

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 3 October 2022, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard; Mr D Braddock; Dr B Ferguson; County Councillors M Stanton (MS) and R Wilkins (RW), and Mrs J Parsons - Clerk/RFO (JP)

No members of public in attendance.

4335 County Councillor's Report

The latest 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-oct-22/>). MS highlighted the ongoing consultation on Local Community Networks open until 17 October – see report for further details.

4336 District Councillor's Report

A District update from MS had also been circulated to Councillors; MS continues to cover for Malcolm Cavill.

4337 Apologies for absence

Mrs C Munday; Mr J Benton; Mr R Wynn

4338 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 5 September 2022, were approved. Proposed by DB and seconded by KB. Carried unan. Hard copies were signed by the Chair.

4339 Declarations of Interest and Dispensations

Relating to matters at Min 4343a, BF, as the property owner, declared an interest. No dispensation was given, so BF would be asked to withdraw from discussions.

4340 Matters arising from the Minutes (5 Sept 2022) and raised by Members

- a) Wildlife walks grant application – details of the application had been circulated and minor amendments were agreed, to keep the scope of the walks to the local Parish initially. If the grant was successful, appropriate checks and guidelines would need to be put in place for the walks in the Spring. DB confirmed that DBS checks would not be needed for all PC Members, to supervise young/vulnerable people, providing an appropriately DBS-checked adult was in attendance. Children would need to be supervised by their parents. The Clerk had checked the contents cover would be sufficient for the additional assets and was waiting for confirmation about public liability cover (subsequently confirmed provided the walks were PC-led and necessary risk assessments had been done). Members were happy to go ahead with the application, subject to confirmation of insurance requirements. **Resolution: to submit an application for funding of c£1700 from The National Lottery Fund.** Proposed by BF and seconded by LH. Carried unan.
- b) Churchyard wall maintenance – i) The work on the first sections of the wall (E1 & E2), adjacent to the Village Green, had been completed on 21-24 Sept. The PC thanked DB, who had cleared the shrubs to enable all the cracks to be reached. The mortar work looked very good and the contractor had left the site clean and tidy; the Clerk would thank Gales Conservation and the sub-contractor who had carried out the work. Payment had previously been approved from earmarked reserves at Min 4275h. ii) The Church had passed on the relevant section of the recent Quinquennial Report, which advised removal of any fleshy or deep rooted vegetation to protect the mortar and that repointing of areas with loose mortar needed attention. It may be possible to apply for some funding to help with the rest of the work, which was estimated to be c£3850. KB offered to look at this with the Clerk on Zoom. **Action:** Clerk and KB to look at grant funding options for funding future work. LH to look into previous grant funding organised by the PCC Treasurer.

- c) Removal of Heras fencing on Glendale site – the latest update from the SSDC Tree Officer had been circulated. As a visit had taken place and the Officer was happy with ongoing compliance with tree protection requirements, it was agreed that the matter would be closed.
- d) Maintenance of The Pound – i) a small working party of DB, LH, and Len and Beth Thompson, residents who have previously taken care of the Pound for many years, were thanked for their hard work to clear the overgrowth on 20th and 27th Sept. It was looking very neat now and ready for the stonework to be renovated. The waste would be cleared from the site by Rob Leighton on 15 Oct. DB had also sanded down the gate ready for repainting. A budget of up to £25 was approved for paint and primer. **Resolution: to authorise purchase of materials to repaint the Pound gate, estimated to be c£25.** Proposed by KB and seconded by LH. Carried unan. (DB later donated left-over paint for this job). ii) The ongoing transfer of the Pound had run into an unexpected glitch and it would not be possible to pursue reinstating the owner's company to obtain title. The owner had offered to refund the fee paid in advance for his accountants' work and to help with settling the claim for damage repairs; the PC would continue to look into other options for obtaining ownership, such as adverse possession. The Clerk would provide bank details for the reimbursement of £600 paid in June 22 and add to the next meeting agenda. iii) A reminder of the costs for the Pound stone repairs had been circulated and would be added to the agenda for Nov 22. **Action:** Clerk to supply bank details for refund and add Pound repairs to Nov 22 agenda.
- e) Effluent from wastepipe south of Sunnyside Park – MS planned to visit the site and assess this personally, following complaints from walkers; this matter had been ongoing for several years. He would look into whether the EA had issued a report following their recent visit with SSDC and whether the PC could receive a copy of the findings. **Action:** Clerk to add to Nov 22 agenda for further update.

MS and RW left at this point.

