'Fivehead's Military Men' (A Brief History of the Men of Fivehead Village who went to

	<p><i>Fight in the Two World Wars</i>) was also commended. Members agreed a press release (a condition of the WMT grant) that will be sent to local papers.</p> <p>e) Emergency Plan – no further progress.</p> <p>f) General Data Protection Regulation (GDPR) – an email has been issued using Mail Chimp to the Village Email Group seeking consent for holding their name and email address. There are currently 101 subscribers. A link for new subscribers and the General Privacy Notice have been added to the website. The Clerk will follow the previously-agreed action plan for remaining tasks and report back to the August meeting.</p> <p>g) Insurance Renewal – following BHIB’s confirmation that any damage to walls would be covered under the Gates & Fences section of the policy subject to an adequate sum insured (currently £100,000), Members noted that the annual premium had been paid.</p> <p>h) Review of Clerk/RFO’s performance and salary – date to be confirmed.</p> <p>i) Progress with Community Plan actions was reviewed. <i>Action: Clerk to post updated review on website and on noticeboard.</i></p>
2825	<p>Correspondence Received</p> <p>a) SCC are currently reviewing the way they run day activities for adults with dementia or other functional mental health needs. A survey has been designed to be completed by individuals living with dementia or other functional mental health needs and their carer(s). The survey is available from Compass Disability Services on 01823 282823 or at https://www.surveymonkey.co.uk/r/SCC_Day_Opportunities. Noted for individual completion.</p> <p>b) Barrowden Parish Council (Leicestershire) believes that it should be a requirement that building control bodies ensure that development proceeds in general accordance with the approved plans and conditions. A survey to gather supporting evidence for their case to Government is available at https://www.surveymonkey.co.uk/r/D7H9VKF_until_11_June_2018. PB to complete on behalf of Members.</p>
2826	<p>Reports</p> <p>a) Playing Field – gates are to be refitted with a security post.</p> <p>b) Village Hall – advice from security review being actioned, GDPR actions in hand.</p> <p>c) Highways - the road leading to Smith’s Farm has been swept by SSDC.</p> <p>d) Rights of Way – SS reported that there was no further news on the mud embankment (Bund) between Fivehead and Isle Brewers and that she has queried developments with the MP.</p> <p>e) No reports from SALC; Cemetery; or Environment.</p> <p>f) Police report available at https://www.police.uk – nil crimes reported in Fivehead in Apr 18.</p> <p>g) Asset/Maintenance Check Report: nil. Report book to JWe.</p>
2827	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) The outline early-stage housing development proposal for one residential property on the road from Fivehead to Lower Swell on the site of former agricultural buildings (presented at the last meeting by the agent from Savills) was discussed. JWe, having previously declared an interest, took no part in the discussion. The following concerns were agreed:</p> <p>(i) This would be another large property in a village where the 2017 Community Plan showed that the majority of respondents thought that the Parish is in most need of more low cost/starter homes. There are currently a number of large properties for sale in Fivehead and nearby.</p> <p>(ii) The development would extend the boundary of Fivehead up to the boundary of Lower Swell making a continuous development.</p> <p>(iii) Access would be onto a narrow lane with dog-leg bends and agricultural heavy traffic.</p> <p>(iv) This is agricultural land.</p> <p><i>Action: Clerk to communicate concerns to Savills and SSDC Planning.</i></p> <p>b) Application No 18/01530 /DPO to modify S106 agreement to vary affordable housing conditions. Windy Ridge, Fivehead – no objections.</p> <p>c) Application No 18/01689/S73 to vary condition 02 (approved plans) of planning permission 17/01022/S73 by substitution with revised plans. Windy Ridge, Fivehead – no objections.</p> <p>d) Application No 18/00788/FUL permitted STC: erection of domestic outbuilding to provide garaging with storage above. Cathanger Cottage, Fivehead – noted.</p> <p>e) Application Nos 17/03704/FUL and 17/03705/LBC permitted STC: conversion and extension of redundant agricultural buildings to form 2 detached dwellings with ancillary garaging and domestic storage. Cathanger Barns, Fivehead – noted.</p>

2828	<p>FY17/18 Annual Accounts and Annual Governance and Accountability Return (AGAR)</p> <p>a) The Clerk summarised the report of the Internal Auditor (Mr G Balmer):</p> <p>(i) Recognition of the effort made in rectifying the findings highlighted at the last audit.</p> <p>(ii) The documentation presented for audit was clear, logical and comprehensive providing a well-defined record of the council's business and financial situation.</p> <p>(iii) Asset Register:</p> <ul style="list-style-type: none"> • The Council has made progress towards the clarification of ownership of the Pound by getting it recorded as an unrecognised heritage asset. <i>Action: PB to investigate getting the Pound listed.</i> • The PC are Custodian Trustees of the Playing Field deeds (which are lodged with the solicitors) – ownership is with the Playing Fields charity. • <i>Action: Clerk and PB to clarify the ownership situation wrt Langford Corner and War Memorial; Asset Register to be amended accordingly.</i> <p>(iv) Members confirmed that they do not require the Clerk to maintain a record of actions, allocating ownership and evidencing closure.</p> <p>(v) Council recorded their appreciation of Mr Balmer's thorough and helpful Internal Audit which supports continuous improvement of the Council's work. Resolution: to purchase a gift (up to £50) of appreciation for Mr Balmer's Internal Audit. Proposed NC and seconded PB. Carried unan. <i>Action: Clerk to purchase gift and write to Mr Balmer.</i></p> <p>b) Section 1 (Governance Statement) of the Annual Return for FY17/18 was agreed and then signed by KB and Clerk.</p> <p>c) Section 2 (Accounting Statements) of the Annual Return for FY 17/18 was agreed and then signed by KB.</p> <p>d) The period of Public Rights and Publication of the AGAR and associated documentation will run between 20 Jun and 31 Jul 2018.</p>												
2829	<p>Finance</p> <p>The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. An interim statement was scrutinised: the overspend relates to the War Memorial restoration where the WMT grant is awaited.</p>												
	<p>a) Payments authorised during the previous month:</p>												
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2830	<p>Matters of Report, Questions and Items for the Next Meeting</p> <p>a) Chairman:</p> <p>(i) Arrangements for fete to be confirmed at next meeting</p> <p>b) Clerk</p> <p>(i) Internal review of controls (1 of 4) (LH and Clerk)</p> <p>c) Councillors</p> <p>(i) Reminder of Open Gardens 10 June 2018</p>												
	<p>Date of Next Meetings</p> <p>Monday 2 July at 2000 – Parish Council Meeting - The Village Hall, Stowey Road</p>												

The meeting closed at 2133.

Chairman.....

Dated.....