

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 6 October 2025, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mr D Braddock (DB); Dr B Ferguson (BF); Mrs C Munday (CM); Mr M King (MK); Councillor R Wilkins (CRW) and Mrs J Parsons - Clerk/RFO (JP)

There was no public participation.

4798 Somerset Councillors' Report

Latest report available on the Parish website – <https://fivehead-village.org.uk/update-from-somerset-councillors-oct-25/>

Councillor Wilkins left the meeting at this point.

4799 Apologies for absence

Councillor R Wynn; Councillor L Howard; Somerset Councillor M Stanton

4800 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.

4801 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 1 September 25, were approved. Proposed by DB and seconded by MK. Carried unan.

4802 Matters arising from the Minutes (1 Sep) and raised by Members

- a) Report to Enforcement, Isle Abbots PC – concerns raised by Isle Abbots PC, over the scale of the Stables travellers' site in Fivehead parish were noted. The second application, 24/02962/FUL, to expand the site further, was pending. Urgent inspection of the site by Enforcement had been requested. Members were unanimously in favour of writing to Enforcement in support of urgent action being taken (5:0). **Action:** Clerk to write to Enforcement and add to Nov 25 agenda
- b) Overflow from Sunnyside Park outlets – further evidence of foul-smelling output to the ditch on Cemetery Road had been reported to the local EA contact on 29/9/25, who had responded that an investigation was underway. **Action:** Clerk to request update on the outcome and add to Nov 25 agenda
- c) Grass maintenance – feedback on first two cuts had been very positive, including rear of cemetery, which was cut well with all cuttings removed. Second cut due end of October. It was agreed to obtain quote for FY26/27, with option to mulch when the weather was right, to save on costs. **Action:** Clerk to request rear cut end Oct and quotation and add to Nov 25 agenda
- d) Cemetery – i) Tree removal completed 25/9/25; ii) Box hedge with disease in urgent need of removal; future layout of GoR/possible fence to be agreed; DB to follow up with Evergreen Garden Services for a quote for hedge removal, also weed treatment for main path. **Action:** DB to contact Evergreen and Clerk to add to Nov 25 agenda; iii) Oct/Nov maintenance work approved for Fixers to complete – trimming trees and hedge around gateway; War Grave – cleaning headstone, laying membrane and wooden surround to keep area weed-free (all materials donated); move spoil to designated area and clear weeds under Holm Oak tree; iv) Extended grave space (D96) had been returned to approved size by relative. **Action:** Clerk to check and let owner know that this was as required. v) Headstone (Salwa) to be turned over when RW available to help and unstable headstone in rear to be checked by DB. vii) New reserved plot application in Section B needed further investigation. **Action:** Clerk to check with volunteer who created digital plan and add to Nov 25 agenda
- e) Fixers' Highway work – risk assessment with tasks for completion during Nov 25-Oct 26 had been circulated. Certificates for 15 Fixers trained for minor highways work to be attached to licence application. **Resolution: to approve the risk assessment with tasks listed and application to Somerset Highways for a licence to do minor works on or near the roads in Fivehead parish, under Section 171, from 10 November 2025 to 31 October 2026.** Proposed by KB and seconded by BF. Carried unan.

