

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING

Held on Monday 6 September 2021 at 1930 at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mrs P Brett (PB); Dr B Ferguson (BF); Mr R Wynn (RW) and Mrs J Parsons - Clerk/RFO (JP)

Public participation

None

4165 County Councillor's Report

County Councillor Paul had given her apologies and her latest report had been circulated to Members and made available on the Parish website - <https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-14/>

4166 District Councillor's Report

No report.

4167 Apologies for absence

Mr K Male; Mrs N Cameron; County Councillor C Paul

4168 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 2 August 2021, were approved. Proposed by BF and seconded by LH. Carried unan. Hard copies of the Minutes were signed by the Chair.

4169 Declarations of Interest and Dispensations

Relating to matters at Min 4173b, BF, as the applicant, declared an interest; no dispensation was given, so BF would be asked to withdraw from decisions as necessary.

4170 Matters arising from the Minutes (2 Aug 21) and raised by Members

- a) Village map – PB confirmed that there would be no charge from the volunteer who had kindly offered to add the carved compass plaques to the map and to make a small hole underneath to allow rain to drain away to avoid algae growing. It was agreed that one plaque, top centre, would be sufficient. **Action:** Clerk to thank volunteer and confirm that one plaque and the drainage hole could be added to the map.
- b) SALC/NALC affiliation fee – **Resolution: to authorise the annual renewal of SALC/NALC affiliation fee of £166.98.** Proposed by PB and seconded by RW. Carried unan.
- c) Wreath for Remembrance Sunday – **Resolution: to purchase under s137 a wreath from the local branch of the Royal British Legion at a cost of £18.** Proposed by KB and seconded by BF. Carried unan. **Action:** PB to order wreath from RBL.
- d) Pub closure/relocation of medication box – i) following notification of the pub closure on 12 Sept, KB had liaised with Langport surgery and the surgery had notified people using the service whose details they held. It was agreed that a village email would be sent out to let residents know that the service would be on hold, but there were plans to transfer the box to Fivehead shop. Unfortunately, the shop would be closed for a short while, whilst the owner was recovering from Covid-19. PB offered her contact details to be included for anyone who was having difficulties getting shopping or prescriptions. **Action:** Clerk to send out village update on shop/plans for medication box, with PB's contact details. ii) PB provided an update following Save our Crown's recent meeting to discuss the agreed sale of the pub to a private buyer. A meeting with the Plunkett Foundation would be held to discuss the legalities of returning shareholders' funds. No steps would be taken until the sale of the pub was completed on 30 Sept 21. If there were any remaining funds after the share monies had been returned, these could only be donated to local charities/charitable benefit societies. iii) PB would follow up with SSDC Planning regarding withdrawal of planning application **20/02475/COU**, as the application conditions had not been fulfilled within the statutory period of 26 weeks.
- e) Speeding in Fivehead – i) the Clerk had contacted Highways for advice on signage possibilities; Highways had referred this to Traffic Management and had chased as a response had not yet

