

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 6 June 2022, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr R Wynn (RW); Dr B Ferguson; Mr D Braddock; County Councillor Mike Stanton (MS); and Mrs J Parsons - Clerk/RFO (JP)

Candidate for Councillor co-option: Mrs Christina Munday (CM)

No members of public in attendance.

4284 County Councillor's Report

A report from County Councillors Mike Stanton and Richard Wilkins had been circulated to Members and was available on the Parish website (<https://fivehead-village.org.uk/update-from-county-councillors-may-22/>). MS's District update had also been circulated. MS would have a dual role as a County Councillor and District Councillor until 1 April 2023. He would continue to provide cover for District Councillor Cavill until he was back.

It was noted that SSDC's action plan now includes 'no mow conservation', so verges will be cut six times per year, instead of sixteen. KB was concerned this may not be often enough during summer months for village egress points, such as Ganges Hill, Butcher's Hill and Swell Lane. MS would take this up, if notified, if this becomes a problem.

4285 Apologies for absence

Candidate for Councillor co-option: Mr James Benton (JB)

4286 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 9 May 2022, were approved. Proposed by LH and seconded by BF. Carried unan. Hard copies of the Minutes were signed by the Chair.

4287 Declarations of Interest and Dispensations

Relating to matters at Min 4291c, LH had previously declared an interest, with no dispensation given, so would withdraw from decisions as necessary.

4288 Matters arising from the Minutes (9 May 2022) and raised by Members

- a) Councillor co-option – KB welcomed Christina Munday to the meeting as one of two potential candidates for co-option for two Councillor vacancies. Both applicants' details had been circulated to Members prior to the meeting and a vote was taken for each (James Benton 5 - for; Christina Munday 4 - for). **Resolution: to co-opt JB to fill a Councillor vacancy and to sign a Declaration of Acceptance of Office in the presence of the Clerk or Chair, before the next meeting.** Proposed by KB and seconded by BF. Carried unan. **Resolution: to co-opt CM to fill a Councillor vacancy.** Proposed by KB and seconded by BF. Carried unan. CM signed a Declaration of Acceptance of Office and joined the meeting. Register of Interests forms to be completed within 28 days of taking up office.
- b) Councillor training – **Resolution: to approve payment of £25 for Councillor Essentials Part 1 provided by SALC, via Zoom, on 11 June.** Proposed by RW and seconded by LH. Carried unan. **Action:** Clerk to book training date with SALC.
- c) Village Hall/Playing Field merger update – KB had attended a meeting of both organisations with Robert Horn (RH) from CCS on 10 May. RH looked at both constitutions, which have broadly similar aims. Options for merging were discussed and it was agreed that setting up a new charity would be best, merging both existing charities into this once established. Both committees would need to have public AGMs and communicate about the merger, so people could have a say and vote. In the 2017 Community Survey, a large majority of the village were in favour of a merger. RH would be sending KB copies of the Acre model template to use as a basis. There would be some legal fees for the transfer of the land to the new charity.

