

**DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Monday 1 February 2021 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); Mr R Wynn; Dr B Ferguson (BF); 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.

**4052 Public participation**

No members of the public attended.

**4053 County Councillor's Report**

County Councillor Clare Paul's report had been previously circulated (see <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-7/>).

**4054 District Councillor's Report**

No report.

**4055 Apologies for absence**

County Councillor Paul

**4056 Minutes**

- i) The Minutes of the Meeting of the Parish Council, previously circulated, held on 4 January 2021 were approved, with two amendments – to add apologies for RW and to correct Min 4038 heading to read: Matters arising from the Minutes (7 Dec 2020 and 21 Dec 2020). Proposed by PB and seconded by BF. Carried unan.
- ii) The Minutes of the Finance Meeting of the Parish Council, previously circulated, held on 18 January 2021, were approved. Proposed by LH and seconded by NC. Carried unan.

Hard copies of the Minutes were signed by the Chair.

**4057 Declarations of Interest and Dispensations**

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

- i) Relating to matters at Min 4058e – 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 4062 – PB, as a member of the Save our Crown community group, would be asked to withdraw from decisions on The Crown Inn as necessary.

**4058 Matters arising from the Minutes (4 Jan 2021 and 18 Jan 2021) and raised by Members**

- a) Cancellation of planning meetings and outsourcing decisions – with planning committee meetings suspended indefinitely, Members were concerned about the adverse impact this was having on service levels and getting responses on time-critical planning decisions, particularly for contentious applications. It was agreed to request help from CP to feed back concerns to SSDC Planning. KB, PB and the Clerk would meet on Zoom to discuss the content of the letter.  
**Action:** Clerk to arrange Zoom meeting with KB and PB to enable draft letter to be prepared for approval before sending to CP.
- b) Housing Needs Assessment survey – the Chair thanked PB and Mary Cramp for the excellent job that they had done in preparing the online and hard copy survey questionnaires, which subject to final amendments from Members, would be printed and circulated as soon as possible. Budget for printing of 290 copies by Gary Smith had previously been approved as part of the overall survey costs of £800 (Min 4038c). **Action:** PB to arrange printing with Gary Smith and distribution.
- c) The Pound/Church wall – i) after taking further advice from the SSDC Conservation Officer, it was agreed that the work to repair the Pound, following partial demolition by the Glendale developer, would be put out to tender to qualified stone masons specialising in historical repair and restoration, as it would be considered 'harmful' not to have the structure repaired properly. The

Clerk had been asked to raise a pre-application (ref 21/00327/Preapp) via SSDC website for internal record keeping. There would be no cost for this but the Officer would provide free advice on the work. The developer would be given the specification so that his contractor could consider tendering. **Action:** Clerk to prepare invitation to tender and to send a copy to the Glendale developer to consider tendering. Clerk to submit pre-application to SSDC. ii) Advice on the church wall repairs had been sought from the Conservation Officer and a separate pre-application would be needed. The Officer would advise on the specification and the selection of stone mason. Members were most concerned about the bulge in the wall behind the bench where the coping stones had come away. This should be done as a priority as water was getting in. The Clerk was asked to obtain at least 3 quotes for consideration – with options to do the repairs in stages. PB had prepared an excellent document with over 25 photos and a map showing the work needed. This would be sent to the Officer. PB would also help with completing grant applications for funding from the National Lottery and Somerset Community Fund. **Action:** Clerk to submit pre-application to SSDC, prepare the draft specification and consult with the Officer; following this to contact stone masons to quote for the work, which would not take place until April.

