

DRAFT MINUTES OF ANNUAL MEETING OF FIVEHEAD PARISH COUNCIL
Held on Monday 12 May 2025, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr M King (MK); Dr B Ferguson (BF); Mr D Braddock (DB); Mr R Wynn (RW); Mrs C Munday (CM); Councillor R Wilkins (CRW) and Mrs J Parsons - Clerk/RFO (JP). There was no public participation.

4736 Election of Chairman

LH presided over the election. Resolution: KB to be elected as Chairman for the next 12 months. Proposed by RW and seconded by CM. Carried unan. KB was duly elected, signed the Declaration of Acceptance of Office and took the Chair.

4737 Election of Vice-Chairman

Resolution: LH to be elected as Vice-Chairman for the next 12 months. Proposed by MK and seconded by CM. Carried unan.

4738 Apologies for absence

None

4739 Somerset Councillors' Report

CRW was present to answer any queries from the latest update: <https://fivehead-village.org.uk/update-from-somerset-councillors-may-25/>

CRW left the meeting at this point.

4740 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 12 May 2025, were approved. Proposed by LH and seconded by DB. Carried unan.

4741 Declarations of Interest and Dispensations

None

4742 Members appointed to bodies/roles

The following were re-appointed: a) Village Hall - BF; Playing Field – KB; b) SALC – CM; c) Cemetery – LH; d) Highways – Clerk; e) Rights of Way (Parish Paths Liaison Officer) – M Braddock; f) Internal Control – LH/MK; g) Staffing – KB/RW/BF; h) Environment Group/Fixers – DB/RW; i) Tree warden – B Knox; j) Litter champion – DB; k) Defibrillator – BF/DB/M Braddock

4743 Re-adoption of policies for new Council year; the review of policies; and the reaffirmation of appointments

- a) **Resolution: to readopt without amendment the Council's Standing Orders, Financial Regulations including Banking Mandate, Audio/Visual Recording and Photography at Council Meetings Policy, Code of Conduct, Health & Safety Policy, Information Security Policy, Communications Policy, Complaints Procedure, Freedom of Information and Data Protection Policy, Equal Opportunities Policy, Grievance Policy, Business Continuity Procedure and Volunteer Policy.** Proposed by BF and seconded by RW. Carried unan.
- b) It was agreed to review the Council's Standing Orders, Financial Regulations and requirement for any new policies by 30 Sept 2025. **Action:** Clerk to add to Oct 25 agenda
- c) **Resolution: to reaffirm the appointment of i) J Parsons as Responsible Financial Officer and ii) P Russell, as Internal Auditor for FY24/25 accounts.** Proposed by KB and seconded by LH. Carried unan.

4744 Matters arising from the Minutes (12 May) and raised by Members

- a) SALC/NALC annual affiliation fee – April 25 – March 26 – justification from SALC for the exceptional increase had been reviewed and Members agreed that access to advice, training and legislative updates was essential. **Resolution: to authorise the annual renewal of SALC/NALC fee (£309.06) with overspend of £89.06.** Proposed by LH and seconded by KB. Carried unan.
- b) Insurance cover with Clear Councils (broker) – Members considered an opportunity to transfer to a new 3-yr Long-Term Undertaking (LTU), available due to change of insurer to Ecclesiastical Insurance plc, specialising in not-for-profit organisations, retaining the current fixed discount arrangement for a further three years, ending 1 June 2028. Queries had been raised about the inclusion of sports surface cover which was optional and not required by the Parish Council, which the Clerk would follow up before confirming renewal. **Resolution: to undertake a new 3-yr LTU from 1 June 2025, for £349.27 for the first year ending 1 June 2026, and to authorise the Clerk to make payment by 1 June 2025.** Proposed by RW and seconded by BF. Carried unan.
- c) Overflow from Sunnyside outlets affecting Cemetery Road – as the Environment Agency were unable to follow up low-risk incidents due to lack of funding, it was agreed that the Clerk would write to SC Planning to request any information available on the type of waste management system in use at Sunnyside, as this was not accessible on the planning portal. **Action:** Clerk to request information from Planning and add to July agenda.
- d) Speed indicator device – the new device had been deployed at two locations on the A378 for the past month. RW summarised the initial findings, which would be reported in the June newsletter. It was noted that there had been a very high number of vehicles passing through the village, with average speeds of around 29mph; over 95% of vehicles were travelling under 40mph, with only a very small percentage speeding. However, two exceptional high speeds of 78 and 80mph had been recorded. Monitoring would now take place on Butcher's Hill and Stowey Road, before returning the device to the top road in order to continue to gather data for the Council to be able to consider putting forward a case for traffic management, if needed. RW, DB and BF were thanked for their time and effort to install the equipment, recharge the batteries and download the data.
- e) JustGiving funding – following the fundraising campaign kindly organised by a resident, to provide funds for future materials and tools for parish maintenance projects, it was noted that £901.05 was now available in the new Grounds and Maintenance reserve and the campaign had been closed. Thanks were extended to all residents and businesses for their kind donations.
- f) Defibrillator update – i) payment had been made by the Village Hall for the annual contract (£324). ii) Transfer of £103 was required from the Defibrillator Reserve to top-up funds held by the VH. iii) Process could now start to transfer the contracts. **Action:** Clerk to contact the VH/PF secretary to ask for a letter of confirmation to be sent to the charity to transfer the contracts.
- g) Accidental damage – the flower bed outside the telephone box had been clipped by a passing tractor/trailer. DB would be re-organising the area and would replace the planter as it gives a buffer to avoid damage to the phone box.
- h) Annual Parish Meeting (28/5/25) – the draft agenda had been circulated and an invitation would be sent out to community organisations asking for a short report of no more than 3 minutes, or 3 highlights of the year ended 31 March 2025. Visual reports would be encouraged.
- i) **Resolution: to approve the purchase of new tools – a digging hoe and trench spade for village green and footpath maintenance, for c£80.** Proposed by MK and seconded by CM. Carried unan. **Action:** DB to purchase tools and Clerk to add to Asset Register.
- j) **Resolution: to reimburse Clerk for 1 x A4 printer paper, £3.99 (inc VAT).** Proposed by KB and seconded by DB.