- ii) **Resolution: to authorise purchase of a 'Men at Work' sign (c£40) and basic first aid kit (c£12) for Fixed Assets funded from Maintenance Reserves, required for roadside working.** Proposed by DB and seconded by CM. Carried unan. **Action:** Clerk to apply for licence and purchase sign/first aid kit
- f) Asset Register – an updated list of gardening tools purchased had been circulated within the updated Asset Register. Thanks to a generous discount from Greenshutters, the total cost was well under budget (£215.98 inc VAT). The tools would be stored at DB's home and in a garage/workshop space offered by a Fixer in the village. A petrol strimmer and leaf blower had been kindly donated by a resident. **Resolution: to approve the new listings on the Asset Register, with tools stored at two agreed locations, and to authorise immediate reimbursement for tool rack (£18.99 inc VAT).** Proposed by CM and seconded by KB. Carried unan. ii) Tools will be covered at both locations under the Council's contents insurance section, as not location specific. Cover level to be reviewed in November 25. **Action:** Clerk to update Asset Register with location of tools and add to website.
- g) Speed monitoring – i) the new Police contact at Chard Police Station had agreed to request additional speed checks from the Road Safety Unit and it may also be possible for a PCSO to visit with a hand speed device, when they have capacity. As the Road Safety Fund was currently closed, they would enquire if any alternative sources of funding would be available for purchasing a second SID. It was agreed to send the latest analysis, as this showed further speeding issues. ii) the latest analysis from A378/Greenshutters location showed higher speeds than over the summer period. As speeding through the village was generally considered an increasing issue for safety, it was agreed to request details of the current process for 20mph speed schemes from SC Traffic Management, to revisit this. iii) Police updates are now channelled via the LCN network. It was agreed that the Police report would not be included on future agendas, matters to be added as they arise. **Action:** Clerk to request latest information from SC Traffic Management for 20mph traffic schemes, and to send speed analysis to Police. Clerk to add to Nov 24 agenda
- h) Defibrillators – i) generous donation of £200 received from a resident, as thanks for the Fixers' help with the marquee; ii) half-year total held on account - £1779.65; iii) Replacement pads (free of charge) and two torches (cost tbc) were on order; training information from the latest Circuit newsletter and certificates would be displayed on the website, with stickers at locations. iv) the Village Hall Committee had written to Community Heartbeat Trust to confirm transfer of contracts to the Parish Council. Confirmation whether new contracts to be issued pending. **Action:** Clerk to follow up with CHT and add to Nov 24 agenda
- i) Footpaths update – i) Our Ranger had confirmed that the two wooden bridges (4914 and 4882) were next on the list for the contractor to install new bridges. Bridge 4912 would be a more complex job, if completely replaced, but it was hoped that some safety improvements could be made, including adding new timber hand bars; ii) tree remained across footpath L11/2; the landowner had confirmed it would be done when the weather was right and it could fit in with their workload (confirmed removed 10/10/25).
- j) Emergency plan – discussion document prepared by MK was considered and it was agreed to move ahead with shaping this into a plan, with a community emergency co-ordinator team. A successful informal support network, based around clusters, had been set up during the pandemic. MK re-affirmed as lead Emergency Community Contact (details to be updated from LH). A copy of a draft letter to encourage community involvement was passed to MK. Clerk would also provide details on network for MK to consider. **Action:** Clerk to pass on previous network information to MK and add to Nov 25 agenda; Clerk to send MK's details to the Contingencies Unit.
- k) Asset of Community Value (ACV) – Crown Inn, Fivehead – Somerset Council had confirmed that a re-application would need to be submitted, via an online form, to retain the pub as an ACV by 17/11/25. Ownership details were required, which RW may be able to help with. **Action:** Clerk to ask RW for help with ownership details and add to Nov 25 agenda

