

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 4 May 2020 at 1930 - Virtual meeting online using Zoom

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

The Chair reminded the meeting of:

- The Parish Council is working under Emergency Operating Procedures agreed on 20 March 2020.
- Government Regulations now enable local councils to hold remote meetings (including by video and telephone conferencing) if they wish until May 2021. Members have agreed by email to online meetings only when a key decision needs to be made (eg AGAR sign off; major planning applications). All other matters will be covered by the Emergency Operating Procedures and correspondence.
- Members of the Public may request an invitation to the Zoom meeting by emailing the Clerk in advance. In order to effectively manage the meeting, they will be asked to submit any matters that they wish to raise under Public Participation in advance in writing – these will be circulated to Council Members and will be read out at the meeting. Members of the Public are reminded that they should not speak during the formal Council meeting.
- Procedures to be followed re meeting etiquette, voting and declaring an interest.

3121 Public participation

Two Members of the Public who had requested invitations to the meeting joined online for the duration of the meeting.

3122 Councillor's Report

CP thanked Members for their support to the community during the crisis; and for using technology to continue with meetings and Council business. She explained the challenges facing the Somerset Waste Partnership as a result of staff shortages and increased demand. She confirmed that, whilst some initiatives are currently on hold, she should be emailed for support if required.

3123 District Councillor's Report

MC reiterated thanks to Members for meeting online and advised that Fivehead was the first of his parish councils to do so.

3124 Apologies for absence

KM sent his apologies as he was unable to participate as a result of technical difficulties.

3125 Council Operating Procedures During Covid-19 Pandemic

- a) **Resolution: to approve the Emergency Operating Procedures and Virtual Meeting Protocol During Covid-19 Pandemic.** Proposed RW and seconded PB. Carried unan.
- b) **Resolution: to postpone the Annual Meeting of the Parish Council with KB remaining as Chair and LH remaining as Vice Chair.** Proposed JWe and seconded NC. Carried unan.

3126 Minutes

a) RW proposed clarification of Minute 3109 g(iii) to read: RW reported that the owner of the Old Rectory in Swell has suggested that she might offer her formerly productive and large kitchen garden and orchard area for use, on an informal basis, by a small number of villagers (c2-3) as a space for growing or similar. There would be no need for, or facility for, vehicular access but this offer could work as a growing, healthy living, wellbeing and community space for a few of our parishioners who are able to get to the site on foot or by bike. The Clerk also reported that two requests have been received from parishioners recently for allotments. Members were reminded that if six such requests are received by the Parish Council, there is a requirement under the Smallholding and Allotments Act 1908, to address their request (but there is no time scale). *Action: Clerk to note possible community growing area for Environment Working Group agenda.*

The minutes of the Meeting of the Parish Council held on 2 Mar 2020 (as amended above) were approved. Proposed PB and seconded NC. Carried unan.

b) The minutes of the Meeting of the Parish Council, previously circulated, held on 20 Mar 2020 were approved. Proposed LH and seconded RW Carried unan.

Hard copies of the Minutes will be signed by the Chair at the next physical meeting.

3127 Declarations of Interest and Dispensations

a) Members noted SALC confirmation that the apparent discrepancy in wording between the Code of Conduct and the Standing Orders (both based on NALC templates and last amended at Min 3070) is correct. As the Standing Orders take precedence, Members must withdraw from the meeting if declaring an interest. The Zoom Waiting Room function will be used if Members have to withdraw from the meeting.

b) PB declared an interest in item 9a – Playing Fields planning application. The Clerk advised that PB would be moved to the Waiting Room while the item was discussed.

c) JWe declared an interest in items 9b(i), (ii) and (iv) – various planning applications. As these were to be noted, rather than for decision, the Clerk advised that JWe was unlikely to have to withdraw.

3128 Matters Requiring Key Decisions

a) Cemetery:

(i) Members reviewed the draft map of the cemetery prepared by a volunteer (Adam Ogilvy). The digital map, which is based on an accurate 2019 topographical survey, uses layers to show the position of marked graves and the estimated position of unmarked graves, purchased (but unused) plots and available plots. It will replace the existing map, prepared in 1952, which shows the estimated position of graves and the relative position of plots. Members commended him on his work which will be invaluable in managing cemetery space going forward.

