

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 25 November 2019 at 1930 at The Village Hall, Stowey Road Fivehead

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

KB welcomed everyone to the meeting and proposed that the order of the agenda be modified to cover planning issues first after the Public Session – there were no dissenters.

3063 Councillor's Report

The latest report was previously circulated in early November – no further update.

3064 District Councillor's Report

Nil.

3065 Apologies for absence

Mrs N Cameron; County Councillor C Aparicio-Paul.

3066 Minutes

a) The minutes of the Meeting of the Parish Council, previously circulated, held on 4 Nov 19 were approved. Proposed LH and seconded PB. Carried unan.

b) The minutes of the Planning Meeting of the Parish Council, previously circulated, held on 11 Nov 19 were approved. Proposed PB and seconded LH. Carried unan.

3067 Declarations of Interest and Dispensations

The following Declarations of Interest were made relating to planning matters at Min 3069; no Dispensations were granted: Lower Swell – JWe; Ridgeway – KM.

3068 Public participation

15 members of the Public attended for some or all the meeting. Given the level of interest in Planning Application No 19/01900/FUL (Lower Swell), the Chair extended the Public Session to enable views to be expressed and questions answered.

KB welcomed everyone and introduced Mr Peter Grubb and Mr & Mrs Webber (agents and applicants for Application No 19/01900/FUL Lower Swell). KB asked PG to briefly explain the application and then to take questions through the Chair.

PG gave a short presentation including details of the pre-application in Aug 2018. He and Mr Webber then answered questions from the floor. The key issues raised concerned access to the site and increased traffic movements on a narrow rural lane with limited visibility; the Right of Way over the land for access to adjacent fields; the size and design features of the property; the existing and future use of the barn which is to be retained; the extension of the village curtilage and the proximity to the currently distinct hamlet of Lower Swell.

KB thanked everyone for their engagement in the discussion.

KB then gave a brief update on Application No 19/02246/FUL (Ridgeway) which will be discussed at the SSDC Area North meeting on 27 Nov 19. KB and PB will be attending. PB and other parishioners intend to speak at the meeting (each limited to 3 mins). Anyone who wishes to attend should arrive before 2pm.

The Public session closed at 2010 with PG, Mr & Mrs Webber, and 2 members of the Public remaining in the meeting.

3069 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

a) 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](#)

JWe left the room. Members discussed the application taking into account the views expressed by parishioners and the draft briefing document prepared by PB. They outlined their concerns about access rights and safety on a narrow lane; agricultural vehicle requirements for turning and continued use of the rest of the field; the repositioning of the overhead power cable; the boundary, the number of parking spaces and the future plans for the western barn; the lack of demand for a property of this size in the village; the design being not in keeping; the impact on adjacent properties, the village boundary and the separation of Fivehead and Swell; possible inappropriate use of Permitted Development Rights; and environmental concerns.

A vote indicated four opposed to the application, no-one in favour. This decision will be sent to SSDC together with a summary and full explanation of the related concerns. Member asked that, if the

application is approved, all necessary Conditions be applied to ensure the impact is kept to an absolute minimum.

PG and Mr & Mrs Webber left the meeting. JWe returned to the room.

b) Planning Officer's report on Application No 19/02246/FUL (Ridgeway – change of use to independent day school). KM took no part in the discussion. PB read her proposed 3-minute statement to the Area North Committee on 27 Nov 19. Members agreed the content but recommended that she shortened it and focussed on the key points of Cumulative Impact and commercial development of a residential property on a rural lane. PB will co-ordinate her statement with other attendees if possible. KM re-joined the meeting.

c) KB briefed on a useful informal meeting held with a SSDC Planning representative. He had emphasised that replies to applications should include a recommendation with summary bullet points; a full Annex may be attached if required for background. Points should refer to Material Considerations and note any Conditions. For Cumulative Impact, it is reasonable to 'consider the worst-case scenario'; and it is reasonable to comment on 'fears of future expansion'. After approval of any application, the Council may monitor against Conditions and report any issues to SSDC.

d) It was agreed that advice would be taken from CCS in early 2020 on the process, value and costs of preparing a Housing Needs Survey or a Village Design Statement. *Action: Clerk to arrange meeting at CCS in early 2020.*

3070 Matters Arising from the Minutes (4 November 2019 and 11 November 2019) and Raised by Members

a) Cemetery:

