

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 5 July 2021 at 1930 at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mrs P Brett (PB); Mr R Wynn (RW); Dr B Ferguson (BF); Mr K Male (KM); County Councillor C Paul (CP); Mrs J Parsons - Clerk/RFO (JP)

Public participation

Nil.

4141 County Councillor's Report

CP's report had been circulated previously to Members. (See Parish website - <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-12/>)

CP added that the Government was set to lift legal restrictions for social distancing, face coverings, meetings and public gatherings etc, from 19 July, leaving it to individual responsibility to keep safe going forward. Schools in the area would be deciding on an individual basis how to manage the last few weeks to end of term. Recycling was still experiencing problems and had unfortunately had driver issues on launch day for the new service. However, it was noted that the effort to let people know with apologies from people on the ground had been appreciated by Fivehead residents.

CP was continuing to cover district matters for Malcolm Cavill. A full Council meeting would be held as a hybrid face to face/Zoom meeting at Westlands later this week. Area North Informal would be held via Zoom only (14 July 2021).

CP gave apologies in advance for the August meeting.

4142 District Councillor's Report

No report.

4143 Apologies for absence

Mrs N Cameron; Mr M Stanton

4144 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 8 June 2021, were approved. Proposed by LH and seconded by PB. The Minutes of the Finance/Planning Meeting of the Parish Council, previously circulated, held on 24 June 2021, were approved. Proposed by BF and seconded by LH. Carried unan. Hard copies of the Minutes were signed by the Chair.

4145 Declarations of Interest and Dispensations

None

4146 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

a) **21/01761/LBC – 21/01760/HOUS – 21/01772/LBC – 21/01771/FUL** – Squirrelsmead Cottage, South Drove, Fivehead – erection of an outbuilding and proposed conversion and extension of stable block to a holiday let – based on a detailed briefing document circulated, combining the four applications, PB summarised the key points and also highlighted variations in the size of the proposed holiday let between the application form, revised proposed site plan and the planning statement, which requires clarification. Whilst acknowledging the demand for holiday accommodation in the area, and the need to boost the economy, Members felt unable to support the applications in their current form, as there were key elements missing, including no tree protection for an old oak tree, no flood risk assessment despite the site being 15m from Flood Zone 3b, no HRA, and more detailed ecological surveys were needed for protected species likely to be present. In addition, neighbouring properties had not been consulted and a more detailed consideration of the impact to the two Grade II listed properties was considered necessary (which could only be ascertained from a site visit). Members voted unanimously (6 for - 0 against) to oppose the applications on the basis of incomplete

submission of supporting information. The cumulative impact of other applications on this development would also be raised with SSDC. (See 4146b)

b) **21/01614/FUL** – Lower Listock, South Drove, Fivehead – erection of a new two-bed single storey dwelling to replace approved Class Q conversion of existing agricultural barn (20/03586/PAMB) – PB summarised the key points from the briefing document circulated to Members, taking on board the positive comments from neighbouring residents. It was noted that the proposed design would be in keeping with the local character and compliment the Grade II listed Farmhouse, and the ‘green’ measures, including improved waste disposal, were welcomed. Concerns over cumulative impact to traffic safety on West Sedgemoor Road were considered; this was one of 3 planned developments, significantly increasing traffic in this narrow lane with minimal informal passing places. Members voted unanimously (6 for - 0 against) in support of the application, with a request for planning conditions: to ensure that protection for the horse chestnut tree, and the intention to “plant a diverse mix of native tree, shrub and other floral species”, would be delivered; further ecology surveys for protected species and flood risk assessment should also be conducted. Issues over the impact of the Helland development would be raised with SSDC, SWAT and local councillors for Ruishton and North Curry. **Action:** PB to summarise objections to Helland application (24/21/134) for Clerk to issue with planning summaries and briefings for Squirrelsmead and Lower Listock, and email to other parties as agreed.

c) **20/03631/S37A** – Glendale, Butcher’s Hill, Fivehead – further correspondence had been received from the applicants and their agent, along with an advance copy of an explanatory note about the changes applied for under this S73 application. A copy had been mailed to all respondents to the consultation. The Council’s response to oppose the application remained unchanged. Two councillors and one member of the public, representing several Ganges Close residents, would be speaking at the Area North Zoom meeting on 14 July 2021. **Action:** Clerk to organise a final Zoom meeting of the Working group, once the agenda had been issued, to make arrangements to notify SSDC about the speakers/additional information to be submitted.

d) **21/00268/FUL** – Land opposite the Old Manse, Fivehead – erection of four bungalows – it was noted that this had been approved STC.

CP left the meeting at this point.

