

**DRAFT MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL**  
**Held on Tuesday 2 May 2023, at 1830, at The Village Hall, Stowey Road, Fivehead**

**Present:**

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Dr B Ferguson (BF); Mrs C Munday (CM); Mr D Braddock (DB); Mr R Wynn (RW); Somerset Councillor M Stanton (MS); Somerset Councillor R Wilkins (CRW) and Mrs J Parsons - Clerk/RFO (JP).

One member of the public in attendance. KB welcomed Mike King to the meeting, as prospective candidate for councillor co-option.

**4432 Election of Chairman**

LH presided over the election. **Resolution: KB to be elected as Chairman for the next 12 months.** Proposed by CM and seconded by DB. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office and took the Chair.

**4433 Election of Vice-Chairman**

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

**4434 Somerset Councillors' Report**

i) Following the cold/wet winter, Highways are currently repairing potholes. CRW had been travelling the area and had reported over 40, around half of which were now repaired, with others marked up for attention. He encouraged everyone to report any potholes they come across via the SC website.  
ii) After the new Council launch last month, all operational teams were running with mainly the same people as before. The first AGM was due to take place this month to elect the Executive team.  
iii) MS reported that although budgets were tight, a steady hold on spend would ensure that they would be sufficient. iv) Further information can be found here: <https://fivehead-village.org.uk/update-from-somerset-councillors-may-23/>).

**4435 Apologies for absence**

None

**4436 Minutes**

The Minutes of the Meeting of the Parish Council, previously circulated, held on 3 April 2023, were approved. Proposed by DB and seconded by RW. Carried unan.

**4437 Declarations of Interest and Dispensations**

i) Relating to matters at Min 4443a, LH, as a neighbouring property owner, declared an interest. No dispensation was given; LH would remain in the meeting but withdraw from discussions and voting.  
ii) Relating to matters at Min 4440 b and c, BF, as a Member of the Playing Field and Village Hall Committees, would remain in the meeting but would withdraw from discussions and decisions.

**4438 Members appointed to bodies/roles**

The following appointments were made:

a) Playing Field/Village Hall – BF; b) SALC – RW/CM; 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 – DB/RW; h) Tree warden – B Knox; i) Litter champion – DB. **Action:** Clerk to update PC organisation chart and add to website.

**4439 Re-adoption of policies for new Council year; the review of policies; and the reaffirmation of appointments**

**a) Resolution: to readopt without amendment the Council's Standing Orders, Financial Regulations including Banking Mandate, Audio/Visual Recording and Photography at Council Meetings Policy, Code of Conduct, Health & Safety Policy, Information Security Policy, Communications Policy, Complaints Procedure, Freedom of Information and Data Protection Policy, Equal Opportunities Policy, Grievance Policy, Business Continuity Procedure.** Proposed by CM and seconded by LH. Carried unan.

b) It was agreed to review policies at a) and requirement for any new policies by 30 Sept 2023.

**Action:** Clerk to add to Oct 23 agenda

c) **Resolution: to reaffirm the appointment of i) J Parsons as Responsible Financial Officer and ii) C Perrin, as Internal Auditor for FY22/23 accounts.** Proposed by RW and seconded by BF. Carried unan.

#### **4440 Matters arising from the Minutes (3 Apr 2023) and raised by Members**

a) Councillor co-option – Following notification by SC Democratic Services that no election was required, the vacancy had been advertised from 17 April and one application received.

**Resolution: to co-opt Mike King (MK) to fill the Councillor vacancy.** Proposed by DB and seconded by LH. Carried unan. MK was asked to read out and sign the Declaration of Acceptance of Office, and joined the meeting. Register of Interests (RoI) form would be signed within 28 days. **Action:** Clerk to update Democratic Services and provide MK with RoI form.

b) Playing Field (PF) grant FY23/24 – further supporting financial information had been provided by the Treasurer, in support of the application for £3380 made by the PF Chair in December 22. As the majority of the costs were likely to be incurred before completion of the merger with the Village Hall, Members agreed to provide the full grant provision, to ensure the running of the PF in the interim. **Resolution: to award a grant of £3,380 to Fivehead Playing Field towards essential maintenance and running costs, as budgeted in the 23/24 Precept.** Proposed by LH and seconded by DB. Carried unan. **Action:** Clerk to notify the PF Committee of the grant award for FY23/24 to be paid in June 23.

c) Village Hall (VH) grant FY23/24 – provision for a grant of 50% of costs for a potential external lighting project had been budgeted for, up to £900, as requested by the Treasurer in Jan 23.

