

**NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Monday 3 June 2019 at 2000**  
**The Village Hall, Stowey Road Fivehead**

**All Members are summoned to attend the above meeting.**

Members of the public and the press are welcome to attend but are reminded that question/comment time is limited to 5 minutes per person.

*Jill Wardle*

**Jill Wardle**

**Clerk to the Council**

**29 May 2019**

**AGENDA**

1.	<b>Public participation</b> Members of the public may raise any matter relating to items on the agenda here.
2.	<b>County Councillor's Report</b>
3.	<b>District Councillor's Report</b>
4.	<b>Apologies for absence</b>
5.	<b>Minutes</b> <b>To approve</b> the minutes of the Annual Meeting of the Parish Council held on 7 May 2019.
6.	<b>Declarations of Interest</b> Members should declare any interest in items on the agenda here.
7.	<b>Dispensations</b> <b>To receive and consider</b> granting dispensation requests.
8.	<b>Matters Arising from the Minutes (7 May 2019) and Raised by Members</b> a) Registration of Interests forms – update (Clerk). b) Glendale development and Butchers Hill: (i) <i>Action: Clerk to contact Glendale developers to offer Council's thanks and to accept offer of donation and services of solicitor.</i> (ii) <i>Action: Clerk to contact W&amp;S Builders re Pound restoration works and specifically the level of Public Liability insurance required.</i> (iii) <i>Action: KM and KB to ask Matravers Engineering about a replacement metal cap for the Pound gatepost. Clerk to repaint Pound gate.</i> (iv) <i>Action (medium-term): PB to investigate getting the Pound listed.</i> (v) <i>Action (medium-term): Clerk to contact Highways re traffic calming issues on Butchers Hill.</i> c) Langford Corner: (i) <i>Action: Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner.</i> (ii) Turfing and replanting – <b>to note</b> donation of plants by Greenshutters Garden Centre; <b>to note</b> offer by SSDC to mow the grass at no extra cost this year. d) WW1 Memorial Seat installation – update (KM). e) <i>Action: Clerk to confirm arrangements for 3<sup>rd</sup> dog bin with Highways and Streetscene.</i> f) St Catherine's Well – update (PB). g) <i>Action: Clerk to get more details of options and to contact the PCC and Baptist Church re location of a Christmas Tree near to War Memorial Green.</i> h) Cemetery: (i) <i>Action: JWe to supply Clerk with spray paint for ground marking.</i> (ii) <i>Action: Clerk to investigate options for a cemetery management course.</i> i) Rights of Way – update (RW). j) <i>Action: NC to investigate the possibility of getting the telephone box door mended. To note</i> offer of help from parishioner to maintain a book exchange in the telephone box. k) Review of Clerk/RFO's performance and salary – update (KB). l) Website upgrade – update (Clerk). m) Fivehead Arable Fields Nature Reserve (Somerset Wildlife Trust) – update (Clerk). n) Neighbourhood Watch and No Cold Calling Zone – update (KB).

9.	<b>Correspondence Received (details emailed)</b>		
	a) From NHS Somerset CCG re Fit for my Future – <b>to note.</b> b) From SALC re 75 <sup>th</sup> VE Day celebrations (8 May 2020) – <b>to consider.</b> c) From SALC re VCSE Community Safety Forum (2 Jul 19) - <b>to consider.</b> d) From SALC re Legal Topic Note 21 Local Council Help to Village Halls – <b>to consider.</b> e) From SALC re Enhance Social Enterprise Programme / Growth Support Programme – <b>to note.</b> f) From BHIB re confirmation of insurance renewal - <b>to note.</b> g) From Sue Steele re thanks for gift - <b>to note.</b>		
10.	<b>Reports</b>		
	a) Playing Field (PB); b) Village Hall (LH); c) SALC (NC); d) Cemetery (KM); e) Highways (Clerk) to include damage at St Martins Close; f) Environment (Clerk) to include repair of churchyard wall; g) Rights of Way (JWe) to include decision on strimming; h) Police (Clerk); i) Asset/Maintenance Check Report (RW).		
11.	<b>Planning - see <a href="http://www.southsomerset.gov.uk/planningsearch/">http://www.southsomerset.gov.uk/planningsearch/</a> for details</b>		
	a) <b>To note</b> that SSDC weekly planning list has ceased. b) <b>To note</b> Application No 18/03409/FUL permitted STC. Land adjacent to Inglefield, Langport Road. The erection of a pair of semi-detached dwellings with new vehicular and pedestrian access. c) <b>To note</b> Application No 19/00190/FUL permitted. Land West of Green Lane, Langport Road Proposed agricultural access off the A378 into an existing field that requires the removal of a small section of hedgerow.		
12.	<b>FY18/19 Annual Accounts and Annual Governance and Accountability Return (AGAR)</b>		
	a) <b>To consider</b> the Internal Auditor's Report for FY18/19. b) <b>To approve</b> the AGAR for FY18/19 Section 1 (Annual Governance Statement) c) <b>To approve</b> the AGAR for FY18/19 Section 2 (Accounting Statements 2018/19)		
13.	<b>Finance</b>		
	<b>To receive</b> the financial position of the Council. <b>To note</b> that the Resolution at Min 2966 approving overspends for Langford Corner and APM costs is now incorrect following refunds recorded below.		
	a) Payments authorised during the previous month:		
	(i) Evergreen Lawns	Turf (delivered and laid)	£468 inc VAT
	(ii) O Howard	Irrigation pipes for Langford Corner Trees	£12.14 inc VAT
	(iii) L Howard	APM refreshments	£12.46
	b) Payments to be authorised:		
	(i) J Wardle	Clerk/RFO Salary	£256.28
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE	£64
	c) Income received during the previous month:		
	(i) NatWest	Interest (Apr)	£5.54
	(ii) J Wardle	Refund on APM refreshments	£25
	(iii) Greenshutters	Refund on trees/plants for Langford Corner	£321.98
	(iv) Langford Fivehead	Newsletter adverts (x2)	£52.50
	(v) Willoway Landscapes	Newsletter advert	£110
	(vi) Forsey & Sons	Newsletter advert	£110
14.	<b>Matters of Report, Questions and Items for the Next Meeting</b>		
	a) Chairman b) Clerk (i) Internal review of controls (1 of 4) (LH and Clerk) (ii) 'Escape to the Country' filming c) Councilors		
15.	<b>Date of Next Meeting</b>		
	Monday 1 July 2019 at 2000 in the Village Hall, Stowey Road, Fivehead		