

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 6 July 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; County Councillor C Paul. Mrs J Wardle (Clerk/RFO).

Attendees confirmed that they understood remote meeting procedures and etiquette.

KB advised that item 7f) (Review of Clerk's performance and salary) would be moved to the final agenda item and would be discussed in a confidential session.

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

3145 Public participation

One Member of the Public attended for the duration of the meeting prior to the confidential session.

Wrt the New House Farm planning approval, they asked how the progress of certain Conditions can be tracked and any reports seen. They (and PB) advised that enquiries on this point to SSDC Planning have received no response. Members agreed that this lack of response to parishioners should be queried. *Action: Clerk to write to SSDC Planning asking for a response to the queries raised re Conditions at New House Farm.*

3146 Councillor's Report

CP reported that hopefully the SCC Climate Fund will be launched in Aug with the first bids being accepted in Sep. All household waste sites are now fully operational and libraries are reopening gradually. The SCC COVID-19 Outbreak Plan is being recognised by Public Health England as an exemplary model.

3147 District Councillor's Report

No report.

3148 Apologies for absence

Mr J Westworth; District Councillor M Cavill.

3149 Minutes

a) The minutes of the Meeting of the Parish Council, previously circulated, held on 1 June 2020 were approved. Proposed LH and seconded RW. Carried unan. Hard copies of the Minutes will be signed by the Chair at the next opportunity.

3150 Declarations of Interest and Dispensations

None.

3151 Matters Arising from the Minutes (1 June 2020) and Raised by Members

- a) Churchyard - the Clerk advised that a quote to clear and seed an area of the churchyard was higher than expected. Further quotes will be required to meet the Financial Regulations. *Action: Clerk to strive to obtain at least two further quotes to clear and seed the churchyard noting the need for appropriate Public Liability insurance and waste transfer certificates. Action: Clerk to check if a Faculty is required to undertake the work.*
- b) Parish Support Network - the Clerk had written to Support Network 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. The replies received indicated a relatively low and but steady take-up across the parish of volunteer support with shopping and prescriptions. Members agreed that the informal network was nice to have when needed but organising and sustaining a more formal scheme indefinitely would be difficult. Given the continuing restrictions on social distancing, Members agreed to maintain the current network for two months and then review again at the Sep 2020 meeting. *Action: Clerk to write to volunteers advising them of decision. Clerk to note review of Support Network for Sep 2020 agenda.*
- c) Insurance – the Clerk has asked SALC how other parishes value and insure fences and walls – reply awaited. Other advice received is to commission a RICS surveyor to prepare an insurance reinstatement report. The current insurance cover for gates, fences, walls (not root damage) is £124K. *Action: Clerk to contact insurer for advice and also to query whether the insurance cover should be for total loss.*
- d) Speeding on A378 - the Clerk confirmed that the Speed Enforcement Unit (SEU) will attend on the A378. Speed print-outs cannot be supplied by SEU (only Speed Indicator Device (SID) printouts are available).

