

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING

Held on Monday 5 September 2022, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mr R Wynn (RW); Mr D Braddock; Mr J Benton; County Councillor R Wilkins (RW) and Mrs J Parsons - Clerk/RFO (JP)

No members of public in attendance.

4323 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-aug-22/>).

4324 District Councillor's Report

A District update from Mike Stanton (MS) had been circulated to Councillors; MS continues to cover for Malcolm Cavill.

4325 Apologies for absence

Dr B Ferguson; Mrs L Howard; Mrs C Munday and Mr M Stanton

4326 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 1 August 2022, were approved. Proposed by JB and seconded by DB. Carried unan. Hard copies were signed by the Chair.

4327 Declarations of Interest and Dispensations

None

4328 Matters arising from the Minutes (1 Aug 2022) and raised by Members

- a) Parish newsletter – **Resolution: to increase print-run by 5 copies (to 300 copies) for new residents, from Aug 22, for the additional cost of £4.93; to approve an overspend of £99.92 on budget line 45 due to the cost of printing increase, to be covered from general reserves.** Proposed by RW and seconded by DW. Carried unan.
- b) Council email – **Resolution: for all Councillors to change to new gmail accounts for Council business from 6 Sept 22.** Proposed by KB and seconded by JB. Carried unan. JB was thanked for his time to set up the accounts for everyone. MS and JW would be sent the new emails to be used from 6 Sept onwards and the website would be updated. **Action:** Clerk to send MS and JW new email addresses for the Councillors and update website.
- c) Churchyard wall maintenance – i) The work was expected to start late Sept/Oct on the first section of St Martin's perimeter wall, which was in most need of attention. The SSDC Conservation Officer had confirmed that she was happy with the method statement and the Church architect had been consulted on the work; she approved of the choice of stonemason, as she had worked with Gale's Conservation previously. As this was a small job, this would be carried out by one of the subcontractors, which the PC were in agreement with. The Church Warden and PCC Treasurer would be kept updated with arrangements. ii) The architect had recently completed the quinquennial review for the Church, highlighting that the wall was in need of repair. The Clerk would get in touch with the Church warden to see if they would be willing to pass on the relevant information on the wall. **Action:** Clerk to contact Church Warden to see if she could provide any extracts from the quinquennial report on the wall and liaise on arrangements for setting up for the work.
- d) Removal of Heras fencing on Glendale site – no further update had been received from the SSDC Tree Officer. A reminder had been sent prior to the meeting. It was noted that the landscaping materials had been moved from the entrance area to the site as requested by the Officer. **Action:** Clerk to follow up for latest update and add to October agenda.

- e) Maintenance of The Pound – i) A small Parish Council working party of DB/BF/LH and a resident were planning to strip out the errant foliage inside the Pound on 14 Sept (subsequently changed to 20 Sept, following the mourning period for HM The Queen) and were planning to replant this in a wildlife friendly way at a later date. ii) The residents at 1 Glendale had been notified in advance and had very kindly cut back the overgrowth around the perimeter in advance, to help with access, and had offered help with the interior work, if needed.
- f) Effluent from wastepipe south of Sunnyside Park – MS had followed this up with SSDC and planned to visit himself and provide an update at the next meeting. A copy of the Environment Agency report from the recent visit carried out with SSDC had been requested. **Action:** Clerk to add to October agenda for further update.
- g) Village Hall/Playing Field merger update – Both organisations had held meetings and voted to proceed with a single charity. There would be a period of crossover, whilst the old charities would be devolved and the new one created, with meetings taking place at the same time and venue in the interim. The next step would be to hold two public meetings on 6 Sept, with a public vote. Following this, another merger meeting would be held to take the decision forward. KB would be contacting the Community Buildings expert who had been helping them and hoped that he would attend the next meeting.
- h) Village noticeboard refurbishment – KB and DB had assessed the noticeboard and circulated photos. It was in a poor state and in need of urgent repair. DB had offered to carry out repairs free of charge and had provided a costing for materials, which would be significantly cheaper than the purchase of a new noticeboard. Help with a trailer would be needed to take the noticeboard to DB's workshop and return it. **Resolution: to authorise purchase of building materials for the repair of Fivehead Parish noticeboard up to £170 (inc VAT) as an unbudgeted overspend from general reserves.** Proposed by KB and seconded by JB. Carried unan.
- i) Green Group – i) DB had chaired the working group meeting on 9 Aug and reported that the Wilder Churches project was going well, with the three churches in the parish now involved with 'no mow' areas during March to July; St Catherine's was in the process of drafting its yearly maintenance plan and St Martin's and the Baptist Church had designated 'no mow' areas for wilding. DB would also be giving a talk on the local bat life, to Fivehead Youth group, run by the Baptist Church, and he hoped that the young people may like to be involved with the wildlife and pollinator beds. ii) In Spring, the Green Group would like to run bat and butterfly walks for the community, with detectors and information cards. A budget of £1690 was needed for the equipment and resources. This project could not be funded by the Parish Council; it would therefore only be able to go ahead if grant funding could be obtained. An application to the National Lottery Fund had been drafted, which would include provision for a visual detector and tablet, to enable inclusion of people with visual impairment, one of the categories of the funding. It would take three months for the application to be processed. It was agreed that this would need to be submitted through the Parish Council and the Clerk would look into insurance implications, as the equipment would be added to the Parish Asset Register, if the grant application was successful. A final draft would be circulated for consideration at the October meeting. **Action:** Clerk to review insurance cover and add to Oct agenda. iii) The Green Group was starting to build a list of local volunteers to help with environmental, gardening and other Parish Council projects in the pipeline. They would be known as the 'Fivehead Fixers', and could be anyone who has a skill and is able to offer an hour or two to give a hand with a variety of things, including setting up and clearing away local events. DB had lots of informal offers and would now like to widen this out to the community and advertise this through the parish newsletter/social media, with a view to collecting names and contact details as part of a more formal list. The Clerk would need to look into insurance for the Council to consider; it was agreed that a notice could be put out to see if there would be interest in forming a pool of volunteers. **Action:** DB/Clerk to include information in October newsletter. Clerk to look into insurance requirements and add to Oct agenda for further discussion.

