

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 4 October 2021 at 1830
Village Hall, Stowey Road, Fivehead

All Members are summoned to attend the above meeting.

Members of the Public and the press are welcome to attend, but we would request that you notify the Clerk by 9am on Monday 4 October 2021; please note that Members have opted to continue with social distancing whilst case levels remain high to protect those who are more vulnerable. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons Clerk to the Council 29 September 2021

AGENDA

1. Public participation

Members of the Public may raise any matter relating to items on the agenda here – it is helpful if these are notified in advance in writing to the Clerk.

2. County Councillor's Report

3. District Councillor's Report

4. Apologies for absence

5. Minutes

To approve minutes of the Meetings of the Parish Council held on 6 September 2021.

6. Declarations of Interest and Dispensations

Members should declare any interest in items on the Agenda here. **To receive and consider** granting dispensation requests. Members must withdraw from the meeting if declaring an interest and not being granted dispensation to remain in the meeting.

7. Matters Arising from the Minutes (6 Sept 2021) and Raised by Members

- a) **To consider** Memorial application (via Country Memorials) for A J Swinburn (All)
- b) Application for grant funding for The Stable Coffee Shop (Clerk)
- c) Cemetery/Langford Corner/Village Green maintenance – updates from site visit 13/9/21 and next steps – (KB)
- d) Grass maintenance – **to review** contract and **consider** fixed 2% percentage increase for FY22/23 under 3-yr contract agreed Dec 20 (All)
- e) **To consider** next steps for transfer of ownership of the Pound (All)
- f) Langford Corner – transfer registration update (KB/Clerk)
- g) Mobile booster voucher – update (PB)
- h) Defibrillator project – to discuss next steps (All)
- i) Queen's Platinum Jubilee – to discuss plan for Parish celebrations – see 8d for SSDC support (All)
- j) Request for access for dogs to Playing Field – to review response from Playing Field and consider PC response (All)
- k) Closure of AGAR actions and **to approve** external auditor's charges (£200 + VAT) (All)
- l) CIL update (PB)
- m) **To consider** data manager level access for volunteer to record parish wildlife on Parish Online (All)
- n) Date for Clerk's annual review (Staffing Committee)

8. Correspondence Received (details emailed)

- a) From resident – request for Council to advise if commercial advertising on triangle/verge on A378 (opposite Greenshutters) is authorised.
- b) From NALC/SALC – consultation by DEFRA on local nature strategy – to be completed by 15 October 2021.
- c) From SCC – Climate Emergency training – offer of 2 free places for training in 2022.
- d) From SSDC – Queen’s Platinum Jubilee – details of celebrations to support the community to mark this occasion.
- e) From SSDC – Play and Youth Facilities Strategy Consultation Survey – response by 8 November 2021 (also invite to strategy presentation on 4 Oct 21 – apologies given).

9. Reports

- a) Playing Field (PB); b) Village Hall (BF); c) SALC (NC); d) Cemetery (KM); e) Highways (Clerk);
- f) Environment (RW/KB for Dave Braddock); g) Rights of Way (Clerk for Mary Braddock); h) Police (Clerk);
- i) Asset/Maintenance Check Report (BF)

10. Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details.

The applications below will be considered.

- a) **21/02786/S73A** – Glendale, Butcher’s Hill, Fivehead - S73A application to vary condition no. 02 (approved plans) to reflect internal and external alterations and material changes, of application 20/03631/S73A, a variation of approval 18/01855/FUL for the demolition of existing dwelling and the erection of 3 no. new dwellings.
- b) **To review 21/00294/ENF – 21/02393/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).
- c) **To note 20/02475/COU** – Crown Inn, Ganges Hill, Fivehead – Change of use of Public House (Use Class A4) to residential dwelling (Use Class C3) – **application withdrawn** 2 September 2021.

11. Policy review September 2021

- a) **To review** Emergency Operating Procedure May 2020 and update Statement of Internal Control as necessary.
- b) **To review and consider adoption** of updated Cemetery terms and conditions from 5 October 2021.
- c) **To review and consider adoption** of amended versions of following policies from 5 October 2021: (i) Standing Orders; (ii) Financial Regulations including bank mandate; (iii) Audio/Visual Recording and Photography at Council Meetings Policy; (iv) Code of Conduct; (v) Health and Safety Policy; (vi) Information Security Policy; (vii) Communications Policy; (viii) Complaints Procedure; (ix) Freedom of Information and Data Protection Policy; (x) Equal Opportunities Policy; (xi) Grievance Policy.
- d) **To review** requirement to appoint new internal auditor for FY21/22 AGAR

12. Finance

To receive the financial position of the Council.

- a) Payments authorised and unrecorded during the previous month:
 - (i) None
- b) Payments to be authorised:
 - (i) PKF Littlejohn – Fee for AGAR FY20/21 - £240 (inc VAT)
 - (ii) J Parsons – Clerk/RFO – Salary (Sept) - £480
 - (iii) J Parsons – Homeworking allowance (Sept) - £26
- c) Income received:
 - (i) NatWest Interest (Aug) - £0.46
 - (ii) Country Memorials – A J Swinburn memorial - £121
- d) Mid-year review of FY21/22 spend/forecast as at end of Sept 21. To consider spend and forecast by budget line and move funds between budget classes if required to cover overspends.

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

- a) Chairman – apologies given and Deputy Chair to Chair meeting
- b) Clerk – i) preliminary budget discussion for FY22/23; ii) risk report, insurance and reserves review
- c) Councillors

14 Date of Next Meeting

Monday 1 November 2021 at 1830, Village Hall, Stowey Road, Fivehead