

**DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING**  
**Held on Monday 3 July 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); Dr B Ferguson (BF); Mr M King (MK); Mr R Wynn (RW); Somerset Councillor - M Stanton (MS) and Mrs J Parsons - Clerk/RFO (JP)

No members of the public in attendance.

**4466 Somerset Councillors' Report**

The latest report had been circulated and added to the Parish website: <https://fivehead-village.org.uk/update-from-somerset-councillors-july-23/>

i) MS gave apologies for CRW who had recently been in hospital with a debilitating virus; for the time being all enquiries should go to MS until CRW is fully recovered. It was noted that CRW had been elected Chair of the Levels and Moors LCN. ii) Concerns over the size of this LCN were raised by LH and it was agreed that moving to another LCN might be beneficial, possibly with some of the other smaller parishes such as Beercrocombe, Curry Mallet, Ilton and Isle Brewers. This would be discussed at the next meeting after some research had been done on neighbouring LCNs. iii) One of the main aims would be to getting 33 councils to learn from each other and spark action. Priority areas identified included: Transport, Affordable Housing, Social Care, Education, Environment, Burial space, Sewage systems and Crime. A Police representative had attended from London, based in Wincanton.

**4467 Apologies for absence**

Somerset Councillor R Wilkins (CRW)

**4468 Minutes**

i) The Minutes of the Meeting of the Parish Council, previously circulated, held on 5 June 2023, were approved. Proposed by DB and seconded by CM. Carried unan. ii) The Minutes of the Planning Meeting of the Parish Council, previously circulated, held on 7 June 2023, were approved. Proposed by DB and seconded by KB. Carried unan.

RW joined the meeting and MS left the meeting at this point.

**4469 Declarations of Interest and Dispensations**

None

**4470 Matters arising from the Minutes (5 June and 7 June) and raised by Members**

- a) LCN launch meeting – See Min 4466
- b) Village Green post repairs – options with costings from DB had been circulated. It was agreed that the 18 posts would be replaced with new oak posts, with shaped pyramid tops. The chain would be retained and the posts would be dug in and not concreted. The posts would be installed by DB/Fivehead Fixers. **Resolution: to authorise costs of c£503, including VAT, which would be reclaimed, and an overspend for delivery (tbc) to be paid from the Village Green maintenance budget line (£500 budgeted with remainder from General Reserves).** Proposed by LH and seconded by CM. Carried unan. **Action:** Clerk to order materials from details supplied by DB.
- c) Coronation commemorative piece – options for a planter/raised bed/dug bed with costings from DB had been circulated. Members agreed that a dug bed with an oak sign would be both cost-effective and practical to maintain. It would look good and be consistent with the beds on Langford Corner. This would be a Winter job (after November). The bed would be located to the right of Tudor Cottage's path, near the wall. **Action:** DB to research signs/costs and Clerk to add to Aug 23 agenda.
- d) Annual Parish Meeting (23 May) – **Resolution: to authorise reimbursement of cost of refreshments of £18 from Grants Other budget line (missing from Min 4453i).** Proposed by CM and seconded by BF. Carried unan.

