

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

**Present:**

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mr K Male (KM); Mrs P Brett (PB); Mrs N Cameron (NC); Dr B Ferguson (BF); County Cllr C Paul (CP); Mrs J Parsons - 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.

**4011 Public participation**

No members of the public attended.

**4012 County Councillor's Report**

CP's report had been previously circulated (see <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-5/>). She added additional comments: i) the focus remained on Covid-19 with vaccinations starting at Yeovil Hospital from 8 Dec 2020. Climate Emergency was also high on the agenda, which although different, has close correlation with the Covid-19 Engagement Board's work; ii) the unitary debate was now with the Secretary of State; iii) climate bid strategy had been unanimously accepted by all district and county councils, after some queries about delivery.

**4013 District Councillor's Report**

In the absence of Malcolm Cavill, CP continues to cover district correspondence. It was noted that the November Area North planning meeting was cancelled, but the December meeting was going ahead, with one application to be considered.

An update was given to CP on the position with highspeed broadband in Swell. Following the termination of Gigaclear's contract, there were 14 households outstanding and these would not be transferred on to the new contractor. The infrastructure was in place, including cabling and boxes; however, the junction box had been removed. A quote would be sought from BT Openreach, who may be able to utilise the existing infrastructure. Funding through a voucher scheme was available but was likely to fall short of the estimated £12-£15K required, depending on how much BT could utilise of the previous installation. CP confirmed that the Community Fund would be the best avenue to pursue to fund the shortfall and would report back to SSDC.

**4014 Apologies for absence**

Mr Rob Wynn

**4015 Minutes**

Subject to one amendment, at Min 4003g, to change the date from 2020 to 2021, the Minutes of the Meeting of the Parish Council, previously circulated, held on 2 November 2020, were approved. Proposed by BF and seconded by NC. Carried unan. Hard copies of the Minutes will be signed by the Chair at the next opportunity.

**4016 Declarations of Interest and Dispensations**

The following Declarations of Interest were made, with no dispensations given:

- i) Relating to matters at Min 4017b – BF, as an owner of a property affected by the slow broadband in Swell, would be asked to withdraw from future decisions as necessary.
- ii) Relating to matters at Min 4017m – PB, as a member of the Save our Crown community group, would be asked to withdraw from decisions on The Crown Inn as necessary.
- iii) Relating to matters at Min 4021a – PB, as a member of the Playing Field Committee, would be asked to withdraw from decisions on grant funding as necessary.
- iv) Relating to matters at Min 4021b – LH, as trustee to the Village Hall, would be asked to withdraw from decisions on grant funding as necessary.

