

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 5 June 2023, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

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

No members of the public in attendance.

4449 Somerset Councillors' Report

The latest report from the Somerset Council would be added to the Parish website when available. (Added 8 June: <https://fivehead-village.org.uk/update-from-somerset-councillors-may-23-2/>). It was noted that an informal gathering of members of the new Levels and Moors LCN had taken place on 23 May at Edgar Hall, to get to know each other and each other's priorities, ahead of the formal launch meeting on 19 June at Curry Rivel Village Hall.

4450 Apologies for absence

B Ferguson; M King; R Wynn

4451 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 2 May 2023, were approved. Proposed by DB and seconded by LH. Carried unan.

4452 Declarations of Interest and Dispensations

Relating to matters at Min 4456a, CM, as the property owner, declared an interest. No dispensation was given, so CM would be asked to withdraw from discussions.

4453 Matters arising from the Minutes (2 May 2023) and raised by Members

- a) Bradon Fruit Farm update (now Isle Fruit Farm (IFF)) – KB gave a report following the site visit on 1 June 23, with councillors from other parishes, MS and CRW. IFF was now owned by Essendon Investors, with operation/distribution the same as before, including the packaging outlet at Chilton Cantelo. The group met the new operations manager, who had worked for the previous owner who grew peppers and tomatoes, the general manager and the grower. The backing firms appear to be Global Berry, Angus Soft Fruit and Essenden. The problem area was Block 4, where the 'pink lighting' had originated from. This was never paid for, and would not be used again, but it would be too expensive to strip out, unless a buyer could be found. Assurance was given that this lighting would not be used, as there were no plans to heat this greenhouse during winter, when the crop would be dormant. It was agreed that any future lighting would be monitored accordingly.
- b) Pound damages offer / maintenance repairs / Church wall repairs – i) Permission from the Acting Archdeacon had been received, to go ahead with the remaining wall repairs, subject to conditions, which would be notified to the stonemason. ii) The Council considered a proposal from the original site owners for an ex- gratia payment of £1400 to settle any liability they may have for the repair of the damage to the North West corner of the Pound, subject to the Parish Council indemnifying them in the unlikely event of any other party making successful claim to the ownership of the Pound. **Resolution: to accept the offer of £1400 towards the cost of repair and restoration of The Pound, with the remaining costs to be taken from Earmarked Reserves (estimated £3150).** Proposed by LH and seconded by DB. Carried unan. Members were grateful to MS for his role in enabling the proposal to be brought forward. The previous owner of the Pound would be notified that a settlement had been agreed and work would be going ahead.

MS left the meeting.

