

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 4 July 2022, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Dr B Ferguson; Mr D Braddock; Mrs C Munday; Mr J Benton; County Councillor Mike Stanton (MS); and Mrs J Parsons - Clerk/RFO (JP)

No members of public in attendance.

4300 County Councillor's Report

The latest report from County Councillors Mike Stanton and Richard Wilkins had been circulated to Members and was available on the Parish website (<https://fivehead-village.org.uk/update-from-county-councillors-june-22/>).

A District update from MS had also been circulated. It was noted that verge cutting was underway now; it would take until September to cut the 6,000 miles of roadside verges in Somerset. A resident had asked if Isle Brewer's Road could be prioritised as visibility was restricted, endangering pedestrians and motorists. This had been reported to Highways so would hopefully be brought forward. MS offered to follow up if the Clerk copied him in on his county email. [Further update – east side has now been cut making a significant difference.]

4301 Apologies for absence

Mr R Wynn; Mrs L Howard

4302 Minutes

i) The Minutes of the Meeting of the Parish Council, previously circulated, held on 6 June, were approved. Proposed by DB and seconded by BF. Carried unan. ii) The Minutes of the Finance Meeting of the Parish Council, previously circulated, held on 29 June, were approved. Proposed by CM and seconded by KB. Carried unan. iii) Hard copies of the Minutes were signed by the Chair.

4303 Declarations of Interest and Dispensations

Relating to matters at Min 4307a, BF declared an interest, with no dispensation given, so would withdraw from decisions at this point.

4304 Matters arising from the Minutes (6 June and 29 June 2022) and raised by Members

- a) New Councillor/training – i) KB welcomed JB to his first meeting. His Declaration of Acceptance of Office had been signed on 24 June 2022 in the presence of KB. Register of Interests had also been provided for the Clerk to submit to SSDC Democracy. ii) Training requirements were discussed for the three new Councillors - DB to attend Part 2 – Finance and Governance, with £10 discount available if booked in July [subsequently booked 19/7/22]; CM to attend Part 1 – Councillor Essentials [subsequently booked 11/7/22]; JB would wait for further dates to be announced for September. These courses would take place via Zoom. **Resolution: to approve Finance training for DB (£15) and Councillor Essentials Training for CM (£25).** Proposed by KB and seconded by BF. Carried unan.
- b) Village Hall/Playing Field merger update – VH/PF were considering options and KB/BF would be meeting to discuss aspects involving the PC. KB would be organising a follow-up meeting later in July. (Mondays at around 4.30pm were considered potentially a good time of day for meeting.)
- c) Cemetery tree maintenance – the maintenance work was scheduled for 13 July. An additional quote for work on the Cedar trees either side of the entrance gate was considered and approved. This work would be carried out at the same time, for cost-effectiveness. **Resolution: to approve quote for £140+VAT from Woodland and Garden Tree Services to be funded from Reserves.** Proposed by DB and seconded by CM. Carried unan. **Action:** Clerk to book additional work and confirm date with WGTS. ii) It was noted that full payment would be required 7 days after the work was completed. **Resolution: Clerk to be authorised to make advance payment, subject to work being signed off.** Proposed by KB and seconded by CM. Carried unan.

