

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 13 March 2023, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mrs C Munday (CM); Mr D Braddock (DB); Dr B Ferguson (BF); County Councillor M Stanton (MS); County Councillor R Wilkins (CRW) and Mrs J Parsons - Clerk/RFO (JP).

No members of the public in attendance.

4410 County Councillors' Report

The latest report from the County Councillors had been circulated to Members and was available on the Parish website (<https://fivehead-village.org.uk/update-from-county-councillors-mar-23/>).

4411 Apologies for absence

R Wynn; J Benton

4412 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 6 February 2023, were approved. Proposed by DB and seconded by CM. Carried unan.

4413 Declarations of Interest and Dispensations

None

4414 Matters arising from the Minutes (6 Feb 2023) and raised by Members

- a) Effluent from wastepipe south of Sunnyside Park – the Environment Agency hotline had been used to report that the effluent was now starting to smell in warmer weather. Photos had been emailed on 22 Feb. **Action:** Clerk to pass on hotline email to CRW.
- b) Bradon Fruit Farm (BFF) update – following further complaints from residents in Fivehead and neighbouring parishes, MS, CRW, Councillor Dyke and Councillor Geen from Curry Rivel (MG) had met with the MD to view the light in the night sky. A further meeting with the MD had taken place at BFF on 1 Mar. A visit report had been written by MG and CRW summarised that the lights that had caused the issues in 2021/22 were not currently in use, as the blinds were still to be fitted. The lighting approved in the recent planning application was also not in use, so it was believed that the pink glow that could be seen, was being caused by older lighting, which might be remedied by changing the bulbs for the next season. The current season was almost over and the lighting would no longer be used. MS/CRW confirmed that another visit would be made and the investigations from Enforcement considered, in order to ensure resolution of the matter, including updating the resident from Fivehead who had raised concerns but had been unable to attend the site meeting. **Action:** Clerk to add to April 23 agenda for update from MS/CRW. CRW to provide a copy of the visit report for distribution (subsequently circulated on 14 March).
- c) Debris at Swell – Members felt that the debris was accumulating, as it was more visible from the Highway, and would continue to keep a watch on this.

MS and CRW left the meeting.

- d) Request for TPO on Oak tree at Swell Copse – a request had been made to SSDC Tree Officer to consider a TPO for the remaining Oak tree. This had been followed up but no response had been received as yet. **Action:** Clerk to add to April 23 agenda.
- e) Churchyard – i) Availability to trim the Yew tree on 14 Mar had come up and was necessary for safety. Authorisation from the Diocese had been received and the church warden would put up signs and close the churchyard at lunchtime. DB would meet the contractor onsite to discuss the work. **Resolution: to authorise the Clerk to transfer payment to Arb Resolution on completion and sign-off of the work (previously approved at Min 4403f).** Proposed by KB and seconded by BF. Carried unan.

- ii) KB/Clerk had met via Zoom on 9 Mar to review possible grant funding for the remaining wall repairs; the options were currently limited to the National Lottery Fund. The Clerk would contact the Fund organisers to discuss if two applications in one year could be made, and if only one, whether this or the Pound project would be most likely to be successful. KB had passed on details of the Listed Places of Worship funding open to church applicants and the church warden had made an application. **Action:** Clerk to contact National Lottery for further information and add to April 23 agenda.
- f) Cemetery burial request – **Resolution: to authorise the burial of Mrs K Kingsbury, in the grave with her husband, on Tuesday 21 March, as a non-parishioner with existing burial rights.** Proposed by KB and seconded by LH. Carried unan.
- g) Speed indicator/traffic calming – a detailed response from Highways had been received on requirements for reducing the village speed limit to 20mph. As well as bearing the high costs for this, supporting evidence/data would be needed. The Police were not available for a meeting but felt that a speed indicator would be beneficial for the top road and could also be used within the village. It was agreed that a further Zoom meeting would be needed to review SpeedWatch and speed indicator options and the advice from Highways/Police. The Clerk would circulate a date for members to join if available before the April meeting. **Action:** Clerk to arrange Zoom meeting and add to April 23 agenda.
- h) SALC training/Clerk's contract/holiday calculation – **Resolution: to authorise £25 for Employer training undertaken with SALC via Zoom on 6 March 2023 by KB, as agreed in Min 4403i.** Proposed by LH and seconded by CM. Carried unan. Slides would be circulated to all when available. ii) A follow up meeting would be arranged with the Staffing Group (KB, BF & RW) to review best practice/hours and holiday calculation, before discussing with the Clerk. **Action:** KB to arrange follow up meeting with Staffing Group and circulate slides to all Members when available. iii) CM had completed Part 2 Finance for Councillors training on 6 March and was waiting for slides. iv) **Resolution: to authorise £20 for CM to attend Internal Audit training on 27 March.** Proposed by KB and seconded by DB. Carried unan. **Action:** Clerk to book training for CM on 27 March if available.
- i) Internal audit 22/23 – the new internal auditor had responded to the take-on email, summarising the work to be undertaken, which would be similar to the audit undertaken for Kingsbury. Members were in agreement with the revised terms. **Action:** Clerk to confirm acceptance of the proposed terms.
- j) Matters arising from Green Group meeting (2 Mar) – i) DB would write to The Stable and cc the Clerk, to confirm that the Green Group would prefer donations to support aid for the Turkey earthquake at this time. ii) Projects completed with the help of the Fivehead Fixers (FF) included: planting over 200 trees at Stowey Farm, on 11 Feb; collecting 8 bags of litter from Isle Abbots Lane to Two Bridges on 14 Feb; finishing the removal of the ivy from the church wall ready for repair work in the Spring and clearing weeds and rubbish along the roadside on 28 Feb; weeding Langford Corner and clearing the Pound, ready for planting with donated plants. Swift boxes had also been distributed to ten new homes. DB had also carried out a survey for Stowey Farm and recommended locations for wildlife boxes. iii) Future projects would include putting up wildlife boxes in the Cemetery, helping the Baptist Church create new pollinator beds and cleaning the bus shelter. DB had also signed up FF for this year's Great British Spring Clean from 17 Mar – 2 Apr, which would cover Fivehead and Swell (excluding the top road which was too dangerous). iv) Further information on The Big Help Out on 8 May, part of the Coronation celebrations, was expected soon. v) It was noted that the spoil from the last burial had been distributed around the Cemetery, but this would need to be removed in future by the funeral director, once work on creating wildlife habitats starts. **Action:** Clerk to remind funeral directors in future of the terms and conditions for removal of spoil.
- k) Coronation plans – a small group of volunteers, led by KB and Pip Brett, would be meeting on 20 March to start looking at arrangements and would report back at the next meeting. **Action:** Clerk to add to April 23 agenda.

