

**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 2 July 2018 at 2000 at The Village Hall, Stowey Road Fivehead**

	<b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mr R Wynn; Mr K Male; Mrs N Cameron; Mrs P Brett. District Councillor S Steele; Mrs J Wardle (Clerk/RFO).
	<b>Public participation</b> No members of the public attended.
	<b>County Councillor's Report (received by email)</b> a) A recent study by the County Councils Network (CCN) has found that transport to school for children in rural areas is over nine times greater than in more urban or suburban areas. b) The Private Members Bill, put before the House of Commons seeking to establish the Somerset Rivers Authority as a separate precepting authority, failed due to the intervention of a single MP on a procedural matter. The Governing Board of the SRA have now written to the Environment Secretary Michael Gove to seek his support and personal intervention in order that the ongoing funding issue is resolved well before the next financial year. c) SCC have a duty to ensure a functioning local care market and have agreed to an additional £8m over this financial year to increase fee levels. This is the additional £6.6m Adult Social Care precept with the addition of some central Government Better Care Fund monies. d) SCC are looking for more registered childminders (see <a href="http://www.somerset.gov.uk/register">http://www.somerset.gov.uk/register</a> and <a href="https://www.childcarebusinessgrants.com/">https://www.childcarebusinessgrants.com/</a> ). e) At the end of 2017 there were 313,800 licensed cars in Somerset (an increase of 4,400 on the previous year). Numbers of motorcycles increased by approximately 400 to 16,700 over the same period, while numbers of Light Goods Vehicles increased by 1,200 to 46,200. South Somerset and Mendip saw the biggest increases (2,000 and 1,400 respectively). Car ownership now ranges from 67 per 100 adult population in Taunton Deane and West Somerset to 72 per 100 adult population in Mendip. Nationally there are 60 cars per 100 population.
	<b>District Councillor's Report</b> – the Transformation Programme at SSSC continues.
2831	<b>Apologies for absence</b> Apologies were received from Mr J Westworth and County Councillor C Aparicio-Paul.
2832	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Parish Council meeting, previously circulated, held on 4 Jun 18 were approved. Proposed PB and seconded NC. Carried unan.
2833	<b>Declarations of Interest</b> – LH declared an interest in item 11c (Planning application).
2834	<b>Dispensations</b> – nil.
2835	<b>Matters Arising from the Minutes (4 Jun 18) and Raised by Members</b> a) Community Speed Watch – as there have been no further volunteers to operate this, the scheme has been placed on hold for the time being. b) HGVs and postcodes/Satnav usage – KB and the Clerk had a useful meeting with the SCC Traffic Engineer who will be sending details of proposed new signage for directing HGVs at the bottom of Butchers Hill and Ganges Hill, and by the Old Manse. Details awaited. c) Neighbourhood Watch Scheme – <i>Action: KB to arrange a meeting of NWS volunteers.</i> d) Annual footpath strimming arrangements – <a href="https://roam.somerset.gov.uk/roam/map#">https://roam.somerset.gov.uk/roam/map#</a> shows which paths which are due to be cut by SCC. In Fivehead, these are L11/6 & 7, L11/56, L11/51, 52 and 53. All are 2-cut paths in periods 21May - 3 Jun and 13-26 Aug. Following advice from the PPLO and a parishioner, the priority for additional strimming by SSSC Ranger Service is L11/42 and L11/39. <i>Action: Clerk to contact SSSC about additional strimming.</i> e) Emergency Plan – development ongoing with O Howard and PB. f) Review of Clerk/RFO's performance and salary – KM, NC and KB held a satisfactory performance review with the Clerk on 25 Jun 18. The following recommendation was made: as per contract, the Clerk will have salary increase to new Apr 18 NALC LC1 Scale SCP21 wef 1 May 18. (£10.68/hr; 30 hrs/month = £320.28/month basic pay before PAYE). Back pay for May and Jun will be included in Jul payment to be authorised at Aug meeting. <b>Resolution: to increase Clerk salary to LC1 Scale SCP21 (NALC 2018 National Salary Award) wef 1 May 18 and make consequential back-payments.</b> Proposed LH; seconded KM. Carried unan. g) Asset Register – no progress on: (i) <i>Action: PB to investigate getting the Pound listed.</i> (ii) <i>Action: Clerk and PB to clarify the ownership situation wrt Langford Corner and War Memorial; Asset Register to be amended accordingly.</i>