**Resolution: to award a grant of 50% costs for external lighting at Fivehead Village Hall, up to £900, subject to confirmation of quotes and specifications for the project, within the 23/24 financial year.** Proposed by KB and seconded by CM. Carried unan.

d) Cemetery matters – i) **Resolution: a) to authorise the burial of Mr A Emery, as a non-parishioner with existing burial rights; b) to authorise the burial of Mrs P English, as a former parishioner, with existing burial rights, at parishioner rates.** Proposed by LH and seconded by CM. Carried unan. ii) It was agreed that terms and conditions for the Cemetery would be reviewed again in Sept 23. iii) The Clerk was now highlighting the need to remove any excess spoil as part of the application process with funeral directors. Several small mounds had been left following recent full burials, covering some of the rare orchids growing wild, so DB had offered to put out a sign before the next burial and the matter would be reviewed after the burial. (When reviewing the terms and conditions, in future, it may be necessary to charge a deposit on application, which would be refunded if the spoil was removed.) **Action:** Clerk to add to Oct 23 agenda.

e) Bus shelter Spring clean – Members were very grateful to residents, Mr & Mrs Morling, for volunteering to clean the shelter twice yearly. They were thanked for doing a great job in April and another clean later in the year would be much appreciated.

f) Update on dog waste/bin bags on Cemetery Hill – as the black bags had now been removed and no further waste had accumulated, the Environmental Health team would be keeping a watch on the area and collections from the dog waste bin nearby. KB and the Clerk had also completed the survey to request a bin review and discuss the possibility of adding a further dog bin for collection on Isle Brewer's Lane.

g) St Martin's Close pavement damage – to avoid further damage, concerns that one driver had reverted to turning in the Close had been reported to the SC Transport Officer in April, but no response had been received as yet. **Action:** Clerk to add to June 23 agenda

h) Registration of Langford Corner – KB had contacted the Land Registry as it had been over 18 months since the application for the final part of the transfer had been submitted. The process was still taking longer than normal. As this could not be regarded as a matter of urgency, it was agreed that KB would follow up again in 3 months. **Action:** Clerk to add to Sept 23 agenda

i) Debris at Lower Swell – more debris was accumulating, so it was agreed that DB and BF would report on this at the next meeting. **Action:** Clerk to add to June 23 agenda

j) Churchyard wall and Pound repair/maintenance – the approved contractor was due to start in May/June, but had not yet confirmed his availability/dates. Authorisation from the Archdeacon was still pending but had been followed up by the church warden in April. It was agreed that the Clerk

would write to the Glendale developer to move forward with the settlement of the damages claim, providing details of the quotes for the damages repair and general maintenance repair to be funded by the Council. The figures quoted by two further contractors would also be provided. The contractor selected had offered best value and had also completed urgent repairs to a section of the church wall in Sept 22, which where to a high standard, confirming suitability for the Pound work. The church architect also had previous experience of his work. It was both practical and economic to award the same contractor the work for both projects, which Members felt needed to be completed this year. **Resolution: to authorise the remaining pointing/repair work to St Martin's Church perimeter walls and restoration works to The Pound, including damage repairs and other maintenance repairs, by Gales Building Conservation, up to a total value of £8,000, subject to approval from the Archdeacon for the church wall repairs and necessary insurance in place.** Proposed by BF and seconded by DB. Carried unan. **Action:** Clerk to circulate request for the Pound repairs settlement for comment, before sending out.

