

MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 1 April 2019 at 2000 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr R Wynn; Mr K Male. Mrs J Wardle (Clerk/RFO).
	Public participation Three representatives of the Playing Fields and Village Hall Committees attended (one sent apologies) to outline options (ie purchase or hire) for a replacement marquee. The existing marquee is over 25 years old and the canvas top sheet will need replacing in the near future. Concerns for the safety of persons involved with the erection and dismantling operations of the marquee have been raised. Both committees support in principle the purchase of a modern, easy-to-erect replacement that could be used for village events and also be hired-out as an income stream. A wider discussion of funding, insurance, custodianship and erection responsibility identified that further research is required. See Min 2939a.
	County Councillor's Report – received (and forwarded to) Members after the meeting.
	District Councillor's Report – no report but SS sent best wishes to the Parish Council, and commented that she had enjoyed working with them on behalf of Fivehead for the last 16 years
2935	Apologies for absence – Mr J Westworth. County Councillor C Aparicio-Paul; District Councillor S Steele.
2936	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 4 Mar 19 were approved. Proposed PB and seconded NC. Carried unan.
2937	Declarations of Interest – nil.
2938	Dispensations – nil.
2939	Matters Arising from the Minutes (4 Mar 19) and Raised by Members a) Replacement marquee – following the public discussion recorded above, Members considered financial and ownership options noting that any funding/loan in FY19/20 would be from Reserves as the Precept has already been set. Resolution: to agree in principle that a replacement marquee should be purchased primarily in support of Health & Safety requirements noting that further research is required into funding, insurance, custodianship and erection responsibility. Proposed NC and seconded RW. Carried unan. b) Following multiple instances of HGVs being unable to get past parked cars in the village centre, PB discussed options with the main haulage contractor (Gillards Transport). Members agreed that the Clerk should receive notification from Gillards when wide loads are coming through to give the opportunity to publicise the fact to the Stable café and via the website. <i>Action: Clerk to agree arrangements with Gillards Transport and the Stable café.</i> c) Glendale development and Butchers Hill: (i) <i>Action: PB to investigate getting the Pound listed.</i> No progress. (ii) <i>Action: Clerk to contact Glendale developers re Pound restoration.</i> All quotes provided to developers – awaiting response. (iii) <i>Action: Clerk to contact Highways re traffic calming issues on Butchers Hill.</i> No further progress since seeking advice from another local authority. Clerk to pursue with Highways. d) Langford Corner: (i) The Clerk has written for a third time to Berkeley Homes and, as yet, received no reply. <i>Action: Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner.</i> (ii) LH detailed the quotes received for planting and turfing the area. Noting that funds are held in Reserves for maintenance of Langford Corner, Members agreed a mix of suppliers as representing the best value. Resolution: to purchase trees and plants from Greenshutters. Proposed PB and seconded LH. Carried unan. Resolution: to purchase turf and laying service from Evergreen Turf. Proposed RW and seconded NC. Carried unan. <i>Action: LH to make arrangements for plant and turf purchase/planting with support from Members.</i> e) The WW1 Memorial Seat for the Village Green donated by the Stable café has been delivered and will be installed by KM in the near future. f) Members noted that two new signs have been fitted to the cemetery entrance gates. They considered the quotes for surgery on the Holm Oak and decided that the price for the works was not justified at the current time as the tree does not appear to pose an obvious hazard. g) KB reported that further canvassing of residents at the bottom of Ganges Hill and in Silver Street will be undertaken to assess the opportunity for further development of the

	<p>Neighbourhood Watch scheme in the village. The Clerk reported that there has still been no response from the Police about the establishment of a No Cold Calling Zone – to be pursued.</p> <p>h) The possible positioning of a third dog bin was discussed with agreement that a bin on the road out towards Lower Swell would be most beneficial subject to permission from Highways and emptying by Streetscene. <i>Action: Clerk to confirm arrangements for dog bin with Highways and Streetscene.</i></p> <p>i) Three grit bins have been installed by KM. Members thanked him for the work. The bins will be filled by Highways contractors.</p> <p>j) Annual Parish Meeting (30 April 19) – invites and requests for reports have been sent to village groups; a speaker has not been found following the unavailability of Yeovil CAB; refreshments are being organised by LH.</p> <p>k) PB has consulted the SSDC Conservation/Planning Office who agreed that renovations of the St Catherine’s Well, Lower Swell can proceed provided that there will be no significant changes to its structure or layout. PB is meeting a representative from Kier on 2 Apr 19 to discuss the work and funding. The Well will be blessed during the Rogation Sunday walk (26 May 19), when the congregation from Swell, Fivehead and Curry Rivel walk the bounds of the Parishes going past the Well.</p> <p>l) KB reported that Viv Fouracre has kindly offered to be the Fivehead Litter Champion. Members were pleased to accept the offer and asked if she would be available to speak at the APM on 30 Apr 19. <i>Action: Clerk to contact V Fouracre re APM.</i></p> <p>m) KB reported that single-bagged dog waste had been placed in a parishioner’s green garden waste bin by a passer-by. Members agreed that this behaviour is totally unacceptable.</p> <p>n) The offer by the Langford Fivehead to sponsor a Christmas Tree was discussed including location and costs. Whilst agreed that a Christmas feature and event would be good, Members asked for more information before deciding on the best option. <i>Action: Clerk to get more details of options and to contact the PCC re location of a Christmas Tree near to St Martins Church.</i></p>
2940	<p>Correspondence Received</p> <p>a) Baptist Stable Community Café – a proposal to improve access to the café especially for disabled users was discussed. Members agreed that this was a sensible proposal subject to the necessary approval from Planning/Highways.</p> <p>b) SSDC have requested information about burial plot capacity to help meet the burial needs of Muslim and other faith communities. SSDC is conducting background research to establish, in the first instance, where there is already consecrated burial ground with capacity which could be part of a wider solution. Members agreed the following answers should be given to SSDC:</p> <ol style="list-style-type: none"> 1. Q: Does your Parish have consecrated burial ground. A: Yes - owned by Parish Council. 2. Q: To your knowledge have people from the Muslim, or other faith communities, already been buried in the cemetery? A: Not known. 3. Q: How many years capacity is the cemetery anticipated to have? A: Further work is required to quantify the number of spaces available in consecrated and non-consecrated ground; however, it is likely to be several hundred (at double depth) with a current average of c2 interments pa. Further research is in hand to clarify the extent of the non-consecrated area. 4. Q: Would there be an interest in exploring an opportunity to help meet the burial needs of Muslim and other faith communities? A: The cemetery is open to parishioners and non-parishioners (the rates reflect this). <p>c) NALC consultation on new Code of Audit Practice – Members agreed the NALC point that there should be the inclusion of a principle relating to proportionality in respect of smaller authorities, especially where the authority has an annual budget / turnover below £25k and is potentially exempt (i.e. subject to the Smaller Authorities’ Transparency Code).</p> <p>d) SALC Digital Mapping Seminar (26 Sep 19) – agreed that KB and PB would attend. Resolution: to book two places on Digital Mapping Seminar (£20) on 26 Sep 19.</p> <p>e) CCS has won funding from The National Lottery Community Fund to facilitate the first village/parish-based Good Neighbour (GN) scheme in Somerset. The pilot scheme will be in approximately 10 communities where locals have expressed an interest and want support to help get started. Noted.</p>
2941	<p>Reports</p> <p>a) Playing Field – the exercise equipment donated by the Stable café is in good use.</p> <p>b) Village Hall – a grant has been approved by Somerset Community Foundation towards the floor restoration.</p>

