

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 3 August 2020 at 1930 - Virtual meeting online using Zoom

Present: Mrs K Beacham (Chair); Mrs L Howard; Mrs P Brett; Mrs N Cameron.

County Councillor C Paul. Mrs J Wardle (Clerk/RFO).

Attendees confirmed that they understood remote meeting procedures and etiquette.

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

3158 Public participation

Two Members of the Public attended and explained their concerns about ongoing development work and a recent planning application at Thane Barn, Cathanger. KB explained that the Council were unaware of these issues when comments were submitted to SSDC recently. SSDC have, however, advised 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. PB raised three issues: potential breaches of existing permissions; the need for involvement of the Heritage Officer in the work at both North Barn and Thane Barn; and the vicinity of a SSSI. CP advised that any concerns should be raised as a priority with the Enforcement Team and SSDC Planning. Members agreed to further consider their response to this – see Min 3167. The Members of the Public thanked the Council for their support and then left the meeting.

3159 Councillor's Report

CP's report had been previously circulated to Members (see <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul/>). She added further additional comment on:

- a) Somerset Rivers Authority Annual Report, <https://www.somersetiversauthority.org.uk/flood-risk-work/sra-annual-report-2019-20/>, which is an interesting read for the local area.
- b) The first successful meeting of the Local Outbreak Engagement Board.
- c) SCC have voted through the Business Case for a Unitary Authority for Somerset; this has now been sent to the Secretary of State for a decision on whether this should be considered further. If he does, further consultation will be conducted. PB commented on her concerns that the proposed Local Community Networks will be too reliant on local volunteers who may be difficult to find.

3160 District Councillor's Report

No report.

3161 Apologies for absence

Mr K Male; Mr R Wynn (technical difficulties notified after meeting had started); District Councillor M Cavill. Mr J Westworth has resigned.

3162 Minutes

The minutes of the Meeting of the Parish Council, previously circulated, held on 6 July 2020 were approved. Proposed PB and seconded NC. Carried unan. Hard copies of the Minutes will be signed by the Chair at the next opportunity.

3163 Declarations of Interest and Dispensations

Nil.

3164 Matters Arising from the Minutes (6 July 2020) and Raised by Members

- a) New House Farm – the Clerk confirmed that SSDC Planning have now responded to the queries raised by a parishioner re the Conditions for New House Farm development. PB advised that the botanical survey has not yet been conducted and cannot now be undertaken until after May 2021. The Clerk advised that SSDC Planning had now responded to the issues raised by the Parish Council; their response had been circulated to Members who confirmed that no further action was required.
- b) Churchyard ground clearance and seeding – the PCC Treasurer has confirmed that a Faculty is not required as this is follow-on work to the tree removal. Members agreed that the Clerk should arrange a site visit with the contractor and the PCC Treasurer to clarify the requirement in an attempt to reduce costs. *Action: Clerk to arrange a site visit with the contractor and the PCC Treasurer.*
- c) Insurance cover for gates, fences, walls (not root damage) - BHIB have confirmed that the totality of the length has to be insured even if only a portion is damaged/stolen/etc. Members agreed that rebuild/repurchase costs should be calculated using the length (measured on Parish Online) and average height. *Action: Clerk to produce estimated rebuild/repurchase costs for insured walls and fences for approval.*

d) SCC Improving Lives Grant for Parish Map and Walks – the noticeboard with new Parish Map has been ordered; and volunteers sought via the newsletter for walk leaflet design. The artist who painted the Parish Map has received her gift voucher and passed her thanks to Members. The print costs for paper copies of the Parish Map will be sought when the noticeboard is installed (see e) below).

e) Langford Corner – the legal documentation for transfer of ownership is being processed by the current owners. Quotes to install the noticeboard and move the waste-bin will be sought on delivery of the noticeboard.

f) Telephone kiosk restoration – a volunteer has done an excellent job creating what will be a gravel border around the base and tidying-up around the kiosk generally. The clear space will facilitate painting which will be commenced shortly by the volunteer. BT have confirmed that they will only be responsible for the electricity supply into the kiosk to the point of the R.E.C. fuse box. Any future faults beyond this point will be the responsibility of the kiosk owner. BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future however; BT will contact the kiosk owner should this become necessary. It is an unmetered supply and BT only have charge codes for operation of an 8-watt lightbulb and or defibrillator cabinet. *Action: Clerk to contact electrician for quote to install a new light and do anything else to make the supply safe whilst not precluding possible future defibrillator installation.* PB suggested that a question re the requirement for a defibrillator be included on the proposed Housing Needs Assessment (see i) below).

