

**MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 3 June 2019 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; County Councillor C Aparicio-Paul; Mrs J Wardle (Clerk/RFO).
2968	<b>Public participation</b> One member of the public attended.
2969	<b>County Councillor's Report</b> – report previously circulated to Members. Members discussed the opportunities of using the Small Improvements Scheme or the Health/Wellness funding. CAP offered to contact Highways re speeding traffic on Butchers Hill and Millers Orchard.
2970	<b>District Councillor's Report</b> – nil.
2971	<b>Apologies for absence</b> – Mr R Wynn; Mr J Westworth; District Councillor M Cavill
2972	<b>Approval of the minutes of the last Parish Council meeting</b> a) The minutes of the Annual Meeting of the Parish Council, previously circulated, held on 7 May 19 were approved. Proposed LH and seconded NC. Carried unan.
2973	<b>Declarations of Interest</b> – nil.
2974	<b>Dispensations</b> – nil.
2975	<b>Matters Arising from the Minutes (7 May 19) and Raised by Members</b> a) Registration of Interests forms: Clerk reminded Members that updated forms should be emailed to SSDC with a copy to the Clerk. b) Glendale development and Butchers Hill: Clerk has contacted the Glendale developers to offer Council's thanks and to accept the offer of a donation for works on the Pound and the services of solicitors. A query has been sent to the builder about the cost of additional Public Liability insurance required for work on the Pound. Members thanked KM who has repaired the metal cap on the Pound gate; the gate will be repainted after the Pound structure has been repaired. <i>Action (medium-term): PB to investigate getting the Pound listed. No progress.</i> <i>Action (medium-term): Clerk to contact Highways re traffic calming issues on Butchers Hill. See Min 2969.</i> c) Langford Corner: Members recorded their thanks for the donation of plants by Greenshutters Garden Centre; to SSDC for offering to mow the grass at no extra cost this year; and to Mr & Mrs Hanney for mowing the grass last week. Further work is required to suppress weeds on the flower beds. The position of the litter bin was discussed and the Clerk was asked to investigate moving it. <i>Action: Clerk to write to Greenshutters to thank for generous donation of plants.</i> <i>Action: Clerk to investigate costs for membrane and gravel to suppress weeds.</i> <i>Action: Clerk to contact Highways and Streetscene (cc MC and CAP) re moving the litter bin.</i> <i>Action: Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner. Awaiting further information on legal advice.</i> d) WW1 Memorial Seat on Village Green – Members thanked KM who has installed the seat which was funded through a generous donation from the Stable café. e) Dog bin - Clerk has asked Highways about locating a 3 <sup>rd</sup> dog bin on the road between Fivehead and Lower Swell. f) St Catherine's Well – Members thanked the Kier Conservation Team and local volunteers who have restored the well and surrounds. The conservation officers identified many interesting flora and fauna around the well. Kier also installed a Little Owl nesting box locally. Further work on the well stonework will be progressed by volunteers. A request by parishioners from Swell for a seat by the well and also improved road signage for Swell will be investigated. <i>Action: Clerk to investigate funding for a seat by St Catherine's Well.</i> <i>Action: Clerk to investigate road signage for Swell.</i> g) 2019 Christmas Tree and Event – following a suggestion by the Langford Fivehead, both St Martins Church and the Baptist Church have confirmed their interest in supporting this event. The Clerk confirmed that the Council has the power under LGA 1972 s144 and s145 to support an event noting that all the terms of the Council's BHIB insurance must be met. A provisional date of Monday 16 December 2019 was set for a switching-on event. <i>Action: Clerk to take advice from Greenshutters re Christmas tree purchase and erection. Action: Clerk to contact Langford Fivehead, St Martins Church and the Baptist Church re the event and associated arrangements.</i>