- f) Village Hall/Playing Field merger update – the public votes taken at two meetings on 6 Sept had been unanimously in favour of the merger. KB reported that a further meeting with Robert Horne (RH), the specialist adviser on village organisations had taken place with members of the VH and PF. A Zoom meeting with a sub-group of KB, BF and Graham Land would be organised to prepare a draft of the new constitution terms to take to a further meeting in November. It was hoped that RH would attend again, as his advice would help to reduce costs to set up the new organisation. The VH/PF were hoping to hold meetings consecutively in future until they were fully merged.
- g) Village noticeboard refurbishment – DB was thanked for the excellent work on refurbishing the noticeboard, completed w/c 19 Sept, with help from resident, Gary Bean. He hoped to finish the remaining panel w/c 10 Oct. The PC was very grateful to have the work completed for a fraction of the cost of buying a new noticeboard (materials costs only). KB would re-do the notices and laminate them. She asked that the noticeboard be checked monthly, as part of the Asset Register checks, to keep the public areas tidy and take down any old notices. DB would supply pins for each side and asked that staples are not used in future, as these are very difficult to remove.
- h) CIL update – a working sub-group of KB, BF, JB and the Clerk had met over Zoom on 27th Sept to review potential projects and costings. Members felt that projects which brought improvements to the Parish should be prioritised. Two were put forward – i) the potential purchase of a Speed Indicator Device to help monitor traffic speeds, which would provide helpful data to work with the Police to enforce speed limits. The Police Hub at Ilminster had been very helpful in organising initial monitoring with the Police Camera team. Results from this were hoped to be available by November. Even if there was currently not a speeding problem, it would be good to have an ongoing process to check this. The device would need to be moved weekly, between 3-4 locations within the Parish. A costing for a recommended device had been received - around £2200. It may be possible to apply for grant funding from the Police Commissioner's Fund, which would require signing up to a Memorandum of Understanding with SCC. **Action:** Clerk to obtain two further quotes and add to Nov 22 agenda.

- ii) Refurbishment of metal signposts in the Parish – several residents had been in contact about the poor condition of some of our signposts and had offered to help on a working group to paint them. Any volunteers wishing to help would need to attend a course funded by SCC, on health and safety for working at the roadside, which would also ensure insurance cover for the work from SCC. A half-day in Bridgwater on 10 Nov was now planned. DB, LH and BF volunteered to join the course, along with 7 potential residents who had expressed an interest. The Clerk would contact the residents to find out availability and register. There were no plans to undertake replacement of metal fingers or other metalwork at this stage, due to the high cost. **Action:** Clerk to contact volunteers and book on the course by 21 Oct. Clerk to add to Dec 22 agenda.
- i) Update on broadband for areas with weak signal – BF reported that the mobile broadband service using 4G signal was being used successfully in some areas, but it was patchy, due to the nearest mast being at Thornfalcon. Wessex were planning to be able to offer fibre to Swell residents by 2024, so this was still some way off.
- j) Cost of Living Crisis/warm spaces – i) BF reported that the VH Committee had discussed this and was supportive of their facilities being used by a Group who might be looking to provide a warm space to the community, subject to this fitting around, and not affecting, other bookings. Due to the new heating system that had recently been put in, the Hall would be heated at no additional cost through the underfloor system. ii) The Clerk had contacted the Baptist Church and Abri. The Church was already running a community lunch every third Tuesday of the month and The Stable coffee shop was open 20 hours per week. There were no plans to offer anything further at this stage. The Hall on St Martin's Close, managed by Abri, was used once a month for a Baptist Church service and for coffee mornings on Thursdays. As it was privately funded, it would not be possible to open this up for further use. It was agreed that the PC would keep a watching eye for initiatives to support the community and help to share information through the parish newsletter and social media. iii) The Clerk reported that SCC had formed a Cost of Living Working Group and an online questionnaire on spaces/facilities within the Parish had been completed to meet 23rd Sept deadline. It was also noted that Village and Community Agent, part of the Community Council for Somerset may be able to offer local support to people struggling in the crisis ([see latest newsletter](#), including ways to help others.)
- k) Damage to road/pavement on St Martin's Close – the repeated damage to the road surface and pavement at the entrance to the Close, thought to be caused by the school bus turning, had been reported to SCC School Transport, who are responsible for contractors, to see if an alternative route could be found.
- l) New Code of Conduct (agreed to format for approval Min 4316l) – **Resolution: to adopt the new Code of Conduct recommended by SCC for all Councils with immediate effect.** Proposed by KB and seconded by LH. Carried unan. **Action:** Clerk to add to Policy documents section on the website.

4341 Correspondence Received

- a) Information had been received from SSDC and NALC, regarding adopting a new Civility and Respect pledge and associated training, and was noted.
- b) The opportunity to participate in the Local Community Networks consultation, by 17 Oct 22 was noted.
- c) An invitation from SALC to join the second Climate Conference, 5 Nov 22, Edgar Hall, Somerton was noted.
- d) A resident's concerns over increased speeding and dangerous driving on A378 and request for speed monitoring had been passed on to the Police, who had liaised with the Police camera team; they were currently monitoring traffic at several locations in the village. See Min 4340h.
- e) A query over the design of the third property on the Glendale development, with regards to the materials used and whether they differed from the other properties' eco-friendly specification, had been received from a resident. The Parish Council were not aware of any amendments to the approved materials for this property, but the build appeared to be similar and in keeping with environmentally acceptable specifications. If the resident was still concerned, suspected breaches of approved planning could be reported to SSDC Planning Enforcement via the portal.

