

# MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 6 August 2018 at 2000 at The Village Hall, Stowey Road Fivehead

	<b>Present:</b> Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mrs N Cameron; Mrs P Brett. Mrs J Wardle (Clerk/RFO).
	<b>Public participation</b> 3 members of the public attended. Members' views were sought on a possible planning application for a building plot on the A378 suitable for two affordable / rentable semi-detached houses. Members supported the proposal in principle as it would provide low cost housing in the village (a requirement identified in the 2017 Community Plan). The public attendees then left the meeting.
	<b>County Councillor's Report (received by email)</b>
	<b>District Councillor's Report</b> – nil.
2846	<b>Apologies for absence</b> Apologies were received from Mr R Wynn; Mr J Westworth; County Councillor C Aparicio-Paul; District Councillor S Steele
2847	<b>Approval of the minutes of the last Parish Council meetings</b> a) The minutes of the Parish Council meeting, previously circulated, held on 2 Jul 18 were approved. Proposed NC and seconded KM. Carried unan. b) The minutes of the Parish Council Planning meeting, previously circulated, held on 23 Jul 18 were approved. Proposed KM and seconded PB. Carried unan.
2848	<b>Declarations of Interest</b> – nil.
2849	<b>Dispensations</b> – nil.
2850	<b>Matters Arising from the Minutes (2 Jul 18 and 23 Jul 18) and Raised by Members</b> a) Improving traffic management and safety in the village centre: (i) New signage for directing HGVs at the bottom of Butchers Hill and Ganges Hill, and by the Old Manse – the proposals from SCC were debated and the following agreed: <ul style="list-style-type: none"> <li>• In the interests of safety, the existing fingerpost at the bottom of Butchers Hill should be replaced with a new post showing locations, directions to Matravers Engineering to the right, and 'Unsuitable for HGVs' to the left. The possibility of retaining the old post and fingers for resale will be investigated.</li> <li>• The exact location of a proposed new Matravers Engineering sign in the vicinity of the Old Manse will be clarified.</li> <li>• A new 'Unsuitable for HGVs' sign should be positioned on the roadside corner (outside the church walls) at the bottom of Ganges Hill ideally with the existing 30mph sign moved onto the same post (and the existing post removed).</li> </ul> <i>Action: Clerk to clarify details of signage with SCC Highways and report to next meeting.</i> (ii) Following-on from the planning comments re the Glendale development submitted to SSDC, it was agreed that the options to improve road safety (eg a footpath; traffic calming signage and white-lining) on Butchers Hill opposite the Glendale site should be raised with SCC Highways. This should be done as a priority ahead of any decision on Glendale. <i>Action: Clerk to contact SCC Highways re road safety improvements on Butchers Hill.</i> b) Neighbourhood Watch Scheme (NWS) and Cold Calling – KB has obtained advice and documents from Trading Standards and the Police. A meeting of NWS volunteers will be arranged. Information on avoiding cold calling scams will be made available. Further investigation into a Cold Calling Zone is required. c) Annual footpath strimming arrangements - M Knox has kindly liaised with the SSDC Ranger Service to get certain high priority paths strimmed. Thanks go to her, B Thompson and other volunteers for their personal efforts to clear other paths. d) Emergency Plan development – no progress. e) Asset Register: (i) <i>Action: PB to investigate getting the Pound listed.</i> No progress. (ii) Ownership of War Memorial and Village Green - despite extensive research by PB, no title deeds or reference to title deeds for either have been found. A committee was formed in 1922/23 to oversee the construction of the War Memorial; no records for this committee were found. In 1972 an application was rejected to have the Green registered as a Village Green. The documentation relating to this decision does not include detail of ownership, only that the

