

## DRAFT MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL Held on Tuesday 4 May 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); District Councillor M Cavill (MC); Mrs J Parsons - Clerk/RFO (JP)

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

### Public participation

Two Members of Public attended for the election and planning discussion at Min 4107.

### 4104 Election of Chairman

LH presided over the election. **Resolution: KB to be elected as Chairman for the next 12 months.** Proposed NC and seconded LH. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office form on camera and took the Chair.

### 4105 Election of Vice-Chairman

**Resolution: LH to be elected as Vice-Chairman for the next 12 months.** Proposed by KB and seconded by PB. Carried unan.

### 4106 County Councillor's Report

County Councillor Clare Paul's report had been circulated previously and added to the Parish website (<https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-10/>)

### 4107 District Councillor's Report

MC joined the meeting and notified Members that he was preparing to resume his post on 2 June 2021. He had also been asked by the Chair and Vice-Chair of the Area North Planning Committee to consider if application 20/03631/S73 for Glendale, Fivehead, should be referred to the Committee. It was agreed that this item would be moved forward for discussion. NC declared an interest (see Min 4110) was placed in the meeting room.

MC had already reviewed the application and asked Members to summarise the aspects that they felt would give strong grounds for referral to the Committee. The main issues raised previously by the Parish Council and residents were discussed – the proposed changes to substantially increase the height, where exact details of the height were difficult to ascertain from the plans; the unpermitted removal of trees and vegetation with a proposed landscape plan that would result in a net loss of planting and the request to remove communal areas which had been a key part of maintaining the character of the woodland setting; and the lack of compliance with the detailed ecological conditions placed on the development at time of approval of the original application. Residents' feelings over the proposed height increases and anger over the perceived departure from the approved plans were noted again, and also that the clearance of Zone 4 appeared to have gone ahead under SSDC's Tree Officer's advice, contrary to the agreed conditions. Members felt it should be considered that it had been the late Miss Wilde's intention to leave the woodland as a legacy for the village to enjoy and that the community should be given the rationale for the decision to deviate from this.

It was agreed that PB would send MC supporting documentation and a sub-group would meet to discuss the Council's approach for the meeting, should the application be referred. (It was confirmed on 5 May that the application had been referred; subsequently confirmed Area North Informal, 26 May 21, 2pm via Zoom). It was agreed that the Clerk would copy MC on response to be sent to Barry James on difficulties with Planning. **Action:** PB to send previous PC responses to MC and Clerk to arrange Zoom for sub-group (KB, PB, LH, BF and Clerk). Clerk to copy MC on Planning difficulties email.

NC was re-admitted. The Members of the Public left the meeting.

#### **4108 Apologies for absence**

CP

#### **4109 Minutes**

The Minutes of the Meeting of the Parish Council, previously circulated, held on 26 April 2021, were approved. Proposed by PB and seconded by NC. Carried unan.  
Hard copies of the Minutes were signed by the Chair.

#### **4110 Declarations of Interest and Dispensations**

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

- i) Relating to matters at Min 4107 – NC, as a property owner neighbouring Glendale, would be asked to withdraw from decisions as necessary.

#### **4111 Members appointed to bodies/roles**

a) Playing Field - PB; b) Village Hall - LH; c) SALC - NC; d) Cemetery Sub Committee – KM and LH; e) Highways – Clerk; f) Rights of Way - RW; g) Internal Control - LH; h) Staffing Panel - KB, KM & NC; i) Parish Paths Liaison Officer – J Mahoney; j) Environment Warden - Clerk; k) Tree Warden – B Knox; l) Litter champion – V Fouracre. **Action:** Clerk to update PC organisation chart to remove R Leighton and add V Fouracre, and add to the website.

#### **4112 Re-adoption of policies for new Council year; the review of policies, including requirement for new policies, to take place by September 2021; and the reaffirmation of appointments**

- a) The Council's Standing Orders (including Emergency Operating Procedures), Financial Regulations (including banking mandate) and operational policies (Code of Conduct, Health & Safety, Information Security, Communications, Complaints Procedure, Freedom of Information, Equal Opportunities, Grievance, GDPR and associated procedures) were re-adopted without amendment.
- b) It was agreed that a review of policies at a) and requirement for any new policies would be undertaken by 30 September 2021.
- c) The appointment of J Parsons as Responsible Financial Officer and the appointment of G Balmer as the Internal Auditor for the FY20/21 accounts.