- d) Mobile signal for The Stable/PO – a new government scheme for funding community facilities was due to start in Jan 21 but had been delayed. PB would investigate further once it was up and running. **Action:** PB to provide update at March 21 meeting.
- e) Broadband for Swell – BT had confirmed that it would be necessary to replace all infrastructure laid by Gigaclear for the remaining properties, so this was on hold due to the cost implications. PB would write to CP to ask for help in enlisting David Warburton's support, as rural broadband is a key project. **Action:** PB to provide update at March 21 meeting.
- f) Cemetery maintenance timing / quotes - i) Spoil removal and reseeding of area in main Cemetery Mar/April - **Resolution: to approve quote received from Willoway for £795 including VAT.** Proposed by LH and seconded by KM. Carried unan. Willoway would be asked to follow the method specified and make good any damage. Insurances and waste transfer plan had been checked. BHIB had confirmed that a lower cover of £5m Public Liability could be accepted for this work. The War Grave would require protection and a Member would supervise works. **Action:** Clerk to notify Willoway and book a date for the work. ii) Tidying and reseeding the closed churchyard area following the tree removal would be done in Mar/April 21 – **Resolution: to approve quote for £369 + VAT received from SSDC for additional maintenance work within St Martin's Closed Cemetery.** Proposed by RW and seconded by BF. Carried unan. **Action:** Clerk to notify SSDC and book a date for the work. iii) KM had obtained advice from John Matravers on the likely costs to replace the Cemetery railings. To renew all railings would be c£50k for insurance purposes. Costs could be saved if they were all purchased and fitted at once; individual railings could be put on plinths to hold for longer. KM had noted that some of the railings at the front were bulging and would need the stays taking out and pushing back. It was agreed that he would seek advice and costs from Matravers in the new financial year after the spoil work had been done. **Action:** Clerk to update the Asset Register and check on insurance cover before renewal is due. Clerk to add review of railing work to June 21 agenda.
- g) Telephone kiosk restoration – three quotes had been received for the electrical work. **Resolution: to approve quote for £185 from Gerald Matravers, to install new light with timer and to fit replacement powerguard.** Proposed by PB and seconded by KB. Carried unan. Clerk had obtained approval from BHIB that £5m Public Liability cover could be accepted for this work. **Action:** Clerk to progress with booking electrical work with Gerald Matravers.
- h) Verges on Butcher's Hill – it was noted that the hedge had now been trimmed back to create the visibility splay required. The development would be using the pond below the Pound for its soak away, therefore it was likely that the developer would ensure the connecting drains would be clear for these purposes. **Action:** Clerk to raise issues with Highways again in March if the situation had not been resolved.
- i) Appointment of internal auditor – Gordon Balmer had kindly agreed to be the Council's internal auditor for FY20/21 and would use electronic documentation as for FY19/20. Terms of Reference to be agreed. **Action:** Clerk to update Terms of Reference for FY20/21 and circulate to Members for approval at March 21 meeting.

- j) Annual Parish Meeting – as it had not been decided if remote working regulations would continue beyond May 2021, the Council would leave setting a date and review the position at future meetings. **Action:** Clerk to add to March 21 agenda.
- k) Litter picking – Members would like to thank the Parish litter champion for the wonderful job done on clearing up litter around Fivehead village. **Resolution: to approve the donation of a £25.00 Amazon voucher, under s137, for Viv Fouracre, who continues to make exceptional efforts to keep the village tidy from litter.** Proposed by NC and seconded by PB. Carried unan.
- l) Langford Close – i) A new sign had been installed at the entrance (right) to the no through road part of Langford Close but the old sign had been removed from the entrance (left) in error. SSDC would supply a replacement sign. Two residents had reported that delivery drivers were having difficulties finding properties on the main road (1-6). Members agreed to review this again at the next meeting, to see if any further signage was needed. **Action:** Clerk to add to March 21 agenda. ii) The TP1 transfer documents had been received from the landowner, but an amendment to the plan was identified, to ensure that only the grassed area at the corner would be transferred to the Council. Further plans would be sent for signature by the Chair. iii) **Resolution: to approve the Land Registry fee of £40 to complete the transfer of Langford Corner to the Parish Council.** Proposed by KM and seconded by BF. Carried unan.
- m) Parish walks – i) PB had submitted a detailed report to the Rights of Way Officer at SSC of the issues on the 7 parish paths, from missing way markers and fingerposts to dangerous styles and deviated paths, before further publicity in the Spring to encourage walking for health benefits. SSC would be replacing roadside fingerposts, but not in fields. Way markers could be installed and maintained by the Parish with the landowners' consent. SSDC would supply the markers and provide training on how to fit, free of charge, when lockdown eases. **Action:** PB would liaise with our footpath volunteers and organise training when possible. ii) KM had received a request for a photo to be changed on a walk to avoid focusing on a property. PB would update this. Members also agreed that a reminder would be given for people to respect the country code by keeping to footpaths and not walking across private land, keeping dogs on leads in areas with livestock and clearing up waste. **Action:** PB to update photo and issue notice on countryside etiquette. iii) PB had drafted a leaflet to publicise the walks and was looking into whether this could be expanded to include Parish cycle routes, as well as a reminder on countryside etiquette. Printing would be covered by the remaining grant funding to be used by end of March 2021. **Action:** PB to circulate updated leaflet for Members to approve at March 21 meeting.
- n) Communication of avian flu regulations – the importance of following regulations had been re-communicated in the Parish newsletter and Trading Standards had sorted out 3 locations in the Parish that were not conforming.
- o) Clerk's hours – the Clerk's permanent appointment had been confirmed, following a successful review by KB on 6 Jan 21. Due to the current high volume of work, it was agreed that the Clerk's hours would be increased to 40 hours per month for a six-month period and reviewed again in July 21. **Resolution: to approve the Clerk's permanent appointment and an overspend on the salary budget line for an additional 10 hours per month overtime for six months from Jan 21.** Proposed by LH and seconded by NC. Carried unan. **Action:** KB to confirm Clerk's permanent appointment in writing.

