

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 7 August 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); Mr M King (MK) and Mrs J Parsons - Clerk/RFO (JP)

4477 Public participation

The applicants for planning application **23/00814/FUL** attended to talk through their application; written correspondence explaining their plans had been circulated to the Councillors in advance.

The applicants had been living in the property for two years, which is accessed via Cathanger Lane. The previous owner had used the farm buildings for manufacturing and the land was still described as general industrial, so change of use to residential was required for a new garage to be located in the (new) garden. The garden area was to be extended with an area of meadow grass and also a partial new access via a porous drive. This would improve the property access layout for the residents, as well as making it safer, as the farm vehicles would continue to use the existing drive to access the farm buildings at the end of the fields. The dwelling was in need of modernisation as it was poorly insulated and the extension would benefit from a new pitched roof. The 12 acres of land was currently let out for grazing of sheep and horses, and hay for feed.

4478 Planning application - 23/00814/FUL - Sedgemoor Farm, Cathanger Lane, Fivehead, TA3 6PS - change of use of land from agricultural to residential, modifications to existing dwelling, formation of new driveway and construction of a detached single-storey double garage

The Chair brought forward agenda item 9b for consideration. The Council voted in support of the application (5 for) as the plans would bring improvement to the local housing stock and help reduce energy consumption/fuel bills. The new access and drive would improve safety for the residents.

The applicants were thanked and left the meeting.

4479 Somerset Councillors' Report

The latest report had been circulated and added to the Parish website: <https://fivehead-village.org.uk/update-from-somerset-councillors-aug-23/>

4480 Apologies for absence

None

4481 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 3 July 2023, were approved subject to one amendment from Somerset Councillor Stanton to Min 4466. The Police representative at the LCN launch meeting was based in Somerton. The Clerk would update this in red on the Minutes. Proposed by DB and seconded by CM. Carried unan.

4482 Declarations of Interest and Dispensations

Relating to matters at Min 4483b, BF, as a member of the Village Hall Committee, would remain in the meeting but withdraw from discussions and decisions.

4483 Matters arising from the Minutes (3 July) and raised by Members

- a) LCN launch meeting – concerns over the size of the Levels and Moors LCN were discussed and maps of the current LCN areas had been circulated to consider possibilities for changing LCN or creating a new LCN for smaller councils. As Councillor Wilkins (the LCN Chair) was unavailable to discuss this with (due to illness), it was agreed that the matter would be reviewed again after the next LCN meeting. **Action:** Clerk to add to agenda following the next LCN meeting.

