

FIVEHEAD PARISH COUNCIL

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**NOTICE OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL**  
**Tuesday 2 May 2023 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 Tuesday 2 May 2023. There will be no paper documents circulated.

*Jayne Parsons*

**Jayne Parsons Clerk to the Council 26 April 2023**

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**AGENDA**

- 1. Election of the Chairman – to receive the Chairman’s Declaration of Acceptance of Office**
- 2. Election of Vice-Chairman**
- 3. 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.
- 4. Somerset Councillors’ Report**
- 5. Apologies for absence**
- 6. Minutes**  
**To approve** minutes of the Meeting of the Parish Council held on 3 April 2023.
- 7. 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.
- 8. To appoint Members to the following bodies/roles –** a) Playing Field/Village Hall; b) SALC; c) Cemetery; d) Highways; e) Rights of Way; f) Internal Control; g) Staffing Panel (3); h) Parish Paths Liaison Officer; i) Environment Group; j) Tree Warden; k) Litter champion; l) any others as required.
- 9. To minute the re-adoption of policies for new Council year and the review of policies, including requirement for new policies:**
  - a) **To readopt** the following: (i) Standing Orders; (ii) Financial Regulations including bank mandate; (iii) Audio/Visual Recording and Photography at Council Meetings Policy; (iv) Code of Conduct; (v) Health and Safety Policy; (vi) Information Security Policy; (vii) Communications Policy; (viii) Complaints Procedure; (ix) Freedom of Information and Data Protection Policy; (x) Equal Opportunities Policy; (xi) Grievance Policy; (xii) Business continuity Procedure
  - b) **To review** the above policies at a) and requirement for any new policies by 30 September 2023.
  - c) **To reaffirm** the appointment of i) J Parsons, as the Responsible Financial Officer; ii) C Perrin, as Internal Auditor for FY22/23 accounts.

## 10. Matters Arising from the Minutes (3 April 2023) and Raised by Members

- a) Councillor co-option – **to consider** co-option to fill current vacancy as advertised from 17 April 23
- b) Playing Field – **to consider** grant request for FY23/24 (All)
- c) Village Hall – **to consider** grant request for FY23/24 (All)
- d) Cemetery matters – i) **to consider** exceptional circumstances for burials of two non-residents with existing plot rights (19/4/23 and 10/5/23); ii) **to review** Cemetery terms and conditions in Sept 23 and add to Oct 23 agenda; iii) **to review** removal of spoil from site
- e) Bus shelter spring clean – update (Clerk)
- f) Dog waste/bin bags on Cemetery Hill – update (Clerk)
- g) St Martin's Close pavement damage – update (Clerk)
- h) Registration of Langford Corner – update (KB)
- i) Debris at Lower Swell – **to consider** next steps (All)
- j) Churchyard wall/Pound maintenance – **to consider** next steps for work to go ahead in May/June 23, subject to authorisation from the Archdeacon/agreement on damage repairs (All)
- k) Coronation celebrations/walks – update (KB)
- l) Subscription for ICCM for FY23/24 (£95) – **to consider annual renewal** (All)
- m) Website – contract for hosting and maintenance/business directory plug-in for FY23/24 (£360) - **to consider annual renewal** with Town and Parish Websites due 1 May 23 (All)
- n) Annual Parish Meeting – **to consider** next steps (All)
- o) CIL payments – Glendale/Land opposite Old Manse - update (Clerk)

## 11. Correspondence Received (details emailed)

- a) From Somerset Council, request to provide current Register of Interests for Parish Councillors and Standing Orders.

## 12. Reports

- a) Playing Field / Village Hall (BF); b) SALC (ALL); c) Cemetery (LH); d) Highways (Clerk);
- e) Environment (RW/DB); f) Rights of Way (Clerk for MB); g) Police (Clerk)

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

The applications below will be considered.

- a) **22/03272/S73A** – Fivehead Court, Plots 1-4, Land Opposite The Old Manse, Fivehead, TA3 6QH - S73 application to vary condition 2 (approved plans) of approval 21/00268/FUL (the erection of 4 bungalows) to allow erection of 2 additional single garages to serve plots 3 and 4, and basements to plots 3 and 4 as well as utilising the space in the loft for an additional room and bathroom on plots 1,2,3 and 4. Comments by 10 May 23.
- b) **22/00324/ENF** – Land at Isle Abbotts Road (south of Stowey Lane) – **to note** further report made to Planning Enforcement on 8/4/23 and to consult on application when validated and available (23/00961/FUL).
- c) **22/00324/ENF** – Suspected breach of lighting conditions, Bradon Fruit Farm, Isle Brewers – **to note** report closed as no breach due to night-time growing currently suspended.

## 14. FY22/23 Annual Accounts and Annual Governance and Accountability Return (AGAR)

- a) **To consider** the Annual Accounts for FY22/23
- b) **To consider** completion of AGAR Certificate of Exemption (from limited assurance review)

## 15. Assets, Reserves, Risk and Insurance

- a) **To consider** the Asset Listing correct to 30 April 2023
- b) **To consider** the Reserves Listing correct to 31 March 2023
- c) **To consider** the Risk Management Report (inc insurance cover) correct to 30 April 2023
- d) **To consider** renewal of annual contract with BHIB (due before 1 June 2023) and to review any additional quotes received (All)
- e) **To consider** the Statement of Internal Control, correct to 31 March 2023 (to be signed by Chair/Clerk)

## **16. Finance**

**To receive** the financial position of the Council.

- a) Payments authorised and unrecorded during the previous month:
  - (i) Village Hall – Small meeting room fee (Mar) - £16
- b) Payments to be authorised:
  - (i) Parish Magazine Printing – Newsletter printing (Apr) - £347
  - (ii) SALC – Internal audit training (CM) - £20
  - (iii) ICCM - Annual membership - £95
  - (iv) Town and Parish Council websites – Annual hosting/maintenance/directory plug in - £360
  - (v) J Parsons – Clerk/RFO – Salary (Apr) - £548
  - (vi) J Parsons – Homeworking allowance (Apr) - £26
  - (vii) J Parsons – Norton virus protection software annual subscription (Amazon) - £9.99 inc VAT
- c) Income received and unrecorded in previous month:
  - (i) Ashgate Grooming – Newsletter advertising - £57.75
  - (ii) St Martin’s Church – Newsletter advertising - £120 (CHQ)
  - (iii) NatWest Interest (Mar) - £45.97
- d) Review of Internal Control 4 of 4 (LH)

## **17. Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman
- b) Clerk – i) To receive Internal audit report and consider approval of AGAR
- c) Councillors

## **18. Date of Next Meeting**

Monday 5 June 2023