- d) Removal of Heras fencing on Glendale site – the SSDC Tree Officer had considered correspondence from the developer and the Parish Council and would be revisiting the site. A response would be given to the resident once this had taken place and an update would be requested from the Tree Officer before the next meeting. MS asked to be kept in the loop with the date, so that he could attend if available. **Action:** Clerk to add to July agenda and let MS know date for site visit. Clerk to follow up with Tree Officer for an update for July meeting.
- e) Debris at Lower Swell – Clare Paul had confirmed that she had asked officers from SSDC to visit the site and try and encourage things along. Some debris had been moved and the situation would be monitored for another month, before considering whether to involve MS for further action. **Action:** Clerk to add to July agenda for update.
- f) Cemetery tree maintenance – a further quote had been obtained for maintenance to the Holm Oak trees and conifers. DB had met the tree surgeon and they had also discussed the need for work on the trees either side of the entrance gate. As this was not part of the original specification, this would be considered at the July meeting, noting that it would be cost-effective to carry out all the work at the same time. **Resolution: to approve quote for £690+VAT from Woodland and Garden Tree Services to be funded from Reserves.** Proposed by DB and seconded by LH. Carried unan. **Action:** Clerk to add additional work to July agenda for consideration.
- g) Platinum Jubilee update / commemorative tree/rose – i) Over 170 people had participated in Fivehead's Big Jubilee Lunch on 5 June and had a great time. Lots of effort had gone into table decorations, hall decorating and help with the marquee, especially packing it away after the rain. KB offered to send out a thank you to everyone via the Village email. Special thanks to the small committee of organisers (Heather, Laura, Lesley, Pip and Kate), Adrian who was MC for the day, and all who helped with clearing up on Monday. ii) KB was liaising with the Village Hall to find a suitable place for the Queen's picture. iii) As part of the Queen's Green Canopy, it had been suggested that a tree might be planted next to those with plaques for the Diamond Jubilee and Sylvia Yarde, at the bottom of the field. However, as it was overgrown, the plaques were no longer visible, so it would need permission from the PF to trim back the overgrowth, with the PF present, to find them before adding any further trees. iv) Another suggestion was to add a climbing or shrub rose to Langford Corner. KB/DB would look at suitable varieties and provide costings for August meeting. Steve Cutts may be able to help with a plaque. **Action:** KB/DB to look at rose varieties, and tree planting with PF, and provide costings for authorising at August meeting. Clerk to add to August agenda.
- h) Local support for Ukrainian families – a few families were starting to arrive in the area and more were expected. A few families had attended the Jubilee celebrations. Local schools were offering bursaries. The PC would keep a watching eye on where help may be needed.
- i) Matters arising from Green Group meeting on 24 May – i) RW would be updating the draft Environmental policy for approval at a future PC meeting. ii) The group were looking at the Wilder Churches campaign run by Somerset Wildlife Trust and preparing a proposal for consideration. iii) Westcountry Rivers Trust had provided testing kits and RW was setting up a date for training for the group, for sampling of Fivehead River at various points within the Parish and also covering points in the neighbouring Isle Brewers' section. iv) The Parish Tree Warden would be invited to join future meetings, which were currently monthly, moving to quarterly once the projects were up and running. v) A policy for safeguarding young volunteers was being drafted for future consideration.
- j) Wildlife and Countryside Act 1981 – DB had summarised the lengthy Act into five concise documents (Bat, Hazel dormice, Hedgerow, Japanese knotweed and Wild bird legislation). The first (Hedgerow) had been circulated to Members. They are all aimed at helping with planning consultations and providing a source of easy-to-read information for potential applicants to access from the Parish website. The information was provided by the Government and would be checked every May. It was agreed that DB should send out the other documents in the series, for comment, before they were added to the website. **Action:** DB to circulate documents for comment by all.

- k) Annual Parish Meeting – there were no matters arising. Attendance from residents was low (8 public; 5 PC). Most organisations were either represented or had supplied a report and the evening ended with an informal chat over refreshments. Suggestions for encouraging more people along for next year's meeting were discussed, including a possible local speaker (for cheese/wine tasting), which RW would follow up. Oliver Howard had provided wine on the basis that the PC only had to pay for usage, so the Clerk would reimburse two bottles of red and one white (total £16). **Action:** Clerk to add reimbursement of £16 to Oliver Howard on July payments list (previously approved Min 4275c).
- l) Book exchange – two new volunteers had kindly taken over and restocked the phone kiosk so the exchange has been back up and running since 30 May. DB had asked for a request for children's book donations to go out on social media; some had been received and gone out straight away; more were coming soon. DB would also be adding planters to soften the area near the waste bin.
- m) Information Commissioner – **Resolution: to authorise the annual data protection payment of £35 via direct debit in July 22.** Proposed by LH and seconded by BF. Carried unan.
- n) Clerk's back pay – **Resolution: to make back-payment for the delayed national increase for 2021, from April 2021 – April 2022 for SCP14/15.** Current hourly rate for SCP - £12.45. (The Chair subsequently checked calculations and total submitted for back payment in July will be £121.74). Proposed by KB and seconded by LH. Carried unan.

4289 Correspondence Received

- a) Guidance had been received from Environment Agency, via ICCM, on protecting groundwater from human burials. The requirement was **to aim** as a minimum for best practice. DB had assessed current compliance for Fivehead Cemetery and completed a checklist showing that this was currently compliant. This had been circulated to Members. This would need re-assessing if development of the Cemetery was required in future.

