

DRAFT MINUTES OF MEETING OF FIVEHEAD PARISH COUNCIL

Held on Monday 1 March 2021 at 1930 - Virtual meeting online using Zoom

Present:

Mrs K Beacham - Chair (KB); Mrs L Howard (LH); Mr K Male (KM); Mrs P Brett (PB); Mrs N Cameron (NC); Mr R Wynn; Dr B Ferguson (BF); Mrs J Parsons - Clerk/RFO (JP)

Attendees confirmed that they understood remote meeting procedures and etiquette. KB advised that the meeting was being recorded using the Zoom facility and the recording would be deleted after the Minutes were agreed.

4072 Public participation

No members of the public attended.

4073 County Councillor's Report

County Councillor Clare Paul's report had been previously circulated (<https://fivehead-village.org.uk/update-from-somerset-county-councillor-clare-paul-8/>). It was noted that the panel for the Climate Emergency Funding would start assessing applications from w/c 8 March.

KB asked CP for assistance with an urgent matter that had been reported to Planning Enforcement that day, where a barn had been demolished without the necessary protections in place for barn owls present on site. Discharge and commencement notices had recently been published on the SSDC portal, without supporting documentation for the conditions. These had been added after a member of public reported the potential breach on the day the work started. As the work had continued all day, the Council had contacted the Duty Officer, who was unable to contact the Case Officer by phone, so agreed it would be necessary to report the breach to the Police. As several residents had reported sightings of owls and were very upset about their displacement, this seemed the only thing to do, but it was not a good use of police resource. CP agreed that the system is not functioning as it should and would contact the Planning Lead. She also highly recommended that as many people as possible report incidents like this via the Enforcement portal as they will all be logged and more weight will be given to the case. Although name and address would be needed for the online form, this is just for officers to get in touch for more details. Reports are completely anonymous.

General concerns were voiced to CP on: i) reports via the Enforcement portal not always being acknowledged so they are being missed; ii) supporting documentation not being published properly on the portal; iii) Enforcement being so under-resourced that this has to be taken into account when conditions are requested, as it is unlikely that any monitoring will take place; iv) Planning seems to encourage developers to wait until post-determination to add finer details ie such as materials and environmental mitigations, so there is less information available on the first application for the Council to base its response.

CP would continue to raise these shortfalls in the system as she was seeing them across the whole district. Planning was likely to be raised as part of the ongoing unitary debate, but it might be possible for the Parish Council to seek advice from an ombudsman on how best to resolve these problems, which were now affecting more and more applications. Although the Council had already been proactive in raising issues with Planning, the next step could involve a more formal complaint letter being drawn up.

It was agreed that PB would send CP the Planning reference for the above case (19/01900/FUL, White Gables, Swell Lane, Fivehead), with a timeline.

4074 District Councillor's Report

KB had circulated a report received from MC with useful information on Planning and phosphate calculation.

4075 Apologies for absence

None

4076 Minutes

- i) The Minutes of the Meeting of the Parish Council, previously circulated, held on 1 February 2021 were approved. Proposed by PB and seconded by NC. Carried unan.
 - ii) The Minutes of the Planning Meeting of the Parish Council, previously circulated, held on 15 February 2021, were approved. Proposed by RW and seconded by BF. Carried unan.
- Hard copies of the Minutes were signed by the Chair.

4077 Declarations of Interest and Dispensations

The following Declarations of Interest were made, with no dispensations given:

- i) Relating to matters at Min 4078b – PB, as a member of the Save our Crown community group, would be asked to withdraw from decisions on The Crown Inn as necessary.
- ii) Relating to matters at Min 4078e – BF, as an owner of a property affected by the slow broadband in Swell, would be asked to withdraw from future decisions as necessary.

