

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 3 November 2025, at 1830, at The Village Hall, Stowey Road, Fivehead

Present:

Mrs K Beacham – Chair (KB); Mrs L Howard (LH); Mr R Wynn (RW), 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.

4809 Somerset Councillors' Report

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

CRW recommended the interactive Highways Annual Works Map, for looking up planned works, eg clearing gullies, and also reporting issues. This gives full visibility of work scheduled by Somerset Highways.

CRW left the meeting at this point.

4810 Apologies for absence

Somerset Councillor M Stanton

4811 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.

4812 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 6 October, were approved, subject to two date corrections (Min 4802g/h). Proposed by DB and seconded by CM. Carried unan.

4813 Matters arising from the Minutes (6 Oct) and raised by Members

- a) Asset of Community Value – Crown Inn – due to come off the South Somerset register 17/11/25.
Resolution: to renominate the Crown to be listed on South Somerset ACV register, via the online application process, to continue to help safeguard this valued community asset.
Proposed by CM and seconded by BF. Carried unan. **Action:** Clerk to draft application and circulate before submitting to Somerset Council.
- b) Parking on Stowey Road – in response to recent complaints of further anti-social parking on Stowey Road during Sunday matches, the Village Hall and Playing Field CIO (VH/PF) and team coaches had taken immediate action to put in more measures, including appointing a parking marshal and issuing maps to the teams, to facilitate parking onsite. It was hoped that these efforts had helped to remedy past problems, as far as possible, and the VH/PF would continue to monitor going forward.
- c) Noise nuisance – reports of prolonged barking from a local kennels had been received. Noise complaints would need to be reported online to Somerset Council, for a case officer to investigate; it was likely that a record of times and dates would be needed from residents experiencing any disturbances. Further details can be found at: <https://www.somerset.gov.uk/environment-and-food-safety/noise-nuisance/?district=South+Somerset>
- d) Fivehead Community Facebook – members discussed interest from volunteers to share posting on the community social page, to broaden accessibility, and agreed that anyone wishing to be considered should contact the Parish Council - fiveheadpc@gmail.com; it was noted that sharing the admin role may require changes to the page set-up and formalising the terms of reference of the role. NextDoor is also used for social media communications.

- e) Report to Enforcement – 24/02962/FUL – application approval had been delayed; Enforcement would not investigate unless planning was denied. It was agreed that Members would review the scale of the site, whilst the outcome was pending. **Action:** Clerk to circulate the latest plans from the portal and add to Dec 25 agenda
- f) Overflow from Sunnyside Park outlets – update – EA had visited site again (30/10/25) and completed review of Sewage Treatment Plant, recently serviced. The discharge point was reported as clear, with no evidence of sewage fungus present and free from odour. Advice had been given on ongoing maintenance to help prevent any future odour issues. The adjacent ditches on Cemetery Road had been cleared. Any concerns should continue to be reported to the EA, should the ditch discharge become black or odorous again.
- g) Grass maintenance – following the successful appointment of D H Plant & Son, who had provided an unfaultable service to get grassed areas well-tended again from Sep - Oct 25, members agreed to offer an annual contract, from mid-Mar to end Oct 26. Mulching would be requested whenever weather permitted. **Resolution: to offer the annual grass maintenance contract for 2026 to D H Plant & Son, wef March 2026, ending October 2026, total £4290, based on first 4 cuts with cuttings being collected, unless weather permits mulching.** Proposed by DB and seconded by LH. Carried unan.
- h) Cemetery – i) **Resolution: to approve box hedge removal, including stumps and reseeded by Evergreen Garden Services, for £425 (plus VAT), now needed urgently due to blight/moth disease.** Proposed by MK and seconded by BF. Carried unan. ii) Plot B9 had been confirmed available, to be added to the digital plan for pre-purchase. **Action:** Clerk to inform residents that their request could be accepted and make necessary arrangements. iii) War Grave update – DB and Fixer (Steve) were thanked for their excellent work, and for donating materials, to clean the memorial and clear the debris/weeds around it, and install weed suppressing membrane, gravel and fencing, to help with future maintenance. iv) The roadside north corner of the Cemetery would be added to the volunteers' list for future clearance work, where some old headstones and kerbing needed rescuing from overgrowth. v) Following checks, volunteers would be asked to help fill in the deep trench at end of D96 and the relative would be asked to remove the loose ornament when next visiting.
- i) Churchyard – **Resolution: to approve urgent maintenance by Evergreen Garden Services of five conifers in the roadside corner of St Martin's, to help visibility for larger vehicles at the junction, £720 + VAT.** Proposed by KB and seconded by LH. Carried unan. **Action:** Clerk to request tree work to be carried out as soon as possible.
- j) Highways licence/signage – i) application for licence for low-risk roadside maintenance, for 16 Fixers who had undertaken Somerset Council volunteer training, submitted 22/10/25. ii) A further Men at work sign was needed to have one at either end of the work area. **Resolution: to approve purchase of Men at Work sign from Cusack, £15.18 inc VAT.** Proposed by CM and seconded by MK. Carried unan. **Action:** Clerk to purchase sign and add to asset register.
- k) Asset Register – i) The Council were grateful for generous donations of tools and a wheelbarrow by a resident, added to the register, to be stored in volunteer's garage; ii) It was agreed that sufficient cover was in place for tools which come under the Contents section. iii) **Resolution: to approve purchase of fixings to mount tools on wall of garage by DB, c£25 inc VAT.** Proposed by KB and seconded by RW. Carried unan. **Action:** DB to purchase fixings for tool mounting
- l) Speed monitoring update – i) Increased speed checks by the Police were underway on the top road but resources would not permit other locations currently, due to speeds not being high enough. ii) Somerset Highways had provided advice for considering lower speed limits on Butcher's Hill and Ganges Hill. Data collected by the authorities did not support a need for this. It was agreed to send detailed statistics from recent SID monitoring to try to understand why these were significantly different. DB also suggested replacing broken reflective highway posts that had been removed on Butcher's Hill, to improve safety in the short-term. **Action:** Clerk to follow up with Highways with statistics and request for replacement reflective posts, and add to Dec 25 agenda

