

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 6 December 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 6 December 2021; please note that Members have opted to continue with social distancing to protect those who are more vulnerable. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons Clerk to the Council 1 December 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. Apologies for absence

4. Minutes

To approve minutes of the Meetings of the Parish Council held on 1 November 2021.

5. 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.

6. Matters Arising from the Minutes (1 Nov 2021) and Raised by Members

- a) Cemetery – i) Site visit/tree maintenance; ii) Memorial bench; iii) **to consider** rates for 2022 (All)
- b) Newsletter/website advertising - **to consider** options and rates for 2022 (All)
- c) Village Green maintenance update (KB)
- d) Defibrillator project – **to consider** installation/funding requirements (All)
- e) SSDC complaint – **to consider wording** to be submitted via SSDC portal (All)
- f) Traffic/Speedwatch update (KB)
- g) Flooding on Cemetery Hill (PB)
- h) Waste pipe – Sunnyside Park (PB)
- i) SERC portal – **to consider** Dave Braddock to be agent of Parish Council for purposes of adding wildlife survey data directly to SERC system via a portal to assist planning applications (All)
- j) The Pound – **to consider** next steps (All)
- k) Welcome pack / Stable voucher (KB/NC)
- l) **To consider** meeting dates for 2022 and additional Finance meeting on 24/1/22 if required (All)
- m) Emergency plan (PB)
- n) Internal auditor (All)
- o) Housing Needs Survey – **to consider** thank you gift for researcher (All)
- p) Village newsletter – **to consider** honorarium for editor (All)
- q) CIL report – **to consider** report for 2021 to be submitted to SSDC by 31 Dec 21 (All)
- r) Xmas tree (KB)
- s) **To consider** fee for Land Registry search (£6) to find landowner to discuss steps (f11/42) (All)

7. Correspondence Received (details emailed)

- a) From resident – videos received of HGVs at bottom of Butcher's Hill/Swell Lane turning despite restricted access signage – to consider action required (PB)
- b) From residents – letter received regarding a recent planning decision – to consider response required (All)
- c) From resident – email received re The Stable Coffee Shop sign attached to Highways signage on A378, obscuring visibility for drivers – to consider follow up required (All)
- d) From Glendale developer – to note update received on site progress (All)
- e) From Somerton TC – invitation received to join forum at Edgar Hall, on Tues 30 Nov, to discuss setting up a Local Community Network - to receive update from NC, who attended to represent Fivehead PC (NC)
- f) From SSDC - invitation to apply for wild seeds – to consider for Cemetery and other areas (All)

8. 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)

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

The applications below will be considered:

- a) **21/01760/HOU** – Erection of an outbuilding, Squirrelsmead Cottage, South Drove, Fivehead – consultation on amended plans. Deadline extended to 8 Dec 21.
- b) **21/03384/LBC – 21/03383/HOU - Stowey Farm** – proposed alterations to house and erection of a replacement conservatory. Comments by 14 Dec 21.

10. FY22/23 Finances/Budget

- a) **To consider** VH grant application
- b) **To consider** PF grant application
- c) **To review** outline budget in preparation for setting precept in Jan 22
- d) **To consider** updated Asset Register, Risk Report and Insurance cover

11. Finance

To receive the financial position of the Council.

- a) Payments authorised and unrecorded during the previous month:
 - (i) Land Registry – Langford Corner registration - £40 (by cheque)
- b) Payments to be authorised:
 - (i) Mary Cramp – Housing Needs Survey printing - £595.27
 - (ii) Royal British Legion – Wreath for Remembrance Day - £17 (by cheque). Approved under s137, Min 4170c
 - (iii) Village Hall – Small meeting room fees (Oct/Nov) - £32
 - (iv) J Parsons – Clerk/RFO – Overtime and backpay - (Oct – 10hrs + salary point increase from Sept 21) - £122.40 + £16.80
 - (v) J Parsons – Clerk/RFO – Salary (Nov – 40hrs @ £12.24) - £489.60
 - (vi) J Parsons – Homeworking allowance (Nov) - £26
 - (vii) J Parsons – Registered post costs – Langford Corner/Pound correspondence - £4.94
- c) Income received:
 - (i) SSDC - CIL from Glendale development - £2317.38
 - (ii) NatWest Interest (Oct) - £0.40
 - (iii) Madge/WC Firewood – Advertising - £55
 - (iv) Quest Cars – Advertising - £55
 - (v) G Bailey – Advertising - £55 (by cheque)
 - (vi) C Stuart – Advertising - £27.50
- d) Control 2 of 4 for FY21/22 – completed by LH on 15 Nov 21

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

- a) Chairman; b) Clerk – approve budget / set precept for FY22/23 by 28 Jan 21 latest; c) Councillors

13 Date of Next Meeting

Monday 10 Jan 2022 at 1830, Village Hall, Stowey Road, Fivehead