- l) External review of AGAR 24/25 – i) Conclusion of the 24/25 audit had been received from PKF Littlejohn, with no issues. Section 3 had been posted on the website (15/9/25). ii) **Resolution: to authorise immediate payment of the external auditor's fees (£252 inc VAT), with an overspend of £2 on the Audit budget line.** Proposed by CM and seconded by BF. Carried unan.
- m) Policies – i) KB/CM/Clerk had tailored the new Finance Regs for the Council and a draft had been circulated. Members were asked to consider thresholds proposed and give any feedback before the next meeting. These would be used to tailor new Standing Orders, both to be considered and adopted from Nov 25. **Action:** Members to review new Finance Regs. Clerk to add to Nov 25 agenda and set up meeting with KB/CM to adapt Standing Orders at end Oct. ii) New Assertion 10 AGAR 25/26 requirement for IT policy to be adopted by end Jan 25 latest. Clerk to ask RW for help with updating current Information Security policy. **Action:** Clerk to liaise with RW regarding IT policy requirements.
 - iii) Email/website – Clerk to watch webinar by Parish Online and prepare costing/plan for adopting new url. **Action:** Clerk to provide update and add Nov 25 agenda
- n) Remembrance Sunday (9/11/25) – i) LH had ordered wreath and would deliver to KB for adding PC details; ii) **Resolution: to authorise Clerk to make immediate payment for £20 to RBL and record as paid at next meeting.** Proposed by CM and seconded by DB. Carried unan. **Action:** LH to pass invoice to Clerk for immediate payment.
- o) ICCM photographic competition – winners decided on 30/9 but results not available yet
- p) Somerset Council Awards evening (10/10/25) – the Stable had been nominated successfully by the PC for an award for the team's contribution to the community. Judy/Glynis from The Stable would attend to receive the award, with KB representing the PC.
- q) Clerk pay increase/review – the Staffing group would meet in Oct/Nov to carry out the Clerk's annual review and consider any holiday/overtime adjustments for the previous contract year ended 31 Aug 25. KB had reviewed the latest pay increase details from NALC. It was noted that SCP17 had increased by £0.50 p/h, to be back paid from 1 April 2025. **Resolution: to authorise annual pay increase for 25/26 wef 1 April 25, with backpay from Apr – Sep 25 (£120 – 240 hours @ £0.50).** Proposed by CM and seconded by BF. Carried unan.
- r) Pensions re-enrolment – it was noted that the three-year re-enrolment was due by Mar 26. Clerk had opted-out and would complete as necessary by the deadline.
- s) PC laptop – KB had passed on details of an update offer and the PC laptop had been accepted for free updates until Oct 26. This would give more time to consider the best option for renewing the PC laptop, as it would not be able to support Windows 11 software. **Action:** to consider purchase of new laptop at time of 26/27 budget discussions.
- t) **Resolution: to authorise immediate refund of £3.10 for 2 x large 2nd class stamps for mailing cemetery deeds from Office budget line.** Proposed by KB and seconded by DB. Carried unan.

4803 Correspondence Received

- a) A new printed directory on Somerset Social Care and Support for Adults was available free of charge for the Parish Council to circulate as needed. Also available online. It was agreed that KB would hold 20 hard copies to pass on as needed. To be promoted via website/newsletter, with reference copy placed in Book Exchange. **Action:** Clerk to order 20 copies for future distribution as needed.
- b) Information from Somerset Arts Weeks noted.
- c) Consultation for Somerset Council Community Working Review, closing 17 Oct 25, noted.

4804 Reports

- a) Playing Field – DB/R Leighton to carry out low risk maintenance of the MUGA under PF insurance
- b) Cemetery – see Min 4801d
- c) Environment – Fixers to work on flower beds at Langford Corner/Book Exchange/Pound as well as maintenance work at Cemetery during October (see Min 4801d)
- d) Rights of Way – see Min 4801i
- e) Village Hall, SALC, Highways and Police – nothing further to report
- f) Asset Check (MK) – to be completed by 31 Oct 25

4805 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

There were no applications for consideration.

4806 Finance

a) Payments authorised and unrecorded during previous month:

(i) Village Hall – Small meeting room (Sep) - £20

b) Payments to be authorised:

(i) Evergreen Garden Services – removal of cemetery trees - £360 (inc VAT)

(ii) PKF Littlejohn – Limited assurance review 24/25 - £252 (inc VAT)

(iii) D C Plant & Son – grass maintenance Sep (2 cuts + rear cem) - £810

(iv) D Braddock – gardening tools and rack (Amazon – 4 invoices) - £87.07 inc VAT

(v) D Braddock – gardening tools (Greenshutters) - £128.91 (inc VAT)

(vi) J Parsons – Clerk/RFO – Salary (Sep) - £623.20

(vii) HMRC – Employer NI (Sep) - £30.93

(viii) J Parsons – Homeworking allowance (Sep) - £26

(ix) J Parsons – HP Instant Ink (Sep) - £4.49 (inc VAT)

(x) J Parsons – 2 x large 2nd class stamps - £3.10

c) Income received:

(i) NatWest interest (Aug) – £67.87

(ii) V Fransham – Defib donation - £200

d) Internal review of controls – 2 of 4 (Jul-Sep) – completed by MK; LH to complete

4807 Matters of Report, Questions and Items for the Next Meeting

a) Preliminary budget discussions, including new project proposals/grants

4808 Date for Next Meeting

Monday 3 November at 6.30pm at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.18pm.

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