- been received. ii) Five volunteers had responded to the village email for help to form a Speedwatch group. Further information would be included in the Parish magazine for October and promoted via social media at the same time to encourage more volunteers to make a viable group. **Action:** Clerk to include details within the Parish Council's pages in the Oct issue of Community Matters. Clerk to follow up with Highways/Traffic Management regarding signage options.
- f) CIL working group update – the sub-group of KB, BF and PB (apologies received from NC) had met on 1 Sept to review the CIL (Community Infrastructure Levy) monies received and due from recent developments and to consider ideas for how this might be used. A list had been compiled that would first be sent to the CIL officer to advise if they were eligible options and then a consultation with the Parish would be advertised in the December issue of the Parish magazine. The Clerk would also ask for clarification at the next Clerks' Forum. **Action:** PB to write to SSDC CIL officer for clarification on the types of improvements and repairs that might be accepted and to draft the article for Dec issue of Community Matters for approval. Clerk to raise at Clerks' Forum.
- g) Flooding on Butcher's Hill – the Glendale owner/developer had been in touch with Highways to provide an update on their construction timescales so the survey and maintenance work could be scheduled as soon as possible once construction was completed. The developer had also offered to meet Highways on site in January 2022 to help facilitate this.
- h) Mobile booster – a grant voucher towards a mobile booster (applied for by The Stable for the mobile Post Office service but now not required), was still available. PB would look into whether it might be possible to transfer this to the Village Hall. She would also confirm if there would be an ongoing cost as well as a one-off cost to purchase the booster. **Action:** PB to advise on transfer options and suitability for the Village Hall.
- i) Grant requests for Parish Fund – details of the Fund had been circulated to Fivehead community organisations in August and one application had been received, from The Stable for a start-up card reader pack to enable the café to take card payments, as this had become the preferred and safest method of payment for volunteers and especially vulnerable customers. It was agreed that the Clerk would obtain further details for the application form from The Stable and also raise any queries at the Clerks' Forum on 9 Sept. **Action:** Clerk to obtain details for the application from The Stable, raise any queries with SALC and submit the application by end Sept.
- j) Village Hall finances update – BF reported that the VH income was increasing steadily but not quite back to normal, and running costs were in a better position as the loan repayments were ending in September. The Committee was considering some large projects such as resurfacing the car park and replacing the boiler. It was agreed that financial support for the VH would be reviewed again as part of the grant applications for 2022/23, which the Clerk would be writing out about soon. **Action:** Clerk to write out to VH/PF for their grant requirements for the November meeting when preliminary budget items would be discussed.
- k) Glendale progress updates – now in construction phase, the developer had provided a detailed update in August which had been circulated to Members and they had offered to keep the Parish Council updated. Plot 1 and 3 were being developed by the owner and a family member and Plot 2 had been sold to a small local development company. The aim was to complete the construction phase by end of Oct and the fitting out of the houses would be done in Feb/March. Members felt it would be helpful to communicate any key updates via the Minutes in future.
- l) Pound repairs – i) quotations for the damage repair works had now been received from three suitably experienced stone-masons to enable the Parish Council to put forward an estimated cost to the developer for the damage caused in Jan 21. Settlement of the lowest cost would be requested from the developer; as the work could not be undertaken until Spring 22, when the construction work would be completed and the climate would be suitable for lime-mortar work, the Council would accept liability for any material increase that may arise, and also fund the other maintenance repairs to be undertaken at the same time. ii) discussion on the next steps to take to progress the administration of ownership of the Pound with Land Registry would be added to the October agenda. **Action:** Clerk to write to the developer to request a settlement for the most competitively priced quote. Clerk to add Pound ownership discussion to Oct 21 agenda.
- m) FH provisional Tree Preservation Order – following a meeting of the SSDC Tree Officer (Phil Poulton), Fivehead Tree Warden and PB on 20 July 21, it was noted that a provisional order had been issued for the protection of trees within Fivehead Parish considered potentially at risk from future development, including several within the Cathanger Estate.

