

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 4 August 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); Mrs C Munday (CM); Mr M King (MK); Somerset Councillor R Wilkins (CRW); and Mrs J Parsons - Clerk/RFO (JP). There was no public participation.

4776 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 Aug 25](#)
He added that the first day of the diversion for bridge works in Langport had been very successful, with no traffic jams.

4777 Apologies for absence

Somerset Councillor M Stanton

4778 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.

4779 Minutes

The Minutes of the Annual Meeting of the Parish Council, previously circulated, held on 7 July 25, were approved. Proposed by DB and seconded by LH. Carried unan.

4780 Matters arising from the Minutes (7 Jul) and raised by Members

- a) A list of potential maintenance tasks was reviewed following site visit on 1/8/25:
- (i) **Garden of Remembrance** – three quotes to be obtained for removal of dead Elm/Birch trees Sept/Oct. **Action:** Clerk/LH to contact contractors and add to Sept 25 agenda; Removal of box hedge with moth disease, possible replacement with 1m high picket fence and review layout of area, including bench and next row for future graves – **Action:** review in Nov 25
 - (ii) **Other hedge/tree work** – trim back conifers to front left of gateway, trim growth around main gate and outside to left of gateway – DB to report back if Fixers can take on. **Action:** DB to look at work and report back. Clerk to add to Sep 25 agenda
 - (iii) **General maintenance** – consider weed treating main path, once grass contractor appointed (licence needed) – **Action:** review Sep 25
 - iv) **War Grave/Holm oak** – tidy area, remove weeds, add picket surround with membrane and gravel; move excess spoil to new spoil store and add sign to fence – **Action:** DB to arrange Nov 25 (no cost anticipated)
 - (v) **Cedar at centre** – weed raised bed and clear debris by wall – **Action:** DB to arrange Nov (DB); Ivy on tree/cut back in Winter – **Action:** to be reviewed Nov 25
 - (vi) **Graves** – Unstable headstone had been pushed down for safety (Salwa) - to be turned over so inscription can be viewed; Extended grave space was noted (D96) – **Action:** Clerk to write to owner to ask for this to be returned to approved size; Possible unstable headstone in rear (middle) part of Cemetery noted – **Action:** to review once grass cut in Sept 25
 - (vii) **St Martin's churchyard** – as reported in June 25, rear is very untidy and low branches may need cutting back – to be reviewed once grass contractor has been able to cut area – **Action:** Clerk to add to Sep 25 agenda; low branches on roadside to be trimmed by local farmer once harvest is finished – **Action:** DB to follow up
 - (viii) **Village Green** – **Action:** DB to trim/tidy area alongside wall before grass contractor starts mid Aug
 - (ix) **Telephone box** – **Action:** DB to repair leak in rook and seal signs in top of phone box in Autumn.
- b) Residents had been thanked for their help to clean the bus shelter and cut back surrounding area in July. They had offered to do this again in Jan 26.

- c) Grass maintenance – four local contractors had been asked to price the interim contract to end Oct 25; one had responded and one was pending a visit to assess the areas to be maintained. Due to the dry weather, contractors had been laying off staff. Given the urgency to move forward in August, it was agreed that the Clerk would circulate quotes received and delegated powers were granted for a contractor to be appointed, ratifying the decision at the next Council meeting.
Resolution: to authorise the Clerk, under delegated authority, to appoint the grass contractor agreed, minimum of two quotes to be received. Proposed by DB and seconded by LH. Carried unan. **Action:** Clerk to circulate quotes and appoint contractor according to response from the Council. Add to Sep 25 agenda.
- d) Speed monitoring – a resident had reported concerns about speed of traffic on Ganges Hill, where there are a number of concealed driveways and asked if it would be possible to have signage to warn about these, to reduce speed for safety. Members agreed that it would be helpful to raise the issues with SC Traffic Management for advice; data would continue to be collected on the top road and Butcher's Hill and possible further sites for the SID discussed at the next meeting.
Action: Clerk to contact SC Traffic Management for advice on signage for Ganges Hill and add to Sep 25 agenda; to review data/future monitoring locations Sep 25
- e) Overflow from Sunnyside Park outlets – SC Environmental team had responded that testing and permits were outside their remit and the matter should be referred back to the Environment Agency to advise. A further report (case no 02412253) had been made via the EA hotline and the operator had taken more details. The Clerk was waiting for follow-up contact to see if further information was required. **Action:** Clerk to add to Sep 25 agenda
- f) Email/website – the current web provider had confirmed that it would be possible to access email from multiple devices (phone/laptop/tablet) via a browser, and that old email from councillor email boxes could be transferred for a charge of £20 per email. As the Council's main box contained over 10GB emails stored, the cost for this would be £24 per annum. It would be best to try to reduce email before migration and only keep essential email in the main box. Guidance may be needed on what should be retained. **Action:** Clerk to prepare full costing for approval and add to Sept/Oct 25 agenda
- g) Defibrillators – the Village Hall secretary was in the process of writing to Community Heartbeat Trust to confirm the Village Hall wishes the Parish Council to take over the contracts, with no refund for fees paid for 2025. New contracts would need to be issued for signature. **Action:** Clerk to add to Sep 25 agenda
- h) Enhanced Highways Maintenance volunteer training – a small group of volunteers had been certified through the online training. DB would look at tasks to be undertaken before putting forward details for applying for a future licence. It was noted that this would not cover moving the SID between locations, so Chp 8 training would need to be updated in Feb 26.
- i) 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£20.** Proposed by CM and seconded by DB. Carried unan. **Action:** LH to order the wreath and deliver to KB.
- j) Emergency plan – MK was working on a draft which would be available to discuss Sep 25; he offered to complete the surveys related to this (see Min 4781). It was noted that these were mainly to gather information on flooding, which was very low risk for the parish. **Action:** Clerk to add Emergency plan to Sep 25 agenda and provide MK with copies of the surveys to be completed; MK to complete and provide a copy of answers supplied.

