

MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL

Held on Tuesday 7 May 2019 at 2000 at The Village Hall, Stowey Road Fivehead

	Present: Mrs K Beacham (Chair); Mrs L Howard; Mr K Male; Mr J Westworth; Mr R Wynn; Mrs N Cameron; Mrs P Brett; County Councillor C Aparicio-Paul; District Councillor M Cavill; Mrs J Wardle (Clerk/RFO).
	Declarations of Acceptance of Office were signed by six Members and countersigned by the Clerk.
2945	Election of Chairman KB presided over the elections. Resolution: KB to be elected as Chairman for the next 12 months. Proposed LH and seconded KM. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office form and took the Chair.
2946	Co-option to fill Vacancy Following advertisement of the vacancy, one application had been received from Mr J Westworth (JWe). Resolution: that JWe be co-opted to fill the Casual Vacancy. Proposed by RW and seconded by KM. Carried by majority. The Chairman declared that JWe been co-opted. JWe signed a Declaration of Acceptance of Office form and joined the meeting. <i>Action: Clerk to notify Electoral Role Officer of co-option.</i>
2947	Registration of Interests Members were reminded that they must register their interests with the Monitoring Officer at SSDC (copy to Clerk) within 28 days (ie by 4 Jun 2019) It is a Criminal Offence to not do so. <i>Action: Clerk to get advice from SSDC regarding the need for replacement forms if the currently published forms shows the correct details.</i>
2948	Election of Vice-Chairman Resolution: LH to be elected as Vice-Chairman for the next 12 months. Proposed PB and seconded NC. Carried unan.
2949	Public participation One member of the public attended during a planning discussion (brought forward at Min 2962) and then left the meeting.
2950	County Councillor's Report – the report had been previously circulated to Members.
2951	District Councillor's Report – the meeting welcomed M Cavill who has replaced S Steele as District Councillor for the Isle Moor Ward.
2952	Apologies for absence – nil.
2953	Approval of the minutes of the last Parish Council meeting a) The minutes of the Parish Council meeting, previously circulated, held on 1 Apr 19 were approved. Proposed NC and seconded PB. Carried unan.
2954	Declarations of Interest – nil.
2955	Dispensations – nil.
2956	Members appointed to bodies/roles The following appointments were made: a) Playing Field - PB; b) Village Hall - LH; c) SALC - NC; d) Cemetery Sub Committee - KM, LH & JWe; e) Highways - Clerk; f) Rights of Way - RW; g) Internal Control - LH; h) Staffing Panel KM, KB & NC; i) Parish Paths Liaison Officer - J Mahoney; j) Environment Warden - Clerk; k) Tree Wardens - B Knox & R Leighton; l) Litter Champion – V Fouracre.
2957	Review and re-adoption of policies; and re-affirmation of legislation and appointments a) The following were reviewed, amended as shown below, or re-adopted without change: (i) Standing Orders; - Delete para 15bix referring to Data Protection Officer (no requirement for DPO as the Council is not a public authority wrt to GDPR). - Delete para 16 referring to appointment of another staff member to cover if RFO is absent. (ii) Financial Regulations; - Members noted comments in the draft Internal Audit Report re the Council's adherence to para 4.2 that states that no expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council or delegated committee. Resolution: to retain wording in Financial Regulations, and to follow the procedure by passing a Resolution whenever there is an overspend in a revenue class. Proposed LH and seconded PB. Carried unan. - Add Schedule of Payments at Annex A and refer in para 6.7

