

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 5 August 2024 at 1830
Village Hall, Stowey Road, Fivehead

All Members are summoned to attend the above meeting.

Members of the Public and the press are welcome to attend, but we would request that you notify the Clerk by 9am on Monday 5 August 2024. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons

Clerk to the Council

31 July 2024

AGENDA

1. Public participation

Members of the Public may raise any matter relating to items on the Agenda here – it is helpful if these are notified in advance in writing to the Clerk.

2. Somerset Councillors' Report

3. Apologies for absence

Councillor R Wynn; Somerset Councillor M Stanton

4. Minutes

To approve Minutes of the Meeting of the Parish Council held on 3 June 2024.

5. Declarations of Interest and Dispensations

Members should declare any interest in items on the Agenda here. **To receive and consider** granting dispensation requests. Members must withdraw from the meeting if declaring an interest and not being granted dispensation to remain in the meeting.

6. Matters Arising from the Minutes (3 June) and Raised by Members

- a) Fly-tipping on Swell Lane (Clerk)
- b) Recycling spillage (Clerk)
- c) LCN AGM update (meeting 11/6/24) (LH)
- d) Newsletter – i) **to consider** request for refund and any changes to future booking terms; ii) Future advertisers
- e) Cemetery – i) Burial plot purchase (Marchant 27/6/24); ii) Garden of Remembrance – future layout of plots
- f) Drainage/ditch management (Highways/DB meeting 27/6/24) – i) update on work in progress; ii) Flooding at Two Bridges raised by Isle Abbots PC; iii) follow up re mud on Isle Brewers Road; iv) next steps
- g) Highways - crane update
- h) Speed Indicator Device – i) Pole installation quotes; ii) Next steps/availability of SID guidance
- i) Defibrillator update (BF)
- j) Somerset Council annual award ceremony (4 Oct 24) – nomination submitted (Clerk)
- k) ICCM photography competition – entry submitted (Clerk)
- l) Emergency plan (LH) – **to discuss** next steps (see 7b for training events)
- m) Annual Parish Meeting refreshment costs (CM)

- n) Policy review – i) Standing Orders, Financial Regs and Annual Statement of Control; ii) Appointment of second signatory for quarterly internal audits
- o) Parish Online – **to consider** annual subscription July 24 – July 25 (discounted rate of £45 inc VAT)
- p) Website review – **to consider** next steps for .gov url for website/email
- q) Wreath for Remembrance Sunday – **to authorise** purchase under s137 from RBL (c£20)
- r) Review of Clerk's hours/holiday for year ending 31/8/24 (annual review due September 2024) (KB)
- s) Hedgehog protection follow-up – purchase of surrounds – from £4.50 each

7. Correspondence Received (details emailed)

- a) Request to complete online annual ICCM Members Survey **by 24 August 24**
- b) Somerset Prepared Roadshow free events – 9 Sept, Mark; 7 Oct, Monksilver; 10.30 – 12.30 workshop for flood wardens and open afternoon for community resilience support
- c) Somerset Council – letter and bin inventory, with notification of future charges for PC-owned litter and dog bin waste collection, with request to update list and consider future options from FY25/26 – respond **by 9 Aug**
- d) Somerset Council – request for any update of Councillors' interests / amendments to website/contact details for Council – **confirmed 25/7/24**

8. Reports

- a) Playing Field / Village Hall (BF); b) SALC (CM/RW); c) Cemetery (LH); d) Highways (Clerk); e) Environment (DB); f) Rights of Way (Clerk for MB); g) Police (Clerk); h) Asset review (Q2)

9. Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details.

- a) **24/01070/FUL – Paddocks, Smiths Lane, Fivehead, TA3 6QX** - Demolition of existing barn for the erection of a self-build dwelling and removal of a three-bedroom mobile home dwelling – **by 7 Aug 24; to consider** outstanding PROW diversion application in connection with this property and follow up required
- b) **24/01499/LBC - Langford Manor, Lower Swell, Fivehead, TA3 6PH** - replacement of the solid timber North door with two solid timber doors with glazed panels – **by 12 Aug 24**
- c) **20/00716/OUT - White Cottage, Langport Road, Fivehead, TA3 6PT** - outline application with all matters reserved for the erection of a dwelling – **to note** – pending from 2020, now approved STC

10. Finance

To receive the financial position of the Council.

- a) Payments authorised and unrecorded in previous months:
 - (i) Parish Magazine Printing – newsletter printing (June) - £366.75
 - (ii) FH Village Hall – small meeting room (APM and June) - £31.50
 - (iii) Greenways Grounds Maintenance – grass cuts for June (2) - £210.56
 - (iv) J Parsons – Clerk/RFO – Salary (June) - £598
 - (v) J Parsons – Homeworking allowance (June) - £26
 - (vi) J Parsons – HP Instant Ink (June) - £3.99 (inc VAT)
- b) Payments to be authorised:
 - (i) Greenways Grounds Maintenance – grass cuts for July (2) - £210.56
 - (ii) ICO – annual data protection fee - £35 (paid by DD – authorised Min 4616h)
 - (iii) Parish Magazine Printing – newsletter printing (Aug) - £366.75
 - (iv) FH Village Hall – small meeting room (Aug) - ~£18
 - (v) J Parsons – reimbursement for Employer NI paid March 2024 - £45.13
 - (vi) J Parsons – Clerk/RFO – Salary (July) - £598
 - (vii) J Parsons – Homeworking allowance (July) - £26
 - (viii) J Parsons – HP Instant Ink (July) - £3.99 (inc VAT)
- c) Income received:
 - (i) NatWest interest (May) - £90.17
 - (ii) M Braddock – Defibrillator donation (quiz) - £15.50
 - (iii) Forsey & Son – plot purchase/burial fees (Marchant, 27/6/24) - £540 (CHQ)
 - (iv) Bawden Cleaning Services – Newsletter advertising - £30 (CHQ)
 - (v) Forsey & Son – Newsletter advertising - £120
 - (vi) S & L Clayton – Newsletter advertising - £30
 - (vii) Evergreen Garden Services – Newsletter advertising - £60

- (viii) Oven Wizards – Newsletter advertising - £60
- (ix) H Buchan – Newsletter advertising - £30
- (x) OvenGleamers – Newsletter advertising - £120
- (xi) NatWest interest (June) - £80.06
- (xii) M Braddock – Defibrillator donation (quiz) - £27
- d) Internal control 1 of 4 – LH/Clerk

11. Matters of Report, Questions and Items for the Next Meeting

- a) Chairman; b) Clerk; c) Councillors

12. Date of Next Meeting

Monday 2 September 2024 at 6.30pm, Fivehead Village Hall