**Resolution: to readopt policies at a) without amendment and review by Oct 21 and to reaffirm appointments at c).** Proposed by KB and seconded by RW. Carried unan.

#### **4113 Matters arising from the Minutes (26 April 2021) and raised by Members**

- a) Cemetery - removal spoil/reseeding by Willoway – it was agreed that the Cemetery would be closed to the public on Monday 10 May for the work to be carried out. A notice would be posted on Facebook and at the Cemetery. KM/Clerk would meet the contractor in the morning and LB/KB would visit during the day to check on progress. The War Grave would be protected during the works with pallets supplied by KM. **Action:** PB/Clerk to organise closure notices. KM to drop off pallets at the weekend.
- b) Closed Churchyard maintenance – work to rotavate and reseed the area after tree removal last year had been completed on 28 April by SSDC. The Clerk passed on thanks to the PC from the PCC Treasurer and Church warden, who were very pleased with the work; this had also been passed on to SSDC. The Treasurer was watering the seeded area regularly.
- c) Parish Online – PB had added Fivehead Cemetery details to the national layer and the Clerk would add additional information on total number of plots and available plots once confirmed. **Action:** Clerk to update Cemetery details on Parish Online.
- d) The Pound repairs/transfer of ownership – i) In view of how busy masons currently are, it was agreed that the Clerk would follow up to obtain outstanding quotes and that the work could be done after the Glendale development was complete. **Action:** Clerk to follow up tender requests and add to June 21 agenda. ii) the solicitor handling the transfer of The Pound had requested that the Parish Council pay the fees for Tollbridge Ltd to be re-instated, so the transfer could be completed (c£500); it was agreed that the Clerk would contact the Council's insurers, BHIB, for advice on how to progress this matter. **Action:** Clerk to contact BHIB for advice and add to agenda for June 21.
- e) Churchyard wall repairs – The Clerk and the PCC Treasurer had met with a stonemason, who had previously worked on the rear wall of the Churchyard to help prioritise the work needed and give a

guide to cost. The main issues were weeds, tree roots and cement mortar causing cracks. The mason recommended that the wall be sprayed by professionals to stop the ivy and weeds causing further damage. The stone repair work was split into three main sections. None were urgent; ideally section 1 (behind the bench) might be done before the winter but the mason did not have any availability until early Spring. Section 2 (the perimeter alongside the road up to the main gate) was the largest, with loose stones and repointing needed all along the wall. The corner that had been rebuilt was cracking, likely to be due to the roots of the large tree. It was recommended that this might be taken down and rebuilt, but it could happen again if the tree remained. Section 3 (left of the gate and the back wall) was in better repair; it was noted that the rendered part of the wall was starting to bulge and might need to be removed to find the cause. It was agreed that the work would start with looking into the cost of the weed killing and the stone work would be considered at the next meeting for booking ahead for next year. **Action:** Clerk to contact SSDC for advice/quote on spraying the wall for June 21.

- f) Telephone kiosk restoration – the Clerk reported that the shelving brackets were still out of stock but the volunteer was chasing this up and hoped to complete the work as soon as possible. **Action:** Clerk to provide a further update in June 21.
- g) Langford Close – i) the final stage to register the land with the Land Registry was with the Clerk to progress. ii) A replacement sign had now been installed by SSDC outside no 6, but it was agreed that an additional sign could help properties at the other end of the Close so SSDC would be asked if they could add a sign parallel to the low wall, next to no 2, on the PC's land, with the same details and arrows as the latest sign. **Action:** Clerk to contact SSDC to request the additional sign.
- h) Flag for Somerset Day – St Martin's Church had kindly agreed to organise for the Somerset flag to be flown from the Church flagpole on 11 May 21. **Action:** NC to deliver flag to the Church warden.
- i) Approach for future meetings – the Council was required to consider holding face-to-face meetings again from 7 May 21 and could no longer hold meetings remotely, other than for working groups; as the Village Hall was still considering its plans to reopen, it was agreed that the Clerk would look into the availability and facilities at the Baptist Church for the June meeting (date tbc). **Action:** Clerk to contact Rev Matt Cottington to find out if the Baptist Church would be available for future meetings.

MC left the meeting at this point.