	No changes required to: (iii) Audio/Visual Recording and Photography at Council Meetings Policy; (iv) Code of Conduct; (v) Health and Safety Policy; (vi) Information Security Policy; (vii) Communications Policy; (viii) Complaints Procedure; (ix) Freedom of Information; (x) Equal Opportunities Policy; (xi) Grievance Policy; (xii) GDPR Policies and associated procedures. b) The Bank Mandate was reviewed and agreed without change. c) The following were reaffirmed: (i) The appointment of J Wardle as the Responsible Financial Officer. (ii) The appointment of Mr G Balmer as the Internal Auditor for the 2018/19 accounts. Resolution: to re-adopt items at a) subject to changes, to confirm Bank Mandate at b), and to reaffirm items at c). Proposed RW and seconded NC. Carried unan. Members recorded thanks to the Clerk for her work on the policies.
2958	Matters Arising from the Minutes (1 Apr 19) and Raised by Members a) Replacement of Playing Fields (PF) marquee – KB reported on an Extraordinary Stakeholder Meeting (with representatives from PF, Village Hall and Council) held on 5 Apr 19. The preferred supplier (Gala Tent Ltd) had notified the PF that the purchase price of £4,500 was increasing by £500 from 7 Apr 19. The following actions had been agreed: PF to purchase from Gala Tent Ltd for the agreed price of £4500 inc VAT; Village Hall Committee to contribute half the cost - £2,250; the marquee will be owned jointly by the VH and PF Committees; PFMC will act as custodian of the marquee and maintain a 'Tent Fund' financial record; both committees are to submit (individually) a 'capital grant application to the Council for £562.50, which equates to £1,125 (25%) of the cost. This will be done in the Autumn 2019 as part of the FY20/21 budget process. b) Notification of HGV movements – Gillards Transport have agreed to send notification to the Clerk when wide loads are coming through the village. This will give opportunity to publicise the fact so cars can be parked accordingly to reduce the likelihood of blockages. The loads are subject to movement orders and restrictions from Police/Council, so they can't say specifically when they will come through, but the weeks they are due. Clerk will publish on village website and Facebook page, and notify the Stable café. c) Glendale development and Butchers Hill – the Clerk reported that the Land Registry Title Plan still shows that, strictly speaking, the current developer owns the land that the Pound sits on. The Glendale sale is likely to go through in 2-3 weeks. The new buyers of Glendale do not want it on their Title Plan when they come to registering the site after completion of the sale. The developers do not want to be left with the Pound registered to them. They have therefore proposed that when Glendale changes hands the new plan will not include the Pound and a separate application is submitted to register the Pound as being owned by the Council. The current developers wish to donate £5k to the Council as a contribution to costs for Registration of the Pound and restoration works. They have also offered the services of their solicitor (who knows the background) to undertake the Registration work. Members were pleased to accept this offer. (i) <i>Action: Clerk to contact Glendale developers to offer Council's thanks and to accept offer of donation and services of solicitor.</i> (ii) <i>Action: Clerk to contact W&S Builders re Pound restoration works and specifically the level of Public Liability insurance required.</i> (iii) <i>Action: KM and KB to ask Matravers Engineering about a replacement metal cap for the Pound gatepost. Clerk to repaint Pound gate.</i> (iv) <i>Action (medium-term): PB to investigate getting the Pound listed.</i> (v) <i>Action (medium-term): Clerk to contact Highways re traffic calming issues on Butchers Hill.</i> d) Langford Corner: (i) <i>Action: Clerk to investigate formal procedure for Voluntary First Registration of Langford Corner. No progress – legal advice to be sought.</i> (ii) Turfing and replanting – Members thanked LH for her co-ordination of the work to improve the site. Options to get the grass mown are being investigated by the Clerk. e) WW1 Memorial Seat installation – KM apologised for the delay and advised that this work will be undertaken as soon as possible. f) <i>Action: Clerk to confirm arrangements for 3rd dog bin with Highways and Streetscene. In hand</i> g) Highways have advised that the grit bins will not be filled until the next spell of cold weather.