#### **4017 Matters arising from the Minutes (2 Nov 2020) and raised by Members**

- a) Mobile signal for The Stable/PO – matters were progressing well and a further update would be given once The Stable Manager had liaised with the PO on the latest options for boosting the signal. **Action:** PB to provide a further update at January 2021 meeting.
- b) Broadband for Swell – see update at Min 4013.
- c) Cemetery – digital plan/copyright – the copyright agreement from the volunteer had been circulated to all Members for comment. **Resolution: to accept copyright agreement for Fivehead Cemetery mapping.** Proposed by LH and seconded by PB. Carried unan. KB signed the agreement on camera and would deliver a copy to the volunteer after the final pdf and digital file had been received and signed off. The Council expressed its thanks again for all the work and time given by the volunteer, which has resulted in a cost-free solution for the Council.  
**Action:** Clerk to liaise with volunteer to obtain final files and KB to deliver signed agreement once received. Clerk to request a printed copy of the plan, to be supplied free of charge by a local parishioner with large format printer.
- d) Langford Corner/Parish map – i) the work was scheduled for Wed 9 Dec 2020; Willoway, the contractor, had collected the sign ready for installation. KB would sign off the work on completion; ii) SSDC had confirmed that the new street sign was on order and scheduled for installation in December, along with removal of the old sign, and the land owner had been informed. iii) no response had been received from the solicitor handling the land transfer.  
**Action:** Clerk to continue to follow up land transfer matter.
- e) Telephone kiosk restoration – three contractors had been asked to quote for the shelving work and two quotes had been received. One contractor had offered their labour free of charge and was in the process of obtaining a costing for the materials. It was agreed that this item be moved forward for consideration in Jan 2021, along with approval of a thank you gift for the volunteer who had been refurbishing the phone kiosk. A suggestion from the volunteer to have 'FIVEHEAD EXCHANGE' in place of TELEPHONE alternating around the top of the kiosk was considered. It was agreed that, in future, if a defibrillator was installed, signage for this would need to go in this position, therefore it would not be changed at this stage. **Action:** Clerk to circulate final quotes and add to agenda for Jan 2021.
- f) Welcome Pack – the updated pack had been circulated to all Members for comment and a copy was now on the website. A hard copy had been delivered to the new owners of Langford Manor. NC asked if Members could let her have any unwanted copies of the village newsletter, as spare copies were limited until an increased print-run had been agreed.
- g) Parish Support Network – it was agreed that the next update would be sent out to the Network in February 2021, based on the draft from RW. **Action:** Clerk to add to the agenda for Feb 2021.
- h) The Pound Transfer of ownership – the Clerk reported that the solicitor had been in touch and apologised for the delay in progressing matters. It was hoped that documents for signature would be sent out later this month.
- i) Somerset Waste Partnership – KB had attended a Zoom webinar organised by SALC. A subsequent briefing from SSDC had been circulated to all Members covering the plans. The new service was being trialled in Mendip and was due to come online in our area in July/Aug 2021. Further information would follow.
- j) Meeting dates – proposed dates for Council meetings in 2021 had been circulated to all Members. Two months fell on Bank Holidays; therefore, it was agreed that these would be moved to the following Monday. **Action:** Clerk to update meeting dates and re-circulate for approval.
- k) Village Christmas event – Steamhorse had reviewed the latest Covid safety requirements and decided it would not be possible to offer anything this year, but would like to be considered for future events.
- l) Registration of Crown as Asset of Community Value (ACV) – the Save our Crown community group was required to submit notification of their intention to bid to SSDC, through the Parish Council, as the Parish Council had submitted the ACV. It was agreed that the form would be sent to the Clerk to be forwarded on. **Action:** Clerk to submit notification of the Save our Crown group's bid, via a form supplied and completed by the group.

- m) Pub community bid – Plunkett Foundation subscription – an update from the Save our Crown group was received. The group was in the process of putting together their community bid and had sought assistance from the Plunkett Foundation, who are a not-for-profit organisation, structured by the Government. The Foundation specialises in supporting community groups, including offering legal advice and help to decide on the best method of governance and options for funding. It is self-funding, relying on donations and subscriptions to assist communities to buy their community assets. The membership scheme is £200 + VAT. The Save our Crown group requested assistance with the membership fee from the Parish Council, to enable them to obtain further information and support with the next stage of putting together their bid. PB declared an interest as a member of the Save our Crown group and left the room. Members discussed and agreed that the Council had supported the community by applying for The Crown's registration as an ACV and therefore would give financial assistance to a community group at this critical stage in taking its bid forward, to help to get the business off the ground. **Resolution: to provide a grant of £200 + VAT, under s137, to the Save our Crown group to assist with obtaining more funding and business advice, through membership of the Plunkett Foundation.**  
Proposed by LH and seconded by KM. Carried unan. PB was re-admitted to the meeting.

#### **4018 Correspondence Received**

- a) NALC Climate Change survey (received via SALC) – as RW had attended the recent Climate Change webinar, it was agreed that he would be asked if he would like to complete the survey; otherwise, NC would complete it. **Action:** Clerk to ask RW to complete the survey; if this was not possible, NC would be asked.
- b) Email from Chair of Stoke St Gregory PC re joint climate emergency initiatives – it was noted that this had been passed to RW for consideration. **Action:** Clerk to follow up and ask if RW could look at next steps with this.
- c) Email from North Curry PC re joint climate emergency initiatives – it was noted that this had been passed to RW for consideration. **Action:** Clerk to follow up and ask RW to look at action required.
- d) Email from parishioner re new Park Homes on Sunnyside Park – it was noted that SSDC Planning had been notified as the issue had been raised by several parishioners. As it was not possible to confirm if these were additional or replacement units, or to gain access to ascertain if a breach of the previous planning application had occurred, so it would be necessary to report this to SSDC Enforcement, due to the site having capacity restrictions. **Action:** Clerk to report a potential breach to Enforcement via the SSDC website.