4078 Matters arising from the Minutes (1 Feb 2021 and 15 Feb 2021) and raised by Members

- a) Cancellation of planning meetings and outsourcing decisions – Barry James, SSDC Planning Lead, had responded to the Council's email (forwarded to him by CP) which detailed recent difficulties with reporting urgent breaches of conditions and getting access to Planning officers for advice, but Members felt that this needed to be taken further. It was agreed that the three current cases referred to Enforcement (Glendale, Stillbrook Road and White Gables) would be reviewed at the Planning meeting on 15 March. If necessary, a stronger letter would be sent to Alex Parmley, copied to Barry James, to voice the issues raised earlier with CP (Min 4073), using these case examples, with a request to sort out the systemic failure affecting almost every application, which is letting the community down. **Action:** Clerk to add to the agenda for 15 March 21.
- b) Save our Crown – it was not possible to move forward with the Community Benefit Society until the decision had been made on the Pub change of use application, so the grant request would be carried forward to the next meeting. **Action:** Clerk to add to April 21 agenda.
- c) Housing Needs Assessment survey – it was agreed to extend the deadline to 8 March 2021 as the more responses received would give the survey greater weight with the District Council. **Action:** Clerk/PB to publicise the extended deadline via village email/Facebook.
- d) The Pound/Church wall – i) it was agreed that a requote for the maintenance work on the Pound, would be included with the repair work. The Clerk would circulate the specification and photos before sending to the Conservation Officer, and seek advice on including a sample method statement. **Action:** Clerk to circulate the specification document for comment and send to Planning/Conservation with pre-application. ii) The Clerk had submitted the pre-application with photos to Planning and would follow up with the Conservation Officer. **Action:** Clerk to discuss approach for quoting for repairs with Conservation Officer and update at April 21 meeting.
- e) Broadband for Swell – no further update. **Action:** PB to provide update at April 21 meeting.
- f) Mobile signal for The Stable/PO – no further update. **Action:** PB to provide update at April 21 meeting.
- g) Telephone kiosk restoration – i) the shelving work was on hold until the electrician had fitted the light and tidied up the cabling. This would be in the next couple of weeks. ii) the interior would require cleaning and painting before the shelving can be installed. The volunteer who had painted the exterior had been contacted to see if he could help with this. iii) the windows would need filling with silicone from the outside. **Action:** Clerk to ask Julian Cramp to seal the windows. Clerk to update at April 21 meeting.
- h) Internal audit – terms of references had been circulated based on the previous year. These would be sent to the internal auditor once the AGAR dates had been received. **Resolution: to approve the terms of reference as circulated.** Carried unan.
- i) Reply from RSPB – the RSPB had replied to allay concerns over the recent works in Swell Woods; these were all planned and approved. The Clerk would reply and take up the offer to come and speak on Swell Reserve and its management for the Annual Parish Meeting in 2022. **Action:** Clerk to reply to RSPB.
- j) Annual Parish Meeting – as the decision to return to face-to-face Council meetings in May 2021 had not been made, this item would be considered again at the April meeting. **Action:** Clerk to add to April 21 agenda.

- k) Langford Close – i) it was agreed that the decision to add further street signage would be reviewed again after the land transfer was complete. ii) an updated plan, showing the grass area only to be transferred to the Council, would be signed by KB w/c 8 Mar 21. **Action:** KB to sign plan and Clerk to return documents to the landowner.
- l) Parish walks – PB had referred issues on the walking routes to SCC. It was agreed that rather than producing a leaflet, any remaining funds might be spent making the routes clearer on the ground. Way markers could be obtained free of charge from SCC but some posts might be needed. PB would liaise with the Parish footpath wardens and request markers from SCC. Landowners would need to be contacted for permission to add these. The Clerk would check with CP if the remaining funds could be used for this purpose and carried over to next financial year. **Action:** Clerk to check on funding conditions with CP. PB to liaise with Footpath wardens, SCC and landowners.
- m) Maintenance of waste bin – the leaning bin on the A378 had been reported to SSDC Waste, but due to limited staffing, it had not been possible to confirm if this is the District or Parish Council's responsibility. The Clerk had followed up again and hoped to have confirmation soon. **Action:** Clerk to add to April 21 agenda.
- n) Norton virus software update for 2021 – **Resolution: to approve the annual renewal of virus protection software for the laptop (c£13.60).** Proposed by KB and seconded by PB. Carried unan. **Action:** Clerk to order the software update and install.
- o) Renewal of ICCM subscription for 21/22 – **Resolution: to approve the annual subscription renewal (c£95) as this was a very helpful source of specialist advice on cemetery management/legislation.** Proposed by LH and seconded by NC. Carried unan.
- p) Council policies – the Council would begin the process of reviewing its policies ready for the new financial year. It was agreed that a new website/newsletter advertising policy was needed and the Clerk would source some examples via the Clerks' Forum and other Council websites. The Grant policy would be considered in June 21. KB would review the Finance and Communications policies with the Clerk. The Clerk would review the website ready for May 21. Everyone was asked to look over the policies and feedback any comments for the next meeting. **Action:** Clerk and KB to start reviewing key policies and the website in April 21. Clerk to circulate sample advertising policy and add further update to April 21 meeting agenda. Members to read over all policies and feed back any comments to the Clerk by end of April 21.
- q) Parish Support Network update – it was agreed that a public message should be circulated before the easing of lockdown starts on 8 April 21, to remind people to continue to take care whilst in lockdown and that help was still available for those who need it. **Action:** Clerk to draft update and circulate for approval. Clerk to issue update via village email by 8 March 21.

