

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 4 November 2019 at 1930 at The Village Hall, Stowey Road Fivehead

Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs N Cameron; Mrs P Brett; Mr J Westworth; Mr K Male; Mr R Wynn. County Councillor C Aparicio-Paul; District Councillor M Cavill.
Mrs J Wardle (Clerk/RFO).

3045 Public participation

One member of the Public attended to raise ongoing concerns about planning application No 19/01965/FUL Erection of a rural worker/Travelling Showpeople's dwelling, stables, storage building, winter turnout area; and construction of access and closing up of existing access. Land OS 0048 Cathanger Lane Fivehead. See also Min 3051b.
The member of the Public then left the meeting.

3046 Councillor's Report

Report previously circulated. CAP reported that the Climate Emergency Sessions have been delayed until Jan 2020 because of the General Election. CAP left the meeting.

3047 District Councillor's Report

MC acknowledged Members' concerns about the number of ongoing planning applications; he agreed to arrange a meeting between Members and a SSDC Planning representative at the earliest opportunity. He reported that suggestions for the SSDC Environmental Strategy are welcomed – see Min 3052j.

3048 Apologies for absence

Nil.

3049 Minutes

- a) The minutes of the Meeting of the Parish Council, previously circulated, held on 7 Oct 19 were approved. Proposed PB and seconded JWe. Carried unan.
- b) The minutes of the Planning Meeting of the Parish Council, previously circulated, held on 29 Oct 19 were approved. Proposed RW and seconded PB. Carried unan.

3050 Declarations of Interest and Dispensations

The following Declarations of Interest were made all relating to planning matters at Min 3051; no Dispensations were granted; relevant Members did not leave the room but they took no part in the discussions or votes.

Item a - Glendale – NC

Item c – land opposite the Old Manse – LH

Item e – New House Farm – JWe

Item f – Lower Swell - JWe

Item g – land to N of Ganges Close – KB and NC. KB remained in the Chair as the discussion re a housing needs consultation on the whole field.

3051 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

Members agreed to discuss Planning matters next to allow MC to leave the meeting thereafter.

- a) Application No 19/02672/S73 for variation of Condition 2 of permission 18/01855/FUL to allow substitution of approved plans for amendments to dwellings and garage positioning. Glendale, Butchers Hill. Members recommended approval but asked that queries be raised re the Schedule of the construction with regard to any outstanding ecology surveys; also, the clearance of the roadside vegetation which encroaches some way onto Butchers Hill.
- b) In the light of the concerns voiced in the Public session, and the comments submitted to SSDC by Somerset Wildlife Trust (SWT) (who were not consulted originally despite having a site adjacent to the application) and by Environmental Health, Members reconsidered Application No 19/01965/FUL. Erection of a rural worker/Travelling Showpeople's dwelling, stables, storage building, winter turnout area; and construction of access and closing up of existing access. Land OS 0048 Cathanger Lane Fivehead. Recognising that the application approval date is close, Members asked that SSDC be notified urgently of their serious concerns in the light of the new information from SWT and from Environmental Health who are asking for a written scheme for the disposal of foul and surface water drainage.
- c) Recent developments re planned hedge removal at Application No 16/05371/OUT Land opposite the Old Manse were noted.

- d) Approval STC of Application No 19/02301/TPO Tree works to walnut tree within SSDC 1993 Tree Preservation Order. Tudor Cottage, Fivehead. Noted.
- e) Application No 19/02729/FUL Alterations to two agricultural buildings with change of use to the buildings and land to D1 non-residential institution use. New House Farm, Fivehead. For consideration at additional Planning meeting at 1900 on 11 November 2019 in Baptist Chapel, Fivehead. Noted. Members requested that a site visit be arranged before the meeting.
- f) Application No 19/01900/FUL Demolition of existing agricultural building and erection of a detached dwelling and associated works. Land OS 6790 Lower Swell, Fivehead. For consideration at meeting on 2 December 2019 (delay agreed with SSDC Planning). Noted.
- g) A request from Cherwyn Developments Ltd to attend a meeting to start dialogue about the land to the North of Ganges Close and the parish's housing need was considered. Members are keen to engage with the developer and parishioners but requested that this wider discussion be deferred until early 2020. *Post-meeting note: the developer has agreed this.*
MC left the meeting.