#### 4114 Correspondence Received

- a) A request for information had been received from the Valuation Office Agency to assess rateable value of Cemetery and premises. **Action:** Clerk to complete and return by 19 May latest, with help from PB/volunteer who had prepared the digital map.
- b) Notification of allocation of CIL from Glendale development had been received from SSDC. Members queried how this had been calculated and whether another payment was due. It was agreed that a working party (KB, PB, NC and BF) would review allocation of monies to parish projects and also look into the need for separate bank account for CIL funds and annual reporting requirements. **Action:** KB, PB, NC and BF to meet in July 21 to review CIL requirements/potential projects. Clerk to find out from SSDC how this had been calculated.
- c) An invitation to complete the DCMS rural broadband consultation on improving broadband for very hard to reach premises had been received from NALC via SALC, to be completed online by 11 June 2021. It would be useful for residents to complete too, especially in Swell. **Action:** Clerk to complete with BF on behalf of PC. Clerk to send out a village email with the link for residents to complete.
- d) Information on the Bus Back Better campaign to raise awareness of national bus strategy for England and the newly formed Somerset Bus Partnership had been received via SALC and was noted.

#### 4115 Reports

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

**4116 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) **20/03631/S73** – Glendale, Butcher’s Hill, Fivehead – Allow change to siting of the three dwellings, minor changes to internal layout and elevations and amended landscaping scheme – see Min 4107.
- b) **19/01900/FUL** – White Gables, Swell Lane, Fivehead – it was noted that no response had been received from Enforcement. The matter would be highlighted in the response to be sent to Barry James on planning difficulties.

**4117 FY20/21 Annual Accounts and Annual Governance and Accountability Return (AGAR)**

- a) **Resolution: to approve the Annual Accounts for FY20/21.** Proposed NC and seconded PB. Carried unan. Signatures by Chair and RFO to follow.
- b) It was noted that the requirement for a limited insurance review of FY20/21 by the external auditor was required, as total gross income exceeded £25k, and the internal auditor would be notified.

**4118 Assets, Reserves, Risk and Insurance**

- a) **Resolution: to approve the Asset Listing correct to 31 March 2021.** Proposed PB and seconded LH. Carried unan.
- b) **Resolution: to approve Insurance cover/renewal from June 2021.** Proposed BF and seconded KM. Carried unan. **Action:** Clerk to update Risk report for approval.
- c) **Resolution: to approve Reserves Listing correct to 31 March 2021, subject to increases to earmarked reserves for Legal fees (£1k); The Pound (£1050); Church walls (£3k).** Proposed KB and seconded PB. Carried unan.
- d) **Resolution: to approve the Statement of Internal Control correct to 31 March 2021, noting that this would be reviewed again later in the year, as part of the review of ongoing emergency procedures.** Proposed NC and seconded PB. Carried unan. KB signed the statement on camera and signature by RFO would follow.

**4119 Finance**

- a) Payments authorised and unrecorded during the previous month: None
- b) Payments authorised:
  - (i) BHIB – annual insurance renewal (due 1 June 21) - £172.22
  - (ii) G Matravers – installation of new light/powerguard to phone kiosk - £185 (no VAT)
  - (iii) ICCM annual membership - £95
  - (iv) SALC – AGAR training (JP) - £30
  - (v) J Parsons – Clerk/RFO – Salary (Apr) - £480
  - (vi) J Parsons – Homeworking allowance (Apr) - £26
  - (vii) J Parsons – Monthly Zoom licence (May) - £14.39 (inc VAT)
- c) Income received:
  - (i) SSDC – Precept 21/22 - £15,757
  - (ii) Hatchgreen Coaches – Newsletter advertising - £55
- d) LH and Clerk would complete review of internal control 3 of 3, by 7 May 2021.

**4120 Matters of Report, Questions and Items for the Next Meeting**

- a) Clerk – for June 21 – internal audit report and approval of AGAR sections 1 & 2
- b) Councillors – i) It was reported that water had been seen running from a pipe from Sunnyside Park into the ditch, so this would be monitored. ii) It was noted that works at Hennicks were being carried out, including digging and hedge removal. If this should cause risk of flooding to households, this would need to be reported to the Environment Agency.

**4121 Date of Next Meeting – Monday 7 June 2021 at 7.30pm (meeting date, time and venue to be confirmed)**

The meeting closed at 9.35pm.

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