- n) Cemetery/Langford Corner site visit/maintenance – KB and her husband had pruned shrubs and cleared weeds on Langford Corner in August. The waste would be burnt at the rear of the Cemetery once the grass-cut had been done. Dave Braddock (DB) had offered help with replanting, including donation of plants, for lower maintenance; initial ideas had been circulated. KB requested a meeting on site for all who could attend, including DB, to discuss the suggestions, and a further meeting to look at the maintenance needed to the Cemetery Holm Oak and other trees, and the railings, in late Sept/early Oct. **Action:** KB to liaise with Members, DB and the Clerk to arrange the Langford Corner meeting w/c 13 Sept. Clerk to add site visit updates to Oct 21 agenda.
- o) Langford Corner land transfer update – KB had contacted SSDC to see if their legal department might be able to offer assistance with completing the AP1 form, but they could not offer any support due to stretched resources. The Clerk had found an online video on the Land Registry website so KB and the Clerk would review this together to try and complete the final parts of the form, and to understand what other supporting forms and ID were required. PB suggested that a local solicitor might be asked for advice if the Council was still having difficulties. **Action:** KB/Clerk to meet via Zoom to review the AP1 video.
- p) Cemetery wildlife boxes – detailed ideas and costs had kindly been provided by DB, who is helping the Council with environmental projects. A variety of wildlife boxes could be installed in the Cemetery. It was agreed that a decision on quantity, types and locations should be made after the site visit. PB would be completing some training on Wilder Churches and making a proposal to the PC and other parish organisations on future environmental projects, so requirement of boxes being placed in other locations might fall into a wider project. **Action:** Clerk to add to Nov or Dec 21 agenda for further discussion/approval of costs.
- q) Parish volunteers – i) Lin Elphick had kindly volunteered to help Caroline Lumley-Frank with looking after the Book Exchange. ii) Two residents had volunteered for defibrillator training. BF had offered to help take the project forward and PB would be helping a group of volunteers to run another pop-up pub in October, with possible funds raised towards the project.
- r) Request for access for dogs to Playing Field – the Playing Field Committee planned to meet in September and would be inviting the member of public to join them for discussion of their request. PB would update the Parish Council as part of her October PF report. **Action:** PB to update so the Parish Council could consider their response.
- s) External auditor requirements (AGAR 20/21)– the Clerk reported that the auditor had requested additional information on variances between FY19/20 and FY20/21, which had been supplied by return. The completion notice was expected in September and should be posted on the Parish website by 30 Sept.
- t) Clerk’s performance review/holiday – KB would arrange a meeting date for the Staffing Committee to carry out the Clerk’s annual performance and salary review. The Clerk asked that her previous un-used holiday might be considered for carrying forward at this meeting. **Action:** KB to arrange a meeting with the Staffing Committee and Clerk to conduct the review by the October 21 meeting.

4171 Correspondence Received

- a) A request to communicate the launch of Somerset Rivers Authority (SRA) Annual report had been received and this had posted on the Parish website.
- b) A thank you note for audit/retirement gifts gratefully received from the Parish Council’s internal auditor was circulated for all Members and the Clerk to read.
- c) The opportunity to comment on whether the local parish council elections due in 2023 should be moved forward to 2022 had been received from SALC and was noted.
- d) A suggestion from a resident had been received that the community might like to provide donations of clothing and other items for the Afghan refugees. Further details on logistics would be needed before this could be communicated. **Action:** Clerk to reply and request logistics details to consider further.
- e) A resident had notified the Parish Council of a water leak in a field at Swell. PB had reported the leak to Wessex Water and it had been fixed within 24 hours.

4172 Reports

- a) Playing Field – PB would report following the September meeting. It was noted that it might be difficult for the PF to supply its grant application this year, so plenty of notice would be required.
- b) Village Hall – see Min 4170j. BF asked for clarification on the Parish Council's grant requirement for three comparative quotes. KB confirmed that this only applied to outsourced costs that were being claimed to be covered by a Parish Council grant and that this should be clearly reported in their bookkeeping.
- c) Highways – the Clerk had requested overgrown vegetation in various areas of Fivehead village to be cut back and this had been passed to the Superintendent for inspection.
- d) Environment – RW would arrange a meeting with Dave Braddock, who was helping with environmental projects.
- e) Rights of Way – the PPLO report had been circulated. Good progress was being made by a 14-strong group of volunteers. All volunteers had been asked to register with SCC for insurance purposes. Dave Braddock had also been registered for strimming and provided a copy of his certificate. All paths have been allocated and volunteers have been asked to report to MB if any waymarkers are needed or require replacing. Defects on several paths had been logged on the map and SCC has assisted with some bigger blockages.
- f) Police – The Rural team had confirmed that they would add Swell Woods to their watch list, following the Clerk passing on concerns from residents about damage, and the safety of teenagers holding weekend parties. Rural machinery theft had increased, with recent cases in Langport. PB reported that there had been news of a significant arrest and stolen items recovered after several months work to track the thieves. To report any suspicious behaviour, calls should be made to 101 for a non-emergency, or 999 if there is an urgent threat; or anonymously via the Crimestoppers website.
- g) Asset/Maintenance Check Report – BF took over the book from KB for September.
- h) SALC and Cemetery - nothing to report

