

**DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 4 January 2021 at 1930 - Virtual meeting online using Zoom**

**Present:**

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mrs P Brett (PB); Mrs N Cameron (NC); Mr R Wynn; 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.

**4032 Public participation**

One member of the public joined the meeting and remained until Min 4042.

**4033 County Councillor's Report**

CP's report had been previously circulated (see <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-6/>). She added additional comments: i) for the latest information on the pandemic, including business and national updates, the public is encouraged to join the Engagement Board online meetings. (Next to be held on 14 Jan 2021.) ii) at this stage it was not possible to say when district services would be re-opening. iii) Xmas trees would only be collected if you have a green bin service this year.

**4034 District Councillor's Report**

CP had raised the Change of Use application for The Crown Inn with the Planning department and asked to be kept updated on progress.

**4035 Apologies for absence**

Mr Ken Male

**4036 Minutes**

- i) The Minutes of the Meetings of the Parish Council, previously circulated, held on 7 December 2020 were approved. Proposed by BF and seconded by PB. Carried unan.
  - ii) The Minutes of the Budget Meeting of the Parish Council, previously circulated, held on 21 December 2020, were approved. Proposed by LH and seconded by NC. Carried unan.
- Hard copies of the Minutes will be signed by the Chair at the next opportunity.

**4037 Declarations of Interest and Dispensations**

- a) As Members with a property within the administrative area of Fivehead and Swell Parish, the setting of the Parish Precept would relate to or affect a disclosable pecuniary interest that has been registered. Members signed requests for dispensation on camera. Dispensation was granted by the Monitoring Officer to the Members in attendance to allow them to freely and fully participate in relation to setting the Precept for FY21/22.
- b) PB would submit an updated Register of Interests to the Monitoring Officer at SSDC, for changes to her business interests.
- c) The following Declarations of Interest were made, with no dispensations given:
  - i) Relating to matters at Min 4038b – 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 4038h – PB, as a member of the Save our Crown community group, would be asked to withdraw from decisions on The Crown Inn as necessary.

**4038 Matters arising from the Minutes (2 Nov 2020) and raised by Members**

- a) Mobile signal for The Stable/PO – as an improved internet connection would be some way off, the PO would like to resume discussions for a hotspot. **Action:** PB to provide a further update at Feb 2021 meeting.
- b) Broadband for Swell – Openreach had supplied a quote for getting Swell connected to fibre broadband, under the BDUK voucher scheme. Currently the quote exceeds the money available via the scheme, but this may change once existing pipework is inspected and number of households clarified. PB would follow up with SCC for a contact who may be able to assist in progressing this matter. **Action:** PB to provide further update at Feb 2021 meeting.

- c) Housing Needs Assessment survey – **Resolution: to award a £50 gift voucher to draw winner to encourage entries to the survey, to be funded from Reserves.** Proposed PB and seconded NC. Carried unan. **Resolution: to commission Mary Cramp, a qualified researcher, who had kindly offered her research services free of charge to undertake the survey on behalf of the Parish, and to approve her quote for printing costs and data entry for paper surveys of £800 from Reserves.** Proposed by BF and seconded by NC. Carried unan. KB was asked to supply a foreword to the survey. **Action:** PB to progress with survey design with Mary Cramp. KB to draft foreword. Drafts to be circulated for approval with the aim to issue the survey in March 2021.
- d) Telephone kiosk restoration – Members acknowledged the excellent restoration work undertaken by the volunteer. **Resolution: to approve £50 voucher of choice to thank the volunteer for his time and work.** Proposed by KB and seconded by LH. Carried unan. **Resolution: to approve quote for £200 inc VAT for materials, to be installed by Julian Cramp free of charge, subject to approval of PL cover of £5M from the Council’s insurers.** Proposed by RW and seconded by BF. Carried unan. Quotes for electrical work would be considered at the Feb 2021 meeting. **Action:** Clerk to progress quotes for electrical work.
- e) New homes on Sunnyside Park/waste disposal – Planning had been notified of a possible breach of capacity restrictions on site. Further evidence had been noted in the large amounts of bi-weekly waste in black bins/waste bags. It was agreed that this would be reported to waste services and copied to Planning. **Action:** Clerk to notify Waste/Planning depts of excessive waste, with photos.
- f) Car shelter, Ganges Hill – in response to public complaints/safety concerns, Highways had been asked to look into the matter and recommended referring the matter to Planning. **Action:** Clerk to refer to Planning.
- g) Verges on Butcher’s Hill – Highways had inspected the area but, due to budgets, jetting and CCTV of the area could not be considered until the new financial year. As one property was badly affected with regular flooding of its garden and damage to trees/plants, due to blocked pipes higher up the road, Members suggested that the Glendale agent should be contacted to see if the team on the development might be able to assist. **Action:** Clerk to raise issues with Glendale agent and to contact Highways again in March to remind them to review the situation.
- h) Community group bid for Crown Inn – a written proposal from Save our Crown had been circulated prior to the meeting. It was agreed that discussions would be moved to the February 2021 meeting in order for SALC to advise on the scope of how the Council might be able to help with start-up funding and banking assistance. **Action:** Clerk to set up Zoom call with SALC to receive specialist advice. PB to provide a list of Members and their roles for the Clerk to circulate.
- i) Village newsletter – the Council wished to recognise the excellent work of H Price editing and organising the Community Matters newsletter in 2020. **Resolution: to pay an Honorarium of £200 to the Newsletter Editor.** Proposed by KB and seconded by PB. Carried unan.
- j) Appointment of internal auditor – Members agreed that Gordon Balmer should be asked to undertake the role of the Council’s internal auditor for FY20/21. **Action:** Clerk to contact Gordon Balmer to see if he would be willing to carry out the Council’s internal audit for FY20/21. Terms of references to be agreed at March meeting.
- k) Annual Parish Meeting – as it was likely that the remote working regulations would go on beyond May 2021, the Council would re-consider setting a date for this Meeting at its February meeting. **Action:** Clerk to add to February 2021 agenda.

