

DRAFT MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 9 May 2022 at 1830 at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr R Wynn (RW); Dr B Ferguson; Mr D Braddock; County Councillor Mike Stanton (MS); and Mrs J Parsons - Clerk/RFO (JP).

No members of public in attendance.

Declarations of Acceptance of Office were signed by five Members and countersigned by the Clerk. Members are required to register their interests with the Monitoring Officer at SSDC within 28 days.

4268 Election of Chairman

LH presided over the election. **Resolution: KB to be elected as Chairman for the next 12 months.** Proposed by RW and seconded by BF. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office and took the Chair. DB was welcomed as a new Councillor; he had been helping as a volunteer since his arrival to the village in 2020.

4269 Election of Vice-Chairman

Resolution: LH to be elected as Vice-Chairman for the next 12 months. Proposed by DB and seconded by RW. Carried unan.

4270 County Councillor's Report

The focus in May had been on elections. MS would be getting a new email for his new role and the handover would begin the following day. The new Langport and Curry Rivel division would be divided between himself and Richard Wilkins. MS would be looking after Fivehead and would continue to stand in for District Councillor Malcolm Cavill for a few more weeks until his expected return in June.

4271 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 4 April 2022, were approved. Proposed by LH and seconded by BF. Carried unan. Hard copies of the Minutes were signed by the Chair.

4272 Declarations of Interest and Dispensations

None

4273 Members appointed to bodies/roles

The following appointments were made:

a) Playing Field/Village Hall – BF; b) SALC – to be shared; c) Cemetery – LH; d) Internal Control – LH; d) Highways – Clerk; e) Staffing – KB, RW, BF; f) Rights of Way/Parish Paths Liaison Officer – M Braddock; g) Environment – RW/DB; h) Tree warden – B Knox; i) Litter champion – V Fouracre.

Action: Clerk to update PC organisation chart and add to website.

4274 Re-adoption of policies for new Council year; the review of policies, including requirement for consideration of new LGA Model Code of Conduct; and the reaffirmation of appointments

a) The Council's Standing Orders, Financial Regulations and operational policies (Business Continuity Procedure, Code of Conduct, Health & Safety, Information Security, Communications, Complaints Procedure, Freedom of Information, Equal Opportunities, Grievance, GDPR and associated procedures) were adopted without amendment. The banking mandate would be updated to removed Ken Male and Nina Cameron. At least one further signatory was required.

b) It was agreed that a review of policies at a) and requirement for any new policies would be undertaken by 30 Sept 2022, with the exception of the Code of Conduct, which would be reviewed by 31 July 2022, alongside the proposed new Code of Conduct, when the Council hoped to have further two Members onboard.

c) The appointment of J Parsons as Responsible Financial Officer.

Resolution: to readopt policies at a) without amendment; to review policies at b) by 30 Sept 22, with exception of Code of Conduct by 31 July 22; the update of the banking mandate and the reaffirmation of appointment at c). Proposed by KB and seconded by LH. Carried unan.

4275 Matters arising from the Minutes (4 April 2022) and raised by Members

- a) Councillor vacancies and training – i) the Council was required to consider filling its two remaining vacancies by co-option by 24 June. A draft advertisement had been circulated and the Clerk had checked on eligibility criteria with Democracy. The advert would be updated with the new criteria and agreed with the Chair before issuing via the notice board, website, village email and social media. **Resolution: to advertise two Councillor vacancies via normal channels with a close date of 27 May 2022, in order to co-opt on 6 June 2022.** Proposed by RW and seconded by KB. Carried unan. ii) SALC training dates had been circulated to DB and funding would be considered at June 22 meeting.
- b) Appointment of Internal Auditor for FY21/22 – the Terms of Reference for the Internal Auditor had been circulated, along with a CV for R Lawrynowicz, who had kindly agreed to undertake the audit on a voluntary basis. It was noted that a separate Finance meeting may be needed to approve the AGAR by 30 June 2022. **Resolution: to appoint R Lawrynowicz as Internal Auditor for FY21/22.** Proposed by LH and seconded by RW. Carried unan. **Action:** Clerk to arrange handover of hard and soft copy audit documents and a Zoom meeting to go through these.
- c) Annual Parish Meeting – this would be held at the Village Hall (subsequently confirmed 1 June 2022, 6.30pm, as 26 May was unavailable.) The proposed speaker from the RSPB was unavailable, so RW offered to contact the Centre for Sustainable Energy to see if a speaker would be able speak on energy-saving tips. Refreshments would be provided and O Howard had kindly offered to help source these. KB and Clerk would arrange invitations for community reports, including St Catherine's Church, Swell. **Resolution: to spend up to £95 on refreshments for the APM under s111 LGA 1972.** Proposed by KB and seconded by BF. Carried unan.
- d) Playing Field Grant FY22/23 – **Resolution: to award a grant of £3,000 to Fivehead Playing Field towards essential maintenance and support, as budgeted in the 22/23 Precept.** Proposed by KB and seconded by RW. Carried unan. It was noted that in view of ongoing discussions between the Playing Field and Village Hall Management Committees for future combined working, the grant was subject to receiving regular financial updates and notification of any insurance refunded later in the year, as this may need to be returned. **Action:** Clerk to notify the Playing Field Committee of the grant award for FY22/23 with terms as agreed.
- e) Effluent on Isle Abbots Lane – the Clerk had written to nearby residents who had kindly responded by return and the problem had been resolved.

