

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 26 April 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 (RW); 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.

4091 Public participation

No members of the public attended.

4092 County Councillor's Report

County Councillor Clare Paul's report had been previously circulated and added to the Parish website: <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-9/>

4093 District Councillor's Report

None

4094 Apologies for absence

None

4095 Minutes

- i) The Minutes of the Meeting of the Parish Council, previously circulated, held on 1 March 2021, were approved. Proposed by LH and seconded by NC. Carried unan.
- ii) The Minutes of the Planning Meeting of the Parish Council, previously circulated, held on 15 March 2021, were approved. Proposed by BF and seconded by RW. Carried unan.

Hard copies of the Minutes were signed by the Chair.

4096 Declarations of Interest and Dispensations

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

- i) Relating to matters at Min 4097b – NC, as a property owner neighbouring Glendale, would be asked to withdraw from decisions as necessary.
- ii) Relating to matters at Min 4097e – 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 4097h – BF, as an owner of a property affected by the slow broadband in Swell, would be asked to withdraw from future decisions as necessary.

4097 Matters arising from the Minutes (1 Mar 2021 and 15 Mar 2021) and raised by Members

- a) Difficulties with SSDC Planning/Enforcement reporting and responses – No further response had been received from Barry James following suggestions for improvement sent to him by the PC on 25 March 21 (other than an acknowledgement email on 26 March saying that this would be reviewed with Planning Principals on 30 March). Planning decisions seemed to be on hold apart from minor alterations and no extra documentation was being posted on the website. The decision on the Pub COU was now an urgent issue, as this was needed before the community group could put in an application for grant funding. A new Government fund would be launched in June, on a first come, first served basis, so the opportunity for c£120k could potentially be lost if the decision is not made in time. It was agreed unanimously that a follow-up response to Planning would be drafted, focusing on the three main applications of concern – White Gables, Glendale and The Crown – copied to Kirsty Larkins and Clare Paul. **Action:** Clerk to prepare draft response and KB, PB and Clerk to review via Zoom before circulating to all Members for approval. The response would be sent to Barry James, SSDC Planning; copied to CP and Kirsty Larkins, SSDC.
- b) Feedback to Glendale agent – a detailed reply to the PC's email of 25 March 21 to Clive Miller Planning had been received on 7 April. Further documentation had only just been added to the

SSDC website (dated 21 April) about the landscape plans, despite being critical to the woodland development. It had come to light that the clearance of Zone 4 had gone ahead under the advice of Phil Poulton, SSDC Tree Officer, contrary to the approved plans which the developer had a legal responsibility to follow. The divergence did not appear to have been approved by Planning, or if it had been agreed following a site meeting in 2019 between Clive Miller Planning, the developer and the Tree Officer, there was no evidence of this on the website. This has significant bearings on the Enforcement issues raised by the PC. Now that the site had been cleared, the most significant issue remaining was the height of the dwellings requested in 20/03631/S73. It was agreed that these latest developments would be raised in the follow-up response to Barry James. This would ensure that the Parish could be properly informed as to who had taken the decision to allow the variation from approved plans. CP advised to copy in Kirsty Larkins at SSDC. **Action:** Clerk to include concerns raised over actions taken on consultee's recommendation and lack of post-determination documentation in the response sent to Planning agreed at Min 4097a.

CP left the meeting at this point.