- b) Defibrillator group finances – a leasing agreement, and funds to support the ongoing costs of the two defibrillator units in the parish, were currently supported by the Village Hall Committee. With the merger and creation of a new charity underway, the Committee would like the responsibility for the sub-group to be reviewed. The small group runs awareness events and fundraising for the running costs of around £250pa, such as the monthly pub quiz. Larger donations had also been received, including £300 from The Stable. The defibrillators were valuable community assets, which were self-supporting, but the volunteer group was too small to be registered as a separate organisation. It was agreed that the Parish Council would look into the contract, bank account responsibilities, and consider further at its next meeting. **Action:** Clerk to provide information on banking and other considerations, and add to Sept 23 agenda.
- c) Memorials – i) a new application for a memorial for R Sherriff would be considered once dimensions had been provided. **Action:** Clerk to add to Sept agenda; ii) a second inscription for P English to be added to the existing memorial was authorised. Proposed by KB and seconded by LH. Carried unan.
- d) Village Green posts – alternative arrangements had been necessary to source the posts locally, due to high delivery costs. Nine longer posts had been purchased from Yandles and Sons, which require cutting in half and finishing. Evergreen Garden and Tree Services had quoted for collection, cutting and finishing (£111), under their business insurance. The timber had been ordered (£368.55 inc VAT – costs authorised at Min 4470b) for collection after 14 August. They would also provide help free of charge to install the posts (as a village Fixer). **Resolution: to authorise costs of £111, for collection, cutting and finishing of 18 oak posts for the Village Green by Evergreen Garden and Tree Services.** Proposed by LH and seconded by BF. Carried unan. **Action:** DB to liaise with the contractor regarding the finish required.
- e) Pound / Church wall repairs update – the stonemason was experiencing staffing problems and now estimated that work would not commence until early October, once new staff were on board. It was agreed that if work had to be prioritised, the Pound should be completed this year, if possible, as it was in a very poor state, and the urgent repairs to the Church wall had been carried out last year, so this could move back if necessary. **Action:** Clerk to ask for the Pound work to be prioritised for October 23.
- f) Staffing group meeting update (KB, BF, RW) – following a meeting on 28 July, a contract amendment was proposed to increase the Clerk's hours to 40 per month and to add a further day's holiday in line with the national increase from April 2023. The hours would be reviewed again in Jan 24. A digital timesheet (previously weekly/paper) would be kept going forward and reviewed monthly by KB. The Clerk's annual review would take place in September 23, to consider salary point increase and any overtime/holiday carry forward for year ending 31 Aug 23. **Resolution: to authorise Clerk's contract amendment to 40 hours per month (from 30 hours), plus one additional day's holiday per annum.** Proposed by CM and seconded by LH. Carried unan. **Action:** KB to issue amendment letter to accompany Clerk's contract. Staffing group to arrange Clerk's annual review to take place in September 2023 and Clerk to add to Oct 23 agenda.
- g) Speed indicator device (SID) – a working group (KB, RW, BF and Clerk) had met on 28 July to discuss taking forward the purchase of a device for the parish. It would need trained volunteers to move it between three locations, which were likely to be on the A378 and Butcher's Hill. Locations would need to be approved by Somerset Council under a Memorandum of Understanding. The first step would be to communicate in the newsletter/social media to see if anyone was already trained for Chapter 8 work on highways for their job, or if they would be willing to train. CIL funding could be used for some of the costs and it may be possible to apply for grant funding from the Police. **Action:** Clerk to add SID update to Sept 23 agenda
- h) Coronation commemorative piece – DB had circulated two options for wording for the hardwood plaque on metal posts, with costings. Option 2 was selected: Commemorating the Coronation of King Charles III on 6th May 2023. **Resolution: to authorise c£100 for the Coronation plaque and delivery.** Proposed by KB and seconded by CM. Carried unan. **Action:** DB to provide details for Clerk to order the plaque, for installation in November 23

- i) Stationery – **Resolution: to authorise the purchase of two packs of printer paper from Office budget line (c£10).** Proposed by DB and seconded by KB. Carried unan. **Action:** Clerk to purchase paper.
- j) Website – the Local Businesses page on the parish website had been updated with the first phase of a new directory of business advertisers from the parish newsletter. Members had received a link to view this and feedback comments. It would be possible to add logos and further information in the next phase. KB and the Clerk would meet with the newsletter editor for a follow up in September, to discuss the directory and succession plans. **Action:** KB/Clerk to meet with newsletter editor in September and add to Oct 23 agenda
- k) Wreath for Remembrance Sunday – **Resolution: to purchase under s137 a wreath from the local branch of the Royal British Legion at a cost of c£18.** Proposed by MK and seconded by DB. Carried unan.

4484 Correspondence Received

- a) The annual report 2022-2023 of Somerset Rivers Authority had been received and added to the parish website - <https://fivehead-village.org.uk/somerset-rivers-authority-annual-report-2022-23/>
- b) Suggestions had been requested by a resident on how to raise awareness about helping hedgehogs, by providing water and access through gardens to keep them away from roads. The Parish Council would be putting a hedgehog box in the Cemetery in the autumn and suggested an article for the parish newsletter to raise awareness in the community. DB offered to contact the resident to discuss the suggestions. KB had looked at signage possibilities; once it had been ascertained if there was more than one hedgehog, it may be worthwhile exploring this with Highways. **Action:** DB to follow up with resident and arrange newsletter article for Oct 23 issue.