#### **4059 Correspondence Received**

- a) Concerns had been emailed by two parishioners over large quantities of dog waste disposed in ditches alongside the roadside hedge of Sunnyside Park. Due to health risks, it was noted that this had been reported to SSDC.
- b) Following a query from a parishioner on the procedure for using grit from the grit bins, it was agreed information would be re-communicated on Nextdoor to the effect that *the grit is there to be used on public pathways and roads if parishioners should choose to do so. However, the Parish Council is not asking or encouraging anyone to use the grit and cannot accept liability for any damage or injury incurred.* Water had been reported in the bin at the bottom of Butchers Hill. KB had removed this and it would not re-fill if the lid is kept properly closed. Grit bin locations are specified by SSDC but KM confirmed that a small supply of grit bags was available for other locations. NC would look into whether a place could be found for some grit bags for the corner of Ganges Close, when needed. **Action:** NC to look for grit bag location for Ganges Close. PB to post on Nextdoor procedure for gritting roads.

- c) An accident that had caused damage to a ditch and hedge on Iberry Lane had been reported by Isle Abbotts PC. This had been followed up by Fivehead PC with Highways, with a reminder of remedial works reported in Jan 2020.
- d) Notification of temporary road closure - ttro410216SS – for works by BT on Top Road, Fivehead, North Curry and Curry Mallet would be published on the Parish website and village email prior to the works starting on 17 February 2021. **Action:** Clerk to publish news alert on website/village email.

#### **4061 Reports**

- a) There were no reports for Playing Field, SALC and Police.
- b) Village Hall – the Village Hall had recently received a Government Business Recovery grant.
- c) Cemetery – a grave near the old Holm Oak in the centre of the Cemetery would be undergoing refurbishment, which had been authorised after verifying Covid guidance with ICCM.
- d) Highways – blocked drainage on Cemetery Hill had been cleared by Highways. It was noted that the Parish Council does not always receive advance notification of road closures in the Parish. A recent one had only been received on the day the work finished.
- e) Environment – i) RW had completed the NALC Climate Change survey on behalf of Council.  
ii) KM had received concerns from members of the public on the tree works being carried out in Swell Wood, as herons were already starting to return to nest. The work was presumed to be dead Ash felling, but Members agreed that the RSPB should be contacted to see if the work was properly authorised as it was reducing the canopy cover, and if it could be postponed so as not to put the herons off landing and risk them not returning. **Action:** Clerk to liaise with KM to draft and approve a letter to the RSPB.
- f) Rights of Way – see Min 4058m
- g) Asset/Maintenance Check Report – BF had completed this and would keep the Report for a further month. He reported that the litter bin on the A378 near the bus shelter was now leaning and needed maintenance. It was agreed that the Clerk would report this to SSDC to check responsibility for this. **Action:** Clerk to verify ownership of litter bin on A378.

