

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 7 July 2025, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr D Braddock (DB); Mr R Wynn (RW); Dr B Ferguson (BF); Somerset Councillor R Wilkins (CRW); and Mrs J Parsons - Clerk/RFO (JP)

4764 Public participation

Relating to agenda item 9b, the applicants for planning application **25/01274/REM** joined the meeting and the Chair brought forward the item to address any queries.

Comments on the original application had been made in 2020, under remote working conditions due to Covid. The PC had requested an environmental survey due to the proximity to protected areas. Following the survey, a condition had been requested to protect the adjacent hedgerow during construction, for connectivity for dormice. The applicants confirmed that a full ecology survey had been undertaken and the hedgerow would remain in place. Safety issues raised by Highways had also been addressed; a new transport statement detailed a wider visibility splay to the entrance, with the gateway set further back from the A378. First floor window privacy for the neighbouring property would be resolved by bricking up two windows.

Members were happy with the application as it now stands and voted unanimously in favour (5:0).

Action: Clerk to contact Planning Officer to pass on approval having requested deadline extension of two days to 9 July.

The residents were thanked and left at this point.

4765 Somerset Councillors' Report

CRW was present to answer any queries following the latest update, which can be found on the parish website: [Update from Somerset Councillors July 25](#)

4766 Apologies for absence

Councillors C Munday and M King; Somerset Councillor M Stanton

4767 Declarations of Interest and Dispensations

BF had previously declared an interest as Chair of the Village Hall Management Committee and received a partial dispensation to remain in the meeting to provide Village Hall updates, but not vote.

4768 Minutes

The Minutes of the Annual Meeting of the Parish Council, previously circulated, held on 2 June 25, were approved. Proposed by DB and seconded by LH. Carried unan.

4769 Matters arising from the Minutes (2 June) and raised by Members

- a) Speed monitoring update – data analysis on the first three locations had been circulated. Initial findings in the village centre indicated that speeds at times looked unsafe, even within speed limits. Data was still being collected on Stowey Road, before moving the device back to the top road in mid-July. A resident request for a further location to be monitored in the Miller's Orchard area was discussed. It was noted that it may be possible to utilise an existing pole near Fivehead Court, which would only require consultation with LH, being the only resident in proximity, before applying to Traffic Management. Members agreed to review the findings again in August, when data from the final location would be available, and consider any new locations/follow-up.

Action: Clerk to add to Aug 25 agenda

- b) Cemetery/churchyard/grass maintenance – i) KB had carried out the quarterly asset check on 18 June and circulated photos; the rear of St Martin's did not appear to have been cut this year. In the Cemetery, soil had also been randomly deposited at graves. It was agreed that a site visit by the PC was needed in July/Aug, to review and come up with an action list for future maintenance.

Action: Clerk to circulate dates for site visit.

- ii) Members reviewed feedback from Greenways on the issues discussed following the Parish Meeting, and agreed that it would be best to write and terminate the contract with immediate effect. The account would be fully up-to-date after the final invoice payment for cuts split across 23/5 and 19/6 (£105.28). Quotes would be obtained to cover the interim until the contract would be retendered for 2026. **Action:** Clerk to notify Greenways that no further cuts would be required, with contact ending immediately. Clerk to obtain quotes from three contractors, to cover the interim until Oct 25, and add to Aug 25 agenda.
- c) Asset Listing – the listing had been updated to include a donation of ladders from a resident, to help with putting up the SID and hedge-cutting. **Action:** Clerk to add to website as recommended by the Internal Auditor
- d) Overflow from Sunnyside Park outlets – a reply from Planning recommended that the Environment Agency or Somerset Council's Environmental Protection team be contacted for further information about the permitted discharge and treatment plant in use. The Environment Agency was unable to assist due to lack of funding, so it was agreed to write again to Somerset Council for help. **Action:** Clerk to contact SC Environmental team and add to Aug 25 agenda

CRW left the meeting at this point.

- e) Email/website – i) Quotes for changing to .gov url website/email were considered from the existing website provider. Other providers, such as Parish Online/Aubergine, could provide a package, but this would require redesigning the website. Members felt it may now be necessary to make the full change to .gov.uk, for future compliance and data security. **Action:** Clerk to find out further information on email access from different devices and migration of old email and add to Aug 25 agenda; ii) Website accessibility statement updated June 25 for compliance with WCAG 2.2AA; iii) VH/PF secretary had asked for access to update VH/PF areas of website, as the working group were planning changes. A charge of £40 for a second editor access had been quoted, plus £40 for support, or queries could be directed via the Clerk for free. This was on hold until the extent of the changes had been agreed. The Clerk would make any urgent updates as required.
- f) Parish Online annual renewal – **Resolution: to approve the subscription renewal from Aug 25 – Aug 26 for a reduced rate of £36 inc VAT.** Proposed by KB and seconded by RW. Carried unan.
- g) HP Instant – **Resolution: to approve 10 extra pages to 17/6, £1.50, total £5.99 (inc VAT).** Proposed by BF and seconded by KB. Carried unan.
- h) Defibrillators – transfer of the two contracts to the Parish Council required a letter from the Village Hall Committee to Community HeartBeat Trust Charity. **Action:** KB/BF to follow up at next working group meeting and Clerk to add to Aug 25 agenda
- i) Enhanced Highways Maintenance Pilot Scheme/volunteer training – the free online training organised by SC Highways was now live. DB had passed and received the certificate. It was proposed that a small team of Fixers, who may be able to help with future low risk highway/flood maintenance tasks, would also carry out the training. In future, the Clerk would be able to apply for a free licence for works near the highway, including sweeping out leaves and debris from drains in low-speed traffic areas, suitably risk assessed. It would be useful to have a 'Man at Work' sign and a few cones. **Resolution: to approve a group of Fixers selected by DB, for online training, to be able to undertake low risk highways work under licence, to be agreed.** Proposed by LH and seconded by RW. Carried unan.
- j) Somerset Council Community Awards – **Resolution: to submit a nomination from the Parish Council by 18 July.** Proposed by KB and seconded by RW. **Action:** Clerk to submit nomination details
- k) SALC training – i) Clerk had attended a refresher briefing on Code of Conduct on 16/6; details of Register of Interests requirements had been circulated; ii) Free AI workshop on 18/7 was noted.
- l) LCN update – i) Publication of annual report/election of Chair and future dates were noted (18/9; 4/12; 26/3; 25/6); ii) CM had volunteered to be first point of contact for Loneliness Project and a list of local activities had been submitted for collation by Langport TC. **Action:** Clerk to add to Sept 25 agenda to consider future attendee