4147 Matters arising from the Minutes (8 June 21 and 24 June 21) and raised by Members

- a) Village map – PB had sourced a sample plaque to clarify the orientation of the map for visitors; this could be fitted to the surround but would overhang slightly. A volunteer had suggested a design to be engraved in the wood surround and also to make a drainage hole to stop rain water building up. The design would be considered at the next meeting. **Action:** PB to circulate design for discussion at Aug 21 meeting.
- b) Tree preservation/visit from SSDC Tree Officer – the Clerk had contacted Phil Poulton by email and left a voice message to request a visit, to include the Parish Tree Warden, to assess the trees on the Cathanger Estate and parkland, but was still waiting for his reply. **Action:** Clerk to follow up and add to Aug 21 agenda.
- c) Request for access for dogs to Playing Field – PB had requested a face-to-face meeting to discuss the correspondence sent to the PF and the Chair was considering when to hold this. The outcome would then be considered by the Parish Council at a future meeting, likely to be September 21, and the PF and VH Chairs would be invited to join the discussion. **Action:** PB to follow up with PF and Clerk to add to Sept 21 agenda, with invitation to discuss to PF and VH Chairs.
- d) Difficulties with SSDC Planning/Enforcement reporting and responses – previous correspondence sent to Barry James had been forwarded to the new Planning Lead. She had copied the concerns to the relevant planning officers, the Lead Principal Planner and Enforcement for responses. The Clerk would acknowledge receipt of this, but it was recognised that more time would be needed for the responses to come through. **Action:** Clerk to acknowledge reply received and add to Aug 21 agenda.
- e) Housing Needs Assessment survey – following the launch of the survey via the Parish website and social media and via email to SSDC Planning and members of the Area North Committee, Adam Dance and Mike Stanton (MS), Members noted comments received from MS.

- f) Flooding on Butcher's Hill – the Clerk had followed up with Highways, who were unable to find the recent survey details, so would be organising another survey, once matters from the freak storm in Chard had been dealt with and staffing levels were back to normal. **Action:** Clerk to add to Aug 21 agenda and continue to follow up.
- g) Parties/overnight sleeping in Fivehead Woods – the Council had received concerns from residents about damage to branches and saplings, as well as soiled paper and litter left after overnight parties in the Woods. As these seemed to be regular gatherings, believed to be Year 10 students from Huish Academy, messages had been sent out via Facebook and the village email to try and discourage this and make parents aware that it is illegal without the consent of the landowner and potentially dangerous. In view of this, the Academy safeguarding lead would be contacted for help to discourage this, before the end of term. Curry Rivel Parish Council had also helped to put out the message online, as parents had been seen returning in that direction. **Action:** Clerk to contact Huish Academy Safeguarding Lead to ask how they might be able to help discourage this happening in future.
- h) The Pound – The Clerk had issued 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 as a matter of urgency. It was agreed that a notice would be put out on social media for any further recommendations. PB would draft and circulate this before sending out. **Action:** PB to draft post to obtain recommendations via social media and Clerk to add to Aug 21 agenda.
- i) Telephone kiosk restoration/book exchange – An update had been received from the volunteers now running the book exchange. The shelves looked very neat and were full, but not overflowing. A nice touch had been added with some flowers. There was a good selection of books, including some for children. CDs and DVDs have been taken to charity shops. The area next to the kiosk had also be tidied by another volunteer, so it was easier to access the bin. Members were delighted with all the work and wished to thank all the volunteers for their contributions. The book exchange will be advertised in the next issue of the Parish magazine. **Action:** Clerk to include details of the book exchange in the Council's next update.
- j) Parish Paths Liaison Officer – Mary Braddock had volunteered to take over from Jacquie Mahoney as Parish Paths Liaison Officer. Mary had met with the retiring officer and Margaret Knox and was already looking into matters. She would liaise with Martin Cooper (SCC Parish Paths and Volunteers Officer). PB was willing to walk the paths to help Mary to get to know the routes. PB would also look into who currently held the strimmer and tools, shared with Curry Mallet PC. Members extended their thanks to Mary and welcomed her involvement. **Resolution: to appoint Mary Braddock as Parish Paths Liaison Officer as a volunteer to work on behalf of Fivehead Parish Council.** Proposed by KB and seconded by PB. Carried unan. **Action:** Clerk to update the organisation chart on the Parish website. PB to locate strimmer and tools.
- k) Approach for future meetings – this would be reviewed month by month. It was likely that legislation would be fully relaxed by the August meeting. Members felt that meetings could return to the smaller meeting room at the Village Hall, unless higher public attendance was anticipated, and it was agreed to keep social distancing measures in place, with ventilation and chairs outside if the weather was fine. **Action:** Clerk to book the VH small meeting room for Aug 21 meeting.
- l) Clerk's hours – the Clerk had provided an analysis of hours worked in the past six months. These had continued to be higher than usual (almost double hours contracted every month). The Clerk was asked to leave the meeting for Members to discuss in confidence requests to extend her additional 10 hours per month for a further three months, to be reviewed again at her annual review, and to approve payment for 14 additional hours worked to complete the FY20/21 accounts/AGAR. The Clerk re-joined the meeting and recorded the resolution: **to approve payment of 14 extra hours (£168 to be included in the July payment) for accounts/AGAR work and to increase the Clerk's hours to 40 hours per month from July to September 2021 inclusive.** Proposed KB and seconded LH. Carried unan.
- m) Update of passwords – the Clerk was in the process of updating the remaining passwords. Banking and HMRC passwords had all been done recently. Gmail would be updated again after the Clerk's holiday in Aug/Sept and KB would cover the email correspondence during this time.
- n) Defibrillator project – Members felt that this might be a project that a volunteer from the community might like to run on behalf of the Council. Details would be published in the next Parish magazine

update. **Action:** Clerk to include a request for a volunteer to run the defibrillator project in the next Parish Council update.

