

**NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL**

**Monday 1 June 2020 at 1930**  
**Virtual meeting online using Zoom**

**All Members are summoned to attend the above meeting.**

The Parish Council is working under Emergency Operating Procedures agreed on 20 March 2020. Government Regulations now enable local councils to hold remote meetings (including by video and telephone conferencing) if they wish until May 2021. They also removed the requirement to hold an Annual Meeting of Parish Council. Members have agreed by email to online meetings only when a key decision needs to be made. All other matters will be covered by the Emergency Operating Procedures and correspondence.

Members of the Public may request an invitation to the Zoom meeting by emailing the Clerk in advance. In order to effectively manage the meeting, they will be asked to submit any matters that they wish to raise under Public Participation in advance in writing – these will be circulated to Council Members and will be read out at the meeting. Members of the Public are reminded that they should not speak during the formal Council meeting.

*Jill Wardle*

**Jill Wardle**

**Clerk to the Council**

**27 May 2020**

---

**AGENDA**

**1. Public participation**

Members of the Public may raise any matter relating to items on the agenda here – submitted in advance in writing to the Clerk.

**2. County Councillor's Report**

**3. District Councillor's Report**

**4. Apologies for absence**

**5. Minutes**

**To approve** the minutes of the Meeting of the Parish Council held on 4 May 2020.

**6. 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. The Zoom Waiting Room function will be used if Members have to withdraw from the meeting.

**7. Matters Requiring Key Decisions**

- a) Closed churchyard – **to note** tree removal and **to consider** request from PCC for final clearance work.
- b) Asset/Maintenance Check Report (KB) – **to consider**
- c) Parish Support Network feedback – update (Clerk) – **to consider**
- d) Clerk's performance and salary on anniversary of appointment (1 May 2015) and consideration of increase in homeworking allowance (£18 to £26/month wef 6 Apr 2020) (KB) – **to consider**

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

- a) **To consider** Application No 20/01442/S73 S73 application to vary condition 2 (approved plans) of approval 20/00508/FUL to allow relocation of the new dwelling within the application site. Land West of Appledore Smiths Lane Fivehead.

**9. FY19/20 Annual Accounts and Annual Governance and Accountability Return (AGAR)**

- a) **To consider** the Internal Auditor's Report for FY19/20.
- b) **To approve** the AGAR for FY19/20 Section 1 (Annual Governance Statement)
- c) **To approve** the AGAR for FY19/20 Section 2 (Accounting Statements 2019/20)
- d) **To consider** redaction of the signatures on the web version of the AGAR to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns

## **10. Finance**

**To receive** the financial position of the Council.

a) Payments authorised and unrecorded during the previous month:

(i) J Wardle – Monthly Zoom licence (May) - £14.39 (inc VAT)

b) Payments to be authorised:

(i) J Wardle - Clerk/RFO Salary (Apr) - £269.40

(ii) J Wardle - Homeworking allowance - £18

(iii) HMRC - Clerk/RFO PAYE - £67.20

(iv) Woodland & Garden Tree Services – Tree removal in churchyard - £588 (inc VAT)

(v) Somerset Environmental Records Office – Records search and report - £68.40 (inc VAT)

(vi) J Wardle – Monthly Zoom licence (Jun) - £14.39 (inc VAT)

c) Income received:

(i) NatWest - Interest (Apr) - £6.27

## **11. Date of Next Meeting**

To be agreed depending on events and requirements for key decisions.