- d) Platinum Jubilee event costs – invoices had been submitted for payment of the main costs of invitations and decorations (totalling £125.35). Up to £300 budget had previously been approved at Min 4248h and the costs had been significantly lower for an excellent event that over 170 of the local community had been able to participate in.
- e) Removal of Heras fencing on Glendale site – no further update had been received from SSDC Tree Officer as yet and it was not known if he would be visiting the site. MS would be copied in on the follow-up email sent by the Clerk (to his District email for planning matters, in absence of Malcolm Cavill) and the matter would be added to the next meeting agenda. **Action:** Clerk to forward email to MS and add to August agenda.
- f) Debris at Lower Swell – no update available so matter to be deferred to next meeting. **Action:** Clerk to add to August agenda.
- g) Drove maintenance – it had not been possible to cut parts of Swell Drove as SCC’s contractor was unable to move the troughs across the drove entrance; however, DB had managed to clear one side so it was wide enough to cut down one side and the other side would be accessed via another landowner’s property. It was expected that this would be done within the next ten days. It would be added to the next meeting agenda to check that this had been completed. A further resident had raised that the way was now virtually impassable and unsafe in places. **Action:** Clerk to add to August agenda and update the resident once the work was completed.
- h) Effluent from wastepipe south of Sunnyside Park – following report to SSDC, it was advised that the matter be referred to the Environment Agency for investigation. MS asked for details so he could consider any other options to resolve matters, due to this being a long-standing issue, and it would be reviewed again at the next meeting. **Action:** Clerk to add to August agenda for follow-up.
- i) CIL group meeting/membership – i) CM and JB agreed to join KB and BF on the working group to review CIL funds and projects in July/August. The group would meet twice yearly. ii) Metal fingerpost restoration was on the list for consideration for funding, previously requested by a resident. A further resident had recently notified the PC of damage to a post on Swell Lane. Part of the sign had been ripped off by a lorry and could not be found; this would be costly to repair as it would require one-off casting. Information on a course for painting the posts, covering health & safety requirements for volunteers, had been obtained from SCC by the Clerk and DB; DB had his name on a waiting list for news of the next available dates for the course, possibly in August 2022. Several pairs of volunteers would be needed to make this viable. MS offered to find out from County Councillor Richard Wilkins the most cost-effective way to undertake the work as he had experience of restoring posts in Curry Rivel Parish. The Clerk would also ask the Clerk at Curry Mallet as their posts had recently been repainted. CIL update to be added to future meeting agenda. **Action:** CIL Group to meet and update at future meeting (KB).
- j) Highways meeting – the meeting with an SCC Traffic Management engineer had been moved to 20 July. The increase of speeding/inconsiderate traffic on Langford Close had been raised again by a resident concerned for pedestrian safety, as well as property, and would be reviewed with the engineer. Two residents had also reported feed trucks speeding through the village. It was hoped that possible funding for road safety solutions from the Police might also be accessed, with the involvement of SCC. An update would be provided at the next meeting. **Action:** Clerk to add to August agenda.
- k) Matters arising from Finance meeting – i) Suggestions for improving the finance spreadsheets and other processes would be followed up by the Clerk; ii) The auditor had turned down payment for her work, but it was agreed that a gift (wine) as a thank you for her time and input would be appropriate, particularly as she had undertaken this at short notice and at a busy time, which was much appreciated. **Resolution: to approve up to £50 for the purchase of 6 bottles of wine to thank the internal auditor for the work to complete the FY21/22 audit.** Proposed by KB and seconded by CM. Carried unan. **Action:** Clerk to organise gift for auditor and follow-up meeting to review spreadsheets and processes.

- l) Matters arising from Green Group meeting (21 June) – i) the Group was looking at bringing the Wilder Churches initiative to the Parish, to help the community experience wildlife through inspiring wild spaces on our church land. Initially, St Catherine's, Swell would be leaving their churchyard uncut, apart from a path around the outside, and the Baptist Church and St Martin's may also like to be involved. A document would follow with suggestions for the PC to consider in more detail. Communication to the community was proposed via notice boards, social media and the Parish newsletter. ii) DB was working on costings for a possible funding bid for community bat, butterfly and bird walks, which would require some basic equipment, including low-cost bat detectors. iii) Funding was set aside in Reserves for wildlife boxes, which could potentially be put up in the Cemetery after the maintenance work had been done. Costings would be submitted by DB for approval at the next meeting. iv) RW had updated the Environment Strategy and the latest version was approved. **Resolution: to approve v2 of the Parish Council's Environmental Strategy, dated 04/07/22.** Proposed by KB and seconded by BF. Carried unan. v) SSDC had asked for Environment contacts for the Parish Champion Network to be re-registered following the elections, so they were up-to-date. DB and RW would both be contacts and DB would attend the Parish Support Network webinar on 5 July via Zoom. Details had been circulated to the Green Group members so others could also join. **Action:** Clerk to add wildlife boxes for Cemetery to August agenda/DB to provide costings for approval.
- m) IT password update – this would be completed by the Clerk. **Action:** Clerk to update IT passwords and let KB know when this was done.