	<p>h) Arrangements for Parish Council Bottle Stall at the village fete were confirmed.</p> <p>i) (i) Updated Standing Orders - <b>Resolution: to amend the Standing Orders using the NALC template to reflect the latest legislation.</b> Proposed PB and seconded NC. Carried unan.</p> <p>(ii) GDPR Privacy Notice for staff, councillors and Role Holders based on the NALC template was approved for circulation by the Clerk.</p> <p>j) NC reported on the SSDC Area North Town and Parish Council meeting.</p> <p>k) Passwords updated and passed to Chair – noted.</p>						
2836	<p><b>Correspondence Received</b></p> <p>a) A378 Langport and Top Road Revocation and 30mph Speed Limit Order 2018 – SCC Highways have advised that, having taken Police legal advice, the decision has been taken to make a minor change to a textual description in the TRO to amend a small anomaly in the wording. This means that the speed limit remains at 30mph as signposted.</p> <p>b) Citizens Advice South Somerset request for grant – agreed. <b>Resolution: to pay a grant of £50 under s137 to Citizen’s Advice South Somerset.</b> Proposed RW and seconded NC. Carried unan. <i>Action: Clerk to process payment and request that Citizen’s Advice present at the next APM (May 2019).</i></p>						
2837	<p><b>Reports</b></p> <p>a) Playing Field – PB has drafted a Governing Document, Privacy policy and Safeguarding Policy for approval.</p> <p>b) Cemetery – reports have been received of dogs being let loose for exercise in the cemetery. It was agreed that use of the cemetery or the churchyard for this purpose is disrespectful and unacceptable. <i>Action: Clerk to investigate possible actions to restrict use of cemetery and churchyard for dog exercise.</i></p> <p>c) Environment – Members were pleased to hear that the owner of the raised hazel bed (by the churchyard wall) is going to remove it and repoint the wall using lime mortar.</p> <p>d) Rights of Way – SS reported that the Environment Agency have concluded their investigation and will not be requiring the removal of the earth embankment (the ‘Bund’) near Isle Brewers. The overriding reason for this is based on the flood risk modelling report which concludes that, although there is an increase in the depth of flood water immediately upstream of the embankment, there is no increased flood risk to houses or to the nearby road. <i>Action: Clerk to contact SCC Rights of Way team about reinstatement of the footpath in this area.</i></p> <p>e) Nil reports on Village Hall, SALC, and Highways.</p> <p>f) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> – zero crimes reported in Fivehead in Apr 18.</p> <p>g) Asset/Maintenance Check Report: nil. Report book to JWe.</p>						
2838	<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 18/01372/PAMB refused. Notification for prior approval for the change of use of existing agricultural building to a dwelling. Stillbrook Farm, Fivehead. Noted.</p> <p>b) Application No: 18/01006/FUL permitted STC. Change of use of land from agricultural to extension of domestic garden and the erection of a new timber fence. Cathanger Manor, Cathanger Lane, Fivehead. Noted.</p> <p>c) Application No 18/01750/FUL. Change of use of land from agricultural to extension of domestic garden and the closing-up of existing access and formation of new vehicular access. The Old Manse and Land Adjoining, Fivehead. LH having previously declared an interest, took no part in the discussion. It was agreed that the application was fully supported as it would contribute to improved safety on a sometimes busy and dangerous stretch of rural road.</p> <p>d) The Clerk reported on the SALC Planning training event.</p>						
2839	<p><b>Finance</b></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 main overspend relates to the War Memorial restoration where the WMT grant is awaited.</p>						
	<p>a) Payments authorised during the previous month:</p>						
	<table border="1"> <tr> <td>(i) Fivehead Village Hall</td> <td>Meeting rooms (May)</td> <td>£55</td> </tr> <tr> <td>(ii) Crown Inn</td> <td>Food for War Memorial Rededication event (s145)</td> <td>£150</td> </tr> </table>	(i) Fivehead Village Hall	Meeting rooms (May)	£55	(ii) Crown Inn	Food for War Memorial Rededication event (s145)	£150
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	<p>b) Payments authorised:</p>						

	(i) J Wardle (ii) J Wardle (iii) HMRC (iv) Information Commissioner (v) Parish Magazine Printing	Clerk/RFO Salary Homeworking allowance Clerk/RFO PAYE Data Protection Fee Newsletter print	£258.48 £18 £61.80 £35 (Direct Debit) £250.58
	c) Income received during previous months:		
	(i) NatWest (ii) Vine Wines (iii) Willoway Landscaping (iv) Forsey & Sons	Interest (May) Newsletter advert Newsletter advert Newsletter advert	£1.49 £25 £100 £100
	d) Satisfactory internal review of controls (1 of 4) by LH and Clerk – noted.		
2840	<b>Matters of Report, Questions and Items for the Next Meeting</b> a) Chairman - nil b) Clerk -nil c) Councillors - nil		
	<b>Date of Next Meeting</b> <b>Monday 6 August at 2000</b> – Parish Council Meeting - The Village Hall, Stowey Road		

The meeting closed at 2105.

Chairman.....

Dated.....

DRAFT