- c) Housing Needs Assessment survey – the draft report survey report had been circulated to Members; there were no further comments, so it was agreed unanimously that the researcher would be asked to finalise this. It would be added to the Parish website and a copy sent to SSDC Strategic Planning. Other actions to take forward would focus on considering the need for a defibrillator in Fivehead Village at a future PC meeting and options for lower cost housing for local residents which PB would be looking into. Members thanked the volunteer and PB for the excellent work they had done on this. The prize for the survey had been delivered. **Action:** Clerk to add defibrillator to agenda for June 21.
- d) Local government reorganisation event – KB reported that she had attended the online event on 8 April 21. SSDC had put the local consultation on hold until the outcome of Robert Jenrick's consultation was known and this would be reviewed again at the next Committee meeting.
- e) Save our Crown – PB reported that Save our Crown was now registered as a Community Benefit Society, with an accountant and bank account. A formal viewing of the Pub had taken place with a surveyor and a meeting to discuss this would take place next week. The group were ready to act once the decision on the COU had been made.
- f) The Pound repairs/transfer of ownership – i) the tender date for quoting for the repair/restoration work to the Pound had been extended to 30 April 21 as masons were currently extremely busy. This had been agreed at a Zoom meeting with KB and LH which had been held for business continuity after the meeting on 12 April had to be postponed. **Action:** Clerk to provide update on 4 May 21. ii) the Clerk was still waiting for a response from the solicitor handling the transfer as to whether the owner/solicitor would meet the additional cost of c£500 to enable the transfer to be completed. **Action:** Clerk to send a reminder and add to agenda for May 21.
- g) Churchyard wall repairs – i) On 30 April, the Clerk and the PCC Treasurer would be meeting a stonemason, who had previously worked on the rear wall of the Churchyard, to help assess/prioritise the sections of work to enable a specification to be written for tendering and grant funding (which would take 8-10 weeks). **Action:** Clerk to update again on 4 May 21.
- h) Broadband for Swell – a draft letter to David Warburton, to inform him of the failure to include the remaining properties in Swell in the roll-out of faster broadband services within his constituency, had been circulated and was approved unanimously to be sent by the Clerk. **Action:** Clerk to email letter to David Warburton MP.
- i) Mobile signal for The Stable/PO – PB had passed on a link to details and an application form for the Connecting Devon & Somerset (CDS) new 4G booster scheme to help with the poor signal quality that was affecting Post Office services. The Stable had applied for this and would receive a voucher for £800. As the total cost would be higher than this, it was hoped that the Post Office would help with the shortfall, as The Stable broadband could not be used due to security.
- j) Telephone kiosk restoration – i) the volunteer had done an excellent job finishing off all the interior paintwork, sealing the windows and adding flooring (free of charge). ii) Another volunteer would now be completing the shelving (once the shelf struts were back in stock), then the volunteers who would be running the book exchange would be notified. Whilst it would not be

possible to change the Telephone sign outside at this stage, a name such as 'Fivehead (Book Exchange)' might be suitable for communications, including a laminated sheet with instructions on the recycling service for books, CDs and DVDs to go inside. ii) Thanks had been received from the volunteer for the voucher awarded by the PC as a token of appreciation for everything done. **Action:** Clerk to provide a further update on 4 May 21.