- c) Training – **Resolution: to authorise £30 for Cemetery training undertaken by the Clerk with SALC/ICCM via Zoom on 24 May 23, as agreed at Min 4447a. Proposed by LH and seconded by KB.** Carried unan. Feedback from the training would be incorporated in the Cemetery review in Sept 23. **Action:** Clerk to add feedback to Cemetery review in Sept 23.
- d) Cemetery inscription request – **Resolution: to authorise a second inscription to be added to the memorial for P Cleary for his late wife, subject to terms stated in a Statutory Declaration (as advised by ICCM), for a family member to sign in absence of the original Deed, without transfer of rights.** Proposed by LH and seconded by KB. This will be subject to non-parishioner rates, with no ashes burial required.
- e) St Martin’s Close pavement damage – the School Transport Manager had contacted the contractor with a reminder to turn in Stowey Road to avoid damage to St Martin’s pavement. Further checks would be made in June and September. **Action:** Clerk/DB to check that turning requirements are being followed and report to SC as necessary.
- f) Debris at Lower Swell – several checks had been made, but the debris on the private land, although unsightly, did not appear to be hazardous at this time, but it would be kept under watch.
- g) Coronation event – another successful community event had taken place, with over 160 residents, family and friends attending. Around 20 children had taken part in games and enjoyed small gifts and prizes organised by KB. A big thank you to the small team of organisers (Pip, Kate, Dave, David and Victoria), the Master of Ceremonies (David), Richard (for the bar), Mary (for capturing the memories) and the army of helpers who had joined in to decorate the hall and clear away the day after. Photos are available on the parish website gallery (<https://fivehead-village.org.uk/gallery/nggallery/coronation-2023/coronation-big-lunch-may-2023>). **Resolution: to authorise reimbursement of expenses for decorations, invitations, prizes/gifts (£209.73) from ‘Grants other’ budget.** Proposed by CM and seconded by DB. Carried unan.
- h) Coronation commemorative piece – Members considered ideas for a special piece, including a wooden bench suggestion from a resident. As there were already several benches around the village, it was felt it would be difficult to find a further location for a bench; trees with plaques had been planted at the Playing Field in the past and roses at Langford Corner, so it was felt that a planter with a plaque might be a suitable alternative. DB would look into costs and location. **Action:** DB to explore costs and location for a Coronation planter.
- i) Annual Parish Meeting – there had been one member of the public in attendance, in addition to the members of the 14 organisations represented who gave their reports. The open discussion at the end was very enjoyable, with thanks to Jonathan Munday for organising the refreshments. There were no matters arising. The final cost was £18, which would be funded from the Grants Other budget.
- j) Fingerpost painting – the metal signpost renovation would start once temperatures were lower. Lots of paint and tools had been donated, but two more tins would be needed. It would be possible to obtain a small grant from the charity, CPRE, to help with signpost preservation. **Resolution: to authorise up to £50 to be paid from the Grants Other budget, in advance of claiming reimbursement from CPRE, once the work was completed.** Proposed by KB and seconded by CM. Carried unan. **Action:** DB to order paint.
- k) War Grave – maintenance under the Holm Oak and around the grave was underway by DB/the Fixers, which would include removing the stinking iris and weeds that had taken hold in the area, since the area had been cleared and re-seeded. DB would check what could be used to gently clean the headstone if necessary. **Action:** DB to arrange maintenance and cleaning of headstone as necessary.
- l) CIL payments – the CIL officer had confirmed that CIL remained outstanding on the Stillbrook Lane site for application 21/00268/FUL. The first payment of £4,825.54 was due on or before 1 March 2023. This sum would be updated if the new S73 application 22/03272/S73A is approved, due to the increased floor space. Members were increasingly concerned that the outstanding sum should be settled and agreed that this should be followed up again just before the July meeting, before taking further action. **Action:** Clerk to contact the CIL officer for an update on the outstanding payment and add to July 23 agenda.

- m) Information Commissioner – **Resolution: to authorise the annual data protection payment of £35 via direct debit in July 23.** Proposed by KB and seconded by CM. Carried unan.
- n) LCN Community Network – Somerset Council would be hosting the launch of the Levels and Moors LCN at Curry Rivel Village Hall on Monday 19 June at 7pm. All were welcome. LH had volunteered to represent the PC at the meeting and members could pass on any questions they may have to LH. **Action:** Clerk to confirm LH would attend and LH to report back at the next meeting.

4454 Correspondence Received

- a) An invitation from the Chair of Somerset Council to send a nomination, by 30 June, for the annual award ceremony for services to the community, to be held on 6 Oct 23, was discussed. It was agreed that there may be a suitable group nomination for 2024.
- b) Notification of the completion of the merger of Somerset's four Citizens Advice organisations by 1 Oct 23, following the launch of the unitary Council, was noted.
- c) A mid-year update from Somerset Bus Partnership had been circulated, including reports of increased usage of Somerset bus services due to the fixed £2 reduced fare which had been extended to June 23. (A later update confirmed that this had been extended to Oct 23, after which a new reduced scheme would be introduced for a further year. See the Somerset Councillors report at Min 4449.)