- e) Fivehead Fixers – i) Fingerpost painting – work has started with the post on Cemetery Hill as a trial to iron out any glitches. DB had found a cost-effective way to avoid purchasing new cast replacement fingers, by replacing the lettering with stick on letters that he had obtained in the same size/font. The post could be stripped back and sprayed with special aluminium paint, then the letters could be stuck on and painted with stencil paint. It was time-consuming but avoided costs of £900 for a new moulded finger. **Resolution: to authorise c£70 for specialist paint, lettering and fixings from the Grants Other budget.** Proposed by KB and seconded by RW. Carried unan. **Action:** DB to order materials as required. Work was ongoing, with the posts at Cathanger, Swell Lane and Stowey Road next in line, with help from LH, Mary Braddock and Jose Emler. ii) DB had carried out a light clean of the War Grave at the Cemetery, with soap and water. Ecover could be used, but no scrubbing as the stone is delicate. It was looking brighter but needed another clean over, which DB would attend to, as well as the weeds in the area. DB was thanked for his efforts. iii) During recent litter picks, debris on the routes through the parish had been cleared. It was felt that this was coming from vehicles passing through, and possibly from commuters, but recognised that this is a national issue, and very difficult to prevent. The Litter team would be asked to keep a watching brief as they clear areas, to see if there are any recurrent bad spots, which the PC would then consider how best to approach. iv) Keep Britain Tidy had sent the Fixers a long-handled litter grabber, worth £30, ideal for clearing rubbish out of ditches, as a thank you for taking part in this year's litter campaign in April. **Action:** Clerk to add to Asset Register. iv) Future projects - re-doing the noticeboards and painting the gates at St Martin's Church.
- f) School buses on Butcher's Hill – local minibuses and the school bus had been seen travelling at speed around the corner by the coffee shop, in a rush for afternoon school pick-up. MK offered to mention to the owners to avoid any unfortunate collisions with traffic where the road narrows. **Action:** MK to ask transport owners for their support to help keep speed low for safety.
- g) Pound/church wall repairs – the stonemason had confirmed availability to start work around mid-September, due to delays on other projects caused by poor weather at the beginning of the year. The churchwarden had confirmed that access to power and water would be available from the church and a resident would kindly provide this for the Pound. Permission for access to the sides and rear of the Pound had been granted by both owners involved, and permission to strim behind the Pound shortly before the work starts. The mason had confirmed the mortar mix specifications and the Clerk had written to the Heritage Officer for advice on requirements for signing off the work and whether she would need to be involved/visit for this. The start date would be confirmed to all parties later in August.
- h) Parish Online renewal – due to confusion over the advertising of free subscriptions to BHIB insurance clients on their website, BHIB/Parish Online had offered a further year free of charge, ending June 24, saving £75.
- i) Grass maintenance – frequency of cuts was reviewed and noted that this was slipping behind, with around 50% missed so far. The cut on 26 June was overdue. DB was helping to keep a close check on the number of cuts this year. The Clerk would send a further reminder, if the cut had not been done by 7 July.
- j) ICCM photography competition – as the Green Group (GG) had not met in June, a selection of images would be circulated to Members of the PC and GG so two could be selected to enter each category by 30 June deadline. **Action:** Clerk to liaise with Mary Braddock and circulate images for selection.
- k) IT passwords – these would be updated by 12 July. **Action:** Clerk to update passwords by 12 July.
- l) CIL payment for 21/00268/FUL – the Clerk had contacted the CIL officer on 22 June but no further update was available for the meeting. (Confirmation was received on 5 July that payment of the first instalment had been received and 25% due to the parish (£723.83) would be paid in October 23).
- m) Speeding/Speed Indicator Device – it was agreed that the sub-working group of KB, RW, BF and Clerk would meet again, to review options and make proposals for the next meeting. **Action:** Sub-group to meet (28 July) to propose next steps and Clerk to add to Aug 23 agenda.

#### 4471 Correspondence Received

- a) Notification from SALC was noted of extended duty on public authorities in England to have regard to conserving biodiversity as part of their policy and decision making, including Government guidance on how to comply through agreeing policies and objectives, with a first consideration of what action to take for biodiversity by 1 Jan 24. CM had reviewed the guidance and felt this was being addressed by the work already underway by the Green Group, including wilder growing areas, pollinator beds and tree planting. (See Min 4471b)
- b) A new Climate Adaptation Toolkit had been received from Somerset Wildlife Trust, to help identify key climate risks, concerns and actions that can help us adapt/ to form an action plan. It was agreed that the Green Group could review this document and put forward suggestions for a future meeting. **Action:** DB as co-chair to review with GG and Clerk to add to future agenda.
- c) Notification had been received from PKF Littlejohn, on 14 June 23, that the Council's exempt status (from limited assurance review) had been logged for year ended 31 March 2023.