- e) Members considered other outstanding actions currently on hold for COVID-19 restrictions.
- (i) Cemetery - the Clerk confirmed that the website is up-to-date for all cemetery documentation. The Register of Exclusive Rights of Burial has been prepared using Grants back to 1920 (where available) and has been correlated with the Register of Burials. The Clerk will now finalise the map with the volunteer and provide SSDC with information about plot availability. Members, noting that the volunteer had declined a thank-you gift, asked that their thanks be sent in writing. *Action: Clerk to write to volunteer and complete mapping.* Members discussed the outstanding work to tidy-up the cemetery and agreed to keep on hold and review in six months. *Action: Clerk to note review of cemetery maintenance for Jan 2021 agenda.*
- (ii) SCC Improving Lives Grant for Parish Map and Walks – the new Parish Map and two walks are now on the website and are being used as a Case Study by Parish Online. The remaining five walks are with volunteers for documentation. A volunteer with publishing skills will be sought for walk leaflet design. The notice board manufacturer is now operating again so the notice board will be ordered. There has been an enquiry from a parishioner re printed copy of the Parish Map. The OS PSGA licence allows the Council to charge a small fee to cover overheads but there must not be a profit from proceeds of the map (which is loosely based on OS data). If the artist was going to sell these on a mass-produced basis then an OS Publishing Licence would be required. However, if a small donation is made to parish funds for the village hall for example, this is not a problem. Members agreed that printed copies should be offered for sale. Members agreed that the artist who painted the map be given a token of thanks by the Council for her work. **Resolution: that a £50 Amazon gift token be purchased for Emily Sweeney in recognition of her work in painting a Parish Map.** Proposed KB and seconded PB. Carried unan.
- Actions: Clerk to procure noticeboard with Parish Map; seek a volunteer with publishing skills to design the walks leaflets; obtain quotes to print copies of the Parish Map for sale. Action: KB to procure £50 gift voucher.*
- (iii) SCC Chair's Awards for Service to the Community - no further update.
- (iv) Crown Inn – Members discussed the possibility of registering the property as an Asset of Community Value; they agreed to keep the matter on hold and review in six months. *Action: Clerk to note review of Crown Inn Asset of Community Value for Jan 2021 agenda.*
- (v) Langford Corner – Members agreed that quotes to re-site the waste bin by the telephone kiosk, and install the noticeboard should now be sought. *Action: Clerk to get quotes for work and also contact Highways about repositioning road sign.*
- (vi) Telephone kiosk restoration – Members agreed that the situation re the electrics and painting needs to be reviewed prior to any decision re future use. *Action: Clerk to contact volunteer re next steps with telephone kiosk.*
- (vii) Environment Working Group (WG) meetings – given the forthcoming opportunities to apply for SCC Improving Lives Grants and the SCC Climate Change Fund, RW (as Chair of the WG) agreed to draft a request to members of the WG for input. *Action RW and Clerk to circulate Environment WG request to members for ideas for grant applications.*
- (viii) Assets ownership – the current owners (Crosby Land and Estates) of Langford Corner have confirmed that they are happy, in principle, to transfer the land in question into the ownership of the Parish. An annotated plan showing the area maintained for many years by the Parish Council has been sent to the owners to enable preparation of a transfer document. *Action: Clerk to send reminder re transfer of ownership of Langford Corner to the owners.* Action to get quotes for legal advice on the process, costs and benefits of establishing ownership of Village Green is on hold pending resolution of Langford Corner.
- f) Members noted that the Clerk resigned on 19 June 2020 giving one month's notice. The post has been advertised via SALC, SSDC, the website and the village email and KB has discussed other options with SSDC. No applications have been received to date. *Action: Clerk to obtain advertising costs for the Somerset County Gazette and the Leveller and discuss options with KB and LH.*
- g) Housing Needs Assessment - PB advised that she had been unable to get any useful advice on conducting and funding. CP offered to email information.
- h) Rights of Way Issue with Path L 11/51 – the path is impassable as it has not mown by SCC. It has been reported on the RoamSomerset website by at least two parishioners.
- i) Asset/Maintenance Check Report – NC confirmed that the check been completed and that all was in order. Clerk confirmed that Langford Corner is in the SSDC mowing contract and that they have been contacted whenever the cut has been missed.

3152 Correspondence Received

- a) SALC/SLCC report on Local Government Reorganisation - CP suggested that Members await the Business Case which should be available for comment before the Aug 2020 meeting. *Action: Clerk to note for Aug 2020 meeting agenda.*
- b) NALC / SLCC Statement on In-person Council Meetings – Members agreed that there is currently no identified need for a physical meeting and that business should continue to be conducted using Zoom.

3153 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

- a) Approval STC Application No 19/02729/FUL Alterations to 2 No. agricultural buildings with change of use to the buildings and land to D1 Non-residential institution use - New House Farm Stowey Road Fivehead – noted. PB reminded Members that of the six issues raised by the Council previously, only one has been answered. *Action: Clerk to ask SSDC why the issues have not been answered.* See also Min 3145.
- b) Members noted an update from the developer re the proposed development to the North of Ganges Close: prior to submission of a planning application, he plans to consult with the Parish and the local community via the internet, which he has done successfully elsewhere. It is his intention to prepare an application for a much-reduced scheme of development on the site reducing numbers from 15/17 homes to 7. He proposes preparing an application that will comprise three bungalows, two chalet bungalows and two smaller houses. The two houses would be sold at a discount to local people, giving them 100% ownership but at 80% of the market value. With regard to the two plots already approved, he hopes to start on site in Sep 2020. Members appreciated the opportunity for pre-application consultation at the current time. They requested that the Clerk ask the developer the following:
 - Will the results of your consultation be available in full to the parish and the LPA as part of the formal planning application process?
 - How will parishioners have access to all the facts about the potential application without a Public meeting? Will you be providing a full explanation of the proposal and allow for Q&As to recorded and published for all to see on your website before the deadline?
 - How do you intend to publicise your website to a wide audience?
 - Can you explain how this procedure has worked in other parishes?