- l) Fingerpost painting – DB had obtained the app and submitted seven posts for potential painting, two of which were in poor repair. Four trained volunteers would be available to start painting once the weather was warmer in the Spring.
- m) Facebook chat group – a suggestion to create a private Facebook page for village chat was considered. As this would be a closed group it would not be possible for the Parish Council to administer this, as the forum would not be suitable for open communications required by the Council. **Action:** Clerk to respond to enquiry with thanks, explaining the unsuitability for Council transparency and inclusion.
- n) Village Hall/Playing Field merger update – there was no further update at this stage, as registration with the Charity Commission was ongoing. KB would follow up with Robert Horne for an update in due course.
- o) Local Community Network update – MS had provided detailed information on the LCN networks. From 1 April 23, there would be a manager for each network, with funding. It was not clear how meetings would be organised going forward, possibly by open invitation.
- p) Consultation on new Statement of Community Involvement (SCI) – it was agreed that the Clerk would submit a response by the closing date of 16 March 23. **Action:** Clerk to respond to consultation by 16 March 23.
- q) Clerk's printer – **Resolution: to purchase a HP Envy printer with instant ink subscription for 9 months at the cost of c£90 from 22/23 budget/reserves, to replace the Epsom printer, which would be disposed of at the Recycling Centre in Somerton.** Proposed by LH and seconded by BF. Carried unan. **Action:** Clerk to arrange purchase of new printer and disposal of old printer.
- r) Renewal of Norton Anti-virus software for 2023 – **Resolution: to approve the annual renewal of virus protection software for the PC laptop (c£10).** Proposed by KB and seconded by CM. Carried unan. **Action:** Clerk to order the software update and install.
- s) Parish newsletter printing – comparative quotes had been obtained from four printers to supply the newsletter in the current format and frequency. The existing printer continues to offer best value. The newsletter editor had been consulted and recommended keeping the work with the same printer, due to their unconditional pricing and first-class service record, delivered for over five years. **Resolution: to retain the newsletter printing contract with Parish Magazine Printing.** Proposed by DB and seconded by BF. Carried unan. **Action:** Clerk to notify editor and unsuccessful contractors of decision.
- t) Grass maintenance - renewal of contract – under the 3-yr fixed contract awarded to SSDC in Dec 2020, the proposed 2% increase for the final year was approved. Use of subcontractors had been necessary in 2022, but new staff had been recruited for the new season so it was hoped that frequency would now meet the contract requirements. The contract for the next 3-year period from 2024/25 would be considered in October 23. It may be possible for FF volunteers to cover some of the service in future. **Resolution: to renew the grass maintenance contract with SSDC, with a 2% increase for FY23/24.** Proposed by KB and seconded by BF. Carried unan. **Action:** Clerk to notify SSDC of contract renewal.
- u) CIL liability for Stillbrook Lane development – SSDC had confirmed that the first payment was due on or before 1 March 2023 and if received, would be paid to the Parish Council in April 2023. It was not showing as paid as yet. The CIL Officer confirmed that CIL would continue to be processed in Somerset Council so the site will continue to be monitored. **Action:** Clerk to follow up in April 2023 to check what process there is to enforce this payment which is now overdue and add to May 2023 agenda.
- v) Annual Parish Meeting – the meeting was required to take place by 1 June 2023. The Clerk would contact the Village Hall for availability for late May and reserve a date. LH had ordered some wine and would invoice the Parish Council retrospectively for just the bottles that were used. **Action:** Clerk to reserve date for May 2023.

