

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 6 July 2020 at 1930
Virtual meeting online using Zoom

All Members are summoned to attend the above meeting.

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. They also removed the requirement to hold an Annual Meeting of Parish Council. Members have agreed by email to online meetings only when a key decision needs to be made. 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.

Jill Wardle

Jill Wardle

Clerk to the Council

1 July 2020

AGENDA

1. Public participation

Members of the Public may raise any matter relating to items on the agenda here – submitted in advance in writing to the Clerk.

2. County Councillor's Report

3. District Councillor's Report

4. Apologies for absence

5. Minutes

To approve the minutes of the Meeting of the Parish Council held on 1 June 2020.

6. Declarations of Interest and Dispensations

Members should declare any interest in items on the agenda here. **To receive and consider** granting dispensation requests. 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.

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

- a) *Action: Clerk to obtain three quotes for clearance and seeding of the churchyard.*
- b) *Action: Clerk to write 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. Clerk to seek expert advice from CCS Village Agent on how the Support Network might most effectively continue.*
- c) *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.*
- d) *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.*
- e) **To consider** other outstanding actions at Annex A (ie those on hold for COVID-19).
- f) **To review** Clerk/RFO's performance and salary – (KB).
- g) **To consider** implications of Clerk resignation (KB).
- h) **To note** progress with Housing Needs Assessment funding (PB).
- i) **To consider** Rights of Way Issue with Path L 11/51 (PB).
- j) **To consider** Asset/Maintenance Check Report (NC).

8. Correspondence Received (details emailed)

- a) **To consider** response to SALC/SLCC report on Local Government Reorganisation and to consultation on One Somerset proposal.

b) **To note** NALC / SLCC Statement on In-person Council Meetings.

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

a) **To note** 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.

b) **To note** update from developer re proposed development to the North of Ganges Close.

c) **To consider** 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.

10. Finance

To receive the financial position of the Council.

a) Payments authorised and unrecorded during the previous month:

(i) None

b) Payments to be authorised:

(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

11. Matters of Report, Questions and Items for the Next Meeting

a) Chairman

b) Clerk

c) Councilors

12. Date of Next Meeting (Online)

Monday 3 August 2020 at 1930 via Zoom

**FIVEHEAD PARISH COUNCIL – SUMMARY ACTION LIST (PREPARED FROM MINUTES INCLUDING AND SUBSEQUENT TO 30 MARCH 2020)
CORRECT TO 6 JULY 2020** Remarks in red indicate item for discussion on 6 July 2020 and work in hand.

ACTION	REMARKS
<p>Cemetery Min 3128: <i>Action: Clerk to amend Cemetery Conditions on the website.</i> <i>Action: Clerk to work with Adam Ogilvy to finalise the cemetery map and to confirm the number of available plots.</i> <i>Action: Clerk to respond to SSDC with details of cemetery availability and Conditions.</i> <i>Action: Clerk to ask Adam Ogilvy about his choice of thank you gift.</i></p> <p>Min 3070: 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.</p>	<p>Website is up-to-date for cemetery documentation. Work in hand to determine number of available plots and document historical Exclusive Rights of Burial. Reply to SSDC is outstanding pending final plan and numbers.</p> <p>Offer made; declined with thanks.</p> <p>Decision required on what to do: remain on hold or proceed.</p>
<p>SCC Improving Lives grant – new Parish Map and walks leaflets</p>	<p>Notice Board manufacturer now operating again. Decision required on when to proceed. Decision required on gift for artist. Parish Map and two walks now on website; being used a Case Study by Parish Online. Remaining five walks with volunteers for documentation. Volunteer with publishing skills sought for leaflet design. Enquiry from parishioner re printed copy of Parish Map – OS PSGA licence allows us to charge a small fee to cover overheads but we must not make a profit from proceeds of the map (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. Decision required on whether to offer prints.</p>
<p>Min 3096: SCC Chair's Awards for Service to the Community</p>	<p>No further update</p>
<p>Min 3095: Crown Inn – consideration of Asset of Community Value</p>	<p>In order to explain the options and to assess parishioners' views, a Public meeting was planned. Decision required on what to do: remain on hold or proceed.</p>
<p>Min 3109: re-site the waste bin by the telephone kiosk. Concurrently, the new information board would be installed on Langford Corner. Quotes will be sought when requirements are known. <i>Action: Clerk to contact Highways about repositioning road sign.</i></p>	<p>KM, KB and the Clerk had reviewed the site and agreed that professional work was required. No action yet by Clerk on contacting Highways. Decision required on what to do: remain on hold or proceed.</p>
<p>Telephone kiosk restoration and defibrillator briefing</p>	<p>Decision required on what to do: remain on hold or proceed.</p>

ACTION	REMARKS
<p>Environment Working Group Min 3104: a) A second round of Improving Lives Grants will be announced shortly – Members were asked to consider submitting bids. b) A £1m climate change fund has been created by SCC – this will be available for parish and town councils to bid for green initiatives. Min 3109: a) The dead tree has been removed in the cemetery and the logs stacked. Potential to use the logs as a wildlife habitat. b) Historic Rights of Way review – Ramblers' Association website can be used to identify and report 'lost' pathways. <i>Min 3126: Action: Consider possible community growing area.</i> <i>Min 3128: Action: Purchase Protected Species Report.</i></p>	<p>Decision required on what to do: remain on hold or proceed with online meetings.</p> <p>Report purchased.</p>
<p>Assets ownership: Mins 3095 and 3109: Langford Corner – the current owners (Crosby Land and Estates) 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. They will then produce a simple transfer that, when signed by both parties, can then be submitted by the Parish to the Land Registry so that it can be registered into the Parish's ownership. Members were pleased that this long-standing matter is being resolved and confirmed that they are willing to pay any transfer costs. <i>Action: Clerk to get quotes for legal advice on the process, costs and benefits of establishing ownership of Village Green.</i></p>	<p>Clerk to send reminder to owners.</p> <p>No progress – awaiting resolution of Langford Corner ownership.</p>