

NOTICE OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL

**Monday 12 May 2025 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 12 May 2025. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons

Clerk to the Council

7 May 2025

AGENDA

- 1. Election of Chairman** – to receive Chairman's Declaration of Acceptance of Office
- 2. Election of Vice-Chairman**
- 3. 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.
- 4. Somerset Councillors' Report**
- 5. Apologies for absence**
- 6. Minutes**
To approve Minutes of the Meeting of the Parish Council held on 7 April 2025.
- 7. Declarations of Interest and Dispensations**
To receive and consider granting dispensation requests. Members should declare any interest in items on the Agenda here. Members must withdraw from the meeting if declaring an interest and not being granted dispensation to remain in the meeting.
- 8. To appoint Members to the following bodies/roles** – a) Village Hall / Playing Field; b) SALC; c) Cemetery; d) Highways; e) Rights of Way (PPLO); f) Internal Control (2); g) Staffing Panel (3); h) Environment Group/Fixers; i) Tree Warden; j) Litter champion; k) Defibrillator; l) Others as required
- 9. To minute the re-adoption of policies for new Council year and the review of policies, including requirement for new policies:**
 - a) **To readopt** the following: (i) Standing Orders; (ii) Financial Regulations, including bank mandate; (iii) Audio/Visual Recording and Photography at Council Meetings Policy; (iv) Code of Conduct; (v) Health and Safety Policy; (vi) Information Security Policy; (vii) Communications Policy; (viii) Complaints Procedure; (ix) Freedom of Information and Data Protection Policy; (x) Equal Opportunities Policy; (xi) Grievance Policy; (xii) Business Continuity Procedure; (xiii) Volunteer Policy
 - b) **To review** Standing Orders, Financial Regulations and requirement for any new policies by 30 September 2025
 - c) **To reaffirm** the appointment of i) J Parsons, as the Responsible Financial Officer; ii) Paul Russell, Parish and Town Audit Services, as Internal Auditor for FY24/25 accounts.

10. Matters Arising from the Minutes (7 Apr) and raised by Members

- a) SALC/NALC annual affiliation fee 25/26 – **to consider** annual renewal - **£309.06** with overspend of £89.06
- b) Insurance cover arranged with Clear Councils (broker) – **to consider** annual renewal (final year under current LTU) - **£349.27**, due before 1 June, underwritten by new insurer Ecclesiastical Insurance Office plc or **to consider** transferring into a new 3-yr LTU under the same terms, from June 2025 to June 2028 (same premium for 25/26)
- c) Overflow from Sunnyside outlets affecting Cemetery Road – **to consider** next steps
- d) Speed Indicator Device – **to consider** speeding statistics from first downloads/next steps
- e) JustGiving fundraising – **to note** receipt of donation to new Earmarked Reserve (Grounds and Maintenance) - £901.05
- f) Defibrillator update – i) **to note** payment made by Village Hall for two sites - £324; ii) Transfer of top-up funds from Defibrillator reserve for 25/26 - **£103**; iii) to consider next steps for contract transfer
- g) Accidental damage - flower box at phone box (DB)
- h) Annual Parish Meeting (28 May) - update
- i) **To consider** purchase of new tools - digging hoe and trench spade for village green and footpath maintenance – **c£80** (DB)
- j) **To consider** reimbursement for A4 printer paper (1 pack) - **£3.99** (inc VAT)

11. Correspondence Received (details emailed)

- a) From Citizens Advice Somerset, Annual Update for 24/25, for the LCN area and service uptake, with request to consider donation

12. 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 check (RW)

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

- a) **25/00984/DOC1** – Land to the North of Ganges Close, Fivehead, TA3 6PD - Discharge of conditions No.03 (CEMP), 04 (Disposal of Surface Water Drainage), 05 (Estate Roads), 12 (Method Statement), 13 (CEMP Biodiversity), 14 (Lighting for Bats), 16 (Materials), 19 (Surface Water Drainage Scheme), 20 (Management and Maintenance Plan), 22 (POW) and 24 (Solar Panels). and part discharge of conditions No.15 (Habitat Boxes) and No.17 (Planting) of planning application **20/03111/FUL** – **to consider** comments by 14 May 2025

14. Finance - to receive the financial position of the Council

- a) Receipts unrecorded up to 31 March 2025:
 - (i) The Stable – Newsletter advertising - £60
 - (ii) Vine Wine – Newsletter advertising - £60
 - (iii) Kev's Cleaning – Newsletter advertising – £30
 - (iv) Baptist Church – Newsletter advertising - £85
 - (v) Forsey and Son – Memorial fee (Woodhill) - £135
 - (vi) NatWest – Interest (Mar) - £67.91
- b) Payments authorised and unrecorded during previous month:
 - (i) Town and Parish Websites – Annual hosting/maintenance and directory - £370
 - (ii) ICCM – Annual subscription 25/26 - £105
 - (iii) D Braddock – Clips for mounting SID (Amazon) - £23.97 (inc VAT)
- c) Payments to be authorised:
 - (i) Village Fete Working Group – Donation under S137 for first-aid support for fete - £140
 - (ii) Village Hall – Top up funds from Defibrillator Reserves, for renewal of 25/26 contract - £103
 - (iii) Village Hall – Small meeting room (May) - £20
 - (iv) Greenways Grounds Maintenance – Grass cut (30 Apr) inc credit for inv345 (£5.95) - £99.33
 - (v) J Parsons – Clerk/RFO – Salary (Apr) - £623.20
 - (vi) HMRC – Employer NI (Apr) - £30.93
 - (vii) J Parsons – Homeworking allowance (Apr) - £26
 - (viii) J Parsons – HP Instant Ink (Apr) - £3.99 (inc VAT)
 - (ix) J Parsons – Norton virus protection software annual subscription (Amazon) - £8.49 (inc VAT)

- d) Income received:
 - (i) Somerset Council – Precept 25/26 - £20,046
 - (ii) S Land – Ashes interment GoR (G Land 29/4/25) - £215
 - (iii) WCI Group – Newsletter advertising - £120
 - (iv) S Oaktree – Newsletter advertising - £30
- e) **To note** - Review of Internal Control 4 of 4 completed by LH/MK

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

- a) Chairman
- b) Councillors
- c) Clerk – Annual Governance and Accountability Return (AGAR) 24/25

16. Date of Next Meetings

Wednesday 28 May 2025 at 6.30pm – Annual Parish Meeting, Fivehead Village Hall

Monday 2 June 2025 at 6.30pm, Fivehead Village Hall – Parish Council Meeting