

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 6 January 2020 at 1930 at The Village Hall, Stowey Road Fivehead

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

3076 Public participation

One Member of the Public attended for part of the meeting.

3077 Councillor's Report

Report previously circulated. CAP agreed that the report could be shared on the village website and email group.

3078 District Councillor's Report

MC reported that new staffing at SSDC included three Environment Strategy Officers and a Specialist Case Planning Team.

3079 Apologies for absence

Mr J Westworth

3080 Minutes

a) The minutes of the Meeting of the Parish Council, previously circulated, held on 25 Nov 19 were approved. Proposed RW and seconded PB. Carried unan.

3081 Declarations of Interest and Dispensations

As Members with a property within the administrative area of Fivehead Parish, the setting of the Parish Precept would relate to or affect a disclosable pecuniary interest that has been registered. RW and LH also noted their role as trustees of the Village Hall.

A Dispensation was granted by the Monitoring Officer to the Members in attendance to allow them to freely and fully participate and vote in relation to setting the Precept for FY20/21.

3082 Matters Arising from the Minutes (25 November 2019) and Raised by Members

a) Cemetery:

(i) Removal of dead tree – BHIB have confirmed that as this is only for removal of a tree and an element of a small risk, they accept the limit of £5M for the contractor's Public and Products Liability. Awaiting date from the contractor to undertake the work.

(ii) Survey and mapping – professional survey completed; detail of grave layout now being prepared.

(iii) Revised Conditions, Forms and Risk Management Policy – following professional guidance at a SLCC Cemetery Management course, new and revised Burial Authority documentation has been prepared. Members agreed the following related issues: not to install a grit bin or waste bin; to join ICCM for one year to assess the benefits; to change the timescale for new Grants of Exclusive Rights of Burial and Grant of Right to Erect a Memorial to ten years with associated renewal periods (this is to facilitate easier tracking of ownership); gravediggers to be given specific instructions on spoil removal/dispersal; a new Record of Exclusive Rights of Burial book to be purchased. **Resolution: to join the Institute of Cemetery and Crematorium Management (ICCM) for one year initially (£95) and to purchase a Record of Exclusive Rights of Burial book (£168) noting overspend to come from Reserves.** Proposed PB and seconded LH. Carried unan.

b) *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 on Village Green. Land Registry Title details obtained showing Langford Corner Proprietor as now being Crosby Land and Estates. It includes a Personal Covenant stating that the Transferee and its successors in title will dedicate the open space to Fivehead Parish Council free of charge. Email sent 10 Dec 19 asking that this dedication might be done.

c) 2019 Christmas Tree and Event (8 Dec 2019) – KB reported on a very successful first event that was enjoyed by over 50 parishioners. Members thanked all those donating goods, time and money. A similar event will be held in Dec 2020.

d) Historic Rights of Way review – no progress.

e) Telephone kiosk restoration – a volunteer has undertaken an excellent restoration of the door and it is hoped that it will be hung shortly. Further costs for anti-theft hinges, lighting and shelving were identified. *Action: Clerk to liaise with volunteer on potential costs for hinges and lighting, and get quotes for shelving.*

f) Website upgrade – there has been a short delay in getting the existing site cleansed and backed-up but it is hoped that all the materials for the new website can be sent to the contractor in January 2020. *Action: Clerk to organise a meeting with VH and PF representatives to agree what content they require on the new website.*

g) 75th VE Day celebrations (8-10 May 2020) – no progress.

h) Environment Strategy Working Group – RW reported that he will Chair the first meeting on 8 Jan 2020 with the emphasis on creating a village strategy that aligns as far as possible with the SSDC Environment Strategy.

i) Blocked ditches and potential flood risk at Higher Swell – KM reported that he had checked the ditches on the main hill down through Higher Swell. He will make another visit to assess the situation opposite the Old Rectory and Poolhayes. Contact with the landowner and/or Highways will be made as necessary.

j) Installation and movement of waste bins – in hand with KM.

k) Appointment of Internal Auditor – G Balmer has agreed to undertake this role for FY19/20 Accounts.

l) The Council wished to recognize the work of H Price editing and organising the Parish Magazine during the last 12 months. **Resolution: to pay an Honorarium of £200 to the Newsletter Editor.** Proposed KB and seconded PB. Carried unan.

m) The Council wished to recognize the work of Fivehead Village Webmaster (A Barrett) in maintaining, and providing technical advice on, the website during the last 12 months. **Resolution: to purchase a £50 gift for Webmaster.** Proposed KB and seconded LH. Carried unan.

3083 Correspondence Received

a) SALC 'The Good Councillor's Guide to Transport Planning' – noted.

b) NALC legal update on 'Repairs to property relating to affairs of the church' advising that their view is that the terms of section 8 of the 1894 Act are clear as it enables a local council to execute or contribute to the cost of works "in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity" – noted.

c) Wellers Hedleys Legal Newsletter – noted.

d) Power for People request for support for Local Electricity Bill – passed to Environment Strategy Working Group to consider.

e) South Somerset Environment Strategy and Great Parish Tree Giveaway - passed to Environment Strategy Working Group to consider.

f) Consultation on Strengthening Police Powers to Tackle Unauthorised Encampments – after a lengthy debate, it was agreed not to respond to the consultation.

3084 Reports

a) Playing Field – record-breaking Christmas Bingo.

b) Village Hall – AGM on 8 Jan 2020.

c) Highways – blocked drains on Butchers Hill reported to Highways for inspection; further reports of potholes on Iberry Lane and Stowey Lane to be reported (PB).

d) Nil reports from SALC; Cemetery; Environment and Rights of Way.