	h) St Catherine's Well – PB advised that the Kier Group have offered renovate the site and have also asked if they can assist with any other projects in the parish – improvement works (eg tree surgery and removal of spoil heap) in the cemetery have been suggested. i) <i>Action: Clerk to get more details of options and to contact the PCC and Baptist Church re location of a Christmas Tree near to War Memorial Green. In hand.</i> j) Cemetery – Clerk reported on professional advice suggesting that (i) a soil compound should be established in the cemetery (following removal of existing spoil heap); (ii) clearer marking of new graves was required for grave-diggers; (iii) the Clerk should attend a cemetery management course. <i>Action: JWe to supply Clerk with spray paint for ground marking. Action: Clerk to investigate options for a cemetery management course.</i> k) Rights of Way - RW reported on the continuing work by South Somerset Bridleways Association (SSBA) to investigate historical footpaths and bridleways which came into existence before 1949 but which have not been recorded on the Definitive Map. The end date for correction of historic maps is 2026. SSBA have identified a couple of historic bridleways within the surrounds of Fivehead which have been submitted for Definitive Map Modification Orders. <i>Action: RW to meet with SSBA to discuss next steps.</i> l) Members discussed the future of the telephone box and the costs of the work required to restore it for use as a book exchange. A parishioner has kindly offered to attempt to mend the door. <i>Action: NC to investigate the possibility of getting the telephone box door mended.</i>
2959	Matters Arising from the Annual Parish Meeting (30 April 2019) None
2960	Correspondence Received a) Non-Domestic Rate Bill for Cemetery confirmed by SSDC as zero – noted. b) Guide to the Community Infrastructure Levy (CIL) – noted.
2961	Reports a) Village Hall - the VH Committee will provide 3 quotes for a new lighting system (ie not a repair to the existing system) to enable the Council to make a decision on whether to award an additional grant from Reserves. PB offered to investigate the availability of grants. b) Rights of Way – Clerk will obtain a quote from the SSDC Ranger Service to undertake strimming at 3 locations as last year. Members recorded thanks to E Arundell who has retired as a path volunteer. A replacement volunteer for path L11/2 (from bottom of Cemetery Hill round to the Isle Abbots road) will be advertised in the next newsletter. c) Police report available at https://www.police.uk – 3 crimes reported in Feb 19. Note: Malissa Thompson is PCSO for Fivehead. Reply from Police received apologising for delay on replying about Cold Calling Zones – unclear as to whether they are still established. No further news on Neighbourhood Watch. <i>Action: Clerk to include Cold Calling and NHW on Jun 19 agenda.</i> d) No reports: SALC; Playing Field; Cemetery; Highways or Environment. e) Asset/Maintenance Check Report: bus shelter and telephone box cleaned by Members. Grit bins to be added to inspection schedule. Report book to RW.
2962	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details a) Application No 19/01067/FUL 16, Millers Orchard, Fivehead. Erection of detached bungalow. No objection to the application subject to the following conditions: 1. The only straight access into the field belonging to Stonehill, below the south east corner of the site should be kept clear at all times. 2. Noting that a) Land Registry Plans indicate that ownership of the ditch on the east boundary would appear to be with the owner of Millers Orchard; b) the proposal is that the ditch will take surface water from the new development; and c) the ditch has been continuously maintained by the owners of land at Stonehill since at least 1982, the clearance of this ditch must be maintained by the owners of 16 Millers Orchard to a depth sufficient to take the surface water from the defined site without causing any impact on the adjacent land. b) Application No 19/00962/HOU Somerford, Silver Street, Fivehead. New parking area to front (north east) of existing house, with new gates and extended hedge. Removal of low stone plinth to east of house. Rooflight to existing first floor roofspace above entrance hall. Casement window from WC / shower room within annexe to adjacent lane. New rooflights to existing first floor roofspace above annexe. New fixed window to store / woodshed. No objections.