4415 Correspondence Received

- a) A request for a small donation to support local work had been received from St Johns Ambulance. **Resolution: to provide a grant donation of £50, under s137, to support local work by St Johns Ambulance.** Proposed by KB and seconded by DB. Carried unan. **Action:** Clerk to notify the charity and add to payments for April 2023.
- b) Notification had been received from SCC that Somerset Day would be on 13 May 2023. The local flag was stored at St Martin's Church. The Clerk would let the churchwarden know. **Action:** Clerk to notify churchwarden of flag arrangements for Somerset Day.
- c) It was noted that existing supplier contracts and invoicing would continue with Somerset Council from 1 April 2023.

4416 Reports

- a) Playing Field / Village Hall – i) At the joint meeting on 7 March, the existing secretaries had resigned and Jeff and Jose Emler had been co-opted to the existing organisations to provide a joint secretarial service going forward. ii) The 100 Club was doing well with 114 members and planned fundraising events were a Quiz night on 22 June and Barn Dance on 22 August. iii) Damage sustained to the marquee at New Year had been assessed and parts would be ordered, to be available for use at the Coronation event from 6-8 May. iv) Defibrillator report (from Mary Braddock) – funds of £965 were currently included in the Village Hall bank account which would need to be considered going forward. Further fundraising would be required to keep the systems going. The annual cost of maintenance for both is £324, which had been invoiced in Feb 23. Further training and awareness sessions were planned for July, including presentations to the church congregations to reach as many residents as possible.
- b) SALC – no further update
- c) Cemetery – KB would be attending the interment of a resident's ashes on Sunday 19 March, in order to authorise this on behalf of the Parish Council, as a funeral director would not be in attendance.
- d) Highways – the new signage and replacement poles by Silver Street and St Martin's Church had been delayed as the team had been diverted to priority work. (NB: now installed)
- e) Environment – see Min 4414j
- f) Rights of Way — i) Further damage to Swell bridleway had been notified to SCC; ii) Drain at L11/52 remains blocked as SCC Highways have no funds to clear it at present; iii) Gate on L11/19 Moortown is still waiting for replacement by the landowner (NB: previously reported in error that this had been done); iv) L11/6 has a team of people to help maintain it. SCC has agreed to dig out the ditch every autumn in preparation for autumn/winter rain. Plans are being made to improve the surface where the water collects. v) MB reported that SCC uses Assemble for volunteers to manage their information but unfortunately this is a standard system for all types of volunteers and requires compliance with training requirements that are unsuitable for footpath volunteers. It seems overkill for new recruits as they have to go through a full application process. It was agreed that the PC would write to SCC to express concern that the current recruitment process and training requirements may be putting off footpath volunteers. **Action:** Clerk to write to SCC regarding application requirements for volunteers.
- g) Police – nothing to report
- h) Asset/Maintenance Check Report – i) The grit bins were still above a third full so did not require refilling yet. ii) BF would retain the report for April 23.

4417 Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details. The applications below were considered:

- a) **23/00012/ENF** – out of hours working in breach of the conditions for 20/03631/S73A had been reported, following a complaint. As there were several contractors on site, it was difficult for Enforcement to assess which were responsible for the potential breach, but more recently no weekend work had been taking place. Clerk would update SSDC Enforcement but any further issues could be reported by residents via the portal. **Action:** Clerk to respond to SSDC Enforcement to close the matter.

- b) **22/03546/HOU – New House Farm, Stowey Road, Fivehead** - Two storey side extension with associated alterations – approved STC.

4418 Finance

- a) Payments authorised and unrecorded during the previous month:
(i) Village Hall – small meeting room (Jan) - £16
- b) Payments to be authorised:
(i) Village Hall – small meeting room (Jan Finance £8 and Feb £16) - £24
(ii) Parish Magazine Printing – Newsletter (Feb) - £347
(iii) J Parsons – Clerk/RFO – Salary (Feb) - £548
(iv) J Parsons – Homeworking allowance (Feb) - £26
- c) Income received:
(i) NatWest – Interest (Jan) - £37.48
(ii) A G Down Ltd – purchase of EoRB and interment of R Sherriff (2 Feb) - £1547
(iii) Killens – Newsletter advertising - £115.00
(iv) Woodlouse Ltd – Newsletter advertising - £28.50
(v) D Cunningham – Newsletter advertising - ££57.75

4419 Matters of Report, Questions and Items for the Next Meeting

- a) Chairman – i) Resignation of J Benton had been accepted and co-option would be considered following notice of vacancy.
- b) Clerk – i) Re-declaration of compliance for auto-enrolment was required by the Pensions Regulator by 15 March 2023 and would be checked by KB. ii) A Zoom discussion would be arranged to review The Pound building work prior to the next meeting.
- c) Councillors – i) Apologies from BF for next meeting. ii) Members were very sorry to hear of the passing of District Councillor Malcolm Cavill and offered their sincere condolences to his family.

4420 Date for Next Meeting

Monday 3 April 2023 at 1830 at Village Hall, Stowey Road, Fivehead

The meeting closed at 9.05 pm.

Chairman.....Dated.....