

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 7 September 2020 at 1930 - Virtual meeting online using Zoom

Present:

Mrs K Beacham - Chair (KB); Mrs P Brett (PB); Mrs N Cameron - joined at 3174 (NC); Mr R Wynn (RW); Mrs J Wardle - retiring Clerk/RFO (JW); Mrs J Parsons - new Clerk/RFO (JP)

Attendees confirmed that they understood remote meeting procedures and etiquette. KB advised that the meeting was being recorded using the Zoom facility and the recording would be deleted after the Minutes were agreed.

3171 Public participation

No members of the public attended.

3172 County 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-2/>). Cllr Paul had asked for particular consideration to be given to putting in a bid for the Somerset Climate Emergency Community Fund.

3173 District Councillor's Report

No report was given.

3174 Apologies for absence

Mrs L Howard; Mr K Male; District Cllr M Cavill; County Cllr C Paul
JW admitted NC to the meeting at this point.

3175 Minutes

The minutes of the Meeting of the Parish Council, previously circulated, held on 3 Aug 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.

3176 Declarations of Interest and Dispensations

None

3177 Matters arising from the Minutes (3 Aug 2020) and raised by Members

- a) Replacement Clerk/RFO – KB confirmed that the new clerk/RFO, Mrs Jayne Parsons, had taken up post on 1 Sept 2020. The retiring Clerk would remain in a supporting role until 30 Sept 2020 and give a full handover. KB thanked the rest of the Staffing Committee (PB and NC) for their work on the appointment, for which there had been 12 applicants. This included agreeing the starting salary point for JP. KB had also requested that JW be paid at the same point for Sept 2020. **Resolution: to approve salary point 14 and Homeworking Allowance (£26/mth) for the new Clerk/RFO.** Proposed NC and seconded PB. Carried unan. **Resolution: to approve payment of £360 to retiring Clerk/RFO for duties during Sept 2020.** Proposed RW and seconded NC. Carried unan.
- b) Resignation of Mr J Westworth and consequential Casual Vacancy - following SSDC advice that there had been no requests for a by-election, the Council is now free to proceed to co-option. The Casual Vacancy has been advertised on the village website and by village email with a closing date of 18 Sept 2020. It was agreed that PB would add a post on Nextdoor message system. Applications will be considered at the Parish Council meeting on 5 Oct 2020. Members recorded thanks to Mr Westworth who had served as a Member for 7 years, bringing a different perspective to the Council's deliberations, as well as providing practical help. JW confirmed that she would be writing to Mr Westworth to thank him for his contribution and to ask him to delete all emails relating to Council business. She would arrange for him to be removed as a banking signatory. A replacement signatory would be required and this person could be added at the same time that he is removed and JP is added. KB agreed this could be dealt with at the same time as other financial handover issues. **Action:** JW to write to Mr Westworth. PB to advertise vacancy on Nextdoor.

