

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 11 December 2023 at 1830 (rescheduled from 4 Dec 2023)
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 11 December 2023. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons

Clerk to the Council

6 December 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

4. Minutes

To approve Minutes of the Meeting of the Parish Council held on 6 November 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 (6 Nov) and raised by Members

- a) LCN update (meeting 13 Nov) – i) Action points; ii) Active Travel Group (meeting 30 Nov)
- b) Planning comments to Somerset Council, showing names and addresses of contributors (KB)
- c) Speed Indicator Device – i) Avon & Somerset Police Fund (KB); ii) **to consider** options/costs for Chapter 8 training for four people
- d) Pound/Church wall repairs update – i) **to consider** sign off of first part of Pound work (to rebuild rear corner) and **to authorise** Clerk to make payment of up to £2,800 from ear-marked reserves
- e) Defibrillator update – i) Community donations; ii) Contract transfer/funds held by Village Hall
- f) Village newsletter – i) **to consider** advertising rate increase for 2024; ii) **to consider** honorarium for editor
- g) Tree for St Martin's – **to consider** donation/planting of tree in Jan 24
- h) Internal Audit for FY2023/24 – next steps
- i) **To consider** meeting dates for 2024 and extra Finance meeting in January (if needed)
- j) SALC Risk management training – update (DB)
- k) Emergency plan – next steps (LH)
- l) Clerk's backpay/overtime/leave – **to consider**: i) pay increase/back pay wef Apr 23: Apr – Aug SCP 16 (+£1 per hour – 200 hours (£200); Sept/Oct SCP17 – 80 hours (+£1.25 per hour – £100); Nov SCP 17 +£1 per hour (£40); total back pay = £340; ii) additional overtime (10 hours – @SCP16 £14.70 - £147); iii) Discussion on carry forward of unused leave – Feb 2024

7. Correspondence Received (details emailed)

- a) From Leader of Somerset Council, letter asking local councils to consider asset and service devolution – **to consider** response to Council and impact on FY24/25 budget/precept
- b) From Chairman of SALC, suggestions for future services/support needed before January 24 (including assistance with 7a)

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) **23/02759/HOU / 23/02760/LBC**– Langford Manor, Lower Swell, TA3 6PH - proposed kitchen alterations and new roof lights – **deadline for comments extended to 13 Dec 23**
- b) **23/00961/FUL** - Land Os 8356 Isle Abbots Road, Fivehead – change of use of land to 5 Gypsy/Traveller pitches, including 5-day rooms, 5 mobile homes, 5 touring caravans, and associated works – **update** (NB: deadline for comments extended to 30 Nov)

10. FY24/25 Finances/budget

- a) Grant request for Village Hall and Playing Field Charity – **to consider**
- b) Asset Register – **to consider** updating tool inventory and write-off old tools on Asset Register (DB)
- c) Cemetery terms and conditions/fees – **to consider** updated fees and amendments to terms and conditions from 1 January 2024

11. Finance

To receive the financial position of the Council.

- a) Payments authorised and unrecorded during the previous month: None
- b) Payments to be authorised:
 - (i) Royal British Legion – wreath - £20 (S137 approved Min 4483k)
 - (ii) J Parsons – Clerk/RFO – Salary (Nov – SCP17 old rate @£13.95 p/h) - £558
 - (iii) J Parsons – Homeworking allowance (Nov) - £26
 - (iv) J Parsons – Dog bin for Swell Lane (Wybone) - £328.16 (inc £54.69 VAT and delivery)
- c) Income received:
 - (i) NatWest Interest (Oct) - £84.36
 - (ii) M Braddock – Defibrillator quiz donation (Crown) - £15
 - (iii) Oak Funeral Services – Deed/burial (Woodhill 1/11) - £515
 - (iv) M Braddock – Defibrillator donation (Langford Manor) - £300
- d) Internal review – 2 of 4 – completed by LH (8 Nov 23)

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

- a) Chairman; b) Councillors; c) Clerk

13. Date of Next Meeting

Monday 8 January 2024 at 6.30pm, Fivehead Village Hall