4079 Correspondence Received

- a) Public Health SCC had issued details of Somerset's Joint Strategic Needs Assessment aligning with Somerset's Climate Emergency Strategy.
- b) David Fothergill, SCC had sent notification of the delay on decision for the funding from SCC Climate Emergency Fund for two posts for Somerset Wildlife Trust, until after the 2nd window has been closed, due to diversion of resource to Covid response.
- c) A thank you email had been received from Harry Price for honorarium received for newsletter services in 2020.
- d) A thank you email had been received from Viv Fouracre for the gift voucher to reward efforts to keep Fivehead litter free.

4080 Reports

- a) Playing Field – football matches had been abandoned until the next season.
- b) Village Hall – no meeting had taken place.
- c) There were no updates for SALC, Cemetery, Highways, Environment, Rights of Way or Police.
- d) Asset/Maintenance Check Report – BF had completed this and would hand over to NC for April 21 and KB for May 21. **Action:** BF to deliver book to NC.

4081 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below, and any received between the date of the agenda being issued and the meeting, were considered:

- a) **20/03707/FUL** – the application for The Playing Field, Stowey Road, Fivehead - erection of 2 pitch-side dugout shelters (re-submission of 20/00928/FUL) was reviewed and Members were unanimously in support of the application.
- b) **21/00493/COL** – the application for Mobile Home, Smiths Farm, Smiths Lane, Fivehead – application for a certificate of lawful development for the existing use of land for the siting of a mobile home used as a separate residential unit to Smiths Farm was reviewed. The mobile home is used by people working on the barn conversion development on the same site. It was believed to have been in position for around 15 years so legally permission would be granted, but Members would like to highlight that there are pre-existing clauses and conditions for the development, as it is on the edge of a RAMSAR site, and to request that these are added to the Mobile Home planning permission.
- c) **19/01965/FUL** – the permission granted for erection of a rural worker/Travelling Showpeople's dwelling, stables, storage building, winter turnout area; and construction of access and closing up of existing access was reviewed. It was agreed that PB would contact the owners for an update. (PB circulated an email update on 2/3/21 confirming that the house had been built and work on one of the barns would be starting in the Spring. The temporary structures would all be removed once this had been built. The second barn would not be built until the business was up and running again.)
- d) **20/03586/PAMB** – Lower Listock Farm, TA3 6QY – it was noted that prior approval granted STC.
- e) **20/03087/FUL** – St Albans Farm, Fivehead – it was noted that approval had been granted STC.

4082 Finance

The financial position of the Council was received. A bank reconciliation had been checked and signed remotely by the Chairman. The invoices for the payments below had been checked and authorised by KB and NC.

a) Payments authorised and unrecorded during the previous month:

i) Parish Magazine Printing – Feb newsletter (290 copies) - £254.55

b) Payments authorised:

- (i) J Parsons – Clerk/RFO - 10 hours overtime (Jan) - £120
- (ii) J Parsons – Clerk/RFO – Salary (Feb) - £480
- (iii) J Parsons – Homeworking allowance (Feb) - £26
- (iv) J Parsons – Monthly Zoom licence (Mar) - £14.39 (inc VAT)
- (v) J Parsons – Amazon voucher for V Fouracre - £25.00 – approved under s137 (Min 4058k)
- (vi) J Parsons – Black printer ink – 2 cartridges - £23.96 (inc VAT)

c) Income received:

- (i) NatWest Interest (Jan) - £0.36
- (ii) Beehive Storage – Newsletter advertising (Dec) - £55
- (iii) A Gardener – Newsletter advertising (Jan) - £27.50
- (iv) The Stable – Newsletter advertising (Jan) - £55

d) Overspend on salary line for Clerk's overtime had previously been approved (Min 4058o).

e) The Clerk would deliver documents to LH to complete the review of controls by 5 March 2021.

4083 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – SALC had announced training dates for AGAR/year end accounting. The Clerk would like to attend and this would be approved at the next meeting. **Action:** Clerk to add to April 21 agenda.

4084 Date of Next Meetings

- a) Planning meeting – Monday 15 March 2021 at 7.30pm via Zoom
- b) Scheduled Council meeting - Monday 12 April 2021 at 7.30pm via Zoom

The meeting closed at 9.23pm.

Chairman.....

Dated.....