- k) Annual Parish Meeting (APM) 2021– due to ongoing restrictions affecting the Village Hall and social distancing requirements, the APM would be held virtually (via Zoom) at 7pm on Thurs 29 April 2021, as there was a statutory requirement for it to be held before the end of June. Reports from Parish organisations would be read out and published with the minutes on the website afterwards.
- l) Langford Close – i) The landowner had acknowledged receipt of the signed TP1 transfer documents and the land could now be registered in the Council's name with the Land Registry. **Action:** Clerk to complete the AP1 form to register the transaction with Land Registry. ii) Members discussed options for additional signage to help delivery drivers find properties 1-6 Langford Close, as a resident had informed the Council that there were ongoing difficulties. Although a further sign is due to be installed by SSDC, outside no 6, which will have an arrow and numbers to these properties, Members agreed to look into options for helping traffic coming from the Church side of the village. **Action:** Clerk to add to May 21 agenda.
- m) Car shelter, Ganges Hill – Members had received notification from Planning Enforcement that the matter had been closed as the structure had been removed. However, a mobile structure had been put in its place, which could pose greater safety risks, as it is tethered and on wheels, so less stable. Members agreed unanimously that Planning Enforcement should be notified of the new structure, due to safety to pedestrians and being adjacent to the Highway. **Action:** Clerk to submit follow up report to Planning Enforcement.
- n) SCC Improving Lives grant - parish walks – no update.
- o) Flag for Somerset Day – A resident had kindly donated a Somerset flag for the village to fly on 11 May. The Clerk had contacted St Martin's Church to see if it would be possible to fly this on the Church flagpole. **Action:** Clerk to follow up with the Church for consent.
- p) Maintenance of waste bin – SSDC had confirmed that the leaning bin next to the bus shelter on A378 came under SSDC responsibility for maintenance and would be arranging for this to be dealt with, as soon as manpower was available. KM reported that he had seen SSDC call at the site to assess it.
- q) Cemetery - removal spoil/reseeding – the spoil removal would take place on Monday 10 May 21. The Clerk had verified that adequate insurance cover was in place should any damage be incurred to the War Gravestone. KM kindly offered to fix some pallets to protect the structure the day before the work takes place. It was agreed that the area would be reseeded with a mix of grass and wildflowers (suitable for growing in shade). A rota for supervision and any final instructions would be agreed at the next meeting. **Action:** Clerk to add to May 21 agenda. Clerk to contact Willoway re seed mix.
- r) Year-end accounts and audit training (via SALC) – the Clerk had attended a training course on AGAR/Year end accounts in March 21. **Resolution:** to reimburse the Clerk for £30.00 for funding the course. Proposed by KB and seconded by NC. Carried unan.

4098 Correspondence Received

- a) Members reviewed the Government consultation on remote meetings and agreed unanimously that the Clerk should submit a response to both SSDC and the Government consultations (which are the same questions). **Action:** Clerk to complete consultations by 28 May and 16 June 21.
- b) An update had been received from the printer of the Parish Magazine, explaining that a price increase would take effect from April 21. This had been budgeted for, but there would be a very small overspend for this (c£5) by year end. Members agreed unanimously that this was a fair increase.
- c) A suggestion to purchase an 'Unknown Tommy' for the village for VE day had been received. Members agreed unanimously that now was not the right time for this expenditure, but it could be considered again in future.
- d) The Great British Spring Clean campaign is taking place from 28 May – 13 June 21 and our Litter Champion would be asked to consider participating again. Members discussed the concerns raised by the Champion regarding increased litter on the main road and also the back roads,

where it was felt a joint approach with other Parishes would be helpful. The Clerk would look for an opportunity to raise this at a future Clerks' forum. The volunteers had put in a lot of effort over the past weeks to keep on top of the re-occurrent littering and Members were very grateful for this. To encourage more people to get involved, Members agreed unanimously that the campaign would be promoted in the Village magazine and on the website/social media.

4099 Reports

- a) Playing Field and Village Hall – updates would to be given at APM.
- b) There were no updates for SALC, Cemetery, Highways, Environment, Rights of Way or Police.
- c) Asset/Maintenance Check Report – **Action:** NC to retain book for May 21 and pass to KB for June 21.

4100 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) **19/01900/FUL** – an update on the reported breaches (demolition of a barn where barn owls were present and hedge removal in nesting season) at White Gables, Swell Lane, Fivehead was received from PB. As it had not be possible to obtain a response or any action from Planning Enforcement, the Police had agreed to visit the site and had spoken with the owner, as hedge removal in nesting season is a criminal offence. This had been reported to Planning should any further action be necessary. The owner had agreed to postpone the removal of a second hedge. As this was not a good use of Police resource, Members had agreed to include this issue within its response to Planning detailed at Min 4097a. PB asked that our thanks could be given via the Avon and Somerset Police website. No update from Planning Enforcement had been received on the other breaches on site.
- b) **21/01087/NMA** – Non Material Amendment, to approved application 20/03087/FUL St Albans Farm, Stowey Road, Fivehead, TA3 6PP - to change metal sheeting on the walls to Yorkshire boarding & to make changes to the doors in the gable ends **permitted STC**.
- c) **20/03707/FUL** – application for The Playing Field, Stowey Road, Fivehead - erection of 2 pitch-side dugout shelters (re-submission of 20/00928/FUL) **approved STC**.

