

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 5 June 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 Monday 5 June 2023. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons Clerk to the Council 31 May 2023

AGENDA

1. 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.

2. Somerset Councillors' Report

3. Apologies for absence

Councillors B Ferguson and M King

4. Minutes

To approve Minutes of the Meeting of the Parish Council held on 2 May 2023.

5. 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.

6. Matters Arising from the Minutes (2 May 2023) and Raised by Members

- a) Bradon Fruit Farm (22/00324/ENF) – **update** following site visit (1 June 23) (KB)
- b) Pound damages offer / maintenance repairs/Church wall repairs – **to consider** next steps
- c) Training – **to consider** Basics of Cemetery Management training from ICCM (via SALC) for Clerk undertaken on 24 May 23 - £30
- d) Cemetery – **to consider** exceptional circumstances for second inscription on memorial
- e) St Martin's Close pavement damage – update/next steps (Clerk)
- f) Debris at Lower Swell – **to consider** update/next steps (DB)
- g) Coronation event – **to authorise** expenses payment (total - £209.73) from 'Grants other' budget
- h) Coronation commemorative piece– suggestions/potential location
- i) Annual Parish Meeting – **to consider** any matters arising from meeting on 23 May 23
- j) Fingerpost painting – **to note** materials donated and **to consider** request for up to £50 for additional paint (grant from CPRE)
- k) War Grave – maintenance update (Clerk/DB)
- l) CIL payments – Land opposite The Old Manse - update (Clerk)
- m) Information Commissioner – **to authorise** the annual data protection payment of £35 via direct debit in July 23
- n) LCN Community Network – launch meeting, Monday 19 June 23, 7pm, Curry Rivel VH – **to nominate** representative to attend

7. Correspondence Received (details emailed)

- a) From Chair of Somerset Council, invitation to nominate for the annual award ceremony for service to the community on 6 Oct 23, by 30 June 23
- b) From Citizens Advice Somerset, notification of completion of merger of four organisations, by 1 October 2023, following the launch of the unitary Somerset Council.
- c) From Somerset Bus Partnership, mid-year update including increased usage of Somerset bus services due to the fixed £2 fare extended to June 23, and request to write to MP for Roads and Local Transport for this to be extended to end of 2023 to help ongoing recovery following Covid.

8. Reports

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

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

The applications below will be considered.

- a) **23/00987/LBC** - The Gatehouse, Cathanger Manor, Fivehead, TA3 6PT - repairs and alterations to the existing roof covering and walls and restoration of window openings – comments by 7 June 23
- b) **23/01045/HOU** - 3 Glendale, Butchers Hill, Fivehead, TA3 6PD - installation of PV array (revised design) and erection of shed for garden and log store use (part-retrospective) – comments by 6 June 23
- c) **23/01207/FUL** - Stowey Barn, Stowey Lane, Fivehead, TA3 6PR - proposed Tractor, Tools and Equipment store – comments by 12 June 23
- d) **23/00713/FUL** - Old Rectory, Higher Swell, TA3 6PZ - formation of new access to serve the Old Rectory – comments by 16 June 23
- e) **22/00324/ENF** – Land at Isle Abbotts Road (south of Stowey Lane) – **to note** follow up with Planning to request update on when application would be validated and available for consultation (23/00961/FUL).

10. FY22/23 Annual Governance and Accountability Return (AGAR) Part 2

- a) **To consider** the Internal Auditor's Report for FY22/23
- b) **To approve** the AGAR for FY22/23 Section 1 (Annual Governance Statement)
- c) **To approve** the AGAR for FY22/23 Section 2 (Accounting Statements)
- d) **To note** redaction of the signatures on the web version of the AGAR to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
- e) **To note** the period for the exercise of public rights - proposed Mon 12 June 23 to Fri 21 July 23 inclusive, with documents available for viewing on the website by Sun 11 June 2023

11. 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 (Apr) - £16
 - (ii) BHIB – Annual Insurance premium - £238.45
- b) Payments to be authorised:
 - (i) Playing Field – Maintenance grant payment - £3380
 - (ii) Village Hall – Small meeting room fee (May) - £16
 - (iii) Village Hall – Small meeting room fee (APM – 23 May) - £12
 - (iv) P Brett – Coronation decorations (Party Packs) - £123.43
 - (v) P Brett – Coronation Postcard invitations and posters (Vistaprint) - £37.69
 - (vi) K Beacham – Coronation prizes and children's gifts - £48.61
 - (vii) L Howard – Wine for APM - £18
 - (viii) J Parsons – Clerk/RFO – Salary (May) - £548
 - (ix) J Parsons – Homeworking allowance (May) - £26

c) Income received:

- (i) NatWest Interest (Apr) - £43.62
- (ii) SSDC – Precept 23/24 - £18,095
- (iii) N K Ford – Burial (A Emery) - £730
- (iv) Forsey & Son – Burial (P English) - £238
- (v) HMRC – VAT reclaim - £451.70
- (vi) Oven Wizards – Newsletter advertising - £57.75

12. Matters of Report, Questions and Items for the Next Meeting

- a) Chairman
- b) Clerk – Internal review of controls 1 of 4 (LH/Clerk)
- c) Councillors

13. Date of Next Meeting

Monday 3 July 2023 at 6.30pm, Fivehead Village Hall