4290 Reports

- a) Playing Field – BF had been unable to attend recent meetings due to illness. Next meeting – 11 July. Future events would include bingo in September and walking football organised by Dave Allen.
- b) Village Hall – details of the merger had been reported at Min 4288c. Wi-Fi had been successfully installed, using Sky, and future plans for CCTV security could now be taken forward.
- c) Cemetery – see Min 4288f
- d) Highways – a meeting had been arranged for KB and the Clerk to discuss traffic issues with SCC Traffic Management on 30 June. A further resident had expressed concern over the speed of vehicles taking the bend at the bottom of Butcher's Hill, which was getting worse, putting pedestrians and property in danger. Parked vehicles had also been damaged. Traffic calming options would be discussed with SCC, including repainting road markings on the bridge. **Action:** Clerk to add latest report to the list for discussion on 30 June and add to July 22 agenda.
- e) Environment – see Min 4288i
- f) Rights of Way – Two successful Jubilee walks had taken place - 30 people had taken part on 2 June and 20 on 3 June.
- g) Asset/Maintenance Check Report – DB took this over from LH.
- h) SALC and Police – nothing to report

4291 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **22/01220/HOU** – Spindlewood, Ganges Hill, Fivehead – single storey extension on front elevation. Members were in support of the application, subject to a point of clarification on the biodiversity checklist. As the height of the extension will be above the current gutter line, covering gaps between tiles along the soffits/facias/barge boards of the original roof, which may be being used by nesting birds and roosting bats in the area, it was queried whether "works that are likely to affect exterior access to nests or roost sites" on the form

should be ticked. The Clerk would request for confirmation if there is a need for an ecology survey as the roofline would be changing.

- b) **22/01082/HOU** – Langford Manor, Lower Swell, Fivehead – replacement of storm-damaged outbuilding asbestos roof to natural clay tiles with bedded angled clay ridges (retrospective). As the work had been carried out, it was noted that the checked boxes on the retrospective planning application biodiversity forms would have triggered an ecology survey had this application been submitted prior to work starting. A comment would be submitted, noting that there would appear to be no process for this to be carried out retrospectively.
- c) **21/00135/FUL** – Land opposite The Old Manse, Stillbrook Road, Fivehead – a draft report to Natural England had been circulated, following the recent response from SSDC Enforcement, who were unable to take forward matters of suspected breach of licensing for dormice / mitigation for them and destruction of habitat and mature hedgerows. Members agreed to send this to the Natural England officer who had consulted on the latest approved application 21/00268/FUL (Rhona Savin) and Simon Phelps, a contact at the local Bridgwater Office identified by DB. **Action:** Clerk to issue email to NE contacts requesting assistance.

4292 Finance

- a) Payments authorised and unrecorded during the previous month: None
- b) Payments to be authorised:
 - (i) Village Hall – Small meeting room fee (May) - £16
 - (ii) Playing Field – Maintenance grant payment - £3000
 - (iii) J Parsons – Clerk/RFO – Salary (May) - £498
 - (iv) J Parsons – Homeworking allowance (May) - £26
 - (v) R Wynn – donation to WestCountry Rivers Trust for sampling kits under s137 - £25
 - (vi) Ensors Accountants – to assist with Pound transfer of ownership - £600 inc VAT which would be non-recoverable (approved Min 4197c)
- c) Income received:
 - (i) NatWest Interest (Apr) - £0.16
 - (ii) Crescent Funeral Services – Interment fee – D Balmer - £576
 - (iii) Hatch Green Coaches – Newsletter advertising - £55
 - (iv) The Oven Gleamers – Newsletter advertising - £110

4293 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – maintenance of parish signposts to be added to future CIL working group meeting in July/Aug 22
- b) Clerk – to receive internal audit report and consider approval of AGAR at a separate meeting – confirmed for 27 June, 6.30pm
- c) Councillors – i) LH – Swell drove required cutting back, but schedule for hedge-cutting was not known. Mary Braddock would be able to request this for attention if LH could notify her of details by email. ii) Cloudy/foul smelling effluent had been reported going into the ditch from a waste pipe south of Sunnyside Park; as this was draining into the nearby watercourse, urgent attention was needed. This was an unresolved issue which would be reported again to SSDC Environmental Health.

4294 Date for Next Meeting

Finance meeting - Monday 27 June at 6.30pm, Village Hall Playing Field, Stowey Road, Fivehead
Monday 4 July 2022 at 6.30pm, Village Hall/Playing Field, Stowey Road, Fivehead

The meeting closed at 8.14pm.

Chairman.....

Dated.....