- k) Coronation update – KB reported that the final preparation meeting was taking place the next day. Mary Braddock had organised two walks on Thurs/Fri before the Coronation weekend. Richard Hadfield had kindly offered to run a bar at the Lunch and had been attending planning meetings. The Baptist Church would loan additional tables if needed. Decorating and set up would be done with the help of volunteers on Fri/Sat and the marquee would be put up on Friday morning. A band had been organised by the pub.
- l) Renewal of ICCM subscription for 23/24 – ICCM provides an excellent source of specialist advice on cemetery management/legislation. **Resolution: to approve the annual subscription renewal of £95 and authorise advance payment now due.** Proposed by KB and seconded by RW. Carried unan.
- m) Website contract renewal – **Resolution: to approve the annual hosting and maintenance fee of £360 for the Parish website, to include nine months fee for directory plug-in (£30), up to 1 May 2024 and to authorise payment now due.** Proposed by BF and seconded by KB. Carried unan.
- n) Annual Parish Meeting – invitations for reports and the Agenda would be sent out once the Chair's availability had been confirmed.
- o) CIL payments – the Council had been notified that a further payment was due from the final house on Glendale (£1512). CIL was also outstanding on the development opposite the Old Manse and the Clerk would continue to follow this up with the CIL Officer to find out how this might be affected by the new application (see Min 4443a).

#### **4441 Correspondence Received**

- a) Somerset Council had requested current Register of Interests for all Councillors and the latest Standing Orders. Redacted copies had been sent via email to Democratic Services.

#### **4442 Reports**

- a) Playing Field / Village Hall – a combined meeting had been held on 4 April. Jeff and Jose Emler had confirmed that they would be willing to share the role of secretary for the new charity. It seemed that the progress on forming the new charity had slowed; KB had written to Robert Horne, who was assisting with setting up the new charity, and would follow this up again as no reply had been received as yet.
- b) SALC – the AGM had been postponed. They had planned to launch a new Health and Wellbeing Grant at the afternoon workshop, but it would now be presented at a hybrid networking event, at Shepton Mallet on 16 May.
- c) Cemetery – see Min 4440d
- d) Highways – two signs in need of attention had been reported to Highways – a speed limit sign on Cemetery Hill which had been knocked by a vehicle and a sign pole near Langford Corner/the Church needed replacing before the corroded metal gives way.
- e) Environment – DB would provide an update after the next meeting on 1 June
- f) Rights of Way – MB had had a busy month and Members thanked her for all her work, assisted by the team of volunteers looking after individual paths.
- g) Police – no further report

**4443 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were 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 from a concerned resident were reviewed. Members were also concerned by the proposed increase of scale of the dwellings, as building on this site had originally been approved on appeal, with conditions from the Planning Inspector to keep building at low density, with single level bungalows, concealed by the existing hedgerow and with limited traffic to the new cul-de-sac on the village fringe. The proposed changes to greatly increase the footprint again after the new application had been approved in 2021, would only add to the already overcrowded site, with inadequate parking. It was noted that the recent Housing Needs Assessment showed no requirement for further 5-bed housing in the village. Traffic safety was a concern, as the road narrows just opposite the Old Manse. The OS map showed that the new site road already extends into an adjacent piece of land. Members voted to object to the application (6 against:0 for). **Action:** Members were asked to submit any further comments for the Clerk and the Clerk /Chair to prepare a final draft response for circulation/comment and submit by 10 May.

- b) **22/00324/ENF – Land at Isle Abbotts Road (south of Stowey Lane)** – a further report had been made to Planning Enforcement on 8 April 23 and our SC Councillors, following complaints from residents, requesting that potential unauthorised habitation of the site be investigated with urgency. Officers had visited the site and MS had passed on an update, which had been shared with the residents. A new planning application 23/00961/FUL was being processed. Once this had been validated, the Council and residents would be able to comment.
- c) **23/00042/ENF – Suspected breach of lighting conditions, Bradon Fruit Farm** – i) It was noted that the report had been closed as no breach was currently occurring due to night-time growing now being suspended. ii) MS and CRW would be meeting the Operations Director once the busy season had ended to help ensure any future light pollution issues would not arise once the season starts again later in the year. iii) The Parish Council had responded to the resident's Freedom of Information request on 8 April 23 and thanks had been received for the information received.

MS and CRW left the meeting.

