

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Tuesday 8 June 2021 at 1930 at The Playing Field, Stowey Road, Fivehead

Present:

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mrs P Brett (PB); Mrs N Cameron (NC); Dr B Ferguson (BF); County Councillor C Paul (CP); Mrs J Parsons - Clerk/RFO (JP)

Public participation

Nil.

4122 County Councillor's Report

County Councillor Clare Paul's report had been circulated previously to Members. Please see Parish website - <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-11/>

Following issues with missed waste collections across the County, CP explained that there were ongoing staffing issues due to some people still being furloughed and others having taken up alternative employment. In some cases, agency drivers had not turned up. With regular testing, a percentage would be having to isolate at any time. She would feed back that it would be helpful to have notice in future via Nextdoor/Facebook, if services like recycling were to be disrupted. She also wanted to raise awareness that the after effects of the pandemic were likely to impact other service areas for some time and asked that people could be mindful of this, for example, by helping GPs to work through the backlog just coming to light, by seeking help from pharmacists where possible, and by being patient if service levels were affected.

Other matters discussed included the recent local poll and State consultation for changing the way Somerset councils work, and the ongoing recruitment for the replacement SSDC Chief Executive, after the previous applicant had decided not to take up the role. Alex Parmley would be staying on to cover the interim.

4123 District Councillor's Report

No report.

4124 Apologies for absence

Mr K Male; Mr R Wynn

4125 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 4 May 2021, were approved. Proposed by PB and seconded by LH. Carried unan. A hard copy of the Minutes was signed by the Chair.

4126 Declarations of Interest and Dispensations

The following Declaration of Interest was made, with no dispensations given:

- i) Relating to matters at Min 4130b – NC, as a property owner neighbouring Glendale, would be asked to withdraw from decisions as necessary.

4127 Matters arising from the Minutes (4 May 2021) and raised by Members

- a) Cemetery matters – i) Details of an application to erect a memorial with joint inscription for Rev and Mrs Tucker had been circulated and Members were happy that this met specifications. It was noted that there would be no charge for the second inscription as this was being done at the same time as the first. The Clerk had sought advice from ICCM as the family did not have a copy of the original ERB document. The application could be accepted as the Local Authorities' Cemeteries Order 1977 allows the Council to permit memorial works on a grave where the application is made by a relative of somebody buried in the grave and it is impractical to trace the owner. In this instance, it could be considered impractical to trace the owner, as it is unclear exactly who this would be. ii) An application to erect a memorial for A Walters had been circulated and the Council was happy that this met specifications. iii) An application had been accepted by KB/LH/JP for business continuity, for joint burial rights for an ashes plot for Swinburn. It was noted that an exception had been granted for the second applicant (daughter of the deceased) who is not