#### **4019 Reports**

- a) Playing Field – parking was still an issue, particularly when there was a changeover of the football and dance groups using the car park. It was too wet to park on the field and unfortunately due to COVID-19 everyone was having to travel separately. Hopefully, this would be a short-term problem which could be tolerated, as the PF needed the revenue to be able to keep going. A Committee meeting would take place outside, in December.
- b) Village Hall – it was noted that Dave Cunningham had taken over as secretary from Margaret Knox, who had retired from the Committee.
- c) SALC – it was noted that the AGM was taking place on Wed 16 Dec 2020, via Zoom, with a reduced agenda to include the annual report and a presentation by Somerset Waste Partnership. NC would be attending and report back to the Council. Action: NC to report highlights of the SALC AGM at the next meeting.
- d) Cemetery – it was agreed that KM would look into obtaining a costing from Matravers for replacing the Cemetery railings for the purposes of the Asset Register, for the next meeting. The Clerk would take forward the quote for a new Cemetery sign and obtain a photo. Action: KM to contact Matravers for a quotation for the next meeting. Clerk to obtain a quote for the Cemetery sign for January 2021.
- e) Highways - drainage issues at the bottom of Butcher's Hill had been reported and a team from Plymouth had tried to flush the drains, but found the pipes were blocked higher up the road. This was on their list to do, but the overgrowth of the verges across the covers was also an issue which

- needed to be reported to Highways again. **Action:** Clerk to request that Highways consider if verges could be cut back approx 1 metre to help alleviate build-up of water.
- f) Environment – no report.
  - g) Rights of Way – matters were in hand as a result of a member of public reporting issues where it had been difficult to walk the Isle Abbotts drove, and PB and Jill Wardle had also found this whilst doing weekly parish walks. The Clerk had reported this to SCC and PB was preparing a spreadsheet with further issues from her walks. It was noted that the Council may be asked to consider supporting efforts to open up bridleway access on Islemoor Drove. PB was also researching Crossham Lane with a view to opening up access. Further updates would follow in 2021.
  - h) Police – Fivehead now falls under the Beat team at Ilminster, who had made contact and asked that the community be made aware of their efforts to fight rural crime. Although Fivehead was not currently affected, neighbouring parishes had been targeted. They recommended people joining Farmwatch and Horsewatch if relevant. Information had been published on Facebook and in Community Matters (Dec issue) and people were also asked to be aware of any suspicious behaviour and report it to the Beat team (stephentrace@avonandsomerset.police.uk).
  - i) Asset maintenance – PB had updated the report for the New Year and it would be passed to BF for January 2021.

**4020 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 20/00373/REM - 16/05371/OUT Land opposite the Old Manse – SSDC Planning had not received a revised scheme, therefore recommended that any suspected breach be reported to Enforcement. Members felt that it would be best to write to the developer first, to explain the situation, that if the original design was going to be used, a new environmental survey would be needed, or if an amended design was to be used, this would require a new planning application and accompanying environmental survey. **Action:** Clerk to write to the developer to clarify requirements.
- b) Application 20/00716/OUT White Cottage – it was noted that a follow up email had been sent to SSDC Planning, as this decision had been delayed and circumstances had changed, requiring this application to be progressed urgently.
- c) Application 20/02071/COU Langford Fivehead – it was noted that change of use from restaurant and guest accommodation to residential dwelling had now been granted, STC.

**4021 FY21/22 Finances – Items for budget and reserves listing for FY21/22**

- a) Playing Fields request for grant for FY21/22 – preliminary discussions were held and Members agreed that a further meeting would be needed to review and decide on the grant allocation for budgeting purposes. **Action:** Clerk to schedule a Budget planning meeting for all Members to attend on Monday 21 December at 7.30pm, to consider grants and other income and expenditure for FY21/22 budget and the impact on the precept. Agenda and papers to be circulated by the Clerk for consideration.
- b) Village Hall request for grant for FY21/22 – to be reviewed at the budget meeting as agreed at Min 4021b. **Action:** Clerk to add to the agenda for the Budget meeting.
- c) Asset Register – it was agreed that this would be considered at the Budget meeting, when further figures might be available on the Cemetery railings. (See Min 4019d.) **Action:** Clerk to add to the agenda for the Budget meeting.
- d) Newsletter/website advertising rates – due to the current economic situation, Members agreed that advertising rates would not be increased for 2021 and that a policy for advertising in conjunction with the website would be considered in March 2021. **Action:** Clerk to add advertising policy to the agenda for March 2021.
- e) Grass maintenance contract – three quotes for Fivehead grass cutting and maintenance were considered for best value, including possible discount for a 3-year fixed contract. **Resolution: to award a further 3-year contract to SSDC, with a fixed 2% annual increase, and a break clause for unsatisfactory work.** Proposed by KM and seconded by NC. Carried unan. Members asked if the contractor could be reminded to cut near the bus shelter and also to use an alternative to Roundup, as it is now Council policy to avoid using chemicals like these. **Action:** Clerk to write to contractors to inform them of the decision and to remind SSDC about the bus shelter and ask for alternative weedkiller to be used.