- c) Churchyard ground clearance and seeding – JW had spoken with SSDC who had agreed to visit and discuss options to reduce costs. Due to holidays, it had not been possible to get everyone together so it was agreed that the new Clerk would now progress the meeting, to include the PCC Treasurer. **Action:** Clerk to organise meeting when all parties available.
- d) Insurance cover for gates, fences, walls – the Clerk had provided calculations and estimates for the various assets that required cover and it was agreed that reasonable assumptions had been made and the costs per metre were as accurate as they could be. Members considered the existing cover of £123K to be acceptable at this time. The cover could be reviewed at the point that the repairs to the cemetery railings are quoted or at time of insurance renewal.
- e) SCC Improving Lives Grant for Parish Map and Walks – the new lectern noticeboard with the Parish Map had been delivered and a quote received for its installation. Members discussed the location for the Map and felt it would be best positioned centrally on the edge of the land, so people could read it easily from the pavement. This would require a waste bin and a sign for Langford Close to be repositioned. JW had contacted SSDC to ask if the sign, which is in a poor state, could be moved closer to the actual close. It is currently on a bend some distance away and reports had been received that delivery drivers have problems locating properties on the no-through road which is the true close. JW had also received a quote for the relocation of the bin, ideally to be done at the same time as the sign is installed. It was agreed that the bin would be moved and two further quotes would be sought from local tradesmen. **Action:** Clerk to obtain further quotes for consideration at next meeting and continue to liaise with SSDC on relocation of the sign.
- f) Langford Corner – linked to item e) above, the documents for the formal transfer of ownership of Langford Corner to the Council were received from the current owners in Jul 2020 and are now being finalised by them.
- g) Telephone kiosk restoration – i) a quote for £129.70(inc VAT) had been received from an electrician to replace the existing light. **Resolution: to accept quote and proceed with replacement light.** Proposed RW and seconded KB. Carried unan. ii) a quote of £95 (exc VAT and delivery) had been received for a replacement Power Guard as the current is damaged. **Resolution: to purchase replacement guard and request that the electrician fit it.** Proposed KB and PB seconded. Carried unan. iii) Members were keen to move on with the book kiosk idea, ensuring special measures to keep Covid compliant, and a quote had been received for the shelving. As consideration was still being given as to whether the kiosk should also house a defibrillator, it was agreed that the quote and some designs (which would allow for the defibrillator to be easily installed at a later date) would be considered at the next meeting. **Action:** Clerk to circulate designs prior to meeting.
- h) Environment Working Group (WG) meetings – RW proposed that the opportunity of the Somerset Climate Emergency Community Fund (CECF) be used to re-initiate the WG and identify ideas. He agreed to take responsibility for the invitation to bid and to report back. **Action:** RW to contact the WG and to report back suggestions for responding to the CECF bid.
- i) Housing Needs Assessment – a draft set of questions has been sent to SSDC and CCS for quotes prior to application for grant funding to conduct the survey around the parish. PB thanked the other members of the working group (LH and JW) for their input. KB asked if a question could be added in to find out who has computer access in the village to help with future forecasting. **Action:** PB to liaise with Clerk on receipt of quotes and ensure new question is added.
- j) Reporting traffic incidents – a contact form to report traffic incidents in the parish has been added to the website noting that any serious incidents should continue to be reported immediately and directly to the Police. Technical difficulties using the form are being investigated by the website provider.

- k) Vegetation growth at the top of Ganges Hill (by the bus shelter) – this has now been cleared by SSDC (Highways).
- l) SSDC Business Support Grant – £10K had been received after SSDC confirmed that the Council was eligible to apply as the Cemetery is liable for Business Rates. There are apparently no constraints on when and how this can be spent so it was agreed that it would be held on account until future needs are identified.
- m) Welcome Pack – the pack of information for new residents to the village was in need of updating. Members were aware of various properties on the market but a more formal process of identifying newcomers is needed. It was suggested that this might be a future role for the Parish Support Group if the network were to continue (covered below). NC offered to co-ordinate the review of the pack content and circulate to Members for ideas. **Action:** KB/JW to supply copy of existing pack for NC to progress.
- n) Parish Support Network – Members reviewed the role of the village’s informal network who had provided vital support and kindness to the local community during the pandemic. As it had been so successful when it was needed, Members wanted to find a way for it to continue to have a purpose without it being too onerous on the volunteers’ time. It was agreed that the leaders of each cluster would be contacted to see if they would like to keep in touch via a six-monthly email. RW offered to draft a short update for circulation to Members before issuing to the leaders of the clusters. **Action:** JW to provide a copy of the circulation list and RW to circulate a draft update for the key contacts of the network.

3178 Correspondence Received

- a) 2020-21 NJC Salary Award – the recently announced salary increase for Clerk/RFO of £0.31/hr was noted. **Resolution: to approve backpay of £46 (before tax) for JW.** Proposed by KB and seconded by PB. Carried unan.
- b) NALC consultation on Changes to the Current Planning System (PC10-20) and Planning White Paper (PC11-20) - this is the largest proposed series of changes to the Planning system for over 70 years and could have very significant implications for communities and the role of parish and town councils in the planning system. For the future, it will be important to try and have our community classified as having open countryside which has value. The Housing Needs Assessment and Environmental survey of the parish would also help identify areas for protection within our boundaries. There are a number of complex questions set out by NALC for comment on the current system. PB had made notes on the proposed changes and offered to circulate them for Members to decide if they would respond individually by 17 Sept to NALC on the current system. Response to the White Paper consultation which closes on 29 Oct would be discussed further at the next meeting. **Action:** PB to circulate notes and Members to respond by 17 Sept to NALC if they wish. Clerk to add White Paper discussion to next agenda.
- c) SSDC ‘Stronger Somerset’ vision for Local Government Reorganisation – this is an outline proposal from SSDC for reform of local government including two new Councils in Somerset to replace the current four District Councils and the County Council. The proposals outline how they will drive the development of the economy, together with improvements in quality of life and ensure sustainable service provision. Members were invited to give views and feedback with an opportunity for a Zoom discussion with Alex Parmley, Chief Executive and Val Keitch, Leader of Council on 22, 25, 28 or 29 Sept. It was agreed that the Clerk would find out if the sessions would be recorded and available on YouTube. **Action:** Clerk to circulate further details and Members to consider joining the sessions and taking note of what is discussed.
- d) Transfer of the Pound to the Parish Council – Kerseys Solicitors had written asking about the current situation and JW had replied to clarify what had been agreed quoting the original Glendale developer, Richard Turvey, who had said *“as far as we are concerned, The Pound belongs to the PC, it just happens to still be registered to us.”*