4101 Finance

The financial position of the Council correct to 31 March 21 was received. A final statement was scrutinised; in summary total income last year was £27,445.70 (£10,748.70 over original budget mainly due to the Covid business grant received in Oct 20) and total expenditure was £16,520.75 (£176.25 underbudget), giving a surplus of £10,924.95. There was some committed expenditure to be invoiced in the new financial year to include the electrical works on telephone box, cemetery spoil removal and closed cemetery re-seeding. As the total income had exceeded the £25k threshold, a limited assurance review by the external auditor would be necessary for FY20/21.

The invoices for the payments below had been checked and authorised by KB and NC. It was noted that FY20/21 grass maintenance was to be paid in April 21 (as below). Two bank reconciliations had been checked and signed remotely by the Chairman. As the meeting of 12 April 21 had been postponed, the Clerk had been authorised to make the payments at a Zoom meeting held with KB and LH for business continuity, under the approved remote working conditions.

- a) Payments authorised and unrecorded during the previous month: None
- b) Payments authorised:
 - (i) Village Hall grant FY21/22 – £960
 - (ii) Playing Field grant FY21/22 - £2834.50
 - (iii) J Parsons – Clerk/RFO – Salary (Mar) - £480
 - (iv) J Parsons – Homeworking allowance (Mar) - £26
 - (v) J Parsons – Monthly Zoom licence (Apr) - £14.39 (inc VAT)
 - (vi) J Parsons – Norton antivirus software annual update - £13.77 (inc VAT)
 - (vii) J Parsons – Screwfix voucher for HNA prize - £50
 - (viii) J Parsons – Currys voucher for kiosk volunteer - £50
 - (ix) Parish Magazine Printing – Newsletter print (Apr) - £274.90
 - (x) Town and Parish Council website – annual hosting 21/22 - £300
 - (xi) SALC – Planning training (BF) - £25
 - (xii) SSDC – Grass maintenance FY20/21 - £1455.94 (inc VAT)

c) Income received:

- (i) NatWest Interest (Feb) - £0.34
- (ii) NatWest Interest (Mar) - £0.39
- (iii) Vine Wine Ltd – Newsletter advertising - £55
- (iv) Woodlouse Ltd – Newsletter advertising - £27.50
- (v) Ashgate Grooming – Newsletter advertising - £55
- (vi) S Minty – Newsletter advertising - £27.50
- (vii) Fivehead Baptist Church - Newsletter advertising - £60
- (viii) Kev’s Cleaning – Newsletter advertising - £27.50
- (ix) St Martin’s Church – Newsletter advertising – £120
- (x) Greenshutters - Newsletter advertising - £55

4102 Matters of Report, Questions and Items for the Next Meeting

- a) Clerk – for next meeting:
 - (i) Appointment of Chair and Members to bodies/roles
 - (ii) Re-adoption of policies and banking mandate (resolution to schedule review to be completed by Sept 21)
 - (iii) Review of Assets, Reserves, Risk and Insurance; Annual Review of Effectiveness of the system of Internal Control; Internal review 3 of 3 conducted by LB/Clerk; FY20/21 Annual Accounts approval and preparation for Annual Governance and Accountability Return (AGAR).
 - (iv) Review allocation of CIL for parish projects, following notification of £1512 from Glendale development, and possible requirement for separate bank account for CIL funds. Working group to look at this in July 21 (KB, PB, BF and NC).
 - (v) Request for information from Valuation Office Agency on Cemetery to assess the rateable value to be returned by 19 May 21. PB would use Parish Online to calculate total site area and Clerk would refer to digital map for further information to answer the questions.

4103 Date of Next Meeting – Tuesday 4 May 2021 at 7.30pm via Zoom

The meeting closed at 9.43pm.

Chairman.....

Dated.....