

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 4 October 2021 at 1830 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); Mr K Male (KM); County Councillor Clare Paul (CP) and Mrs J Parsons - Clerk/RFO (JP)

Public participation

None

4177 County Councillor's Report

County Councillor Paul's latest report had been circulated to Members and made available on the Parish website - <https://fivehead-village.org.uk/update-from-county-councillor-clare-paul/>
Clare added: i) recyclable waste collections were improving and green garden waste had resumed. ii) Covid cases were still there but being managed well at a local level, with the majority now being seen in school settings. Testing and isolation for positive cases were important measures to keep this under control. iii) The Scrutiny Committee reviewed plans for education and healthcare; Education now had a strong Board of professionals in place with a good geographic and skill-set mix from different education sectors; this would drive education plans to improve effectiveness. Healthcare plans were in place but required further work.

CP left the meeting at this point.

4178 District Councillor's Report

No report.

4179 Apologies for absence

Mrs N Cameron

4180 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 6 September 2021, were approved. Proposed by LH and seconded by RW. Carried unan. Hard copies of the Minutes were signed by the Chair.

4181 Declarations of Interest and Dispensations

None

4182 Matters arising from the Minutes (6 Sept 21) and raised by Members

- a) Memorial application – A J Swinburn memorial application and fee had been received.
Resolution: to approve the design and installation of a memorial for A J Swinburn.
Proposed by LH and seconded by RW. Carried unan. The Clerk would pass on approval for Country Memorials to go ahead. **Action:** Clerk to confirm approval for the memorial to be installed.
- b) Grant funding for The Stable Coffee Shop – **Resolution: to authorise transfer of grant allocation of £149, received via SALC from SCC, on behalf of The Stable Coffee Shop to fund a start-up pack for card payment reader.** Proposed by KB and seconded by KM. Carried unan. **Action:** Clerk to transfer grant payment of £149 to The Stable.
- c) Site visits – KB, LH, PB and the Clerk had met with Dave Braddock (DB) on 13/9/21 to review the work needed on Langford Corner and the Village Green. Reshaping of the flower beds ready for planting and cutting back of the pyracantha on the left had already been done. Further cutting on the other side would be done when KM was available to take away the cuttings with his trailer. The new layout would only require an hour's maintenance in the Spring and Summer, which DB had kindly offered to do. Members were very grateful for DB's time, skills and donations of plants. The work on the Village Green would be reviewed, once the trees in Tudor Cottage had been removed by Arbortech (with the exception of the rare Service tree), ideally when a working group would be reviewing the Cemetery maintenance needed. **Action:** KB to arrange with KM suitable time to take away cuttings with trailer. KB to liaise with Members to book a date for Cemetery/Village Green site visits.

- d) Grass maintenance renewal of contract for FY22/23 – under the 3-yr fixed contract awarded in Dec 2020 to SSDC, the proposed 2% increase for the next financial year was approved. **Resolution: to renew the grass maintenance contract with SSDC, with a 2% increase, for FY22/23.** Proposed RW and seconded by KB. Carried unan. It was noted that SSDC would make any adjustments for missed cuts of Langford Corner and the Cemetery for FY21/22 (due in April 22). **Action:** Clerk to write to SSDC to confirm renewal for FY21/22.
- e) Transfer of Ownership of the Pound – whilst the Parish Council, with help from volunteers, has maintained the Pound for many years, and insures it for damage, the issue of title ownership has been a long-standing issue. The previous developer at Glendale had intended for the transfer to the Parish Council to be completed once the sale of Glendale went through in 2019, however, due to ongoing difficulties, Members considered it now necessary to seek specialist legal advice to take this forward. **Resolution: to obtain three quotes for legal assistance to progress with transfer matters for the Pound.** Proposed by LH and seconded by BF. Carried unan. **Action:** Clerk to obtain quotes for legal advice for consideration.
- f) Registration of ownership of Langford Corner – the Clerk had contacted the Land Registry to clarify whether the Parish Council or the developer should apply for the AP1 and had received written confirmation that either party could apply. This usually also requires further verified identity check forms to be submitted by both parties if not represented by conveyancers; however, with temporary Covid working regulations, it may be possible to submit a land valuation by a qualified professional such as a chartered surveyor (if under £6k) instead. Members recommended that the Clerk contact Mark Walters (Greenslade Taylor Hunt) to see if he may be able to assist with this. **Action:** Clerk to contact Mark Walters to see if he would be willing to undertake a valuation for the purpose of the AP1 application for registering Langford Corner.
- g) Defibrillator project update – a working group was now in place to take this project forward. BF would take the lead on behalf of the Parish Council, with the Village Hall Secretary, who had previous experience of setting up a defibrillator in a public setting, and Mary Braddock who had volunteered to help. Three residents had also volunteered for training, who all live in close proximity to the phone kiosk where the defibrillator would be housed. An educational programme would be needed to raise awareness about this basic life support facility. The group would look at options for funding and maintenance. It may be possible to obtain part-funding via a charity and to link with the local ambulance service and first responders. Estimated costs were likely to be £2-3K for the equipment, plus service running costs. Training would be needed from an approved provider, such as St John's Ambulance. The group would be meeting again for further discussion on who would take responsibility for the purchase, as a charity such as the Village Hall would not be required to pay VAT. A Pop-Up Pub would be held on 8 Oct to raise funds and awareness for the project.
PB joined the meeting at this point and added that it was hoped that the remaining funds (approx £1k) raised by the Save Our Crown community benefit group may be transferred to the project, via the Village Hall as it was a legal requirement that any recipient must be a registered charity. PB confirmed that permission from donors via the JustGiving page had been requested.
- h) Mobile booster scheme – PB reported that there had been no take-up on the voucher for the booster scheme so this had been returned by The Stable.
- i) Queen's Platinum Jubilee – Jubilee celebrations would take place from Thurs 2 June – Sun 5 June, starting with the Trooping of the Colour and Lighting of Beacons on 2 June. Members felt that the best time for a local celebration might be on the last day, when picnics and teas were being encouraged. The Village Hall/Playing Field would be a suitable venue for this. It was agreed that PB would write out to the community to invite volunteers and ideas, so a working party could be set up to start making firm plans. Several new residents had expressed an interest in helping with village activities so they could get to know people. The Clerk had politely declined the invitation to join in a larger event with Curry Rivel, as Members felt that a small, local celebration would be best received at this time. **Action:** PB to draft village email/Facebook communication.
- j) Request for access for dogs to the Playing Field – PB reported that a decision had been made by the Playing Field Committee not to allow open access for dogs; however, organised events such as dog shows and supervised training classes, or a fenced walking area charged out by the hour would be considered, if a detailed business proposal was submitted. Activity on the Playing Fields had been severely affected by the pandemic over the past 18 months, but it was hoped that team