(ii) A key issue highlighted by the map is the discrepancy in Areas C and E (the central eastern end of the cemetery) between the actual position of two marked graves and the previous estimated positions. As both these graves are surrounded by unmarked graves dating back to 1895, the position of theoretically available plots is actually unknown thus making this area unsuitable for future interments. There are similar, but less significant, issues in other parts of the cemetery which will need to be managed with care using the new map. *Action: Clerk to work with Adam Ogilvy to finalise the map and to confirm the number of available plots.*

(iii) Members noted that currently the Cemetery Conditions allow parishioners and non-parishioners to buy plots and be interred. Given that new mapping shows that there is less than half the space previously thought, Members discussed changing the availability of new plots to parishioners only. They noted that they are entitled, as the Burial Authority, to change the Conditions. Noting that Members agreed in principle that the Conditions should be changed, KB read out a draft revision to the Conditions which was agreed.

Resolution: noting that the cemetery is a valued asset and the Council's management objectives are to provide a space for quiet contemplation, whilst supporting biodiversity as it occupies a key position providing a green corridor for wildlife. The cemetery will be managed on as naturalistic a basis as possible, with grass mown infrequently.

Space at the cemetery is very limited and in order to ensure existing and future parishioners can be buried in the cemetery the Council has passed a resolution stating that the right to burial in the cemetery is restricted to parishioners listed on the electoral register at the time of death.

Former parishioners who had to leave the parish to move directly to a registered care facility due to physical or mental incapacity or those killed on active duty with HM forces may be eligible. Corroboration of information to support such applications will be required.

Non-parishioners may not be interred unless being interred in an existing grave of an immediate family member and with the permission of the holder of the Grant of Exclusive Right of Burial.

The Council can at its discretion in exceptional circumstances consider applications from former parishioners. Each application will be considered on its individual merits.

Corroboration of information to support exceptional applications will be required. If an application is approved for a former parishioner a multiplier of fee rates will apply to contribute to the upkeep of the cemetery.

Proposed JWe and seconded LH. Carried unan.

Action: Clerk to amend Cemetery Conditions on the website.

(iv) A recent request has been received from SDDC re availability of grave plots and the cemetery Conditions. Based on the findings of the mapping exercise, Members asked the Clerk to respond to SDDC. *Action: Clerk to respond to SDDC with details of cemetery availability and Conditions.*

(v) In appreciation of Adam Ogilvy's excellent voluntary work, Members recommended that a gift up to the value of £50 be made. **Resolution: to award a gift up to the value of £50 to Adam Ogilvy in recognition of his work in preparing new mapping of Fivehead Cemetery.** Proposed KB and seconded JWe. Carried unan. *Action: Clerk to ask Adam Ogilvy about his choice of thank you gift.*

b) Protected Species Report from Somerset Environmental Records Centre (SOMERC)
PB had previously circulated a request to purchase this report which would be useful in conserving the multiple protected species of animals and plants throughout the Parish; responding to planning applications; and complementing the Parish Paths project. Members supported this application for a snap-shot of protected species (£57 exc VAT). **Resolution: to purchase a Protected Species Report from Somerset Environmental Records Centre (SOMERC).** Proposed KB and seconded RW. Carried unan. Note by Clerk: this is an unbudgeted spend which will be recorded as an overspend on the Environmental Plan line and transferred from Reserves.

Action: PB to purchase Protected Species Report.

3129 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details including all comments submitted by the Parish Council

a) Application No: 20/00928/FUL. The erection of 2 no. pitch-side team dugout shelters. Playing Field Stowey Road Fivehead Taunton. PB left the meeting and was moved to the Waiting Room. Four Members voted to recommend refusal of permission; one Member abstained. The key concerns relating to Material Considerations expressed were:

a) Landscape, Design and Visual – permanent structures constructed from concrete blocks and corrugated sheeting were considered to be a potential eyesore on the rural playing fields. Concern was expressed that the position of permanent structures would conflict with the requirements of other users of the playing fields; specifically, a cricket field and the village fete were mentioned. An alternative recommendation was made for mobile dug-out structures.
b) Crime (or fear of) – concern was expressed that the structures would provide a location for socialising and, potentially, anti-social behaviour.