Action: Clerk to write to the developer to get more information on his plans for parish consultation.

- c) Application No 20/01271/FUL Change of use of land to equestrian use, erection of storage shed (retrospective), alterations to existing stables and the construction of outdoor riding arena. Thane Barn, Cathanger Lane, Fivehead. Members recommended that the decision be left to the Planning Officer following consultation responses. They had the following General Observations:
 - (i) The existing storage shed is in keeping with surrounding buildings and the impact to nearby heritage properties is minimal. There will be no exterior lighting, removal of hedges, additional vehicles and the proposed all weather surface will allow sufficient drainage and facilitate exercise for the horses during bad weather.
 - (ii) Concern over the disposal of waste - please can the Environmental Protection Officer be consulted, as per the application for North Barn Cathanger (20/00233/FUL). The site does not include watercourses but it is close to other residential properties who may experience harm to their amenities. The proposed environmental conditions for North Barn would seem to be appropriate for Thane Barn.
 - (iii) The location is within 1km of a SSSI site and while there have not been protected species reported at Thane Barn, there are records for dormice, bats and other protected species surrounding the site. Please can conditions be applied to ensure ongoing protection of these species, such as no exterior lighting or hedge removal etc in future without the appropriate consultations/permissions.

3154 Finance

The financial position of the Council was received. Two bank reconciliations have been checked and signed remotely by the Chairman. An interim statement was scrutinised – no issues.

- a) Payments authorised and unrecorded during the previous month:
 - (i) None
 - b) Payments to be authorised (invoices checked by email by KB and NC):
 - (i) J Wardle - Clerk/RFO Salary (Jun) - £269.20
 - (ii) J Wardle - Homeworking allowance - £18
 - (iii) HMRC - Clerk/RFO PAYE - £67.40
 - (iv) J Wardle – Monthly Zoom licence (July) - £14.39 (inc VAT)

- (v) J Wardle – Gift for Internal Auditor - £49.98
- (vi) J Wardle – Black printer ink - £12.95 (inc VAT)
- (vii) Parish Magazine Publishing – Newsletter print (June) – £250.58
- c) Income received:
 - (i) NatWest - Interest (May) - £6.54
 - (ii) Vine Wine – Newsletter Advert - £55
 - (iii) Greenshutters - Newsletter Advert - £55
 - (iv) Forsey & Sons - Newsletter Advert - £110
 - (v) H Buchan - Newsletter Advert - £27.50

3155 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – none.
- b) Clerk – none.
- c) Councillors – none.

The Clerk and the Member of the Public left the meeting at 2050 and KB took over as host of the Zoom meeting.

3156 Confidential Session to review Clerk/RFO's performance and salary

KM and KB held a satisfactory performance review with the Clerk via Zoom on 18 June 2020. Members noted that the Clerk is currently on NALC Scale SCP12 and that the 2020 Salary Scales are not yet agreed. The following recommendation was made: as per contract, the Clerk will have salary increase to NALC Scale SCP13 wef 1 May 20 (2019 rate is £11.45/hr; 30 hrs/month = £343.50/month basic pay before PAYE). Back pay for May and Jun will be included in Jul payment to be authorised at Aug meeting. **Resolution: to increase Clerk salary to Scale SCP13 wef 1 May 20 and make consequential back-payments.** Proposed LH; seconded PB. Carried unan.

Members recorded grateful thanks to the Clerk for all her hard work and innovation over the past five years, she will be sorely missed. They agreed that a £200 bonus payment should be made in recognition of the Clerk's work. **Resolution: to make a £200 bonus payment to the Clerk in recognition of her hard work and innovation (noting that the payment will be an overspend on the salary budget line and be transferred from Reserves).** Proposed RW and seconded LH. Carried unan.

3157 Date of Next Meeting

Monday 3 August 2020 at 1930 via Zoom

The meeting closed at 2055.

Chairman.....

Dated.....