events and large gatherings would resume, now that they were permitted again. This had left the PF in a difficult position financially and the Committee would be considering the wider issue of how to increase the use of this space, to keep it financially viable. Members would review financial grant support for the PF for FY22/23 in Nov/Dec and consider any further developments in late Spring 22. The Clerk would also write to the resident who had copied the Parish Council in on their initial proposal. **Action:** Clerk to write to resident about the Playing Fields' decision and add to agenda to review in late Spring 22.

- k) Closure of AGAR 20/21 – the Clerk had posted the signed Section 3 conclusion of the audit on the Parish website, under financial information. There were no advisories to be considered. The AGAR forms would remain on the website. **Resolution: to set the period for obtaining a printed copy at 30 days, ending 31 October 2021.** Proposed by KB and seconded by PB. Carried unan.
- l) CIL update – PB would prepare an article for the Nov deadline for the Parish Magazine. It was noted that there had been no further action on Stillbrook Road and this should be followed up as a discharge of conditions application had recently been made. **Action:** PB to draft article on possible projects for CIL funding for the Parish Magazine. Clerk to follow up with SSDC CIL officer concerning lack of response to CIL notification for Stillbrook Road development.
- m) Parish Online access – enhanced access to Parish Online was needed for a volunteer to create and record wildlife on a new environmental layer for the Parish. **Resolution: to approve data manager level access for Dave Braddock to create a new environmental layer and record wildlife activity for Fivehead Parish in Parish Online.** Proposed by BF and seconded by RW. Carried unan.
- n) Date for Clerk's annual review – KB would arrange a Zoom meeting for the Staffing Working group to review the Clerk's performance, hours, holiday and pay scale, for consideration at the next meeting. **Action:** KB to liaise with NC, KM and the Clerk to arrange a suitable time for the review in October 21.

4183 Correspondence Received

- a) A request from a resident for the Parish Council to advise if the commercial advertising boards on the triangle/verge on A378 (opposite Greenshutters) had been authorised was considered. Highways had confirmed that this land is a highway verge and a visibility splay which should not be blocked by any signs. It was agreed that the Clerk would write to the estate agent asking if planning permission had been obtained for this sign, or otherwise should be removed for safety. **Action:** Clerk to write to the estate agents to check if the sign was authorised.
- b) The opportunity for consultation (via SALC/NALC) by DEFRA on local nature strategy was noted.
- c) The offer of 2 spaces for Climate Emergency training in Spring 22, free of charge from SCC was noted.
- d) Details of the District's support activities for the community to celebrate the Queen's Platinum Jubilee in June 2022 were discussed – see Min 4182i.
- e) A request from SSDC to complete a Play and Youth Facilities Strategy Consultation Survey was noted. Apologies had been given for the strategy presentation which was taking place at the same time as the Parish Council Meeting.

4184 Reports

- a) Playing Field – See Min 4182j. PB reported that a news page had been set up on the Parish website so events taking place could be viewed there in future.
- b) Village Hall – See Min 4182g. BF reported that other key projects currently being considered were resurfacing the car park, CCTV / WIFI and replacement of the boiler.
- c) Cemetery – see Mins 4182a and 4182c.
- d) Highways – see Min 4183a.
- e) Environment – KB passed on an update from Dave Braddock. Planting would soon be completed now that the beds were dug out on Langford Corner. Dave had conducted 10 bat surveys to date and hoped to cover all Fivehead and Swell by Oct 22. Over 1100 records of species would be sent to the relevant offices and the Parish Council would be notified of any rarer records, as well as recording them on the new map layer in Parish Online. New equipment purchased by Dave would help with identifying these. Future work would include surveying and mapping Fivehead and Swell hedgerows so they might be protected.