g) Environment Working Group (WG) meetings – no update.

h) Replacement Clerk/RFO – KB advised that there had been 11 applicants (non were local) for the post; 5 will be interviewed by KB, PB and NC via Zoom w/c 10 Aug 2020.

i) Housing Needs Assessment – PB has received further advice on options for a survey and funding from SSDC. *Action: PB to circulate survey template to Members for comment.*

j) Lorries on the Isle Brewers Road – a large number of heavy lorries have been reported using the sharp turn into the Isle Brewers Lane off Butchers Hill ignoring the 'No HGVs' sign. The situation was probably exacerbated by temporary works at a local site and the recent road closure and diversion in Millers Orchard. Highways were contacted and replied '... appreciate your concerns about road safety, unfortunately there is no easy solution. As I am sure you will appreciate, given the rural nature of our County accompanied by increase in the usage of Sat-Nav devices, we receive many reports of HGVs using inappropriate roads. All vehicles have a right to access and egress from both businesses and residences and this would still be the case if a weight limit restriction was present.' Members agreed that the situation should be monitored and a record of incidents maintained with parishioners encouraged to report any serious immediately concerns to the Police. *Action: Clerk to include Report a Traffic Incident details on website, by village email and in the Oct newsletter for parishioners to send outline details (no personal details) of traffic-related concerns in the village to the Clerk.*

k) Purchase of wreath for Remembrance Sunday – **Resolution: to purchase under s137 a wreath from the local branch of the Royal British Legion at a cost of £17.50.** Proposed KB and seconded LH. Carried unan.

3165 Correspondence Received

a) From Avon & Somerset Police – Members agreed that a representative from the Neighbourhood Policing Team would be asked to attend a meeting if an issue of concern arose.

b) From SCC re 'One Somerset' Business Case - Members agreed to await a formal consultation should the proposal be taken forward.

c) From Bruton Safer Walking and Cycling, Taunton Area Cycling Campaign and Bridgwater Area Cycling Campaign re Walking and Cycling Manifesto for Somerset – Members agreed to support the manifesto in principle whilst foreseeing practical difficulties in implementation.

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 (Lower Listock) – noted that the Diversion Order and Extinguishment Order came into force in 2019.

e) From Community Transport South West Limited re request for grant – Members asked the Clerk clarify usage details for parishioners with the charity before considering the request. *Action: Clerk to contact Community Transport South West Limited.*

3166 Reports

a) No reports from Playing Field, Village Hall, SALC, Cemetery, Highways or Police.

b) Environment – numerous reports of a dog running loose and fouling in the village centre have been investigated by the SSDC Environmental Protection Team.

- c) Rights of Way – Swell Drove has been mown by the SCC team.
- d) Asset/Maintenance Check Report – NC reported that volunteers have made an excellent job tidying the Pound; Members asked that their formal thanks be passed on. *Action: Clerk to write to the Pound volunteers.*

3167 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) Application 20/01271/FUL Thane Barn, Cathanger – Members considered correspondence from a parishioner and the information supplied during the Public session (Min 3158). They agreed unanimously write to SSDC Planning regarding Enforcement concerns and the ongoing planning application. *Action: PB to draft details of concerns to be passed to SSDC Planning; Clerk to action.*
- b) Possible development of land to the North of Ganges Close – an online consultation by the developer was advertised on the village website and by village email. The developer hand-delivered letters to properties in the vicinity of the proposed development. The developer has advised that he is likely to submit a planning application in August 2020; details are unknown at this time. Members discussed the options for facilitating Public engagement if an application is submitted during the period when large public gatherings are not permitted.

3168 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) 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

3169 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman
 - (i) J Westworth’s resignation had been received; the formal process for advertising the Casual Vacancy has started.
- b) Clerk
 - (i) The Clerk thanked Members for the Bonus payment and their support, and expressed her pleasure in undertaking the role for the last 5 years.
- c) Councillors
 - (i) VJ Day (15 Aug 2020) will be honoured by the Standard Bearer for the local branch of the Royal British Legion in Drayton.
 - (ii) Reports have been received of waste tipping/burning in Lower Swell.
 - (iii) Concerns are being raised about the SSDC Local Planning Authority (LPA) not functioning effectively with applications being delayed. Parishioners/applicants are encouraged to submit their complaints to SSDC.
 - (iv) Concerns about the vegetation growth at the top of Ganges Hill (by the bus shelter). *Action: Clerk to contact SSDC.*

3170 Date of Next Meeting

Monday 7 September 2020 at 1930 via Zoom

The meeting closed at 2115.

Chairman..... Dated.....