- j) Purchase of wreath for Remembrance Sunday – **Resolution: to purchase under s137 a wreath from the local branch of the Royal British Legion at a cost of approximately £18.00.** Proposed by RW and seconded by JB. Carried unan.
- k) SALC/NALC affiliation Apr 22 – Mar 23 – **Resolution: to authorise the annual renewal of SALC/NALC affiliation fee (estimated to be £170).** Proposed by KB and seconded by DB. Carried unan. The invoice was expected in September 22.
- l) CIL update – Following the meeting with SCC Traffic, KB had started to look at the requirements for a Speed Indicator Device for the parish and other possible funding sources, such as the Police Commissioner’s Fund. This would require commitment to a Memorandum of Understanding with SCC. SCC had also confirmed that a course for volunteers to help with renovation of the parish fingerposts may take place later in the autumn if there was enough interest; they were usually run for around 30 people across the county. DB was on the list for notification. KB/Clerk would arrange a working group meeting with BF, JB and the Clerk via Zoom in September. **Action:** KB/Clerk to arrange Zoom meeting.
- m) Clerk’s annual review – the Clerk’s annual review with the staffing committee (KB, RW and BF) was now due, following the Clerk’s 2nd anniversary on 1 Sept 22. KB would hold an evening meeting in September (possibly on a Wed night; not Fridays). **Action:** KB to liaise with Clerk to organise a meeting in Sept. Clerk to add to Oct agenda.

4329 Correspondence Received

- a) The opportunity to submit nominations for Chair’s Award for Services to the Community by 31 October 2022 had been received; there were none to put forward this year.
- b) Notification from the Smaller Authorities Audit Appointments (SAAA) had been given of the option to opt out of the SAAA central external auditor appointment arrangements, for a 5-year period ending 31 March 2027. **Resolution: Fivehead Parish Council would remain within the central audit arrangements and not take the opt-out option.** Proposed by JB and seconded by DB. Carried unan.
- c) SSDC had asked for details of any local projects to help with the cost of living crisis and was currently looking into ‘warm hubs’ for people needing support with warmth and food. A request from a local resident had also been received to consider how to help locally. The Parish Council considered that its role would be to help signpost people to local support provided by the District Council, charities and other organisations in larger parishes, including food schemes and hot meals. It would keep this under review as more support was likely to emerge as winter approaches. The Village Hall would probably not be a suitable venue for a warm hub, due to running costs. However, it was agreed that the Clerk would try to find out if Abri, who are responsible for the community hall in St Martin’s Close, has any plans to offer anything; also whether the Baptist Church has plans to expand its community lunches. **Action:** Clerk to contact Abri/Baptist Church for further information on their plans for the community and add to Oct agenda.
- d) It was noted that a consultation on Council Tax Reduction Scheme 23/24 for the new Somerset Council was taking place and could be completed via the SSDC website by 18 Sept 22.
- e) An invitation to join a ‘Communities Group’ to plan next year’s Somerset Day to coincide with celebrating the new Somerset Council coming into effect from April 2023 was noted.