- f) Asset/Maintenance Check Report – Grit levels had been reported to SSDC and would be topped up soon. It was noted that water was still collecting in the bin at the bottom of Butcher’s Hill due to the regular flooding. It may be necessary to make more holes to allow this to drain out, to avoid the salt in the grit being washed out. BF would retain the report for October.
- g) SALC, Rights of Way and Police - nothing to report

4185 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were 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. **Members voted unanimously (6:0) for the decision to be made by the Planning Officer.**
- b) **21/00294/ENF and 21/02392/S73** - Thane Barn, Cathanger Lane, Fivehead - 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 – it was noted that work had started on the barn although the application was pending approval and a follow-up reminder had been sent to Planning/Planning Enforcement due to concerns over fire safety. The residents of the neighbouring property would be notified that a report had been made due to the fire hazard. **Action:** Clerk to notify neighbouring owners of action taken due to fire hazard.
- c) **20/02475/COU** – Crown Inn, Ganges Hill, Fivehead – Change of use of Public House (Use of Class A4) to residential dwelling (Use Class C3) – application withdrawn 2 Sept 21 – **noted.**

4186 Policy review September 2021

- a) Emergency Operating Procedure – the policy created for the pandemic would be retained and updated for Business Continuity, to be implemented as needed. **Resolution: to readopt the Emergency Operating Procedure as necessary to ensure business continuity, and rename this as Business Continuity Procedure from October 2021.** Proposed by KB and seconded by LH. Carried unan.
- b) Cemetery terms and conditions – proposed amendments to the Cemetery conditions were discussed: i) to request that funeral directors take responsibility for removal of any excess spoil from new burials and ii) the policy for cremated remains would be amended to state that ashes interment would be permitted in the Garden of Remembrance or in a full-size plot in the main part of the Cemetery. For the first burial in a full-size plot, the grave would be dug to double-depth to enable a further burial of a coffin if required, to ensure the ashes would not be disturbed. **Resolution: to amend Fivehead Cemetery Terms and Conditions from October 2021 for the new requirements for spoil removal and ashes interment detailed in i) and ii).** Proposed by BP and seconded by PB. Carried unan. **Action:** Clerk to update the policy for the amendments in i) and ii) from October 2021.
- c) Standing Orders and other policies – amendments had been circulated on points raised by the internal auditor as follows: i) correction of omission of Rules of Debate at Meetings in the Index and ii) duplication of wording in para 3m and in the Standing Orders. **Resolution: to approve the amendments to the Standing Order as stated in i) and ii) and to re-adopt the policies as listed until each could be reviewed individually before the next full review due in May 2022 – Financial Regulations; Audio/Visual Recording and Photography at Council Meetings Policy; Code of Conduct; Health and Safety Policy; Information Security Policy; Communications Policy; Complaints Procedure; Freedom of Information and Data Protection Policy; Equal Opportunities Policy; Grievance Policy.** Proposed by KB and seconded by RW. Carried unan.
- d) Internal auditor appointment – It was agreed that the Clerk would send out a village email requesting for a volunteer to undertake the Parish Council’s 2021/22 audit, with previous audit experience or similar skills. **Action:** Clerk to invite volunteers for the role of internal auditor for the Parish Council for 2021/22.

4187 Finance

- a) Payments authorised and unrecorded during the previous month:
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 – noting financial regulation 4, Members reviewed spend and forecast by budget line and the need to move funds from Reserves to cover overspends. Overspends were on 6 lines totalling £3,447.91. A small overspend on line 45 for the annual printing increase required approval. The Clerk’s salary was forecasted until year end and overtime from end Sept/scale point increase required approval following the annual review. All other overspends had been approved previously. **Resolution: to approve an overspend of the print budget (£4.40) due to increases in printing materials.** Proposed by PB and seconded by KM. Carried unan.
Underspends were on 5 lines totalling £575.84. The increase in the expenditure budget is therefore £2974.11. Income to date was £2874.25 over budget, mainly due to ring-fenced CIL monies from Glendale and burial fees received.
Resolution: to transfer excess income of £2874.25 into Reserves and to transfer total sum of £2974.11 out of Reserves to cover forecast and actual overspends. This will result in a net decrease in Reserves of £99.86. Proposed by KB and seconded by BF. Carried unan.

4188 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – i) Apologies for next meeting; LH as Deputy to chair
- b) Clerk – i) Preliminary budget discussions for FY22/23; ii) Asset Register, Risk report and Insurance review
- c) Councillors – i) Emergency plan review (PB); ii) Contribution for Xmas tree/event plans (LH)

4189 Date for Next Meeting

Monday 1 November 2021 at 6.30pm, Village Hall/Playing Field, Stowey Road, Fivehead

The meeting closed at 8.40pm.

Chairman.....

Dated.....