

**NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Monday 3 August 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. The meeting will be recorded using the Zoom facility to aid Minute writing; the recording will be deleted after the Minutes are agreed.

*Jill Wardle*

**Jill Wardle Clerk to the Council 29 July 2020**

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**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 6 July 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 (6 July 2020) and Raised by Members**

- a) New House Farm - *Action: Clerk to write to SSDC Planning asking for a response to the queries raised re Conditions at New House Farm. Action: Clerk to ask SSDC why the issues raised by Parish Council have not been answered.*
- b) Churchyard - *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.*
- c) Insurance – *Action: Clerk to contact insurer for advice on insurance cover for gates, fences, walls (not root damage) and also to query whether the insurance cover should be for total loss.*
- d) SCC Improving Lives Grant for Parish Map and Walks – update (Clerk).
- e) Langford Corner (works and ownership) – update (Clerk).
- f) Telephone kiosk restoration – update (Clerk).
- g) Environment Working Group (WG) meetings – update (RW).
- h) Replacement Clerk/RFO – update (KB).
- i) Housing Needs Assessment – update (PB).
- j) Lorries on the Isle Brewers Road – raised by PB.

k) Purchase of wreath (under s137) for Remembrance Sunday – **to consider**.

#### **8. Correspondence Received (details emailed)**

- a) From Avon & Somerset Police re attendance at meetings - **to consider**.
- b) From SALC re SCC 'One Somerset' Business Case and SALC/SLCC report on Local Government Reorganisation – **to consider**.
- c) From SALC re Walking and Cycling Manifesto for Somerset – **to consider**.
- d) From SCC re Notice of Confirmation Highways Act 1980 – Diversion of part of Footpaths L11/37 and T17/20 and Extinguishment of part of Footpath L11/37 – **to note**.
- e) From Community Transport South West Limited re request for grant – **to consider**.

#### **9. Reports**

- a) Playing Field (PB); b) Village Hall (LH); c) SALC (NC); d) Cemetery (KM); e) Highways (Clerk);
- f) Environment (Clerk); g) Rights of Way (JWe); h) Police (Clerk); i) Asset/Maintenance Check Report (NC).

**10. Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details.** The applications below, and any received between the date of the agenda being issued and the meeting, will be considered.

- a) **To consider** correspondence from parishioner re Application 20/01271/FUL Thane Barn, Cathanger - noting SSDC advice that extra comments can be submitted before the Determination Date but that these would not trigger a Ward Member referral as they were received after the consultation period ended.
- b) Possible development of land to the North of Ganges Close – update (Clerk).

#### **11. Finance**

**To receive** the financial position of the Council.

- a) Payments authorised and unrecorded during the previous month:
  - (i) Information Commissioner's Office – Data Protection Fee - £35
- b) Payments to be authorised:
  - (i) J Wardle - Clerk/RFO Salary (Jul plus May and Jun backpay + £200 bonus payment approved at Min 3156) - £445.90
  - (ii) HMRC - Clerk/RFO PAYE (May & Jun backpay; Jul salary and bonus) - £111.40
  - (iii) J Wardle - Homeworking allowance - £18
  - (iv) J Wardle – Monthly Zoom licence (August) - £14.39 (inc VAT)
  - (v) J Wardle – Gumtree advert for Clerk/RFO - £5.94 (inc VAT)
  - (vi) K Beacham – gift voucher for Parish Map artist - £50
- c) Income received:
  - (i) NatWest - Interest (Jun) - £0.35 (interest rate now 0.01%)
  - (ii) Bawdens – Newsletter advert - £27.50
  - (iii) Chiropractive Ltd – Newsletter advert - £27.50
  - (iv) A Graham – Newsletter advert - £27.50

#### **12. Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman
- b) Clerk
- c) Councilors

#### **13. Date of Next Meeting (Online)**

Monday 7 September 2020 at 1930 via Zoom