

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 1 June 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 K Male (video link only, no audio); County Councillor C Paul; District Councillor M Cavill. Mrs J Wardle (Clerk/RFO).

KB reminded attendees of the remote meeting procedures and etiquette.

Clerk advised that the meeting was being recorded using the Zoom facility; the recording would be deleted after the Minutes were agreed.

3133 Public participation

One member of the Public attended. She asked that it be recorded that when the New House Farm planning applicant had stated at the SSDC Area North meeting (26 May 2020) that it felt as though there was a 'vendetta' against him and his family, there had been no opportunity for a response. She wished to state that this was not the case: 'it would be great to have the farmhouse lived-in and looking good again; the objection was to the Limited Company operating the training facility in the grounds'. She was against the principle of the development not the Coram family. MC said that he had previously had a very good relationship with his neighbours whilst he lived at New House Farm. He had said to the applicant that he hoped that there could be a similar good relationship between the applicant and his neighbours in time.

3134 Councillor's Report

CP updated Members on the One Somerset initiative; reopening of the Recycle Centres; the draft Climate Strategy; and Public Health initiatives. She recommended that bids for Climate Fund money be prepared ready for the funding reopening.

3135 District Councillor's Report

MC reported on the funding available for businesses affected by the COVID-19 lock-down; the new local business directory; the significance of expert reports (eg Highways) in the Planning process; the new format for validation such that agents will be required to put all necessary information in the original planning application; and the new planning enforcement protocol. A substantial sum has been awarded to Avon & Somerset Police for dealing with domestic abuse and social violence.

3136 Apologies for absence

Mr J Westworth (apologies received by text – seen after meeting commenced).

3137 Minutes

a) The minutes of the Meeting of the Parish Council, previously circulated, held on 4 May 2020 were approved. Proposed NC and seconded PB. Carried unan.

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

3138 Declarations of Interest and Dispensations

No Declarations of Interest.

3139 Matters Requiring Key Decision

a) Closed churchyard – Members noted that the tree had been satisfactorily removed. The PCC have requested further support to clear remaining woodchips, and then to rotovate and seed the area.

Members requested that quotes be obtained for this work before a decision was made. *Action: Clerk to obtain three quotes for clearance and seeding of the churchyard.*

b) Asset/Maintenance Check Report – KB reported that the checks had been completed and thanked KM for his swift work in repairing the broken chain-link fence on the war memorial green. Clerk reminded members of the importance of continuing, and recording, these monthly checks for insurance purposes. NC agreed to conduct the next monthly check.

c) Parish Support Network – the Clerk reported that the only feedback received from Lead Contacts and volunteers in April and May has been positive: 'people are very well supported one way or another', 'general goodwill and neighbourliness are doing the trick'; 'supporting local businesses of all types is clearly important and people are doing their best to do this'. Members reported that some volunteers were doing shopping, etc whilst other groups were sharing supermarket delivery slots. In the light of advice from BHIB insurers and NALC re risk assessment and volunteers, the Clerk advised Members of the procedural and safety advice provided to volunteers so far and the requests made for feedback on any risks encountered (no issues reported). *Action: Clerk to write to Lead Contacts and other volunteers to thank them for their support and to ask for confidential feedback on*

what they had been asked to do and for suggestions on the future of the network. Clerk to seek expert advice from CCS Village Agent on how the Support Network might most effectively continue.

d) Clerk's performance and salary on anniversary of appointment (1 May 2015) and consideration of increase in homeworking allowance (£18 to £26/month wef 6 Apr 2020). *Action: Clerk to organise an online performance review with KB and KM.*

3140 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details including all comments submitted by the Parish Council

a) Application No 20/01442/S73 S73 application to vary condition 2 (approved plans) of approval 20/00508/FUL to allow relocation of the new dwelling within the application site. Land West of Appledore Smiths Lane Fivehead. Members agreed that the new plan for relocation is very unclear and they are unable to comment on the information provided. They also had concerns re the Right of Way in the vicinity. *Action: Clerk to request further information from Planning and circulate to Members for comment.*

3141 FY19/20 Annual Accounts and Annual Governance and Accountability Return (AGAR)

a) KB and the Clerk summarised the report of the Internal Auditor (Mr G Balmer). The audit was conducted using digital records only to minimise COVID-19 risks. The first full year of internet banking for the Council negated the need to review cheque book stubs. The key points from the audit are:

(i) The financial records are maintained to a high standard, with cross checking embedded into the spreadsheets, enabling simple audit control, carried out and recorded quarterly. The Council managed their financial budget in accordance with their Financial Regulations, identifying, recording and approving any overspends, prior to any invoices being paid.