- m) Defibrillators – i) Contract update had been followed up but still awaiting response; ii) MB had received confirmation that replacement pads had been out of stock but were now on their way.
- n) Emergency plan – Clerk had passed on details of the informal network clusters. MK was working on the draft plan and would report again in Feb 26 for the Council to decide how to take this forward. **Action:** MK to draft plan and Clerk to add to Feb 26 agenda
- o) Policies – **Resolution: to adopt the latest versions of NALC Finance Regulations and Standing Orders, tailored for the Council by KB, CM and Clerk, wef 1 Dec 25.** Proposed by RW and seconded by LH. Carried unan. **Action:** Clerk to format and add to website by 30 Nov 25
- p) Clerk's annual review – Staffing Panel to carry out Clerk's review on Monday 1 December, 6pm, prior to the Council meeting.
- q) Christmas tree – LH offered to visit Greenshutters to make the necessary arrangements.

4814 Correspondence Received

- a) Public consultation for Devon and Somerset Fire & Rescue Services open for responses until 3/12/25
- b) Updates noted from Somerset Council on Cost of Living for residents; end of temporary 'Prioritising Decisions Period' for Planning, with amendments guidance; and Playing Pitch Strategy survey closing date 9/11/25. **Action:** MK to review Playing Pitch survey for VH/PF

4815 Reports

- a) Village Hall and Playing Field – the old charities would remain open, although assets and resources had been transferred to the new CIO, until confirmation from the Charity Commission had been received. A meeting would be held in due course to close everything off. Future reports would be received from the new CIO.
- b) Cemetery – see Min 4813h
- c) Environment – Fixers had weeded the church wall and roadside, ready for Remembrance Day; the War Memorial had also kindly been cleaned by the custodian volunteer.
- d) Rights of Way – MB had provided the latest update: i) Bridge works were underway, led by SC Ranger; ii) L11/2 – cows grazing the fields had broken through the side of the kissing gate and were breaking down the sleeper bridge, churning up the footpath at point of entry to the bridge. Due to be fixed with a couple of planks shortly. iii) L11/2 – broken timbers reported on bridge on 9/10/25, reporter unknown so MB looking into this. iv) L11/1 new fingerpost to be dropped off by contactor when next in the area. v) Plans in place for working parties to trim back hedges encroaching on width of Swell Doves
- e) SALC and Highways – nothing further to report
- f) Asset Check (MK) – in progress, to be completed by 30 Nov 25

4816 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.

- a) Appeal decision 24/02872/FUL – Land adjoining Willow Barn, Stowey Road, Fivehead, TA3 6PR – **dismissed**

4817 FY26/27 Finances – Preliminary Discussions

- a) Risk Report – updates to the Asset Register, Risk Report and insurance cover were reviewed and approved. **Resolution: to approve the Risk Report, insurance cover and Asset Register, correct to 31 October 2025.** Proposed by KB and seconded by RW. Carried unan. **Action:** Clerk to add updated Register to website.
- b) Draft budget to be reviewed at December meeting; provision for projects to include churchyard tree maintenance (£1k); picket fence for Garden of Remembrance (£1k); and any grant requests received for consideration.

4818 Finance

- a) Payments authorised and unrecorded during previous month:
 - (i) Parish Magazine Printing – newsletter printing (Oct) - £366.75
 - (ii) RBL – Wreath for Remembrance Day - £20 – under S137 (Min 4780i)
- b) Payments to be authorised:
 - (i) J Parsons – Clerk/RFO – Salary (Oct) - £643.20
 - (ii) J Parsons – Backpay (Apr-Sep 25, 240hrs @ 0.50) - £120
 - (iii) HMRC – Employer NI (Oct) - £51.93
 - (iv) J Parsons – Homeworking allowance (Oct) - £26
 - (v) J Parsons – HP Instant Ink (Oct) - £4.49 (inc VAT)
 - (vi) J Parsons – First aid kit (Home Bargains) - £4.99 (inc VAT)
 - (vii) J Parsons – Men at Work sign (Cusack) - £15.18 (inc VAT)
- c) Income received:
 - (i) NatWest interest (Sep) – £74.36
 - (ii) Evergreen Garden Services – newsletter advertising - £60
 - (iii) Ilminster Chiropractive Ltd – newsletter advertising - £30
 - (iv) M Braddock – defib donation - £21
 - (v) M Braddock – defib donation - £55
 - (vi) M Braddock – defib donation - £9
- d) Internal review of controls – 2 of 4 (Jul-Sep) – completed by LH (14/10/25)
- e) CIL – to note notification received of 4th payment from Fivehead Court development - £1500

4819 Matters of Report, Questions and Items for the Next Meeting

- a) Clerk – i) review of newsletter advertising rates; ii) review of cemetery rates; iii) budget discussions;
- iv) Assertion 10 actions – web url/email/IT policy
- b) It was noted that the Parish Council had been notified about two possible name suggestions for the new development on Butcher’s Hill – Haylands Close or Greengage Close. Any comments/further suggestions could be sent to Somerset Council by 25 Nov 25, to be considered under the street naming policy.

4820 Date for Next Meeting

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

The meeting closed at 8.28 pm.

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