	<p>c) Cemetery – work is required to level the spoil heap and erect protection for the War Grave. <i>Action: Working Party to improve cemetery spoil heap be arranged by Clerk. Clerk to take advice on spoil disposal from other cemeteries.</i></p> <p>d) Rights of Way - <i>Action: RW to investigate the initiative to check historical footpaths and bridleways which came into existence before 1949 but which have not been recorded on the Definitive Map.</i></p> <p>e) No reports from SALC, Highways, or Environment.</p> <p>f) Police report available at https://www.police.uk. 3 reported crimes in Fivehead in Jan 19.</p> <p>g) Asset/Maintenance Check Report. <i>Action: KB to arrange Working Party to clean Bus Shelter and Telephone Box. Report book with KB.</i></p>		
2942	<p>Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details</p> <p>a) Application No:19/00039/FUL permitted STC. New House Farm, Stowey Road. Demolition and rebuild of a new dwelling. Noted.</p>		
2943	<p>Finance</p> <p>The financial position of the Council correct to 31 Mar 19 was received. A final statement was scrutinised: total income was £18,967 (£4028 over original budget) and total expenditure was £17517 (£2578 over original budget) giving a surplus of £1450. It was noted that the invoices for FY18/19 grass maintenance (£1558 ex-VAT) and the Memorial Seat (£419 ex-VAT) are to be paid in Apr 19 (see below). It was noted that the overspends for maintenance and fixed assets were all previously approved to come from Reserves. Two bank reconciliations were signed off by the Chairman.</p>		
	<p>a) Payments authorised during the previous month:</p>		
	(i) Fivehead VH	Meeting rooms	£30
	<p>b) Payments authorised:</p>		
	(i) J Wardle	Clerk/RFO Salary	£256.08
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE	£64.20
	(iv) Matravers Engineering	Angle posts for grit bins	£95.78 (inc VAT)
	(v) J Wardle	Memorial seat from Earth Anchors	£502.80 (inc VAT and shipping)
	(vi) Arien Signs	Signs for cemetery	£105.60(inc VAT)
	(vii) O C Howard	Wine for APM	£60.38 (inc VAT)
	(viii) SSDC	Grass maintenance FY18/19	£1869.02 (inc VAT)
	<p>c) Income received during previous month:</p>		
	(i) NatWest	Interest (Feb)	£4.21
	(ii) St Margaret's Funerals	Burial plot and interment (J Emery)	£900
	(iii) Woodlouse	Newsletter advert	£27.50
	(iv) Bluebird Care	Newsletter advert	£110
	(v) Fitness and Exercise	Newsletter advert	£27.50
2944	<p>Matters of Report, Questions and Items for the Next Meeting</p> <p>a) Chairman – nil.</p> <p>b) Clerk – for next meeting (post-Election):</p> <p>(i) Appointment of Chair, Vice-Chair and Members to bodies/roles</p> <p>(ii) Review and re-adoption of policies and the reaffirmation of appointments</p> <p>(iii) Review of Assets, Reserves, Risk and Insurance; Annual Review of Effectiveness of the System of Internal Control; Internal Review 4 of 4 conducted by LH and Clerk; FY18/19 Annual Accounts and Annual Governance and Accountability Return (AGAR)</p> <p>(iv) Clerk annual review and remuneration</p> <p>c) Councillors – nil.</p>		
	<p>Date of Next Meetings</p> <p>Tuesday 30 Apr 2019 at 2000 - Annual Parish Meeting - The Village Hall, Stowey Road</p> <p>Tuesday 7 May 2019 at 2000 – Annual Meeting of the Parish Council -The Village Hall, Stowey Road, Fivehead</p>		

The meeting closed at 2200.

Chairman.....

Dated.....