	<p>h) Cemetery: Clerk thanked JWe for his donation of spray paint for ground marking. It was agreed that the Clerk should attend a SLCC Cemetery Management Course in Oct 19.  <b>Resolution: that the Clerk should attend SLCC cemetery management course at a cost of £165 (exc VAT) noting that the consequential overspend on the training line will come from Reserves.</b></p> <p>i) Rights of Way – no update from RW.</p> <p>j) Telephone kiosk – Members thanked LH and O Howard for clearing the vegetation around the kiosk. NC has asked a volunteer for help in getting the telephone box door mended. A decision will be needed on whether to retain the electricity supply. Offers of help from parishioners to maintain a book exchange in the telephone box were noted.</p> <p>k) Review of Clerk/RFO's performance and salary – KM and KB held a satisfactory performance review with the Clerk on 30 May 19. The following recommendation was made: as per contract, the Clerk will have salary increase to new Apr 19 NALC Scale SCP12 (Old Scale SCP22) wef 1 May 19 (£11.22/hr; 30 hrs/month = £336.60/month basic pay before PAYE). Back pay for Apr and May will be included in Jun payment to be authorised at Jul meeting.  <b>Resolution: to increase Clerk salary to Scale SCP12 (NALC 2019 National Salary Award) wef 1 May 19 and make consequential back-payments.</b> Proposed LH; seconded KM.  Carried unan.</p> <p>l) Website upgrade – Clerk has met with the Webmaster to discuss how the website might be upgraded and managed. Clerk has asked several website companies for advice and quotes.</p> <p>m) Fivehead Arable Fields Nature Reserve (Somerset Wildlife Trust)– correspondence from a parishioner re the state of the site which lies within Fivehead parish was discussed and it was agreed (with the correspondent's agreement) that the letter should be forwarded to SWT.</p> <p>n) Neighbourhood Watch and No Cold Calling Zone – KB and the Clerk reported that, despite repeated enquiries to the Police, no further progress had been made on either matter.</p>
2976	<p><b>Correspondence Received</b></p> <p>a) NHS Somerset CCG briefing re Fit for my Future – noted.</p> <p>b) 75<sup>th</sup> VE Day celebrations (8-10 May 2020) – it was agreed to form a Working Group (PB, LH, NC and Clerk) chaired by PB to organise a weekend of events. PB will contact other village groups and businesses to arrange participation and support.</p> <p>c) VCSE Community Safety Forum (2 Jul 19) – noted.</p> <p>d) Legal Topic Note 21 Local Council Help to Village Halls – noted. <i>Action: Clerk to forward for info to the Village Hall and Playing Fields Management Committees.</i></p> <p>e) Enhance Social Enterprise Programme / Growth Support Programme – noted.</p> <p>f) BHIB confirmation of insurance renewal – noted.</p> <p>g) A thank-you note from retiring District Councillor Sue Steele was noted.</p>
2977	<p><b>Reports</b></p> <p>a) Playing Field and Village Hall – arrangements for the Council's bottle stall were agreed. Details will be finalised at Jul 19 meeting.</p> <p>b) Cemetery – KM will investigate minor pruning to the Holm Oak. Members were pleased to hear that progress is being made by a volunteer in preparing a digital plan.</p> <p>c) Highways – Members were disappointed to hear that damage to the repaired pavement at St Martins Close continues to be caused by the school bus reversing. No alternative arrangements for the bus could be identified.  <i>Action: Clerk to write the school bus operator (Berrys) asking for greater care when reversing.</i></p> <p>d) Environment – Members were pleased to hear that the top stones on churchyard wall will be lifted, dead wood removed, and the stones remortared by a builder working at Dinhams Cottage. The Council, which will not be asked to contribute financially, thanked the owners for their support.</p> <p>e) Rights of Way – <a href="https://roam.somerset.gov.uk/roam/Map">https://roam.somerset.gov.uk/roam/Map</a> shows the SCC clearance schedule. The paths cut by SCC twice pa are Green Lane (L11/6 and 7), Swell Drove (L11/51, 52 and 53), and Stillbrook Lane (L11/56). The Vegetation Schedule has been reviewed by SCC. It is a statutory duty to cut back surface vegetation, but with a limited resource, SCC cannot cut back every path every year. Once the path becomes overgrown, it can be reported at <a href="https://roam.Somerset.gov.uk/roam/map">https://roam.Somerset.gov.uk/roam/map</a>, the area warden will then check it and issue a works order to a contractor or volunteer to clear it if necessary - this often can take some time.  Other path reports:  (i) the PPLO has cleared L11/42 and the wooded part of L11/39 (at the top of Mile Hill A378).</p>