2963	FY18/19 Annual Accounts and Annual Governance and Accountability Return (AGAR) a) Resolution: to approve the Annual Accounts for FY18/19. Proposed PB and seconded RW. Carried unan. Signed by the Chairman. Signature by RFO to follow. b) The exemption (from limited assurance review) criteria are met if the smaller authority can declare that it has: • total gross income and total gross expenditure below £25k; and • no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and • been in existence since before 1/4/14. Fivehead meets these exemption criteria so can agree to complete the Exemption Certificate. Resolution: to complete Certificate of Exemption (from limited assurance review of FY18/19). Proposed JWe and seconded KM. Carried unan. Signed by the Chairman. Signature by RFO to follow. c) Noted that the Internal Auditor's report and the AGAR for FY18/19 Sections 1 and 2 will be reviewed and approved at the Jun 19 meeting.		
2964	Assets, Reserves, Risk and Insurance a) Resolution: to approve the Asset Listing correct to 31 Mar 19. Proposed LH and seconded NC. Carried unan. b) Resolution: to approve the Reserve Listing correct to 31 Mar 19 subject to an increase to £400 in Earmarked Reserves for the telephone kiosk restoration. Proposed NC and seconded LH. Carried unan. c) Resolution: to approve the Risk Management Report (inc Insurance cover) correct to 31 Mar 19. Proposed PB and seconded JWe. Carried unan. d) Resolution: to approve the Statement of Internal Control correct to 31 Mar 19. Proposed KB and seconded RW. Carried unan. Signed by the Chairman. Signature by RFO to follow.		
2965	Clerk annual review and remuneration A review of Clerk/RFO's performance and salary on the anniversary of appointment (1 May 2015) will be held. It was noted that new salary scales came into force on 1 Apr 2019 - Clerk's Apr salary underpaid by £9.60 (inc PAYE) (to be added to future payment).		
2966	Finance The financial position of the Council was received. Two bank reconciliations were signed off by the Chairman. Resolution: to approve the overspends on Langford Corner replanting/turfing (£218), insurance renewal (£7), and APM refreshments (£24) noting that the APM item is a temporary overspend. Proposed LH and seconded NC. Carried unan.		
	a) Payments authorised during the previous month:		
	Fivehead Village Hall	Meeting room (Mar)	£15
	b) Payments authorised:		
	(i) J Wardle	Clerk/RFO Salary (Apr)	£256.28
	(ii) J Wardle	Homeworking allowance	£18
	(iii) HMRC	Clerk/RFO PAYE (Apr)	£64
	(iv) Greenshutters	Trees and plants for Langford Corner	£321.98
	(v) Fivehead Village Hill	Grant	£800
	(vi) Fivehead Playing Fields	Grant	£2278.04
	(vii) SALC	Affiliation fee (SALC and NALC)	£154.34
	(viii) BHIB	Insurance	£167.66
	(ix) Parish Magazine Printing	Newsletter printing (Apr)	£250.58
	(x) Fivehead Village Hall	Meeting rooms (Apr inc APM)	£36
	c) Income received during previous months:		
	(i) NatWest	Interest (Mar)	£4.02
	(ii) Baptist Chapel	Newsletter print contribution	£60
	(iii) Vine Wines	Newsletter advert	£55
	(iv) Kev's Cleaning	Newsletter advert	£27.50
	(v) Ashgate Kennels	Newsletter advert	£55
	(vi) SSDC	Precept and grant	£14453
	(vii) Wakely & Sons	Burial fee (Tucker)	£175
	(viii) Greenshutters	Newsletter advert	£55
	(ix) Somerset Tree Surgeons	Newsletter advert	£27.50

	(x) St Martins Church (xi) Bawdens Cleaning	Newsletter print contribution Newsletter advert	£120 £27.50
	d) To note Internal Reviews of Controls 3 of 4 and 4 of 4 by LH		
2967	Matters of Report, Questions and Items for the Next Meeting a) Chairman – nil. b) Clerk (i) Internal audit report and approval of AGAR Sections 1 and 2 (ii) Website upgrade c) Councillors – PB reported the poor condition of the sign at the Fivehead Arable Fields Nature Reserve belonging to Somerset Wildlife Trust (SWT). <i>Action: Clerk to report the poor state of SWT sign.</i>		
	Date of Next Meeting Monday 3 June 2019 at 2000 -The Village Hall, Stowey Road		

The meeting closed at 2135.

Chairman.....

Dated.....

DRAFT