3052 Matters Arising from the Minutes (7 October 2019 and 29 October 2019) and Raised by Members

a) The Pound and Butchers Hill

- (i) Road narrows marking on the Butchers Hill bridge was completed by Highways on 31 Oct 19. A sign will be installed shortly in a position proposed by Highways.
- (ii) There is a delay in getting the Pound name transfer completed as Land Registry have not yet updated the register following the sale of Glendale. Listing the structure will be considered thereafter. Work to repair the Pound stonework may start before Christmas or in early 2020.
- b) *Action (medium-term): Clerk to take advice on the process, costs and benefits of establishing ownership of Village Green.*
- c) *Action (medium-term): Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner.*

Items b and c: Legal advice obtained by the Clerk provided indicative costs and recommended that these matters be resolved. It was also recommended that a parish should include legal costs in their budgeting. *Action: Clerk to get quotes for legal advice.*

d) The new location for the Langford Corner litter bin (by the telephone kiosk) and additional dog waste bin (on Lower Swell road) have been agreed with Streetscene. KM kindly agreed to undertake the installation work.

e) 2019 Christmas Tree and Event (8 Dec 19) – KB reported that donations from Matravers (for a set of lights and the electrical works) and the Langford (for the tree and refreshments) have kindly been offered. JWe has agreed to erect the tree. Members recommended that two sets of lights be purchased for the tree. **Resolution: if required, to allocate £200 from Reserves under LGA 1972 s144 and s145 to support the Christmas Event noting that all the terms of the Council's BHIB insurance must be met.** Proposed RW and seconded PB. Carried unan.

f) Historic Rights of Way review – no progress.

g) Telephone kiosk restoration – awaiting final confirmation of the works and costs.

h) Website upgrade:

(i) The Webmaster is undertaking a massive clear-up task on the existing website to ensure that storage and future costs are minimised, and that documents are accessible. Following DCLG advice and noting that there is no requirement to retain information indefinitely online, Members agreed the following for the new website:

- Agendas - retain current and previous FY
- Minutes - retain current and previous 3xFY
- Policies - retain current versions only
- Financial reports - retain current and previous 2xFY
- Newsletters – retain last 12 months (if space permits).

Action: Clerk to produce a Records (analogue and digital) Management Policy.

(ii) It was agreed that the Clerk will be responsible for posting Council information on the website with back-up from PB, LH and NC. Training and procedures will be available.

(iii) **Resolution: to contract Town and Parish Council Websites to upgrade the Fivehead Village Website.** Proposed LH and seconded JWe. Carried unan.

(iv) Members agreed that the design template No 7 should be used for the new website.

- i) 75th VE Day celebrations (8-10 May 2020) – no progress.
- j) Environment Strategy and Working Group – it was agreed that RW would organise an inaugural meeting of the WG which would include PB and NC plus any parishioner volunteers.
- k) A free Parish Online account has been set-up via BHIB insurance. The following access rights will be provided: Administrator – Clerk; Data Manager – PB; Reader – all other Members.
- l) The poor No 54 bus service appears to have been resolved as there are now 2 buses in the morning peak period. The situation will be kept under review.
- m) SALC Allotments Management course (13 Nov 19) will be attended by the Clerk or RW.

Resolution: to pay £35 for SALC Allotments Management Course noting future overspend from Reserves. Proposed KB and seconded LH. Carried unan.

- n) CCS AGM and Community Buildings event was attended by the Clerk and the Village Hall Chair and Secretary. There were interesting presentations about VH usage.
- o) SALC AGM was attended by NC who reported on the various presentations and the future organisation structure and subscription rates for SALC.
- p) SLCC Cemetery Management course was attended by the Clerk who reported on the responsibilities of the Council as the Burial Authority and the consequential actions that are required. A further update will be provided at the Dec 19 meeting.

3053 Correspondence Received

- a) Highways Winter Service 2019/20 – there will be an increase in the precautionary gritting network from approx 720 miles to 900 miles of road. This is around 21% of the total road network in Somerset – bringing it back to similar levels to 2017/18. The Council's grit bins and roadside salt will be replenished shortly. There were no volunteers for the role of Snow Warden.
- b) A Community Infrastructure Levy (CIL) payment has been received for the first time in the parish. Members noted that CIL monies can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing demands that development places on an area. Ideally a list should be produced of infrastructure projects which the community sees as priorities for delivering and would like to see provided with CIL funds. The CIL money has to be spent within 5 years of receipt. The Council will have to produce a publicly available annual report on the use of their share of the CIL receipts.
- c) St Margaret's Hospice request for grant – declined.
- d) A report from a parishioner re blocked ditches and potential flood risk at Higher Swell will be investigated by KM.