	<p>Parish Council are responsible for maintenance. Members agreed that no further action would be taken at this time.</p> <p>(iii) Ownership of Langford Corner – <i>Action: Clerk to investigate process and costs of Voluntary First Registration of Langford Corner.</i></p> <p>f) The Parish Council Bottle Stall at the village fete raised £136 – thanks to everyone who contributed and helped before and at the event.</p> <p>g) Dogs being exercised in the cemetery – noting the future option to establish a bylaw or a Public Spaces Protection Order to prohibit this activity, Members agreed at this time to erect a sign stating ‘No dogs allowed except assistance dogs’. <i>Action: Clerk to investigate signage replacement costs for the cemetery.</i></p> <p>h) Rights of Way – the Clerk has contacted the SCC Rights of Way team about reinstatement of the footpath in the area of the embankment between Fivehead and Isle Brewers.</p> <p>i) GDPR - <b>Resolution: to approve Data Privacy Policy; Data Protection Policy; Subject Access Guidance Notes; Subject Access Request Details; and Data Security Incident Procedure.</b> Proposed LH and seconded NC. Carried unan.</p> <p>j) The offer of a contribution by the Glendale developer for the restoration of the Pound has been confirmed by SALC as an acceptable action. The Parish Council has already submitted its views on the application. <i>Action: Clerk to obtain three quotes for the restoration of the Pound including stonework, ironwork and planting.</i></p>									
2851	<p><b>Correspondence Received</b></p> <p>a) Consultation on bye-laws for Sites of Special Scientific Interest – noted.</p> <p>b) Request for grant towards maintenance of the Langport to Muchelney Cycleway – declined.</p> <p>c) Request for volunteers to restore Somerset’s fingerposts – noted. <i>Action: Clerk to advertise the fingerpost restoration scheme on website and in next newsletter.</i></p> <p>d) Invite to Civic Service at Muchelney Church (14 Oct 18) – declined.</p> <p>e) A complaint has been received about the impact of the cutting schedule on seeding wild flowers (bee orchids in particular) in the rear half of the cemetery. The contractors have always cut the front half approximately every 2 weeks Apr to October and the rear half in Jul, Sep and Oct. Members, noting the long-established mowing pattern and the fact that the orchids seem to be thriving, plus the requirement to keep the cemetery neat and tidy, agreed that the existing cutting schedule should be retained with the July cut being late in the month if possible. <i>Action: Clerk to note for FY19/20 grass maintenance contract.</i></p> <p>f) Request for feedback on mobile homes being used as residences on farms without planning permission and Council Tax payment – noted, no comment.</p> <p>g) SCC Chairman’s Awards for Service to the Community 2018 – noted, no nominee.</p> <p>h) Call for evidence for House of Lords Select Committee on the Rural Economy – noted.</p>									
2852	<p><b>Reports</b></p> <p>a) Playing Field – the play area has been resurfaced.</p> <p>b) No reports from Village Hall, SALC, Cemetery, Highway, Environment, or Rights of Way.</p> <p>c) Police report available at <a href="https://www.police.uk">https://www.police.uk</a> – 2 crimes reported in Fivehead in Jun 18. Multiple fires have been reported in the fields between Fivehead and Curry Mallet; the Police are investigating these as possible criminal arson offences.</p> <p>d) Asset/Maintenance Check Report: the posts on the noticeboard need replacing. <i>Action: Clerk to get quotes for replacement posts for noticeboard. Report book to PB.</i></p>									
2853	<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 18/01689/S73 permitted STC. To vary condition 02 (approved plans) of planning permission 17/01022/S73 by substitution with revised plans. Windy Ridge, Fivehead. Noted.</p>									
2854	<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: minor overspends on individual lines but revenue up £700 on budget; budget review in Oct.</p>									
	<p>a) Payments authorised during the previous month:</p>									
	<table border="1"> <tr> <td>(i) J Wardle</td> <td>Gift for internal auditor</td> <td>£49.99</td> </tr> <tr> <td>(ii) SALC</td> <td>Training course</td> <td>£30</td> </tr> <tr> <td>(iii) R Baillie-Grohman</td> <td>War Memorial repair</td> <td>£125</td> </tr> </table>	(i) J Wardle	Gift for internal auditor	£49.99	(ii) SALC	Training course	£30	(iii) R Baillie-Grohman	War Memorial repair	£125
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	<p>b) Payments authorised:</p>									

	(i) J Wardle	Clerk/RFO Salary (inc Apr and May backpay)	£270.19
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE	£67.40
	(iv) Fivehead Village Hall	Meeting room (Jun)	£15
	(v) Parish Magazine Publishing	Newsletter print	£250.58
	(vi) Citizens Advice South Somerset	Grant (under s137)	£50
	(vii) Fivehead Village Hall	Meeting room (Jul)	£15
	c) Income received during previous months:		
	(i) NatWest	Interest (Jun)	£1.20
	(ii) A Graham	Newsletter advert	£25
	(iii) C Hamar	Newsletter advert	£25
	(iv) Harrys Bar	Newsletter advert	£200
	(v) War Memorial Trust	Grant	£1200
2855	<b>Matters of Report, Questions and Items for the Next Meeting</b>		
	a) Chairman – nil.		
	b) Clerk – nil.		
	c) Councillors – PB reported that Greenshutters Plant Centre have offered advice on the planting on Langford Corner and the War Memorial Green. The possibility of obtaining bulbs from SCC will also be investigated.		
	<b>Date of Next Meeting</b>		
	<b>Monday 3 September at 2000</b> – Parish Council Meeting - The Village Hall, Stowey Road		

The meeting closed at 2134.

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

DRAFT