- m) APM – LH would be reimbursed by the Parish Council for 4 bottles of wine used at APM and KB, RW and Clerk would reimburse LH for the remainder (for the fete wine and water stall).
- n) Cemetery matters – i) Special circumstances were granted for two non-parishioners to apply to reserve a plot in Fivehead Cemetery, where a family member is laid to rest. **Resolution: to grant burial rights for non-residents (Evans) with existing family plot.** Proposed by LH and seconded by RW. Carried unan. ii) Delayed payment for a burial earlier in the year had been followed up by the Clerk. Members agreed that a further reminder should be sent requesting payment within 10 days, before contacting the client directly if necessary (subsequently settled on 8/7 on receipt of final reminder).

4770 Correspondence Received

- a) A new digital guide 'Local Councils Explained' by NALC had been circulated.
- b) Somerset Rivers Authority annual report 24-25 was now available on the parish website.
- c) New Highways contact, John Nicholson, Asst Highways Manager, was noted.

4771 Reports

- a) Playing Field – matters with the solicitors were progressing; next meeting 10/7
- b) Village Hall – congratulations to the fete working group who had organised a very successful event. Working with the transition group, things were moving forward with handing over the day-to-day management, involving the newly elected committee members, in advance of the merger being completed.
- c) Cemetery – see Min 4769n
- d) Highways – build-up of debris in the top drain on Ganges Hill had been cleared; a smaller vehicle had now been booked to clear drains in Lower Swell which would complete all the work booked by Derek Davies.
- e) Environment – help had been given by Fixers/volunteers with setting up Summer Revue/fete.
- f) Rights of Way – PPLO reported that the first cut of the bridleway had been completed by Somerset Council.
- g) Asset review – completed 18/6 by KB; see Min 4769b
- h) SALC and Police – nothing further to report

4772 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

- a) **24/02872/FUL** – Land Adjoining Willow Barn, Stowey Road, Fivehead, TA3 6PR - change of use from agricultural land to residential for the erection of a self-build dwelling. Notification of Appeal Start APP/E3335/W/25/3365983 – noted
- b) **25/01274/REM** - White Cottage, Langport Road, Fivehead, TA3 6PT - Reserved Matters application for the approval of access, appearance, landscaping, layout and scale, including the discharge of conditions 05, 06, 07, 09, 11, 12 and 16, pursuant to outline planning permission 20/00716/OUT with all matters reserved for the erection of a dwelling – **see Min 4764**
- c) **25/01487/COU** - Mistletoe Cottage, Langport Road, Fivehead, TA3 6PX - change of use of recently purchased agricultural land from neighbouring farmer to be changed to residential (garden) land – no comments

4773 Finance

- a) Payments authorised and unrecorded during previous month:
 - (i) Parish Magazine Printing – newsletter printing (Jun) - £366.75
- b) Payments to be authorised:
 - (i) D Braddock – 6 x compost (Greenshutters) - £60 (inc VAT)
 - (ii) P Russell – Internal audit - £150
 - (iii) L Howard – refund for APM wine (2 x red, 2 x white) - £19.68
 - (iv) SALC – Code of Conduct training (16/6) - £25
 - (v) Greenways Grounds Maintenance – grass cut (23 May/19 Jun) - £105.28
 - (vi) J Parsons – Clerk/RFO – Salary (June) - £623.20
 - (vii) HMRC – Employer NI (June) - £30.93
 - (viii) J Parsons – Homeworking allowance (June) - £26
 - (ix) J Parsons – HP Instant Ink (June) - £5.99 (inc VAT)

- c) Income received:
 - (i) NatWest interest (May) – £74.15
 - (ii) P Burge – purchase of plot R10 and interment fee (A & J Burge 11/7) - £350
 - (iii) Forsey and Son – newsletter advertising - £120
 - (iv) J Cramp– newsletter advertising - £30
- d) Reserves policy - Clerk to update Reserves and add to Aug 25 agenda for approval:
 - (i) Church wall repairs - £8k
 - (ii) Grounds and Maintenance - £2k
 - (iii) Village green - £10k
 - (iv) Noticeboard replacement - £5k
 - (v) Email/website - £1k
 - (vi) Speed calming scheme - £5k
- e) Internal Control – completed by LH; MK to complete Aug 25

4774 Matters of Report, Questions and Items for the Next Meeting

- a) Bus shelter
- b) Financial regs/Standing Orders by end Sept 25 – meeting KB/CM/Clerk

4775 Date for Next Meeting

Monday 4 August at 6.30pm at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.17pm.

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