MS left the meeting at this point.

- f) Removal of Heras fencing on Glendale site – the Tree Officer had been contacted for technical advice so that the Council could respond accurately to the matter raised by a resident. The Developer had subsequently written to the Parish Council clarifying that all the conditions attached to the consent had been discharged before the most recent decision (in respect of 21/02786/S73A) and that the only obligation was to provide high visibility temporary fencing to Zone 1 (southern woodland area) and Zone 2 (eastern boundary adjoining Butcher's Hill). The Clerk would follow up with the Tree Officer and carry the matter forward to June 22. **Action:** Clerk to follow up with SSDC Tree Officer for June 22.
- g) Debris at Lower Swell – Members reported that some waste had been removed from the site but it was still not cleared. As things were moving, the Clerk would check with Clare Paul if she had been able to action anything, before referring this matter to MS at the next meeting. **Action:** Clerk to contact CP for update and add to June 22 agenda.
- h) Churchyard wall maintenance – the Clerk had contacted two masons for quotes for a small section of the wall in most need of repair, where it was bulging behind the bench. One had responded so far and had availability for June or Sept 22. The price was competitive and the mason had solid experience of conservation and church renovation work, having worked on Wells Cathedral. Given the difficulty in finding a mason for work on the Pound, and that this

mason had been the preferred choice (although the work was currently on hold), it was agreed the Clerk could move forward with instructing the work, subject to proof of insurance cover and liaising with the SSDC Conservation Officer, who had recommended using the same mason for both projects. The Church architect would also be kept informed. **Resolution: to accept Gales Building Conservation's quotation for repointing sections E1 and E2 of St Martin's Church boundary wall subject to the necessary insurances in place and liaison on next steps with SSDC Conservation Officer.** Proposed by LH and seconded by BF. Carried unan. **Action:** Clerk to follow up with Gales and SSDC Conservation Officer to move forward with the project.

- i) Cemetery tree maintenance – two quotes had been obtained for the tree maintenance needed and a third was outstanding. Further contacts were suggested by RW and LH for the Clerk to pursue. **Action:** Clerk to obtain a further quote and add to June 22 agenda.
- j) Book exchange – KB and the Clerk had visited the phone box to look at the shelving and it was felt that if the shelves on the right were re-positioned it would be possible to house the books alongside the defibrillator. Members agreed that the book exchange was popular and residents were keen for it to return. DB had found two new volunteers to take this over and they would be able to collect the books and re-arrange the shelving in June. DB would also be adding some planters to improve the look of the area. **Action:** Clerk to write to the volunteers confirming that the Council would like to take up their offer to take over the running of the book exchange from June 22.
- k) Jubilee celebrations/walks – i) Posters for two organised walks had been placed in four locations (VH, Stable, Crown and Notice Board). These would also be posted on social media and the village website. Mary Braddock had carried out risk assessments. ii) KB reported that the working group was meeting again on Wed 11 May. Invites had been distributed with details of the planned activities, including BYO Picnic lunch, quiz, cupcake and best decorated table/best-theme dressed competitions. The VH would section off part of the Playing Field for parking on the day. There were plenty of volunteers to help with putting up the marquee. Budget spend to date was £125.33. iii) DB would find out about Jubilee rose varieties/soil requirements to be considered for planting on The Green or Langford Corner. **Action:** DB to pass on details to KB for discussion with working group.
- l) Green Group – i) Meeting notes had been circulated following the restarting of the Environment Working Group (Green Group for short) on 14 April 2022, chaired by RW. ii) RW had volunteered to take forward an initiative to sample the water quality of Fivehead River at various points along the course as part of a Citizens Science River quality survey led by Westcountry Rivers Trust (WRT), which would help identify deficiencies, as well as harmful chemicals in the river. He would like to be able to open this up to members of the group and others interested, which would require obtaining a sampling pack for a donation of £25 from WRT. **Resolution: to donate under s137 £25 to WestCountry Rivers Trust for a river sampling starter kit.** Proposed by KB and seconded by BF. Carried unan.