Action: Clerk to notify the Playing Fields Committee and SSDC of the recommendation for refusal.
PB returned to the meeting.

b) It was noted that, following comments from Members and a Member of the Public by email, the Clerk submitted to SSDC observations on:

(i) Application No: 20/00233/FUL Erection of stables with 4 loose boxes and a tack room and construction of a manege (sand schooling area). – Land at North Barn Cathanger Lane Fivehead
(ii) Application No: 20/00716/OUT Outline application with all matters reserved for the erection of a dwelling – White Cottage Langport Road Fivehead
(iii) Application No: 20/00508/FUL Proposed replacement of agricultural building with new dwelling – Land West Of Appledore Smiths Lane Fivehead
(iv) Application No: 19/02729/FUL - New House Farm.
(v) Application No 16/05371/OUT - Land Opposite the Old Manse.

c) Approval by SSDC STC was noted for:

(i) Application No: 20/00508/FUL Proposed replacement of agricultural building with new dwelling - Land West of Appledore Smiths Lane Fivehead.
(ii) Application No: 20/00175/FUL Erection of an agricultural building to provide straw yard housing for cows and calves - Wybarn Isle Abbotts Road Fivehead
(iii) 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
(iv) Application No: 19/02672/S73 Section 73 application for the variation of condition 2 of permission 18/01855/FUL to allow substitution of approved plans for amendments to dwellings and garage repositioning. - Glendale Butchers Hill Fivehead

3130 FY19/20 Annual Accounts and Annual Governance and Accountability Return (AGAR)

a) **Resolution: to approve the Annual Accounts for FY19/20.** Proposed LH and seconded JWe. Carried unan. These will be signed by the Chairman and RFO remotely.
b) The exemption (from limited assurance review) criteria are met if the smaller authority can declare that it has:

- total gross income and total gross expenditure below £25k; and
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and
- been in existence since before 1/4/14.

Fivehead meets these exemption criteria so can agree to complete the Exemption Certificate.

Resolution: to complete Certificate of Exemption (from limited assurance review of FY19/20).

Proposed RW and seconded PB. Carried unan. These will be signed by the Chairman and RFO remotely.

c) Noted that the Internal Auditor's report and the AGAR for FY19/20 Sections 1 and 2 will be reviewed and approved at a meeting in Jun or Jul 2020.

3131 Finance

The financial position of the Council was received. Two bank reconciliations have been signed off remotely by the Chairman. An interim statement was scrutinised. The Clerk reported that an error has been found in the budget: the grant to the Playing Fields was agreed at Min 3073 (Nov 19) as £2773 but it was entered in the budget as £2273 (ie £500 short). This is unfortunate but is unlikely to be a financial problem as there are now likely to be underspends on other lines plus the Reserves are healthy. The budget already showed a 2% increase on the Precept. **Resolution: to approve a £500 overspend on the budget line for the Playing Fields grant.** Proposed KB and seconded LH. Carried unan.

a) Payments authorised and unrecorded during the previous months:

- (i) Fivehead Village Hall – Meeting room (Jan) - £16
- (ii) Fivehead Village Hall – Meeting room (Feb) - £16
- (iii) Citizens Advice – Grant – £50
- (iv) SSDC – Grass maintenance FY19/20 – £1926.30 (inc VAT)
- (v) J Wardle – Clerk-RFO salary (Mar) - £269.20
- (vi) J Wardle – Homeworking allowance - £18
- (vii) HMRC – Clerk/RFO PAYE - £67.20
- (viii) Town & Parish Council Websites – Website renewal & annual hosting and support - £799
- (ix) Parish Magazine Printing – Newsletter print (Apr) - £250.58

b) Payments to be authorised:

- (i) J Wardle - Clerk/RFO Salary (Apr) - £269.40
- (ii) J Wardle - Homeworking allowance - £18
- (iii) HMRC - Clerk/RFO PAYE - £67.40
- (iv) BHIB – insurance premium - £170.35 *Action: Clerk to get BHIB confirmation of terms of contract.*
- (v) Village Hall – grant - £1084
- (vi) Playing Fields – grant - £2773

c) Income received:

- (i) NatWest - Interest (Jan) - £5.84
- (ii) NatWest – Interest (Feb) - £5.11
- (iii) Nat West – Interest (Mar) - £5.71
- (iv) Charlotte Bly – Newsletter advert - £27.50
- (v) Hatch Green Garage – Newsletter advert - £55
- (vi) S Minty – Newsletter advert - £27.50
- (v) PCC – Newsletter advert - £120
- (vi) Ashgate Grooming – Newsletter advert - £55
- (vii) Kev's Cleaning – Newsletter advert - £27.50
- (viii) Stable – Newsletter advert - £55
- (ix) Baptist Chapel – Newsletter advert - £60
- (x) Stooks Memorials – Burial fee - £121
- (xi) SSDC – precept - £14972
- (xii) HMRC – VAT reclaim - £346.23

3132 Date of Next Meeting

To be agreed depending on events and requirements for key decisions.

The meeting closed at 2020.

Chairman.....

Dated.....