4485 Reports

- a) Playing Field / Village Hall – i) Progress with the merger had been delayed by an IT/admin failure, resulting in the trustees having to provide their signatures again, as a copy had not been retained. KB had helped to facilitate the collection of signatures and these had been uploaded to the Charity Commission. It would take approximately six weeks for the request to be processed and KB had asked the VH Chair to follow up to check everything had now gone through. ii) The two organisations were already working together on fundraising, although there were now only two PF trustees left, so it was becoming quite critical to have the new charity up and running. iii) An August bank holiday event was being planned and there were now three sports teams booked to use the pitch for the next season, from North Curry and Taunton.
- b) SALC – CM had reviewed the July newsletter and volunteered to be the Council's representative for the new British Legion Council network, to receive updates from the BL.
- c) Highways – i) The playing field sign was rusty and in need of replacement, so had been reported to SC Traffic Management; ii) The 30mph repeater sign on Langford Corner had still not been replaced, but was already on the list, so the Clerk would follow up. iii) Overhang of the hedgerow at the top of Butcher's Hill had been cut back to help visibility. It may need a further trim, so this would be kept under watch. iv) Hedging at the top of Ganges Hill on the left was now getting overgrown and in need of cutting back. **Action:** Clerk to request Highways to cut back hedging for safety at the visibility splay.
- d) Environment – i) Fivehead Fixers were working on the metal signposts; with the first on Cemetery Hill now complete; this was looking excellent. Cathanger would be next for attention; ii) St Martin's Church gates would be painted and noticeboard refurbished in August.
- e) Rights of Way — i) There were no new issues reported by the PPLO this month; ii) Footpaths in Swell currently impassable in places for the second year, due to crops planted close to the hedges, were under discussion.
- f) Quarterly Asset review – BF reported that grit levels were low at the bottom of Butcher's Hill and water had collected again. This would be reported to Somerset Council in the autumn. BF offered to carry out the next review due in October.
- g) Cemetery and Police – no further reports

4486 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

The applications below were considered:

- a) **23/01476/FUL - Tanyard Farm, Langport Road, Fivehead, TA3 6PX** - conversion of existing barn into dwelling and a new vehicular entrance. Demolish an existing barn that is falling into disrepair and provide an extension to the barn to be converted – Members voted unanimously (6 for) in support of the barn renovation work; they also supported Highways concerns over the proposed second access onto A378, which was not within the 30mph limit of the village, so potentially dangerous.
- b) **23/00814/FUL - Sedgemoor Farm, Cathanger Lane, Fivehead, TA3 6PS** – see Min 4477 and 4478.
- c) **23/01308/HOU – Wybarn, Isle Abbotts Road, Fivehead, TA3 6QH** – notification of amended plans had been received prior to the meeting - i) reduction in size of garage; ii) amendments to size and design of dormers - proposed two-storey side extension (part replacement) and rear dormers to dwelling and replacement double garage with office space above – **noted** with no further comments.
- d) **23/01763/AGN - Agricultural Land to the South of B378 Langport Road, Fivehead** - notification of intent to erect a steel portal framed agricultural building to be used for general storage hay and agricultural machinery – **to note** approved with no permission needed.

4487 Finance

- a) Payments authorised and unrecorded during the previous month:
 - (i) ICO – annual data protection fee - £35 (paid by DD – authorised Min 4453m)
- b) Payments to be authorised:
 - (i) Village Hall – Small meeting room fee (July) - £16
 - (ii) D Braddock – Signpost materials (Amazon/Jenolite – 6 invoices) – total £77.72 inc VAT
 - (iii) J Parsons – Clerk/RFO – Salary (July) - £548
 - (iv) J Parsons – Homeworking allowance (July) - £26
 - (v) J Parsons – Oak posts for Village Green (Yandles) - £368.55 inc VAT
- c) Income received:
 - (i) NatWest - Interest (June) - £63.71
 - (ii) MPW Garden Maintenance – Newsletter advertising - £28.50
 - (iii) The Crown Inn – Newsletter advertising - £115
 - (iv) OvenGleamers – Newsletter advertising - £115
 - (v) Somerset Council – CIL (Glendale) - £1512

4488 Matters of Report, Questions and Items for the Next Meeting

- a) Chair - The village admin for Facebook/Nextdoor would need to be handed over to a new volunteer, as Pip Brett would shortly be starting a new role within Councillor Dyke's team for the Somerton and Frome Constituency. Members would consider suggestions for the next meeting.
- b) Clerk – the planning officer for **22/03272/S73A** had changed, so an update on the pending enforcement matters involving hedgerow removal and the Natural England dormice licence had been provided, following the publication of the ecology conditions for the new application on the planning portal.
- c) No further update was available on the unvalidated application (**23/00961/FUL**) for Land at Isle Abbotts Road. This was nearing six months so would be added to the next meeting agenda.

4489 Date for Next Meetings

Monday 4 September 2023 at 1830 at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.38pm.

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