RW left the meeting at this point.

- m) Newsletter – notification of an immediate price increase to print costs from June 2022 had been received from the printer, with suggestions for ways to reduce costs by reducing some of the pages printed in colour in future. The printer would also be changing equipment to help mitigate future increases. It was agreed that the cost remained good value from a reliable supplier who provided good service, but possible cost-saving options would be explored in July 2022. The editor had calculated estimated costs up to March 2023 and these remained within budget at this point, allowing for 5 additional copies for new properties in future. **Resolution: to approve 15% increase to future print costs from June 2022 (c£322 for 295 copies, previously £280).**
- n) Renewal of ICCM subscriptions for 22/23 – ICCM remained a very helpful source of specialist advice on cemetery management/legislation. **Resolution: to approve the annual subscription renewal of £95.** Proposed by KB and seconded by BF. Carried unan.
- o) Website renewal – **Resolution: to approve the annual hosting and maintenance fee of £300 for the Parish website.** Proposed by BF and seconded by KB. Carried unan. It was noted that there had been no increase in cost from 21/22.

- p) Local support for Ukrainian refugees – BF reported that he and RW had met with Rob Leighton to discuss ideas for how the Village Hall facility might be used to support refugee families coming to the area. It was recognised that it was a step too far to offer this for accommodation. Due to the logistical delays, families were only just starting to arrive locally. It may be possible to use the VH for networking needs, to bring refugees together from neighbouring parishes. KB had also looked into the possibility of using the hall on St Martin’s Close, which was underused. The co-ordinator for this would be Abri (previously Yarlington Housing). A further meeting was planned with RL and the possibility of using the parish newsletter for an article to find out what people might need was suggested.
- q) Review of Clerk’s hours/back pay – i) **Resolution: to approve increased hours of 40 per month until end of September 2022, with additional overtime to be approved as necessary.** Proposed by KB and seconded by LH. Carried unan. ii) The delayed pay increase for April 2021 had been announced by NALC and the Clerk would submit the backpay calculation for approval in June 2022.

4276 Correspondence Received

- a) A letter from Somerset County Council, issued on behalf of all five Somerset Councils by Melanie Wellman, Monitoring Officer at Sedgemoor District Council, had been received with the new LGA Model Code of Conduct for consideration. This would be reviewed in July 2022 alongside the existing Code of Conduct – see Min 4274.

4277 Reports

- a) Playing Field – no meetings had taken place since March 2022.
- b) Village Hall – a new trustee, Clare Rowles, had been appointed. Richard Hadfield would be stepping down as treasurer but remaining as a trustee. The Wi-Fi project was progressing. It may be possible to obtain further funds from the Police Crime Commission Fund. Use of the facility was picking up again and finances were stable.
- c) Cemetery – see Min 4275i
- d) Highways – a detailed response from SCC Traffic Management had been received following reports on traffic issues on Swell Lane and speeding on Butcher’s Hill. The officer would be willing to meet in June to review this onsite. **Action:** Clerk to set up meeting for June 2022 with KB and SSC Traffic Officer and add to agenda for July 2022.
- e) Environment – DB reported that there are now 16 confirmed species of bat in Fivehead, over the past two years, needing different habitats for foraging and feeding, including the UK’s rarest Bechstein bat. Radio tracking surveys around the village would be starting in July. DB had been adding records to SERC and a new auto-upload system was coming in future.
- f) Rights of Way – Mary Braddock’s update had been circulated in advance. i) Work had continued apace with making the paths around the village more accessible. To note: **L11/39** - SCC had replaced the dangerous rotten stile with a gate and put in extra steps on the north side of A378 so this path is now open; **L11/42** - the short path from Cathanger to A378 now has steps leading down the steep part at the top of this path created by SCC; **L11/11** – on path from Silver Street to A378, SCC has replaced both stiles have been with gates as the old stiles were rotten and dangerous to use; **L11/10** - footpath opposite Village Hall, now has a gate installed by SCC as does the opposite corner of same field on path **L11/7**. ii) Jubilee walks had been planned and communicated – see Min 4275k. iii) Green Lane – maintenance and flooding had been reported to SCC and this would be added to the list for improvement work. MB would follow up with our Ranger to discuss the best plan to take this forward.
- g) Asset/Maintenance Check Report – LH took this over from RW.
- h) SALC and Police – nothing to report