**4061 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) Possible planning application on land at Coins, Ganges Hill, for a single, detached property – Members had reviewed the outline details received from the land owners by email and were in agreement that they would like to have the results of the Housing Needs Assessment and the application before making any judgements.
- b) Possible planning application for land opposite the Old Manse and application 20/00373/REM – 16/05371/OUT – Members had reviewed the drawings and email received from the developer on 27 Jan 21. The revised planning application for this site was not available yet. Ground work and development had started on 26 Jan 21 and this appeared to be without the necessary licences in place, including the Construction Environmental Plan. SSDC Planning had been asked to advise the developer, as a matter of urgency, on what aspects of the work could go ahead under the old application, but as a potential breach may have occurred, Members agreed that the matter should be referred to Planning Enforcement. It was also unclear whether the necessary hedgerow and ecological licences were in place, as specified in the annex to the appeal decision, so Members agreed that this should be reported to Natural England, Species Enforcement team.
- c) 20/03554/LBC and 20/03553/HOU, proposed alterations to existing kitchen extension, new doors to west barn and new entrance gates, Langford Fivehead, TA3 6PH – Members had no objections to the proposed work to the kitchen extension and barn. Queries were raised over the best way to install the new entrance gates for privacy and security. Comments/suggestions would be fed back to SSDC Planning for consideration.
- d) 20/03586/PAMB – Lower Listock Farm, TA3 6QY, notification of prior approval for conversion of barn to dwelling – it was noted that a letter had been sent by the SCC Environmental Officer to the applicant advising that a phosphates assessment certificate was needed and therefore, a full planning application would be required.
- e) 20/03522/HOU, erection of a conservatory to side of dwelling, Greenshutters, TA3 6PT – it was noted that approval had been granted STC.

## **4062 FY21/22 Reserves**

Policy for Reserves and request from Save our Crown for a grant/loan of up to £2.5k to support the start-up Community Benefit Society and temporary banking services – i) An updated estimate of the Reserves position for Jan 21 had been circulated to Members to support decisions for future grant/loan applications that were not included in the FY21/22 budget/Precept. ii) PB gave the latest update from the Save our Crown group; there had been a further meeting with the Plunkett Foundation to discuss governance options, which were almost in place. PB was placed in the waiting room for discussions: iii) Following advice from SALC, the Council did not have the power to provide a loan; a grant could be considered under s137, with specific reporting requirements. The grant had not been included in the budget for 21/22 as the Precept would be too high, so any potential funding would come from Reserves (from the Covid grant). It was agreed that further supporting information was needed from Save our Crown, to assess financial viability of a community-led business, including a draft business plan (as advised by the Council's auditor) and confirmation of key members and their positions. It was noted that £100k in pledges and £20k in loans could potentially be raised through future commitments from the community so further clarification was needed on the Group's current requirements. iv) SALC had advised that any money going into an account under the Council's umbrella account would be the responsibility of the Council, so would have audit implications. Any additional transactions taking the Council's account over £25k would require a different accounting system, and increase audit costs, as well as requiring additional time from the Clerk. Members agreed that it would not be feasible to provide the temporary account. v) Formal reporting would be needed if the grant was awarded eg an email update from the Group's secretary (Carrie Cunningham) for each meeting. **Action:** Clerk to request further clarification from the Group's secretary on grant requirements in writing for the March meeting and to notify the Group that banking facilities would not be possible.

PB was re-admitted to the meeting.

## **4063 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 authorised:

- (i) C Cunningham – Plunkett Foundation subscription (for Save our Crown group) - £240 (inc VAT)  
– approved under s137 (Min 4017m)
- (ii) H Price – honorarium for newsletter editor - £200
- (iii) SALC – training – (Essential Clerk – Part 2) - £30
- (iv) SALC – training – (Essential Clerk – Part 3) - £30
- (v) J Parsons - Clerk/RFO Salary - Jan 2021 - £360
- (vi) J Parsons – Homeworking allowance - £26
- (vii) J Parsons – Monthly Zoom licence (Feb) £14.39 (inc VAT)

c) Income received:

- (i) NatWest – Interest (Dec) - £0.39
- (ii) Curry Rivel School – advertising (Nov) - £220

## **4064 Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman – an application to vary conditions of approval for the Glendale development (18/01855/FUL / 19/02672/S73), to allow change to siting of the three dwellings, minor changes to internal layout and elevations and amended landscaping scheme would be considered at a separate planning meeting, in order to meet the deadline for consultation of 18 February 2021.
- b) Clerk – Members were reminded to submit any expenses for FY20/21 by end of Feb 21.

- c) Councillors – i) KM asked if the approved application for a stable on Cathanger Lane could be reviewed at the next meeting and would circulate the development reference for Members to consider. PB confirmed that the documents are still on the website. **Action:** Clerk to add to March 21 agenda. ii) It was noted that PB would be taking a week's holiday from 8-14 Feb 21.

**4065 Date of Next Meeting - 15 February 2021 at 7.30 via Zoom**

The meeting closed at 10pm.

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