3054 Reports

- a) Playing Field – PB is investigating external grants to support the purchase of a new security container.
- b) Village Hall – quiz night on 15 Nov 19.
- c) SALC – report at Min 3052.
- d) Cemetery – JWe reported that an old tree has been struck by lightning and should be removed.
Action: Clerk to obtain three quotes for tree removal.
- e) Highways – there will be a temporary road closure on Rock Hill from the junction with Langport Road from 21 Nov 19 - works are expected to last for 5 days (09:30-15:30).
- f) Environment
 - (i) Outfall discharge on Cemetery Hill being investigated by SSDC.
 - (ii) The lime discharge between Isle Brewers and Wrantage had been cleared quickly by Highways.
 - (iii) Concrete block blocking a culvert in the drainage ditch outside Matravers will be kept under review.
 - (iv) O Howard was thanked for his work mowing Langford Corner.
- g) Rights of Way
 - (i) Tree down across Stillbrook (Watery Lane) has been cleared.
 - (ii) Complaints about the public footpath through three fields near the Fivehead River over the hill from Cemetery Road being ploughed-up to be reviewed at Dec 19 meeting.
 - h) Police report available at <https://www.police.uk> – 2 reported crimes in Sep 19.
 - i) Asset/Maintenance Check Report: tree to be removed in cemetery. Report book with NC.

3055 FY20/21 Finances - Preliminary Discussion

- a) Items for the budget for FY20/21 and Reserves listing were discussed. A full debate on cemetery fees, Community Plan actions, grants, assets, CIL money, Reserves and the Precept will take place at the Dec 19 meeting.
- b) Newsletter advertising fees – agreed not to increase fees next FY as they were increased last year and income currently covers print costs.

c) **Resolution: to approve the Risk Report dated 31 Oct 19 and confirm insurance levels.**

Proposed PB and seconded JWe. Carried unan.

d) **Resolution: to offer to extend the grass maintenance contract with SSDC for one year (wef Apr 20) with a 3% increase.** Proposed PB and seconded NC. Carried unan.

3056 Finance

The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. **Resolution: to approve overspends on cemetery management training course T&S, Parish Online training, and meeting room costs (total £50.61).** Proposed KB and seconded LH. Carried unan.

a) Payments authorised during the previous month: Nil

b) Payments to be authorised:

(i) J Wardle - Clerk/RFO Salary (Oct) - £269.40

(ii) J Wardle - Homeworking allowance - £18

(iii) HMRC - Clerk/RFO PAYE - £67.20

(iv) J Wardle – T&S for SLCC Cemetery Management course in Bristol – 53.95

(v) J Wardle – photocopy costs for Burial Book – £6.80

(vi) SALC – Parish Online training (2 people) - £20

(vii) J Wardle – printer paper (3 blocks for price of 2) - £9.98

(viii) Baptist Chapel – meeting room (29 Oct 19) - £22

c) Income received during the previous month:

(i) NatWest- Interest (Sep) - £6.22

(ii) Hamar Fencing – Newsletter advert - £27.50

(iii) Tincknell Fuels - Newsletter advert - £55

(iv) Arbortech - Newsletter advert - £27.50

(v) Mike Rogers Plumbing - Newsletter advert - £27.50

(vi) Gary Bailey - Newsletter advert - £55

(vii) A Gardener - Newsletter advert - £27.50

(viii) SSDC – Community Infrastructure Levy (CIL) for Land Adjacent to Inglefield (ring-fenced) - £804

(ix) SCC – Improving Lives Grant (ring-fenced) - £770

3057 Matters of Report, Questions and Items for the Next Meeting

a) Chairman – the points raised by Highways recently on the planning application for Ridgeway (19/02246/FUL) do not address the concerns/comments made by the Council re safety and road traffic. As the deadline is approaching for this application, the Chair will contact Planning urgently.

b) Clerk – full budget and Precept review at next meeting.

c) Councillors – nil.

Date of Next Meetings

Monday 11 November 2019 at 1900 – Planning meeting - in the Baptist Chapel, Fivehead

Monday 2 December 2019 at 1930 in the Village Hall, Stowey Road, Fivehead

The meeting closed at 2158.

Chairman.....

Dated.....