#### 4039 Correspondence Received

- a) From ONS re Census 2021 and notification to the Community – Members agreed to include article provided in Council’s update in next village newsletter and to publicise through social media channels. **Action:** Clerk to include in article due for Feb issue and PB to publicise on social media.
- b) From NHS Somerset CCG re communication to help diabetes prevention – Members agreed to offer space in the next newsletter to publicise the self-referral scheme. **Action:** Clerk to contact organiser to find out more details of space needed and liaise with the editor to include in Feb newsletter if space available. PB to post via social media.
- c) From Spark re Somerset Covid Vaccination programme – Members agreed to promote the request for volunteers via Facebook and Nextdoor. **Action:** PB to publicise on social media.

- d) From SALC re training dates for Councillors – it was agreed that BF would attend the Planning online session in January. **Resolution: to approve payment of £25.00 for Planning training for BF.** Proposed by LH and seconded by PB. **Action:** Clerk to book BF on Planning course.
- e) From One Somerset re final business case – documents circulated and noted.

#### 4040 Reports

- a) Playing Field – an update had been received from the PF Secretary to say that no activities were currently taking place, including the Taunton League Football. It was noted that the PF Committee had sent their thanks for the support of the Parish Council grant.
- b) Village Hall – no meetings had taken place due to the current situation.
- c) SALC – the AGM had taken place online on 16 Dec 2020 and was well attended. Finances were in good shape due to the success of online courses during 2020, therefore affiliation fees would be held at the same rate for FY21/22.
- d) Cemetery – quotes for the spoil removal and railings (for insurance purposes) would be reviewed at the next meeting.
- e) Highways – it was noted that recent flooding on Cemetery Hill was being caused by blocked drainage grates. **Action:** Clerk to contact Highways to investigate as the team that had been working on Butcher’s Hill and Ganges Hill had not covered this area.
- f) Environment – it was noted that the NALC Climate Change survey was due to be completed by 29 January 2021. **Action:** RW to complete survey on behalf of Council.
- g) Rights of Way – no issues to report.
- h) Police – the latest update from Ilminster Beat team had been circulated. A new member would be joining on 7 Jan 2021. Several incidents involving 4x4 vehicles driving off road and damaging land had occurred in nearby areas so residents were asked to be vigilant and report any suspicious activity in rural areas, with licence plates or CCTV if available.
- i) Asset/Maintenance Check Report – this had been handed over to BF.

#### 4041 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) **20/03522/HOU** – Greenshutters, Langport Road, Fivehead - erection of a conservatory to side of dwelling – Members were unanimously in support of the application.
- b) **20/03087/FUL** - St Albans Farm, Stowey Road, Fivehead - demolition of three buildings and the erection of two replacement buildings (deadline for comment 13 Jan 2021) – Members queries had been answered by the agent and Members were unanimously in support of the application. A copy of the agent’s response would be forwarded to SSDC.
- c) **20/03586/PAMB** - Lower Listock Farm, Fivehead, TA3 6QY - notification of prior approval for Conversion of barn to dwelling together with formation of parking and garden access – Members discussed a number of concerns, including issues over design, suitability of the access road, plans for waste disposal, phosphates certification for a development on the apron of a sensitive area and proximity to a flood plain. It was agreed that the applicant could be provided a copy of the comments to be made to Planning. The Clerk would submit these via the parish consultee email address. As this application was under a PDR, no consultation of neighbours was required. The Council unanimously agreed that concerns should be raised as the local planning authority could request a full planning application if they considered this necessary. **Action:** Clerk to submit Council’s concerns and provide the applicant with a copy.

#### 4042 FY21/22 Finances – Items for budget and reserves listing for FY21/22

- a) Members reviewed the revised budget for FY21/22. It was agreed that a further meeting would be needed to finalise the budget and precept. The Clerk would provide examples of % increases for the precept for further consideration. The provisional sum for the Community Benefit Group would be removed from the budget and further consideration would be given to funding options once advice from SALC had been received. **Action:** Clerk to circulate precept increase examples and arrange a meeting to finalise budget/precept for 18 Jan 2021 at 7.30pm.

**4043 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. It was noted that an amendment to the invoice for SALC training listed on the agenda had been approved, and the invoice had been authorised as below.

a) Payments authorised and unrecorded during the previous month:

None

b) Payments to be authorised:

- (i) SALC – Training (Council Essentials) - £25.00
- (ii) Parish Magazine Printing – Dec newsletter - £250.58
- (iii) J Parsons - Clerk/RFO Salary - Dec 2020 - £360
- (iv) J Parsons – Homeworking allowance - £26
- (v) J Parsons – Monthly Zoom licence (Jan) £14.39 (inc VAT)

c) Income received:

- (i) NatWest – Interest (Nov) - £0.39

**4044 Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman – The Parish litter champion had requested assistance with funding a long-handled litter picker for reaching into ditches, which the Council would consider at its next full meeting in February. It was noted that parishioners have also recently reported six incidents of fly-tipping.
- b) Clerk – dates had been circulated for 2021 meetings and could now be posted on the noticeboard.

**4045 Date of Next Meeting - Monday 18 January 2021 at 7.30 via Zoom**

The meeting closed at 9.30pm.

Chairman.....

Dated.....