4330 Reports

- a) Playing Field – JB reported that a short meeting had taken place to progress urgent matters, including the merger meetings. He was pleased to report that two local football teams were now using the facilities, which was also encouraging use of other village facilities, including the pub.
- b) Village Hall; SALC and Cemetery – nothing further to report
- c) Highways – a near miss with a speeding vehicle for passengers being dropped off by the community bus near St Martin’s Close was reported. The road markings were due to be repainted so it was hoped that this might help. The Clerk was also in touch with Huish Academy to try to obtain contact details for the school bus company, to help stop further damage to the newly repaired pavement. See Min 4330f.

- d) Environment – see Green Group meeting report - Min 4328i
- e) Rights of Way – MB’s report had been circulated. i) It was noted that she had responded to a resident’s report passed on by the Parish Council, of a collapsed bank on L11/22. The SCC ranger and a contractor would be going out in September, once the crops had been cut, to measure for putting in wooden steps to make it safe to access the footpath and bridge to the south of the bank. The current crop on this footpath is on the list as needing spraying off and would be a priority path for a reminder in 2023. ii) On L11/31, near Underhill Farm, the 12ft gate had been hanging on one hinge and has now been replaced by SCC with a 12ft Bristol gate that allows pedestrians easy use.
- f) Police – news of PC Flint’s retirement had been circulated and the Clerk had sent best wishes on behalf of the Council. The Clerk was now in touch with PC Martin for advice on the best way to report the increase of speeding traffic on the A378, Butcher’s Hill and Miller’s Orchard. PC Martin was liaising with the local camera team.
- g) Asset/Maintenance Check Report – KB had cleaned the notice board and had some of the documents updated. She would check the grit bins and notify SSDC/the Clerk of the levels.
Action: KB to check grit levels and keep the book until Oct 22

4331 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **To note – 22/01082/HOU** – Langford Manor, Lower Swell - replacement of storm-damaged outbuilding asbestos roof to natural clay tiles (retrospective) – **approved STC**
- b) **To note - 22/00254/ENF** – request for SSDC Planning Enforcement to check that footings built are as per approved planning application 21/00135/FUL
- c) **To note – 21/03844/S73A** – Land OS 6790 Lower Swell – request for discharge of condition No 5 (lighting) and no 6 (BMEP)

RW left the meeting at this point.

4332 Finance

- a) Payments authorised and unrecorded during the previous month:
 - (i) Woodland and Garden Tree Services – Cemetery tree maintenance - £996 (approved Min 4288f & 4304c – from earmarked reserves)
- b) Payments to be authorised:
 - (i) J Parsons – Clerk/RFO – Salary (Aug) - £498
 - (ii) J Parsons – Homeworking allowance (Aug) - £26
 - (iii) J Parsons – Wine for auditor (Tesco) - £34.50
 - (iv) J Parsons – Platinum Jubilee Rose for Langford Corner (David Austin Roses) (inc VAT/delivery) - £37.45
 - (v) J Parsons – Wildlife boxes (Nestbox Co Ltd) - £278.76 (inc VAT/delivery)
 - (vi) SALC – Councillor training – Part 1 for DB - £25
 - (vii) SALC – Councillor training – Part 2 for DB - £15
 - (viii) SALC – Councillor training – Part 1 for CM - £25
 - (ix) Town and Parish Council Websites – Creation of business directory with premium plug in for images - £120 (approved Min 4209b from earmarked reserves)
 - (x) Parish Magazine Printing - newsletter printing Aug 22 (300 copies) - £325.13
- c) Income received:
 - (i) NatWest Interest (July) - £4.71
 - (ii) J Cramp – Newsletter advertising - £27.50

4333 Matters of Report, Questions and Items for the Next Meeting

a) Clerk – a report had been received from a resident of a noticeable increase in speeding vehicles on the A378, since the road had reopened at end of August, and dangerous overtaking across the junctions to Butcher’s Hill and Ganges Hill which could affect the safety of pedestrians crossing the road to the shop. The Parish Council was not in a position to organise speed surveys, but was consulting with the Police, whose responsibility it is to enforce speed limits.

4334 Date for Next Meeting

Monday 3 October 2022 at 6.30pm, Village Hall, Stowey Road, Fivehead

The meeting closed at 8.08 pm.

Chairman.....

Dated.....