He had suggested that the Council contact his solicitor in Ipswich, who was aware of the history and had dealt with the purchase and sale of Glendale. The solicitor was willing to act for the Council, and had quoted approximately £500 to register the Pound in the name of Fivehead PC. To simplify matters, the developer offered to cover the cost of the fees. JW had not heard back but hoped it would be agreed for the new clerk to progress. The quote previously received for the restoration work needed on the Pound still stands but Members agreed to schedule repairs after the Glendale works are completed. **Action:** Clerk to notify DKB Building Services that the Pound restoration work would be on hold until further notice.

- e) Invitation to bid for Somerset Climate Emergency Community Fund 2020-2021 – A new grant scheme is now available to help local communities take positive action to help Somerset become carbon neutral and mitigate the impacts of Climate Change. The scheme will be open from 1 Oct for six weeks and applications for funding of projects of between £5,000 and £75,000 are invited from councils and community groups in unparished areas of Somerset. Qualifying projects will include those to reduce carbon emissions, reduce consumption and to implement activities around climate change mitigation and adaptation. Somerset Wildlife Trust (www.somersetwildlife.org/) and Somerset Climate Action Network (www.somersetcan.org.uk/) are working together to apply for £75,000 from the Fund. As applications can only come from councils, they are looking for parishes to support them in this bid. Members discussed the options for our community involvement and requested further information on whether this could be jointly with the organisations above and/or through an application by the Parish. **Action:** Clerk to find out and circulate more details, to be included in the briefing to the Environmental Group (see 7h). Expression of interest for the joint application are requested by the charities by 23 Sept.

3179 Reports

- a) Playing Field - PB reported that a new football league had started, with local teams A and B playing on alternate Saturdays. The event had been popular, and it had been identified that more bins were needed, as well as toilet facilities to be open in future, but not the changing rooms. The Village Hall has agreed to give the Team Manager access via the side door only and he will be responsible for the cleaning. The PF Committee will purchase the bins and empty as needed. There had also been reports of parties and rubbish being left on the field. With regards to the planning application for the dug-outs, this is about to go over the 26-wk deadline for determination, which means the applicant can go straight to the Secretary of State for it to be waived through. It was noted that the goal posts had actually been moved so it was unclear whether a permanent structure was necessary, as this would not allow for the posts to be moved around if needed. PB agreed to look into why this had happened. Members queried whether the PF would be regularly hosting larger sporting events as there had been some parking issues in August. PB thought this was not connected to the league as they had only recently started playing but agreed to raise with the Committee, although they are not having meetings at present. **Action:** PB to feedback queries to Village Hall Committee.
- b) Village Hall – it was noted that bookings were starting up again but only limited groups, such as dance and fitness groups.
- c) Cemetery - JW had received an estimate for moving the spoil in the Cemetery. The final touches are being done to the digital plan, which JW would explain to the new Clerk, including how it would be kept up-to-date in future. **Action:** Clerk to update at next meeting.
- d) Highways - complaints had been received about vehicles causing obstructions by being parked on pavements by the Glebe on Stowey Road and also in Ganges Close. Parishioners are recommended to report the matter to the Community Police Team on 101, as it is dangerous and an offence to park on pavements. JW recommended including this in the next newsletter. **Action:** JW to include in Oct newsletter article.

- e) Asset/Maintenance Check Report - PB requested to keep the register for another month. It was noted that the bus shelter might need a socially distanced working party to help clear the tree that is now growing in it and also give it an annual clean
- f) No reports from SALC, Environment, Rights of Way or Police.