	<p>(ii) PPLO trimmed a few branches on the L11/31, 32 and 33 (South Drove). Problems with a gate and poor signage just before Underhill Farm (L11/31) have been reported online.</p> <p>(iii) L11/19 (Higher Swell) is overgrown with oil seed rape through to the bridge out of the first field. After the second field, the path is impassable. L11/21 (Higher Swell) to the north is a little better but requires a wider path through the crop.</p> <p>(iv) L11/2 (Isle Abbots Drove) would benefit from a trim in July.</p> <p><i>Action: Clerk to report the issues at (iii) and (iv) online.</i></p> <p>f) No reports from SALC or Police.</p> <p>g) Asset/Maintenance Check Report: nil. Report book with RW.</p>
2978	<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) The SSDC weekly planning list has ceased – noted.</p> <p>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. Noted.</p> <p>c) 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. Noted.</p> <p>d) Application No 19/00832/FUL Smiths Farm, Smiths Lane. Change of use of land to provide residential use in conjunction with dwellings approved by 18/03929/PAMB. Application with a deadline of 21 Jun 19 was received after the agenda was published – Members agreed that they had no objections and, therefore, did not require a separate meeting to be called to discuss the application.</p>
2979	<p><b>FY18/19 Annual Accounts and Annual Governance and Accountability Return (AGAR)</b></p> <p>a) The Clerk summarised the report of the Internal Auditor (Mr G Balmer):</p> <p>(i) The financial and business records presented for audit were logically laid out, comprehensive and complete. Much work has been done during the year with the introduction of GDPR, requiring amendments to be made to the Council's Standing Orders, Freedom of Information and Data Protection Policies.</p> <p>(ii) Financial Regulations were clear, accurate and logically documented and no errors were evidenced during the review.</p> <ul style="list-style-type: none"> <li>• Para 4.2 covers authorization of expenditure exceeding a revenue class in the approved budget. Council were in breach of this regulation in that they authorised expenditure, without passing a resolution, knowing that there were insufficient funds in the class of expenditure to cover the amount at the time the bills were paid. This was a clerical error. Agreed at Min 2957 Resolution to retain wording in Financial Regulations, and to follow the procedure by passing a Resolution whenever there is an overspend in a revenue class.</li> <li>• Also agreed at Min 2957 was the inclusion of the Schedule of Payments form as an annex to the Financial Regulations.</li> </ul> <p>(iii) Asset Register – it was noted by the auditor that the Council had decided to take no further action in establishing ownership of the War Memorial and Green. <i>Action: Clerk to take advice on the process, costs and benefits of establishing ownership of Village Green.</i></p> <p>(iv) Minor issues with the clarity of the Council's meeting minutes were noted.</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. <b>Resolution: to purchase a gift (up to £50) of appreciation for Mr Balmer's Internal Audit.</b> Proposed KB 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 FY18/19 was agreed and then signed by KB and Clerk.</p> <p>c) Section 2 (Accounting Statements) of the Annual Return for FY 18/19 was agreed and then signed by KB.</p> <p>d) The period of Public Rights and the Publication of the AGAR and associated documentation on the village website will run between 17 Jun and 26 Jul 2019.</p>
2980	<p><b>Finance</b></p> <p>The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. Noted that the Resolution at Min 2966 approving overspends for Langford Corner (ie overspend now removed) and APM costs (ie overspend now reduced to £9) is incorrect following the refunds recorded below.</p>
	<p>a) Payments authorised during the previous month:</p>

	(i) Evergreen Lawns (ii) O Howard (iii) L Howard	Turf (delivered and laid) Irrigation pipes for Langford Corner Trees APM refreshments	£468 inc VAT £12.14 inc VAT £12.46
	b) Payments authorised:		
	(i) J Wardle (ii) J Wardle (iii) HMRC	Clerk/RFO Salary Homeworking allowance Clerk/RFO PAYE	£256.28 £18 £64
	c) Income received during previous months:		
	(i) NatWest (ii) J Wardle (iii) Greenshutters (iv) Langford Fivehead (v) Willoway Landscapes (vi) Forsey & Sons	Interest (Apr) Refund on APM refreshments Refund on trees/plants for Langford Corner Newsletter adverts (x2) Newsletter advert Newsletter advert	£5.54 £25 £321.98 £52.50 £110 £110
2981	<b>Matters of Report, Questions and Items for the Next Meeting</b> a) Chairman – nil. b) Clerk (i) Internal review of controls (1 of 4) (LH and Clerk) (ii) 'Escape to the Country' filming in the village in June. c) Councillors – nil.		
	<b>Date of Next Meeting</b> <b>Monday 1 July 2019 at 2000 -The Village Hall, Stowey Road</b>		

The meeting closed at 2143.

Chairman.....

Dated.....

DRAFT