4455 Reports

- a) Playing Field / Village Hall – no further report
- b) SALC – details of the launch of the new Health and Wellbeing grant for Somerset had been circulated. The Clerk would attend a free training session to find out more about accessing public health data on Wed 7 June.
- c) Cemetery – see Min 4453d
- d) Environment – i) The Green Group meeting (1/6/23) had been postponed and DB would discuss with RW the overlap of remit of GG / Fivehead Fixers (FF); ii) Lots of work had been completed by DB/FF including: painting the Baptist Church railings and BT box; making up planters outside the telephone book exchange, with bee-friendly plants kindly donated by Greenshutters; and getting the Pound ready for renovation work, although the grass to the rear would need strimming to allow access to the rear wall. iii) DB had put in a purchase order (free of charge) for an updated SERC report to check that all the latest records had been included.
- e) Rights of Way — MB's report had been circulated. Local farmers had kindly topped crops to make footpaths passable on L11/19, L11/21 and L11/1. On L11/2, the farmer had topped the edge of the footpath, where it had been ploughed close to the edge, and SCC had now replaced a narrow stile with a gate on this path, as well as improving the stile at the next hedge line and removing a branch. MB was thanked for organising two successful Coronation walks.
- f) Highways and Police – no further reports

CM left the room for the next agenda item.

4456 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

The applications below were considered:

- a) **23/00987/LBC – The Gatehouse, Cathanger Manor, Langport Road, Fivehead, TA3 6PT** – repairs and alterations to the existing roof covering and walls and restoration of window openings. Members voted unanimously (3:0) in support of the works as these were carefully considered and necessary to restore the listed building to good state of repair to ensure its long-term future. It was also noted that an ecology survey had been undertaken and incorporated into the application, with bat mitigation.

CM returned to the meeting.

- b) **23/01045/HOU – 3 Glendale, Butcher’s Hill, TA3 6PD** – installation of PV array (revised design) and erection of shed for garden and log store use (part-retrospective). Members voted unanimously in support of the application (4:0), as there is currently no storage area available for gardening equipment/tools.
- c) **23/01207/FUL** - Stowey Barn, Stowey Lane, Fivehead, TA3 6PR - proposed Tractor, Tools and Equipment store. Members voted unanimously in support of the application (4:0), as the proposed store would replace the current temporary store.
- d) **23/00713/FUL** - Old Rectory, Higher Swell, TA3 6PZ - formation of new access to serve the Old Rectory. Members voted unanimously in support of the application (4:0), as the proposed new access overcomes difficulties with current narrow access with safety benefits.
- e) **22/00324/ENF** – Land at Isle Abbotts Road (south of Stowey Lane) – an update from Planning had been requested as to when this application would be validated and available for consultation (23/00961/FUL). No response had been received.

4457 FY22/23 Annual Governance and Accountability Return (AGAR) Part 2

- a) The report from the new Internal Auditor (Mrs C Perrin) had been received. She was happy that all the control objectives had been achieved, with the necessary financial procedures followed, commenting that a very transparent system seemed to be in place. The audit had been completed on Friday 2 June and the auditor’s invoice (£80 + VAT) would be paid in the July payments (authorised at Min 4352q and terms of reference amended at Min 4403l).
- b) **Resolution: to approve Section 1 (Annual Governance Statement) of the Annual Return for FY22/23 as signed and presented by the RFO.** Proposed by DB and seconded by CM. Carried unan. This was signed by KB.
- c) **Resolution: to approve Section 2 (Accounting Statements) of the Annual Return for FY21/22 Section 2.** Proposed by CM and seconded by DB. Carried unan. This was signed by KB and the Clerk.
- d) **Resolution: to enable the 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.** Proposed by DB and seconded by CM. Carried unan.
- e) The period for the exercise of public rights, following publication of the AGAR and associated documentation on the Parish website, will be 12 June – 21 July 2023 inclusive.

4458 Finance

- f) Payments authorised and unrecorded during the previous month:
 - (i) Village Hall – Small meeting room fee (Apr) - £16
 - (ii) BHIB – Annual Insurance premium - £238.45
- g) 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
- h) Income received:
 - (i) NatWest - Interest (Apr) - £43.62
 - (ii) Somerset Council – 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

4459 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – i) Somerset Ecology Services had objected to the S73 application for Fivehead Court development (Land Opposite the Old Manse) pending ecology survey work, noting that previous survey requests had not been met. The consultation response would be shared with Natural England and details of the suspected licence breach for dormice would also be sent to the SC Ecologist.
- b) Clerk – for next meeting: i) Internal review 1 of 4 (LH/Clerk)

4460 Date for Next Meetings

Wednesday 7 June at 1815 at Fivehead Playing Field – additional Planning meeting
Monday 3 July 2023 at 1830 at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.11pm.

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