- resident in the Parish. iv) **Resolution: to update the notice period for interment applications from a minimum of 3 days, to a minimum of 10 days, to allow for new ERB applications and payments to be processed prior to this.** Proposed by LH and seconded by NC. Carried unan.
- v) It was noted that the Cemetery spoil built up over several years had now been removed and the areas reseeded with grass by Willoway w/c 10 May 21. A policy would be put in place to avoid future spoil building up. This would be discussed at a later meeting with other proposed amendments. **Action:** Clerk to update Cemetery terms and conditions for amendment agreed at (iv) and add review of arrangements for spoil removal and interment of ashes to a future meeting agenda. vi) The old wooden Cemetery sign was in poor condition and would be removed. It would not be replaced as the new signage was sufficient.
- b) Flood/drainage matters – i) Water had been reported running from a new pipe from Sunnyside Park into the ditch. Concerns over effluent from a pipe, possibly from a bio-digester, at the bottom end of the site had previously been reported to SSDC Environmental Health, but the matter had not been closed, so the Clerk had reported this again via the online form, as this may also have an impact on phosphates. ii) Works at Hennicks, including ripping out undergrowth and hedge removal, would be monitored to ensure there would be no flood risk to households nearby. iii) Concerns from residents had been received about a new pipe installation by a local farmer in Swell. Due to flood risk to properties in this area, this had been reported to SCC Flood Management team and they would be visiting the site to make an assessment. iv) After a period of heavy rain, residents had raised concerns to the Parish Council over persistent flooding at the bottom of Butcher's Hill and the floor of the Pound. Mr and Mrs Rigg had regularly reported this themselves as the water was causing considerable damage to their property and neighbouring properties and asked that this now be treated as a matter of urgency, to sort out these long-term problems. The Clerk had reported this again to Highways, who were looking into rodding the drains, as they were blocked solid and it had not been possible to flush them through earlier in the year. **Action:** Clerk to follow up with Highways when contact returned from holiday.
- c) Difficulties with SSDC Planning/Enforcement reporting and responses – as the SSDC Interim Planning Lead had recently been replaced, a copy of previous correspondence would be sent to the new Planning Lead/consultant, Lesley Barakchizadeh, for consideration. CP recommended also copying in Kirsty Larkins again. **Action:** Clerk to re-send emails with urgent issues, as well the Council's suggestions for future working for consideration by the new Planning Lead.
- d) Housing Needs Assessment survey – the final version of the survey had been circulated to Members and was ready to be published via the website and social media. It would also be sent to SSDC Planning and members of the Area North Committee (Adam Dance and Mike Stanton).
- e) The Pound – i) The Clerk would issue the tender specification to two further contacts that Members had suggested (Medusa and Limerestore) to increase options for obtaining costings to put forward to the developer, so the repair to the Pound could be settled. **Action:** Clerk to issue tender requests and add to July 21 agenda. ii) The Clerk had obtained advice from the free legal help service available through the Council's insurance and also spoken with BHIB. The walls of the Pound were covered on the policy, but claiming for the repairs would affect future premiums. This should not be necessary as the developer had accepted liability. Transfer of ownership would be reviewed again, once the quotes for repairs had been received.
- f) Churchyard wall repairs – i) advice from SSDC had been received on tackling the ivy and weeds before repair work could be carried out. They did not recommend herbicide for ivy, as it is so pernicious and could cause more damage in the process, so it was agreed that a normal household solution would be applied at night to the weeds at ground level. The PCC Treasurer would be asked to carry this out initially and the results would be reviewed. **Action:** Clerk to contact PCC Treasurer for help to tackle the weeds as first course of action. ii) tendering for the repairs to the wall would be considered once the weeds had been treated. Priority would be given to finding a mason to repair the Pound, who might then be asked to quote for the most urgent section of the church wall repairs for early Spring 22.
- g) Telephone kiosk restoration – the shelves had now been fitted and the volunteers who would be running the exchange had been consulted on heights for different book sizes, so the brackets could be fixed in position. The Clerk would also liaise to organise laminated signage for the exchange, which would just be books initially. The launch of the exchange would be advertised in

the August Parish newsletter. **Action:** Clerk to give the go-ahead for the brackets to be fixed and liaise with volunteers on signage and newsletter details.

- h) Information Commissioner – **Resolution: to authorise the annual data protection payment of £35 via direct debit in July 21.** Proposed by PB and seconded by KB. Carried unan.
- i) Approach for future meetings – a meeting to approve the AGAR would be held outside at the Playing Field later in June and plans for the July meeting would be decided later in the month, when new guidance would be available.

4128 Correspondence Received

- a) Thanks had been received from the Village Hall Committee, for the grant received to assist with insurance costs from April - Sept 2021 to help support business recovery.

4129 Reports

- a) In order to keep the meeting duration to approximately one hour, with Covid restrictions still in place, updates for Playing Field, Village Hall, SALC, Cemetery, Highways, Environment, Rights of Way and Police would be given at the July meeting.
- b) Asset/Maintenance Check Report – **Action:** NC to pass to KB for June 21.