(ii) Asset Register – the Council has made several acquisitions over the course of the year and has now provided grit bins on the roads, an additional dog waste bin and seating at the village war memorial. The Council are most fortunate that they have very capable, pro-active members who secure and locate items of street furniture on behalf of the council. Furthermore, the Council has been gifted some of the items, bus shelter and telephone kiosk, at little or no cost. However, Council may wish to review the sum assured for street furniture to ensure that in the event of any accident or incident, the cover is sufficient to cover reinstatement, on a like for like basis, including clearance and installation costs. Likewise, with regard to fences and walls, the cost of replacing significant parts of the cemetery, churchyard and Pound perimeters, is likely to exceed the £12500 insurance value. Members noted that the Asset Register follows JPAG guidance on fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Action: Clerk to update Asset Register with estimated replacement costs/dates taking advice via SALC of how other parishes value and insure fences and walls.

(iii) Minutes of the Annual Meeting of Fivehead Parish Council - 7 May 2019. KB and LH confirmed that Minute 2945 is in error as LH not KB presided over the elections. *Action: Clerk to amend Min 2945.*

(iv) Other minor errors in, and improvements to, the Minutes will be noted (see Internal Audit report response for details). *Action: in the light of current COVID-19 Emergency Operating Procedures, Clerk to prepare an Action Listing to track actions.*

(v) Members recorded their appreciation of Mr Balmer's thorough and helpful Internal Audit which supports continuous improvement of the Council's work. **Resolution: to purchase a gift (up to £50) of appreciation for Mr Balmer's Internal Audit.** Proposed KB and seconded LH. Carried unan. *Action: Clerk to purchase gift and write to Mr Balmer.*

(vi) Members also recorded their gratitude to the Clerk for her work on the Accounts and Audit.

b) Section 1 (Governance Statement) of the Annual Return for FY19/20 was agreed. It will be signed by KB and Clerk at the earliest opportunity.

c) Section 2 (Accounting Statements) of the Annual Return for FY 19/20 was agreed. It will be signed by KB and Clerk at the earliest opportunity.

d) The period of Public Rights and the Publication of the AGAR and associated documentation on the village website will run between 15 Jun and 24 Jul 2020.

e) Members agreed redaction of the signatures on the web version of the AGAR to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns.

3142 Finance

The financial position of the Council was received. Two bank reconciliations have been checked remotely by the Chairman and will be signed at a later date. An interim statement was scrutinised.

a) Payments authorised and unrecorded during the previous months:

(i) J Wardle – Monthly Zoom licence (May) - £14.39 (inc VAT)

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 - £67.20

(iv) Woodland & Garden Tree Services – Tree removal in churchyard - £588 (inc VAT)

(v) Somerset Environmental Records Office – Records search and report - £68.40 (inc VAT)

(vi) J Wardle – Monthly Zoom licence (Jun) - £14.39 (inc VAT)

c) Income received:

(i) NatWest - Interest (Apr) - £6.27

3143 Matters of Report, Questions and Items for the Next Meeting

a) KB had previously reported parishioner concerns by email about excessive speeding by vehicles on the A378 between Ganges Hill and Butchers Hill. It was agreed that this perennial problem be raised again with the Speed Enforcement Unit. *Action: Clerk to request that Speed Enforcement Unit attend on A378 and that any speed printouts recorded are provided to the Council as historical evidence.*

3144 Date of Next Meeting

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

The meeting closed at 2020.

Chairman.....

Dated.....