(i) Three quotations to remove a dead tree were considered for best value. **Resolution: to award contract to remove dead tree in the cemetery to Woodland and Garden Tree Services.**

Proposed PB and seconded JWe. Carried unan. *Action: Clerk to confirm adequacy of £5M Public Liability insurance with BHIB and then notify successful and unsuccessful bidders.*

(ii) The Clerk reported that it is proving too difficult to survey the cemetery manually. A quote for £250 (exc VAT) to conduct the survey and produce an outline plan was agreed to be good value and that there was no requirement for other quotes. The ex-VAT price is within Reserves for preparation of an updated Cemetery Plan. **Resolution: to award contract to survey the cemetery and prepare outline plan to Philip Reeder Surveys.** Proposed JWe and seconded RW. Carried unan. The remaining members of the Public and MC left the meeting.

(iii) The Clerk reported that the Cemetery entrance and Commonwealth War Grave require maintenance in addition to removal of the spoil heap. It was agreed that discussion on when and how to undertake this work would be scheduled for the Feb 20 meeting.

(iv) The Clerk reported that advice is being taken from a local funeral director and Town Clerk on updating cemetery management processes and documentation. Clerk will report back to Jan 20 meeting with proposed Conditions, Forms and Risk Management Policy.

b) **Resolution: to approve updated versions (from NALC template) of Members' Code of Conduct; Financial Regulations; and Standing Orders.** Proposed PB and seconded LH. Carried unan. Members' Code of Conduct - the key change is the removal of the need to withdraw from the meeting if Declaring an Interest. Financial Regulations - changes at new 4.5 and at 11.1aii. Standing Orders - changes at 16dii; 17c; and 20a.

c) *Action: Clerk to get quotes for legal advice on: (i) the process, costs and benefits of establishing ownership of Village Green; and (ii) the formal procedure for Voluntary First Registration of Langford Corner.* No progress reported by Clerk.

d) 2019 Christmas Tree and Event (8 Dec 2019) – KB reported that a 12-foot tree has been ordered from Greenshutters. Members agreed that a third set of lights should be purchased. The tree will be erected by JWe with helpers at 0830 on 7 Dec 19.

e) Historic Rights of Way review – no progress reported by RW.

f) Telephone kiosk restoration – all the repair materials have been received and the volunteer is working on repairing the door. **Resolution: to approve payment of £470.74 for repair materials for Fixed Asset telephone kiosk (Min 3034 refers).** Proposed RW and seconded JWe. Carried unan.

g) Website upgrade – the Clerk reported that the Webmaster has saved the existing site using the Wayback Machine archive app and checked all the pages that appear directly in the menu system, as well as all the links directly off those pages. He is satisfied they are all in the web archive and working. The next step is to remove historical data from the live website and see how that reduces the amount of space used on the server. Then the website links, structure, logo, etc will be sent to the contractor. Members were encouraged to suggest 'Fivehead brand' colours and fonts for use on the website and

Parish documentation. *Action: Clerk to organise a meeting with VH and PF representatives to agree what content they require on the new website.*

h) 75th VE Day celebrations (8-10 May 2020) – no progress reported by PB.

i) Environment Strategy Working Group – RW sought SALC advice on templates and other documentation for environmental plans. He has also proposed an inaugural meeting of the WG in the Stable at 1330 on 8 Jan 20. *Action: Clerk to check availability of WG members for meeting on 8 Jan 20; and to confirm room booking with Stable.*

j) RW debriefed on the SALC Allotments Management course that he attended noting that the information gleaned would be most useful should there ever be a demand for allotments in Fivehead.

k) Blocked ditches and potential flood risk at Higher Swell – no progress reported by KM.

l) Installation and movement of waste bins – no progress reported by KM.

m) Complaints re ploughed public footpath and electric fences through fields near the Fivehead River have been received by Members from multiple parishioners. Anyone experiencing a problem is encouraged to report it on <https://.roam.somerset.gov.uk/roam/map>. The situation will be kept under review.