4130 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) **21/01641/DOC** - discharge of condition No.07 (scheme of contamination), No.08 (planting) and No.09 (bat and bird) of planning application for 20/01271/FUL, Thane Barn Cathanger Lane Fivehead – the decision issued 19 May 21 was noted.
- b) **20/01196/DOC / 19/02672/S73 / 20/03631/S37A / 18/01855/FUL** – progress with the Parish Council's response for the deferred Area North meeting, to the increased levels and the request for discharge of conditions was reviewed. Professional advice had been sought and an official letter could be provided for a fee, but it would carry no greater weight than the Council presenting the case itself. An overlaid plan with two site sections showed that the levels had already been increased from the original levels approved in 2018, when the 2019 S73 application had been approved, but it appeared to have gone unnoticed, as a new site section plan had not been submitted. The advice also confirmed that the Council had a strong case in that the development had fallen short in the way ecological matters had been handled and the Council was within its rights to request that ecology conditions were retained and that the out-of-date habitat survey should be renewed, as rare species had been recorded recently by an expert in the village. The findings were so exceptional, including a special moth and rare species of bats, that the County Council would be contacted to undertake a special habitat survey. PB would be drafting an updated submission in light of the professional advice and supporting evidence would be submitted ahead of the meeting.

4131 Finance

- a) Payments authorised and unrecorded during the previous month:
 - i) Willoway Landscaping Services – Cemetery spoil removal – 50% advance - £397.50 (inc VAT)
 - ii) Willoway Landscaping Services – Cemetery spoil removal – 50% balance - £397.50 (inc VAT)
- b) Payments authorised:
 - (i) J Parsons – Clerk/RFO – Salary (May) - £480
 - (ii) J Parsons – Homeworking allowance (May) - £26
 - (iii) J Parsons – Monthly Zoom licence (June) - £14.39 (inc VAT)
- c) Income received:
 - (i) NatWest Interest (Apr) - £0.43
 - (ii) SSDC - CIL payment (Glendale) - £1512
 - (iii) HMRC – VAT reclaimed Mar 20-Feb 21 - £680.45
 - (iv) Forsey & Son – Newsletter advertising - £110
 - (v) Logic – Newsletter advertising - £55
 - (vi) Waggytails – Newsletter advertising - £27.50
 - (vii) MPW Garden Services – Newsletter advertising - £27.50

4132 Matters of Report, Questions and Items for the Next Meeting

- a) Clerk – i) A meeting would be organised to receive the Internal Auditor’s report and sign off the AGAR Annual Governance Statement and Accounting Statements by 30 June 2021. ii) The additional sign requested by residents on Langford Corner was being progressed with SSDC and would now include arrows and reference to No 1. The contractor had confirmed that a low sign running parallel to the wall by No 2, on the Parish Council’s land, would be possible.
- b) Councillors – i) Concerns had been reported that the building at White Gables had exceeded the approved height levels for the roof. As this was an ongoing matter, this would be added to the Enforcement submission via the online form. ii) Feedback had been received that the village map had caused some confusion, as it was unclear to people who did not know the village which direction was North. Although it was an artistic impression and not a directional map, PB was looking into a plaque to fit on the wooden surround, to clarify orientation, and would present details at the July meeting. iii) A request from a resident had been sent to the Playing Field Committee to consider whether dogs might be permitted on the Field in future. The email had been copied to the PC and would be added to the July agenda for discussion, once the Playing Field had had a time to consider the request. The Clerk would follow up prior to the July meeting if necessary. iv) PB requested that the Open Spaces Society’s email to local councils, via SALC, to grant a green be discussed at the July meeting.

4133 Dates for Next Meetings

Monday 5 July 2021 at 7.30pm (venue to be confirmed)

Finance Meeting, June 2021 to be advised. (Date/venue subsequently agreed - Thursday 24 June 2021 at 6.30pm, The Playing Field, Stowey Road, Fivehead)

The meeting closed at 8.29 pm.

Chairman.....

Dated.....