- f) Cemetery - removal of spoil/reseeding – three quotes had been received but one contractor had withdrawn. Waste transfer documents and method statements had also been circulated to Members for comment. It was agreed that the Clerk would confirm adequacy of lower Public Liability cover with BHIB and report back at the budget meeting. **Action:** Clerk to add to the Budget meeting agenda and provide an update on PL cover.
- g) Housing Needs Assessment survey – three quotes had been sought and two had now been received, including one from a parishioner who is qualified and experienced in healthcare research. The researcher's services were offered free of charge, as it would enable new software to be tested. A costing had been provided for printing the questionnaire, with the proviso it would be distributed with the village newsletter, and staff costs for data input, as required. A digital version would also be available. It was agreed that, due to data protection constraints, it would not be possible to use volunteers from the village for data input. PB had checked with SSDC and they had confirmed that the survey would carry the same weight if undertaken by an independent researcher based in the village, provided that they knew the researcher's credentials, which had been made available. Members were grateful for the offer and felt this would clearly represent best value, acknowledging that the Council would need to organise some of the publicity aspects itself. It was agreed that the Clerk would calculate a total figure for consideration at the Budget meeting and Members would also be asked to consider a prize for the draw for completed surveys. **Action:** Clerk to add to the Budget meeting agenda for consideration.
- h) Projects to be included in budget for FY21/22 – Members were asked to propose any new projects that would require budgeted spend for FY21/22. Any suggestions should be emailed to the Clerk for circulation. **Action:** Clerk to add to the agenda for the Budget meeting.

## **4022 Finance**

The financial position of the Council was received. A bank reconciliation had been checked and signed remotely by the Chairman. The invoices for the payments below had been checked and authorised by KB and NC.

a) Payments authorised and unrecorded during the previous month:

None

b) Payments to be authorised:

- (ii) SALC – Budget training for Clerk (Oct) - £25
- (iii) J Parsons - Clerk/RFO Salary Oct 2020 - £360
- (iv) J Parsons – Homeworking allowance - £26
- (v) J Parsons – Monthly Zoom licence (Nov) - £14.39 (inc VAT)

c) Income received:

- (i) NatWest – Interest (Oct) - £0.38
- (ii) M Rogers – Newsletter advertising (Oct) - £27.50
- (iii) W C Firewood – Newsletter advertising (Nov) - £55
- (iv) Quest Cars – Newsletter advertising (Nov) - £55
- (v) GJB Electrical – Newsletter advertising (Nov) - £55
- (vi) Isle Valley Vets – Newsletter advertising (Nov) - £55
- (vii) P Brett - Royal British Legion – Wreath - £17

d) Banking and new signatories – the Clerk reported that Jack Westworth had been removed and RW and the new Clerk were now successfully added. All banking documents, including cheque books and card reader, had now been received from the retiring clerk. Passwords would be updated.

e) Notification of exempt status 2020 – it was noted that PKF Littlejohn had acknowledged receipt and logged notification of the Council's exempt status for the financial year ended March 2020.

**4023 Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman – i) the Village Xmas tree would be going up on Thursday 10 December. ii) it was noted that the Clerk was due a review, following completion of a three-month probationary period, and that KB would organise a Zoom meeting in the next few weeks.
- b) Clerk – i) a member of the public had reported that the hedges in the village hall area have all been cut on the field side, but not on the road side yet, so the roads were even narrower in places especially on bends. The Clerk had responded to let them know that the farmers usually cut the field side of the hedges first and then come back around to do the road side so hopefully this was in hand. ii) Following the co-option of Bruce Ferguson, his register of interest form had been added to the SSDC website and his arrival had been publicised in the village newsletter. He had also attended training with SALC. His profile would be added to the website shortly.
- c) Councillors – PB asked Members for advice on options for parking for walks around the parish, which would be included in the leaflet in progress to advertise the parish walks.

**4024 Date of Next Meeting** - Monday 4 January 2021 at 1930 via Zoom

The meeting closed at 9.55pm.

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