

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL

**Monday 25 November 2019 at 1930
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

Jill Wardle

Clerk to the Council

20 November 2019

AGENDA

1. Public participation

Members of the public may raise any matter relating to items on the agenda here.

2. County Councillor's Report

3. District Councillor's Report

4. Apologies for absence

5. Minutes

To approve the minutes of the Meetings of the Parish Council held on 4 November 2019 and 11 November 2019

6. Declarations of Interest and Dispensations

Members should declare any interest in items on the agenda here

To receive and consider granting dispensation requests

7. Matters Arising from the Minutes (4 November 2019 and 1 November 2019) and Raised by Members

a) Cemetery:

(i) Quotations to remove dead tree - **to consider**

(ii) Mapping and surveying - update (Clerk) and **to consider quote for surveying costs**

(iii) Cemetery entrance maintenance and Commonwealth War Grave maintenance – **to consider**

(iv) Update on actions resulting from Cemetery Management course - Clerk

b) **To adopt** updated versions from NALC of the following:

(i) Members' Code of Conduct

(ii) Financial Regulations

(iii) Standing Orders

c) *Action: Clerk to get quotes for legal advice on:*

(i) *the process, costs and benefits of establishing ownership of Village Green*

(ii) *the formal procedure for Voluntary First Registration of Langford Corner*

d) 2019 Christmas Tree and Event (8 Dec 2019) – update (KB)

e) Historic Rights of Way review – update (RW)

f) Telephone kiosk restoration – update (Clerk)

g) Website upgrade – update (Clerk)

h) 75th VE Day celebrations (8-10 May 2020) – update (PB)

i) Environment Strategy Working Group – update (RW)

j) SALC Allotments Management course – debrief (RW)

k) Blocked ditches and potential flood risk at Higher Swell – update (KM)

l) Installation and movement of waste bins – update (KM)

m) Complaints re ploughed public footpath through fields near the Fivehead River - update

8. Correspondence Received

a) From NALC re Guide to helping principal and local councils tackle loneliness - **to note**

b) From SSDC re Christmas Tree Recycling - **to consider**

c) From parishioners re Council's response to recent planning applications - **to consider**

9. 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 (NC)

10. Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details

- a) **To consider** Application No 19/01900/FUL Demolition of existing agricultural building and erection of a detached dwelling and associated works. Land OS 6790 Lower Swell, Fivehead
- b) **To note** Planning Officer's report on Application No 19/02246/FUL (Ridgeway – change of use to independent day school) and **to consider** attending SSDC Area North Committee on 27 November 2019
- c) Meeting held with SSDC Planning representative - debrief (KB)
- d) **To consider** whether to take advice on process/costs for preparing a Housing Needs Survey

11. FY20/21 Finances

- a) Extension of the grass maintenance contract with SSDC – **to consider** quotation from SSDC
- b) Community Plan actions – **to note** progress and **to consider** next steps
- c) Grant application from Playing Fields Management Committee - **to consider**
- d) Grant application from Village Hall Management Committee - **to consider**
- e) Cemetery Fees for 2020 – **to consider**

12. Finance

To receive the financial position of the Council.

- a) Payments authorised during the previous month:
 - (i) Village Hall – Meeting room - £16
- b) Payments to be authorised:
 - (i) J Wardle - Clerk/RFO Salary (Nov) - £269.20
 - (ii) J Wardle - Homeworking allowance - £18
 - (iii) HMRC - Clerk/RFO PAYE - £67.40
 - (iv) Baptist Chapel – meeting room (2.5 hrs. on 11 Nov 19) - £27.50
 - (v) G Balmer – electrical supplies for Christmas Tree lighting - £36.48
- c) Income received during the previous month:
 - (i) NatWest- Interest (Oct) - £6.08
 - (ii) West Country Firewood – Newsletter advert - £55
 - (iii) The Crown – Newsletter advert - £55
 - (iv) Quest Cars – Newsletter advert - £55
 - (v) Matravers Engineering – donation for Christmas Event - £100

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

- a) Chairman
- b) Clerk
 - (i) precept approval
 - (ii) internal review 3 of 4 (LH)
 - (iii) appointment of Internal Auditor
- c) Councilors

14. Date of Next Meeting

Monday 6 January 2020 at 1930 in the Village Hall, Stowey Road, Fivehead