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

f) Asset/Maintenance Check Report: Pound to be cleared of leaves. Report book with NC.

3085 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

a) SSDC Area North Committee refusal of Application No 19/02246/FUL (Ridgeway – change of use to independent day school) – noted that refusal because of: (i) The transport implications are such that an unacceptable highway impact would occur on the rural lane network and lead to the increased use of substandard junctions to the A378 contrary to the aims and objectives of the National Planning Policy Framework and Policy TA5 of the South Somerset Local Plan (2006-2028) and (ii) The proposal also fails to provide safe and convenient access on foot and cycle contrary to the aims and objectives of the National Planning Policy Framework and Policy TA5 of the South Somerset Local Plan (2006-2028).

b) Approval STC Application No 19/02717/FUL Erection of 2 dwellings with double garages and formation of access – Land to the North of Ganges Close, Fivehead – noted.

c) Approval STC Application No 19/01965/FUL Erection of rural worker/Travelling Showpeople's dwelling, stables, storage building, winter turn-out area; and construction of access and closing-up of existing access. Cathanger Lane, Fivehead – noted.

d) Application No 19/03256/AGN Notification of intent to construct an irrigation tank and pump house/machinery barn attached. Cathanger Lane, Fivehead. Permission not required - noted.

e) The timing and scale of the recent clearance of vegetation on the Glendale site had been queried with the Agent and Planning with the subsequent detailed reply from the Agent shared with Members. Members confirmed that they had no further comment on these matters at this time. As the Clerk was due to meet the Agent and Owners on site on 7 Jan 2020, Members asked that the following points be queried:

(i) The hedge line, boundary and drainage on Butchers Hill.

(ii) The availability of a Traffic Management Plan.

(iii) How the site development will be controlled given that two of the three plots are being resold.

(iv) The damage to a coping stone on the bridge by the Pound.

f) In the light of the large number of local planning applications recently and the strength of feeling that this has generated, Members agreed that three quotes for a Housing Needs Survey should be obtained. *Action: Clerk to obtain three quotes for a Housing Needs Survey and to investigate grant availability.*

The Member of the Public left the meeting.

3086 FY20/21 Finances

a) Members commended the Village Hall Management Committee on their new Business Plan and Sinking Fund explanation. **Resolution: to include the award of a grants of £521.39 interest plus £562.50 for marquee contribution to the Village Hall in the FY20/21 budget.** Proposed PB and seconded NC. Carried unan. *Action: Clerk to notify Village Hall Secretary of grant award approval and request reassurance that governance policies are up-to-date or that they are planned for update.*

b) Budget and Precept for FY20/21 – Members discussed options for budget setting noting that:

(i) £0 Allocation of Grant from Central Government.

(ii) Tax base of 258.35 (up from 254.58 in FY19/20) (NB this decreases Band D Charge).

(iii) Approved grant request of £1083.89 by Fivehead Village Hall (£1986 in FY19/20).

(iv) Approved grant request of £2773 by Fivehead Playing Fields (£2278 in FY19/20).

(v) Bank balance at end FY19/20 estimated at £28k comprising Earmarked Reserve and Contingency Reserve / Working Balance but excluding CIL money and SCC grant.

It was agreed that there is a requirement for increasing maintenance spend to safeguard existing Parish assets (eg cemetery, churchyard and walls) and to fulfil new requirements identified by parishioners and Members. To minimise the impact on parishioners, funding will be met using a balance of Precept increase and Reserves (plus grant funding wherever possible) such that the Precept increase is 2% (equivalent to £1.13pa increase on Band D charge).

Action: Clerk to prepare and circulate revised Budget and Reserves sheets to reflect Precept increase of 2% for approval by Members before end Jan 2020. Resolution to be recorded in Feb 2020 minutes.

3087 Finance

The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman.

a) Payments authorised during the previous month:

(i) (i) X2 Connect – telephone kiosk repair materials - £564.89 (inc VAT)

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) J Wardle – HM Land Registry Register and Title Plan View - £6

(v) Parish Magazine Printing – Newsletter print (Dec) - £250.58

(vi) Village Hall – meeting rooms (4 and 25 Nov 19) - £32

(vii) SALC – Allotments Management training - £35

(viii) J Wardle – printing ink - £25.70 (inc VAT)

(ix) P Reeder – Cemetery survey mapping - £300 (inc VAT)

(x) K Beacham – Christmas Tree Event lights and glasses – £132.19 (inc VAT)

c) Income received during the previous month:

(i) NatWest- Interest (Nov) - £5.77

(ii) Isle Valley Vets – Newsletter advert - £55

3088 Matters of Report, Questions and Items for the Next Meeting

a) Chairman – nil.

b) Clerk –

(i) Appoint Internal Auditor and agree Terms of Reference

(ii) Agree date and speaker for Annual Parish Meeting (April)

(iii) Passwords for the laptop and email account updated

(iv) Internal review 3 of 4

c) Councillors –

(i) PB reported on the deteriorating condition of the stone wall by Tudor Cottage. *Action: Clerk to write to Tudor Cottage owners expressing Members concerns about the potential collapse of the wall onto the War Memorial Green and footpath.*

(ii) PB noted that the Crown Inn is on the market. Members asked that the question of recording the premises as an Asset of Community Value be included on the 3 Feb 2020 agenda.

Date of Next Meeting

Monday 3 February 2020 in the Village Hall, Stowey Road, Fivehead

The meeting closed at 2155.

Chairman.....

Dated.....