4305 Correspondence Received

- a) A dementia survey had been issued by NALC, following the launch of a new guide on dementia in the local community. Although some aspects were not relevant, BF had offered to complete this with the Clerk by 22 July 22. **Action:** Clerk to arrange Zoom with BF to complete the questionnaire by the deadline and to consider any further action required.
- b) An online questionnaire and associated information pack would be considered by KB and CM in a Zoom meeting with the Clerk. **Action:** Clerk to arrange Zoom with KB/CM in order to return the completed questionnaire to SSDC by 8 July 22.
- c) Updated information on broadband service providers had been received from SSDC. One provider, Connecting Devon & Somerset, was offering mobile broadband options, with a grant voucher of up to £600 possibly available to households who qualify. BF was looking into this and would pass on details. Other residents in Fivehead were also successfully using the service. It was agreed that the Clerk would also send a copy of the previous email sent to David Warburton in 2021, to SSDC, to raise awareness of the households in the parish that still have problems with poor speeds. **Action:** Clerk to send email to SSDC broadband service contact.
- d) Slides from the Somerset Bus Partnership meeting on 6 June had been circulated along with a request to register a Councillor for the Parish as a point of contact. KB had attended several webinars in the past and agreed to be the first point of contact, but would request support from other councillors if she was unable to attend. It was noted that this is a group campaigning for more funding for our existing bus network, as services and funding have been considerably reduced in our area. MS agreed investment was needed, but a longer-term strategy might be more beneficial, with investment into research projects for demand responsive transport, which was being piloted in Bristol and the North East. **Action:** KB to be registered as Fivehead SBP contact.

4306 Reports

- a) Playing Field – next meeting – 11 July [subsequently postponed]
- b) Village Hall – latest minutes not available yet
- c) SALC – Members would cover this in rotation as items were infrequent
- d) Cemetery – see Min 4304c
- e) Highways – see Min 4304j

- f) Environment – i) two volunteers would be helping DB with Langford Corner when he was unavailable; ii) Initial thoughts about trees for marking the Jubilee and screening along the north to south edge would be put forward by JB at the next PF meeting, prior to any formal proposals.
- g) Rights of Way – see Min 4304g
- h) Police – no further report
- i) Asset/Maintenance Check Report – DB retained this for a further month. It was noted that the dog bins were filling up quickly, which showed people were using them. The Clerk would check on frequency for collection.

BF left the meeting at this point.

4307 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **22/01294/LBC** – Poolhayes, Higher Swell, TA3 6PZ – convert existing dining room back to original and relocate downstairs cloakroom. Members voted unanimously (4 for: 0 against) in support of the changes proposed, as they would enhance the character of the property.
- b) **21/00135/FUL** – Land opposite The Old Manse, Stillbrook Road, Fivehead. Following the report submitted to Natural England, acknowledgement had been received that the licensing team were currently investigating the matter. MS asked to be copied in on his district email for information.

MS left the meeting at this point. BF returned to the meeting.

4308 Finance

- a) Payments authorised and unrecorded during the previous month:
 - (i) Parish Magazine Printing – Newsletter printing (June) - £320.20
- b) Payments to be authorised:
 - (i) Village Hall – Small meeting room fee (June) - £16
 - (ii) Village Hall – Large meeting room fee (APM – 1 June) - £22
 - (iii) O Howard – Wine for APM - £15
 - (iv) P Brett – Jubilee decorations (Party Packs Ltd) - £99.34 (inc VAT non-refundable)
 - (v) P Brett – Jubilee postcard invitations (Vistaprint) - £26.01 (inc VAT non-refundable)
 - (vi) J Parsons – Clerk/RFO – Salary (June) - £498
 - (vii) J Parsons – Clerk/RFO – Back pay (pay increase April 21 – April 22) - £121.74
 - (viii) J Parsons – Homeworking allowance (June) - £26
- c) Income received:
 - (i) NatWest Interest (May) - £5.66
 - (ii) M Webb – Newsletter advertising - £27.50
 - (iii) Forsey & Son – Newsletter advertising - £110
 - (iv) H Buchan – Newsletter advertising - £27.50
- d) Internal review of controls (1 of 4) – to be completed by LH by next meeting
- e) Invoices would be signed off by RW after the meeting. BF and CM would be added as new signatories.

4309 Matters of Report, Questions and Items for the Next Meeting

- a) Clerk – the current Code of Conduct and the new Code for Somerset Unitary Council would be circulated for consideration at the next meeting.

4310 Date for Next Meeting

Monday 1 August 2022 at 6.30pm, Village Hall, Stowey Road, Fivehead

The meeting closed at 8.01pm.

Chairman.....

Dated.....