3180 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, were considered:

- a) Application No 20/02071/COU Change of use from restaurant and guest accommodation to residential dwelling. Langford Fivehead, Lower Swell, Fivehead. Members considered the application and agreed unanimously to support and request a speedy decision to help facilitate the pending sale. **Action:** Clerk to respond to SSDC by email 8 Sept 2020.
- b) Glendale development – the site owners intend to start development by the end of Sept 2020 as the outstanding conditions have now been discharged by SSDC. Members discussed queries:
 - what would happen to the bats in the derelict house when it is demolished
 - the impact of the cutting back of the hedgerow/treeline on the internal road when the infrastructure work starts, which also affects the blocked drainage system
 - working during Winter hours and traffic management, which would be helped by clear signage
 - proposed village updates with an offer to co-ordinate these from PB on Facebook, Village website and Nextdoor messaging systems

Members agreed that this is an exciting development at the heart of our village. The agent for the developer has been very helpful in dealing with queries and it was felt that the developer would be very receptive to dealing with these queries, and had a shared desire to make things run as smoothly as possible. Although the developer does not anticipate there being any damage to the Pound during construction, they have taken detailed photos of it and its current condition so there is an accurate record of its 'pre-development' state. **Action:** PB to set out details of concerns and suggestions for the Clerk to feedback queries to agent and request a copy of any site plans available to assist with communications

- c) Application No 20/01894/HOU Ganges House - a response has been sent to SSDC (following online consultation of Members). Three Members recommended refusal of the permission and three Members recommended that the decision be left to the Planning Officer following consultation responses. They agreed comments re the following: work already having been done to the barn over the last year; purpose of conversion; fire safety; parking/turning; and uncertainty of long-term use of the outbuilding, adding to concerns over noise, disturbance and parking.
- d) Approval STC of Application No 20/01442/S73 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. Noted.
- e) Publish planning application details on village website, email and Nextdoor – PB had circulated a proposal to provide regular updates on parish planning applications to supplement information available through our meeting agendas, notes and the SSDC website. Other parishes are doing this, including information about the planning process, and PB had had positive feedback from parishioners since the Council had started publicising specific applications on the village website and on Nextdoor due to COVID restrictions. It was noted that the wording on Winsham PC's website was very clear and helpful. PB would aim to include details such as title, date and an outline of the progress to date. It was noted that the new Clerk would be responsible for updating the Council section of the website, with support from PB and NC on the other sections. Training would be required at a later date, once the Clerk had settled into the role.

3181 Finance

The financial position of the Council was received. Two bank reconciliations have been checked and signed remotely by the Chairman. The payment for the Parish Map noticeboard is covered by the SCC grant. The invoices for the payments below have been checked and authorised by KB and NC.

a) Payments authorised and unrecorded during the previous month:

(i) None

b) Payments to be authorised:

(i) J Wardle - Clerk/RFO Salary (Aug and backpay Apr-Aug) - £306.50

(ii) HMRC - Clerk/RFO PAYE - £76.60

(iii) J Wardle - Homeworking allowance - £18

(iv) J Wardle – Monthly Zoom licence (September) - £14.39 (inc VAT)

(v) Arien Designs – Parish Map noticeboard - £798 (inc VAT)

(vi) SALC – NALC and SALC Affiliation fees - £161.26

(vii) Parish Magazine Printing – Newsletter Printing (Aug) - £250.58

(viii) J Wardle – Printer Ink Cartridge (black) - £17.49 (inc VAT)

c) Income received:

(i) NatWest - Interest (Jul) - £0.33

(ii) S Atwell – Newsletter Advert - £55

(iii) P&J Scott – Newsletter Advert - £55

(iv) J Cramp – Newsletter Advert - £27.50

(v) Fine Memorials – Memorial for NJ Male - £121

3182 Matters of Report, Questions and Items for the Next Meeting

a) Chairman

(i) Nothing to report.

b) Clerk

(i) The retiring Clerk would continue with handover to the new Clerk throughout Sept and also continue as RFO until the final handover of the finances. For the next meeting, the following will be provided:

- Review of half-year finances and budget (RFO)
- Internal review of financial controls (RFO and LH) – usually quarterly; delayed by COVID restrictions

c) Councillors

(i) A meeting of the 'Save our Crown' group had taken place and a survey was going to be carried out in the village within the next few weeks. There are two potential matters for Council consideration: a) whether to register the pub as an Asset of Community value; b) responding to any application made by the owners for change of use.

3183 Date of Next Meeting

Monday 5 October 2020 at 1930 via Zoom

The meeting closed at 2050.

Chairman.....

Dated.....