4148 Correspondence Received

- a) Invitation from Open Spaces Society via SALC to local councils to consider the 'grant a green' scheme to protect green spaces would be considered at the August meeting and KB would look into whether undesignated heritage assets such as the Pound could be included. **Action:** Clerk to add to Aug 21 agenda and KB to research into what could be included.
- b) Two free places for Carbon Literacy Training funded by SCC Climate Emergency Fund, via SALC, on either 19 July or 25 August were available on a first come, first served basis – noted.
- c) An offer of free of charge fraud training/presentations from South West Regional Organised Crime Unit was noted. Information had been distributed on social media.
- d) Curry Mallet Parish Council had been in touch for information on the ease of design/maintenance and costs for setting up a Town and Parish website. The Clerk would share specification documents and financial information to assist with their project. **Action:** Clerk to reply to Curry Mallet PC with documents and obtain help from website volunteer/retired Clerk if needed.

4149 Reports

- a) Playing Field – meetings were not taking place at present. The annual inspection was due and would go ahead thanks to help from volunteers.
- b) Village Hall – the new secretary was up to speed, helping to create a mission statement and now working on a business plan.
- c) SALC – nothing to report
- d) Cemetery – it was noted that SSDC were taking care to mow around the orchids that come up at this time of year. A check would be made on the newly seeded grass area after the spoil removal. **Action:** KB to check as part of the monthly inspection.
- e) Highways - see Min 4147f
- f) Environment – nothing to report
- g) Rights of Way – see Min 4147j
- h) Police – the latest newsletter had been circulated covering articles from the larger towns, Chard, Ilminster and Crewkerne.
- i) Asset/Maintenance Check Report – this had been passed to KB for August inspection.

4150 Finance

- a) Payments authorised and unrecorded during the previous month:
 - (i) Parish Magazine Printing – Newsletter printing (June) - £274.90
- b) Payments to be authorised:
 - (i) J Parsons – Clerk/RFO – Salary (June) - £480
 - (ii) J Parsons – Homeworking allowance (June) - £26
 - (iii) J Parsons – Monthly Zoom licence (July) - £14.39 (inc VAT)
 - (iv) Julian's Handyman Services – Shelving materials for Book Exchange - £150 (no VAT)
 - (v) ICO – Annual subscription fee - £35 (via Direct Debit)
 - (vi) A J Wakely Ltd – Return overpayment for Swinburn Church fees - £71 (see below)
- c) Income received:
 - (i) NatWest Interest (May) - £0.41
 - (ii) A J Wakely Ltd – payment for Swinburn interment/plot purchase - £332
 - (iii) A J Wakely Ltd – overpayment for Swinburn Church fees – £71
 - (iv) Bawden Cleaning Services Ltd – advertising - £27.50
 - (v) Chiropractic Ltd – advertising - £27.50
 - (vi) Sue Atwell – advertising - £55
 - (vii) J L Guthrie – Alun Walters memorial - £121
 - (viii) Mrs S M Tucker/Mr P Tucker – Rev and Mrs Tucker memorial - £121
- d) Internal Control 1 of 4 – to note for period April – June 2021

4151 Matters of Report, Questions and Items for the Next Meeting

- a) Chair – i) Speed Indicator device for sale – the Clerk would see if this was still available and if it could be reserved for a decision at the next meeting (reply subsequently received 7/7/21 - now sold).

- ii) Council policy review would include advertising policy for website/parish magazine, cessation of Covid Emergency Operating procedure and review of Parish Support Network by end of Sept 21. iii) Discussions to plan ahead for the Queen's Jubilee 2022 to be added to Oct 21 agenda.
- b) Clerk – i) the cost of the limited assurance review by the external auditor to complete the FY20/21 AGAR would be £200 + VAT, which had been budgeted for. Contact was not expected until late August and the completion notification would need to be posted by 30 Sept 21 on the website. ii) the agreed Working Group (KB, PB, NC and BF) to look at projects for CIL and banking/accounting requirements would meet and provide an update for Sept 21 meeting.
- c) Councillors – PB was delighted to update Members that a volunteer, who had been helping with recent bat and moth surveys, had offered to take forward environmental matters for the Council and would be invited to come along to the next meeting to discuss plans.

4152 Date for Next Meeting

Monday 2 August 2021 at 7.30pm, Village Hall/Playing Field, Stowey Road, Fivehead

The meeting closed at 9.35 pm.

Chairman.....

Dated.....