4781 Correspondence Received

- a) Parish Preparedness Survey from SC and SRA/Somerset Prepared to be completed by 19 Sep 25; **Action:** MK to complete/copy to all
- b) NALC/ACRE flood resilience survey to be completed by 29 Aug 25; **Action:** MK to complete/copy to all
- c) Action plan issued by SC Planning to address the backlog of applications, wef 28 July, was noted.

4782 Reports

- a) Village Hall – Using vesting documents to move assets, if agreeable, it was hoped that it would be possible for the new CIO to take over the day-to-day management, with the two old charities remaining dormant, until completion of the legal work. Progress had also been made with banking and another meeting of the Transition Committee was due to take place on 6/8/25.
- b) Cemetery – see Min 4780a
- c) SALC – July newsletter was noted.
- d) Rights of Way – PPLO reported: i) Tree down on L11/2 to be removed by landowner; ii) Three bridge issues, now main priority for SC since cutbacks, had been reported but did not appear to have been prioritised for attention. It was agreed that this would be followed up by the Parish Council. **Action:** Clerk to write to new Ranger for update on bridge issues reported by PPLO; iii) Most paths now cleared and vegetation free; bridleways L11/51 and L11/53 would need more work, which would be done after bird nesting season was over.
- e) Playing Field, Highways, Environment and Police – nothing further to report

4783 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

- a) **25/00969/S73A** – Land OS 0082 Part Lower Swell, Fivehead – S73A to vary Condition 2 (approved plans) to allow alternation to the floor plan in relation to planning approval 21/03729/FUL – **approved STC**

4784 Finance

- a) Payments authorised and unrecorded during previous month:
 - (i) Village Hall – small meeting room (Jul) - £20
 - (ii) ICO – annual data protection fee - £47 (paid by DD – authorised Min 4756d)
- b) Payments to be authorised:
 - (i) Village Hall – small meeting room (Aug) - £20
 - (ii) Village Hall – small meeting room (Jun) + main hall (APM 28/5) - £38
 - (vi) J Parsons – Clerk/RFO – Salary (Jul) - £623.20
 - (vii) HMRC – Employer NI (Jul) - £30.93
 - (viii) J Parsons – Homeworking allowance (Jul) - £26
 - (ix) J Parsons – HP Instant Ink (Jul) - £4.49 (inc VAT)
- c) Income received:
 - (i) NatWest interest (Jun) – £76.53
 - (ii) Fine Memorials Taunton – tablet memorial (R10 – Burge) - £125
 - (iii) Crescent Funerals – interment/inscription (Balmer) - £955
 - (iv) M Braddock – Defib donations (revue) - £20
 - (v) M Braddock – Defib donations - £40
 - (vi) Oven Wizards – newsletter advertising - £60
 - (vii) Bawdens Cleaning – newsletter advertising - £30
 - (viii) Oven Gleamers – newsletter advertising - £120
- d) Reserves policy – **Resolution: to approve updated Reserves to end Jul 25.** Proposed by KB and seconded by BF. Carried unan.
- e) Internal Control – completed by MK

4785 Matters of Report, Questions and Items for the Next Meeting

None

4786 Date for Next Meeting

Monday 1 September at 6.30pm at Village Hall, Stowey Road, Fivehead

The meeting closed at 7.44pm.

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