4278 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **To note - 21/01772/LBC – 21/01771/FUL** – Squirrelsmead Cottage, South Drove, Fivehead, TA3 6QY – proposed conversion and extension of stable block to a holiday let – application withdrawn 5 April 2022

4279 FY21/22 Annual Accounts and Annual Governance and Accountability Return (AGAR)

- a) A final statement for the year ending March 2022 had been circulated. In summary, total income was £23,573 (£6,215 over budget) and total expenditure was £16,888.18, giving a surplus of £6,684.82. £3,829.38 is ring-fenced CIL monies. It was noted that the invoice for grass maintenance was paid in April 2022. The approved cost for the project to add a business directory to the website, which was yet to be completed, would be added to Reserves. Overspends on budget lines for Clerk's salary, newsletter printing, audit fees, The Pound transfer fees had all been previously approved to come from Reserves. **Resolution: to approve the Annual Accounts for FY21/22.** Proposed by BF and seconded by LH. Carried unan. Signatures by Chair and RFO to follow.
- b) The exemption (from limited assurance review) criteria are met if the smaller authority can declare that it has i) total gross income and total gross expenditure below £25k and ii) no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issue by its external auditor in the prior year and iii) been in existence since before 1/2/14. Fivehead PC meets these exemption criteria so can agree to complete the Exemption Certificate. **Resolution: to complete Certificate of Exemption – AGAR 2021/22 Form 2.** Proposed by KB and seconded by LH. Carried unan. The form was signed by Chair and Clerk and would be submitted to the external auditor no later than 30 June 2022. **Action:** Clerk to complete minute reference and submit form by 30 June 2022.
- c) It was noted that the Annual Internal Audit Report and AGAR section 1 & 2 would be reviewed and approved at a meeting in June 2022.

4280 Assets, Reserves, Risk and Insurance

- a) **Resolution: to approve the Asset Listing and Risk Management Report correct to 30 April 2022 and to review the Reserves Listing again in August 2022.** Proposed by KB and seconded by BF. Carried unan.
- b) **Resolution: to approve insurance cover/renewal from June 2022 (£190.68).** Proposed by KB and seconded by DB. Carried unan.
- c) **Resolution: to approve the Internal Statement of Control, correct to 31 March 2022, noting that this would be reviewed again later in the year, as part of the review of the financial policy.** Proposed by BF and seconded by DB. The Chair and Clerk would sign the final copy, with yellow highlight removed, at a later date.

4281 Finance

- a) Payments authorised and unrecorded during the previous month:
- (i) Parish Magazine Printing – Newsletter (Apr) - £279.20
- b) Payments to be authorised:
- (i) Village Hall – Small meeting room fee (Apr) - £16
 - (ii) Village Hall – Grant payment - £471 + £126 (£597)
 - (iii) BHIB – Annual insurance renewal - £190.68
 - (iv) ICCM – Annual membership - £95
 - (v) Town and Parish Council websites – annual hosting and maintenance - £300
 - (vi) J Parsons – Clerk/RFO – Salary (Apr) - £489.60
 - (vii) J Parsons – Homeworking allowance (Apr) - £26
 - (viii) J Parsons – Norton virus protection software annual subscription - £9.99
- c) Income received end Mar 22:
- (i) NatWest Interest (Mar) - £0.42
 - (ii) St Martin's Church – Newsletter advertising - £120
 - (iii) SALC – Stage 3 Grant payment (Village Hall Wi-Fi project) - £471
- d) Income received:
- (i) SSDC – Precept 2022/23 - £16,150
 - (ii) HMRC – VAT claim 2021/22 - £441.89
- e) Review of Internal Control 4 of 4 – completed by LH

4282 Matters of Report, Questions and Items for the Next Meeting

a) To receive Internal Audit Report and consider AGAR approval – a separate finance meeting may be required.

4283 Date for Next Meeting

Monday 6 June 2022 at 6.30pm, Village Hall/Playing Field, Stowey Road, Fivehead

The meeting closed at 8.52 pm.

Chairman.....

Dated.....