3071 Correspondence Received

a) Guide to helping principal and local councils tackle loneliness – noted.

b) SSDC offer of Christmas Tree Recycling compound for collection 2nd week of Jan – declined as no suitable location identified. *Action: Clerk to ask Greenshutters if they wish to recycle trees purchased from them.*

c) In response to parishioners' queries regarding the Council's response to recent planning applications at Ridgeway and New House Farm, Members agreed that they are required to act in the public interest which includes the applicant, consultees, those affected by the proposals, local interest groups, the parish and regional/national priorities. They endeavour to take a measured, balanced view based on all the relevant information and on sound evidence. In making a decision, they try to exercise judgement in a fair, open and even-handed way and to consider many (sometimes) conflicting issues to decide whether or not to recommend planning permission be granted and, if so, with what Conditions.

Members noted that the key differences between the Ridgeway (refusal recommended) and New House Farm (approval recommended) applications, related to former's poor single access point and the change of use from residential to commercial. It should also be noted that the latter was only recommended subject to Conditions.

3072 Reports

a) Nil reports from Playing Field, SALC, Cemetery, and Rights of Way

b) Village Hall – further investigation to be done into electric charging points.

c) Highways: North Bradon Lane closed from approx 600m NE of the junction with Bradon Bridge Road, northwards for a total distance of 30 metres from 18 Dec 19 for 3 days.

d) Environment – reports of dog waste and discarded dog waste bags on Swell Drove.

e) Police report available at <https://www.police.uk>.

f) Asset/Maintenance Check Report: nil. Report book with NC.

3073 FY20/21 Finances

a) SSDC have accepted the offer of contract extension and quoted £1652.28 (inc additional Langford Corner work) which equates to +3% on last year's price.

b) Community Plan actions – Members noted the progress report and were asked to identify any further actions requiring spend to be included in the FY20/21 Budget and Precept.

c) Grant application from Playing Fields Management Committee was discussed: Members were grateful for the comprehensive financial details provided and approved the inclusion of the grant award in the FY20/21 budget. **Resolution: to include the award of a grant of £2,773 for the Playing Fields in the FY20/21 budget.** Proposed LH and seconded RW. Carried unan. *Action: Clerk to notify Playing Fields Treasurer of grant award approval and request reassurance that governance policies are up-to-date or that they are planned for update.*

d) Grant application from Village Hall Management Committee discussed. Members noted that the previously-requested supporting Business Plan and Sinking Fund have not yet been provided. In the light of this, Members agreed that the award of a grant of £521.39 interest plus £562.50 for marquee contribution to the Village Hall should not be agreed until a supporting Business Plan and Sinking Fund have been provided. *Action: Clerk to notify Village Hall Management Committee of the requirement for a supporting Business Plan and Sinking Fund before grant approval.*

e) **Resolution: to increase cemetery fees by 10% for parishioners with fees for non-parishioners being x3 parishioner fees wef 1 Jan 20 to reflect comparative rates in local cemeteries and ongoing maintenance costs.** Proposed KB and seconded JWe. Carried unan.

3074 Finance

The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. **Resolution: to approve overspends on Fixed Asset for repair materials for telephone kiosk (agreed at Min 3034 to come from Reserves) and on Miscellaneous for Christmas event (s144 & 145) (agreed at Min 3052 to come from Reserves).** Proposed JWe and seconded KM. Carried unan.

a) Payments authorised during the previous month:

(i) Village Hall – meeting room - £16

b) Payments to be authorised:

(i) J Wardle - Clerk/RFO Salary (Nov) - £269.20

(ii) J Wardle - Homeworking allowance - £18

(iii) HMRC - Clerk/RFO PAYE - £67.40

(iv) Baptist Chapel – meeting room (2.5 hrs. on 11 Nov 19) - £27.50

(v) G Balmer – electrical supplies for Christmas Tree lighting - £36.48

c) Income received during the previous month:

(i) NatWest- Interest (Oct) - £6.08

(ii) West Country Firewood – Newsletter advert - £55

(iii) The Crown – Newsletter advert - £55

(iv) Quest Cars – Newsletter advert - £55

(v) Matravers Engineering – donation for Christmas Event - £100

3075 Matters of Report, Questions and Items for the Next Meeting

a) Chairman – nil

b) Clerk –

(i) precept approval

(ii) internal review 3 of 4 (LH)

(iii) appointment of Internal Auditor

(iv) payments to newsletter editor and to Webmaster

c) Councillors –

(i) a report from a parishioner re business use activity in a residential property and change of use of agricultural land without planning permission should be referred to SSDC Planning.

Date of Next Meeting

Monday 6 January 2020 in the Village Hall, Stowey Road, Fivehead

The meeting closed at 2158.

Chairman.....

Dated.....