

NOTICE OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL

Tuesday 7 May 2019 at 2000

The 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 are reminded that question/comment time is limited to 5 minutes per person.

Jill Wardle

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Clerk to the Council

1 May 2019

AGENDA

1.	Election of Chairman To receive the Chairman's Declaration of Acceptance of Office
2.	Co-option of new member to fill vacancy
3.	Declarations of Acceptance of Office (if any members are absent and have not yet signed one) Registration of Interests (re-registration with Monitoring Officer within 28 days)
4.	Election of Vice-Chairman
5.	Public participation Members of the public may raise any matter relating to items on the agenda here.
6.	County Councillor's Report
7.	District Councillor's Report
8.	Apologies for absence
9.	Minutes To approve the minutes of the Parish Council meeting held on 1 April 2019.
10.	Declarations of Interest Members should declare any interest in items on the agenda here.
11.	Dispensations To receive and consider granting dispensation requests.
12.	To appoint members and parishioners to the following bodies/roles: a) Playing Field; b) Village Hall; c) SALC; d) Cemetery Sub Committee; e) Highways; f) Rights of Way; g) Internal Control; h) Staffing Panel (3); i) Parish Paths Liaison Officer; j) Environment Warden; k) Tree Warden; l) Litter Champion; m) any others required.
13.	To minute the review and re-adoption of policies and the reaffirmation of appointments a) To review and re-adopt the following: (i) Standing Orders; (ii) Financial Regulations; (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) To review the Bank Mandate. c) To reaffirm the appointment of: (i) J Wardle as the Responsible Financial Officer; G Balmer as Internal Auditor for FY18/19 accounts.
14.	Matters Arising from the Minutes (1 April 2019) and Raised by Members a) Replacement of Playing Fields marquee – update (KB) b) Notification of HGV movements – update (Clerk). c) Glendale development and Butchers Hill: (i) <i>Action: PB to investigate getting the Pound listed.</i> (ii) <i>Action: Clerk to contact Glendale developers re Pound restoration.</i> (iii) <i>Action: 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.</i> (ii) Turfing and replanting – update (LH). e) WW1 Memorial Seat installation – update (KM).

	f) <i>Action: Clerk to confirm arrangements for 3rd dog bin with Highways and Streetscene.</i> g) Grit bins – update (Clerk). h) St Catherine's Well – update (PB). 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.</i> j) Cemetery – update (Clerk). <i>Action: Working Party to improve cemetery spoil heap be arranged by Clerk. Clerk to take advice on spoil disposal from other cemeteries.</i> k) Rights of Way - <i>Action: RW to investigate the initiative to check historical footpaths and bridleways which came into existence before 1949 but which have not been recorded on the Definitive Map.</i> l) Future of the telephone box - to consider.		
15.	Matters Arising from the Annual Parish Meeting (30 April 2019) None		
16.	Correspondence Received (details emailed) a) From SSDC re Non-Domestic Rate Bill for Cemetery - to note. b) From SALC re a Guide to the Community Infrastructure Levy (CIL) - to note		
17.	Reports a) Playing Field (PB); b) Village Hall (LH); c) SALC (NC); d) Cemetery (KM); e) Highways (Clerk); f) Environment (Clerk); g) Rights of Way (JWe); h) Police (Clerk); i) Asset/Maintenance Check Report (LH).		
18.	Planning - see http://www.southsomerset.gov.uk/planningsearch/ for details a) To consider Application No 19/01067/FUL 16, Millers Orchard, Fivehead. Erection of detached bungalow. b) To consider 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.		
19.	FY18/19 Annual Accounts and Annual Governance and Accountability Return (AGAR) a) To approve the Annual Accounts for FY18/19. b) To approve completion of Certificate of Exemption (from limited assurance review). c) To note 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.		
20.	Assets, Reserves, Risk and Insurance a) To review and approve Asset Listing correct to 31 Mar 19. b) To review and approve Reserve Listing correct to 31 Mar 19. c) To review and approve Risk Management Report (inc Insurance cover) correct to 31 Mar 19. d) To note review and approve the Statement of Internal Control dated 30 April 2019.		
21.	Clerk annual review and remuneration a) To review Clerk's performance and salary on anniversary of appointment (1 May 2015) noting NALC's Employment Briefing E01-18 (2018-2019 National Salary Award).		
22.	Finance To receive the financial position of the Council.		
	a) Payments authorised during the previous month:		
	Fivehead Village Hall	Meeting room (Mar)	£15
	b) Payments to be 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 the previous month:		

	(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	Newsletter print contribution	£120
	(xi) Bawdens Cleaning	Newsletter advert	£27.50
	d) To note Internal Reviews of Controls 3 of 4 and 4 of 4 by LH		
23.	Matters of Report, Questions and Items for the Next Meeting		
	a) Chairman		
	b) Clerk		
	(i) Internal audit report and approval of AGAR Sections 1 and 2		
	c) Councilors		
24.	Date of Next Meeting		
	Monday 3 June 2019 at 2000 in the Village Hall, Stowey Road, Fivehead		