4342 Reports

- a) Playing Field – a festive themed Bingo night was planned on 3 Dec. A working party had been formed for the recent SSDC inspection and a new bench had been ordered. The area with commemorative trees and plaques would be kept regularly trimmed.
- b) Village Hall – a quiz night was planned on 29 Oct and a Barn Dance on 4 Nov.
- c) SALC – news had been received of funding by SCC's Public Health Dept to enable SALC to expand its services to local councils, with a new health and wellbeing project and two additional staff members, Ann Diment, a new Health & Wellbeing Officer and Sam Winter, a former staff member welcomed back as Business and Council Support Officer.
- d) Cemetery – i) a memorial application had been processed for the late Mr D Balmer. ii) The Clerk had requested a cut for the rear of the Cemetery to help with growth of wild flowers. It had not been cut in July as scheduled and the second cut was now overdue.
- e) Highways – a resident had reported an increase of HGVs using Ganges Hill despite advisory signage for the unsuitable bends. A pedestrian had also had a near miss with a cyclist on the bends. It was agreed that the Clerk would contact SCC Traffic Management to ask if any further signage could be installed. The 30 zone signs were in very poor condition on Silver Street and near St Martin's Church, which would also be reported. **Action:** Clerk to report traffic issues and signage requests to SCC.
- f) Environment – i) The next Environment meeting had been rescheduled for 11 Oct; ii) DB had given a bat/wildlife talk to the Baptist Church Youth group; iii) The commemorative rose for the Queen's Jubilee would be planted at Langford Corner in October and some of the plants would be changed for more drought resistant bee pollinator plants.
- g) Rights of Way – MB's report had been circulated and noted: i) On L11/22, the reported collapsed bank and the bridge over the ditch had been repaired by SCC and made safe with handrail. New waymarker signs had also been erected. ii) On L11/39, running north from A378 to South Drove, new steps added earlier in the year from recycled wood had a rotted section which SCC would be repairing.
- h) Police – see Min 4341d
- i) Asset/Maintenance Check Report – KB had checked the grit bins and notified SSDC/the Clerk that the levels were half-full. SSDC had responded that new grit could not be added until the levels dropped below quarter-full. PC to keep levels monitored. The book was passed to LH. **Action:** Clerk to purchase new notebook for Asset checks. LH to take over checks for Nov 22.

BF left the meeting at this point.

4343 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **22/01294/LBC** – Poolhayes, Higher Swell – convert existing dining room back to original and relocated downstairs cloakroom – amended plans and heritage statement providing additional information as requested by SSDC Heritage Officer were noted. Members remained unanimously in support of the application.

BF returned to the meeting.

- b) **22/02430/COL - Homeacre, Stowey Road, Fivehead, TA3 6PP** - Certificate of Lawfulness made to confirm that the existing use, granted full permission 760368 dated 30 April 1976, does not have an agricultural tying condition attached to it – **noted**.

4344 Finance

- a) Payments authorised and unrecorded during the previous month: None
- b) Payments to be authorised:
 - (i) Gales Building Conservation – Fivehead Church wall repairs E1 & E2 sections - £750
 - (ii) SALC/NALC – Annual subscription 22/23 - £175.29
 - (iii) Village Hall – small meeting room (Aug) - £16
 - (iv) Village Hall – small meeting room (Sept) - £16
 - (v) J Parsons – Clerk/RFO – Salary (Sept) - £498
 - (vi) J Parsons – Homeworking allowance (Sept) - £26
 - (vii) J Parsons – Materials for noticeboard (Bradforbs) - £111.64 (inc VAT)
 - (viii) J Parsons – Cork noticeboard covering (BoardsDirect) - £55.84 (inc VAT & delivery)
- c) Income received:
 - (i) NatWest Interest (Aug) - £5.25
 - (ii) Ilminster Chiropractic Wellbeing – Newsletter advertising - £27.50
- d) Internal review – 2 of 4 completed by LH
- e) Current and forecasted spend for FY22/23 was reviewed at the mid-year point. Overspends on 8 lines had previously been approved. The Clerk's salary review would take place in Oct 22. Overtime had been approved for 10 hours per month to end Sept 22, at Min 4275q.

4345 Matters of Report, Questions and Items for the Next Meeting

- a) Chair – SSDC had received a planning application 22/02540/S73A to vary condition 4 (Lighting) of planning permission 07/01258/FUL for the erection of extension to greenhouses at Cantelo Nurseries (Bradon Fruit Farm). The Parish Council had not been asked to consult as it was outside the parish remit, but details of the application can be viewed on SSDC's website and had been copied to the County Councillors.
- b) Clerk – i) Preliminary budget review for FY23/24; ii) Insurance cover, Reserves and Risk report review

4346 Date for Next Meeting

Monday 7 November 2022 at 6.30pm, Village Hall, Stowey Road, Fivehead

The meeting closed at 9.03pm.

Chairman.....

Dated.....