4173 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **21/02392/S73** - Thane Barn, Cathanger Lane, Fivehead, TA3 6PS - Change of use of land to equestrian use, erection of storage shed (retrospective), alterations to existing stables and the construction of outdoor riding arena (Application to vary condition 2 (approved plans) of approval 20/01271/FUL to allow change to the canopy roof pitch of the stable block building – PB had supplied a briefing document, which was discussed before **Members voted unanimously (0 for; 5 against) that they could not support the application** because it does not conform with Planning Policy EQ8.

EQ8 informs specifically on equine development and horse-related facilities and is unique in protecting the visual amenity of a private dwelling. Although this would be a minor amendment to the canopy, the Council was concerned that inverting the roofline would increase detriment to Wyndham Barn, the neighbouring property's visual amenity and would ask that Planning takes that into consideration.

It was also noted that when previous approval was given for the stable extension, which is a hay store, it would appear that the pollution and fire risks were not considered, as the stable/store is located too close to the house. Hay, being self-combustible, should be stored over 20m from residential properties and in a store open on 3 sides (Fire Protection Assoc. RISC Authority report); this store is entirely enclosed.

Other points of non-compliance had come to light in reviewing the application. The fencing erected, which had not been seen by the Conservation Officer, was contravening planning conditions for preservation of the historic vista, and there was no external lighting. PB would submit the points of concern via the SSDC Planning Enforcement portal.

BF left the meeting at this point.

- b) **21/02260/HOU / 21/02261/LBC** - Poolhayes, Higher Swell, Fivehead - to remove existing internal walls to create a single open plan area encompassing the present kitchen, dining room and passageway – following discussion of a briefing document supplied by PB, **Members voted unanimously (4 for: 0 against) in support of the application**, as the proposed changes are to walls constructed in the 1970s and do not relate to the features giving the house its Grade II listed status. It was also noted that it was surprising that a planning application was required, as the changes would be returning the house closer to its original layout.

BF returned to the meeting at this point.

- c) **20/02475/COU** – Crown Inn, Ganges Hill, Fivehead – **see Min 4170d**.
d) **21/01581/FUL** – Ashgate, Langport Road, Fivehead, TA3 6PT - the erection of an extension to the grooming parlour area at the western end – **permitted STC** – noted.
e) **20/00357/ENF** – potential breach of static homes on Sunnyside Park site - following investigation by SSDC Planning Enforcement – **outcome of no breach of planning control on site** – noted.

4174 Finance

- a) Payments authorised and unrecorded during the previous month:
(i) Parish Magazine Printing – Newsletter print (Aug) - £274.90
b) Payments to be authorised:
(i) SALC/NALC affiliation fee Apr 21 – Mar 22 - £166.98 (held over from Aug 21 pending resolution – see Min 4158b)
(ii) FH Village Hall – Small meeting room (Sept) - £16
(iii) J Parsons – Clerk/RFO – Salary - Aug (£480) (including holiday 23 Aug – 3 Sept)
(iv) J Parsons – Homeworking allowance (Aug) - £26
c) Income received:
(i) NatWest Interest (July) - £0.44

4175 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – i) after consulting with Members, it was agreed that as remote meetings had yet to be approved for the Winter period, the start time of meetings would be 6.30pm until further notice.
b) Clerk – i) Plans to celebrate the Queen’s Platinum Jubilee were to be discussed at the October meeting. However, to enable Curry Rivel Parish Council to plan ahead, Members agreed to politely decline an invitation that had been received to organise a joint Parish event. A smaller, local celebration would be considered as this was likely to be best received by parishioners, within a modest budget, at this time. ii) Policies and half year review.

4176 Date for Next Meeting

Monday 4 October 2021 at 6.30pm, Village Hall/Playing Field, Stowey Road, Fivehead

The meeting closed at 9.40pm.

Chairman.....

Dated.....