4745 Correspondence Received

- a) Annual update 24/25 from Citizens Advice Somerset received and noted.

4746 Reports

- a) Playing Field / Village Hall – i) the PF AGM had taken place; the retiring Chair had been replaced by new trustee, Lesley Peters, and two further trustees were elected to keep things running until the merger is completed, along with KB as acting Treasurer. Insurance was now due and a meeting would be held to approve this. ii) VH AGM due to take place on 13 May. BF was the interim Chair and interim volunteers would be approved to keep things running. The safeguarding policy required updating.
- b) SALC – latest update had been circulated. It was noted that changes to email were required for FY25/26. Every council should have a generic email hosted on an authority owned domain, such as .gov.uk or .org.uk. Clerk to obtain quotes and add to future agenda.
- c) Environment – i) DB was in the process of re-jigging the phone box area. The phone box would need repainting and it was hoped some left-over paint from the previous refurbishment may be available. DB would put in a request for more compost for the planters at the next meeting. ii) With more flowering plants this year, DB had set up a rota group for watering (Fivehead Sprinklers) and six taps were available to use across the village. iii) The wildlife bed at the Baptist Church was being changed to a larger box.
- d) Rights of Way – PPLO reported – i) new fingerposts on L11/51 were now blue, indicating bridleways; ii) L11/52 ditch still awaiting action; iii) L11/33, ditch near Squirrelmead Cottage had been cleaned. Under the sleeper bridge, ditch is now wider and deeper, so more dangerous. Still no handrail and very slippery, so notified to SC. Broken stile on same path had been repaired. iv) L11/2 no report of bridge on path being repaired; v) L11/56 blocked culvert on Stillbrook Lane cleared; vi) no contact from new ranger so reports still channelled through ROW Volunteer and Trails Officer.
- e) Highways – the collapsed, blocked drain at Lower Swell was in the process of being dug out and a new culvert put in. The tarmac would also be redone. This should resolve around 90% of the reported flooding issues.
- f) Cemetery and Police – nothing further to report
- g) Asset review – to be completed by KB during June 25

4747 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> 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 – lighting conditions were considered. It was agreed that although the down-lighting for the private road, intended to aid way-finding for safety purposes, was compliant with government guidance, this would be the only permanently lit part of the village, from dusk to dawn. **Action:** No comments but downlighting observation to be noted to Planning.

4748 Finance

- 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 months:
 - (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 software subscription (Amazon) - £8.49 (inc VAT)

d) Income received:

- (i) Somerset Council – Precept 25/26 - £20,046
 - (ii) S Land – ashes interment (G Land 29/4/25) - £215
 - (iii) WCI Group – newsletter advertising - £120
 - (iv) S Oaktree – newsletter advertising - £30
- e) Review of Internal control 4 of 4 – completed by LH/MK

4749 Matters of Report, Questions and Items for the Next Meeting

- i) Annual Governance and Accountability Return (AGAR) 24/25

4750 Date for Next Meeting

Wednesday 28 May at 6.30pm, Annual Parish Meeting, Village Hall, Stowey Road, Fivehead
Monday 2 June at 6.30pm at Village Hall, Stowey Road, Fivehead

The meeting closed at 7.57pm.

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