**4444 FY22/23 Annual Accounts and Annual Governance and Accountability Return (AGAR)**

- a) A final statement for the year ending 31 March 2023 had been circulated. In summary, total income was £22,737 and total expenditure was £18,681, giving a surplus of £4056. £4633 of ring-fenced CIL monies were held on account as of 31 December 2022. Overspends had been previously approved from Reserves. Anomalies for the year were noted: i) Payment made for the Pound transfer work had been made on the Office costs line; when it was subsequently returned, it was recorded as income under donations. ii) A payment from The Stable had been received in error and returned under donations. iii) Two invoices on the 22/23 Day Book had not been paid at year end, so had been transferred to the 23/24 Day Book (reimbursement of £25 to RW for river testing kits, paid in April 23 and February Village Hall fee of £16 to be paid in May 23). **Resolution: to approve the Annual Accounts for FY22/23.** Proposed by DB and seconded by CM. Carried unan. **Action:** Chair and RFO signed the Summary of Balances as at 31 March 2023.

- 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 criteria for FY22/23 so can agree to complete the Exemption Certificate. **Resolution: to complete the Certificate of Exemption – AGAR 2022/23 Form 2 and submit to the External Auditor.** Proposed by LH and seconded by BF. Carried unan. The form was signed by Chair and Clerk and would be submitted by 30 June 2023. **Action:** Clerk to complete minute reference and submit form by 30 June 2023. It was noted that the Annual Internal Audit Report and AGAR section 1 & 2 would be reviewed and approved on 5 June 2023.

#### 4445 Assets, Reserves, Risk and Insurance

- a) **Resolution: to approve the Asset Listing correct to 31 March 2023.** Proposed by KB and seconded by LH. Carried unan.
- b) **Resolution: to approve the Reserves Listing correct to 31 March 2023.** Proposed by RW and seconded by BF. Carried unan.
- c) **Resolution: to approve the Risk Management Report correct to 31 March 2023.** Proposed by KB and seconded by RW. Carried unan.
- d) Three insurers (BHIB, Zurich and Came and Co) had been contacted for quotes as the existing 3-year arrangement with BHIB was due to end on 1 June 23. BHIB's premium for a 3-year term offered the best value, but this would no longer include a free subscription to Parish Online. (It may be possible to obtain a discount from Parish Online, offered to BHIB policy holders.) **Resolution: to approve insurance cover/renewal with BHIB under a new 3-year Long-term Undertaking Contract from June 2023 to June 2026, to authorise the Clerk to make advance payment of £238.45 by 1 June and to authorise overspend of £28.45 on the Insurance line (£210 budgeted).** Proposed by DB and seconded by RW. Carried unan. ii) RW was thanked for preparing the draft volunteer policy which had been discussed with the current insurer. It was not a requirement for the policy and the insurer could not advise on suitability of content; however, it may be useful to consider having this in place to help manage volunteer involvement in projects, to ensure requirements for cover are met. The draft policy would be reviewed as part the review of existing policies in Sept 23. **Action:** Clerk to add to Sept 23 agenda

RW left the meeting.

- e) **Resolution: to approve the Internal Statement of Control, for year ended 31 March 2023, noting that line by line checking of the bank statements against the online payment schedule had not taken place in the year, but would be re-adopted for FY23/24 from June 23.** Proposed by CM and seconded by BF. Carried unan. The Chair and Clerk signed the amended Statement of Control.

#### 4446 Finance

- 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 (Mar) - £548
  - (vi) J Parsons – Homeworking allowance (Mar) - £26
  - (vii) J Parsons – Norton Virus protection software annual subscription (Amazon) - £9.99 (inc VAT)

- c) Income received and unrecorded in previous month:
  - (i) NatWest – Interest (Mar) - £45.97
  - (ii) Ashgate Grooming – Newsletter advertising - £57.75
  - (iii) St Martin’s Church – Newsletter advertising - £170 (CHQ)
- d) Review of Internal Control 4 of 4 completed by LH.

**4447 Matters of Report, Questions and Items for the Next Meeting**

- a) Chairman – The Clerk had requested to attend SALC Cemetery training on 24 May and this would be approved retrospectively (£30).
- b) Clerk – for next meeting: To receive Internal audit report and consider approval of AGAR

**4448 Date for Next Meeting**

Tuesday 5 June 2023 at 1830 at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.33 pm.

Chairman.....Dated.....