#### 4472 Reports

- a) Playing Field / Village Hall – i) the joint committees had met on 20 June and were working well together; however, it felt that momentum for the merger was slowing. KB had written to Robert Horne several times (who has several roles so is very busy), and also contacted Acre for an update. As the Parish Council is not a member, KB had involved Kevin Stevens (KS) to follow up and Robert had let him know that the documentation had now been submitted to the Charity Commission (CC). It was likely to take a further four weeks as the CC are scrutinising applications very closely. KS would follow up again with RH in two weeks' time. ii) Finances were stable and fundraising plans in place, with one activity per month going forward (Film nights - Sept/Oct; Xmas Fair – Nov; Bingo – Dec); iii) The Defibrillator Group were organising another awareness night on 13 July at The Crown. Regular fundraising linking up with the pub quiz would help with a small income to support ongoing costs. An anonymous donation had been received which would fund costs for a year. Under instruction from the Ambulance Service, a unit had been collected ready for use recently, the third collection since installation. iv) With the defibrillators being important community assets, Members agreed to consider the future of the Group and management of its finances at its next meeting. **Action:** Clerk to add Defibrillator group/finances to Aug 23 agenda
- b) Highways – a resident had been in touch to ask that the grass verge at the top of Butcher's Hill be cut back as soon as possible, as it is overhanging the pavement, so pedestrians are having to walk in the road and visibility for traffic approaching the junction is restricted. LH offered to contact the owners of the property, as this verge is privately owned and not the responsibility of Highways. **Action:** LH to contact owners to request the verge to be cut back
- c) Environment – see Min 4470e
- d) Rights of Way — MB's report had been circulated: i) Bridleways which SCC surface cut had been done in June. There were no issues as all are now accessible, thanks to the local landowner who has taken out the old bridge near the copse; ii) L11/33 and 39 on north of Fivehead Ridge are currently difficult to access as the crops are planted close to the hedges, so discussions are planned to resolve this. iii) Volunteers will be meeting on 8 July 23. Thanks would be passed on for all their hard work.
- e) SALC, Cemetery, Highways and Police – no further reports

#### 4473 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) **23/01308/HOU – Wybarn, Isle Abbotts Road, Fivehead, TA3 6QH** - proposed two storey side extension (part replacement) and rear dormers to dwelling and replacement double garage with office space above - **noted** with no specific comments/observations.
- b) **23/01404/S73 - Stowey Farm, Stowey Road, Fivehead, TA3 6PR** - S73 application to vary condition 2 (approved plans) to allow alterations to design of approved garage/car port and garden room, in relation to planning approval 21/03383/HOU for proposed alterations to the house and erection of a replacement conservatory. The erection of a

detached garage/workshop/carport building. Demolition of a garage and erection of a replacement building - **noted** with no specific comments/observations.

- c) **23/01400/S19 - Stowey Farm, Stowey Road, Fivehead, TA3 6PR** - S19 application to vary condition 2 (approved plans) to allow for the design of garden room to be adjusted, in relation to planning approval 21/03384/LBC for proposed alterations to the house and erection of a replacement conservatory. The erection of a detached garage/workshop/carport building. Demolition of a garage and erection of a replacement building. Associated external works - **noted** with no specific comments/observations.
- d) **22/03272/S73A – Fivehead Court (Land Opposite the Old Manse – 21/00268/FUL)** – follow up with Natural England to share consultation response from Somerset Ecology Services (objected due to missing surveys), and liaison with SES to make aware of suspected breach of dormice licence being investigated by NE, was noted.
- e) **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 – **permitted STC**.
- f) **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 – **permitted STC**.

#### **4474 Finance**

- a) Payments authorised and unrecorded during the previous month:
  - (i) Parish Magazine Printing – Newsletter printing (June) - £347
- b) Payments to be authorised:
  - (i) Village Hall – Small meeting room fee (June) - £16
  - (ii) C Perrin – Internal Audit fee - £96 inc VAT
  - (iii) SALC – Cemetery Management Training (for Clerk) - £30
  - (iv) D Braddock – Paint for signposts (Amazon) - £43.98
  - (v) J Parsons – Clerk/RFO – Salary (June) - £548
  - (vi) J Parsons – Homeworking allowance (June) - £26
- c) Income received:
  - (i) NatWest - Interest (May) - £68.86
  - (ii) Forsey & Son – Newsletter advertising - £115
  - (iii) H Buchan – Newsletter advertising - £28.50
  - (iv) Bawden Cleaning – Newsletter advertising - £28.50

#### **4475 Matters of Report, Questions and Items for the Next Meeting**

None

#### **4476 Date for Next Meetings**

Monday 8 August 2023 at 1830 at Village Hall, Stowey Road, Fivehead

The meeting closed at 7.56pm.

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