

DRAFT MINUTES OF FIVEHEAD PARISH COUNCIL MEETING
Held on Monday 1 December 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); Mr M King (MK); Councillor R Wilkins (CRW) and Mrs J Parsons - Clerk/RFO (JP)

There was no public participation.

4821 Somerset Councillors' Report

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

CRW reported that the enhanced roundabout at Dunball, Bridgwater, recently opened, was helping traffic flow, especially at peak times. He also highlighted that two big projects would be starting in Jan 26 – replacing old traffic lights at Street (Clarks Village/Farm Road), with temporary lights in use until May 2026, and also at Dunster. Resurfacing works would also be carried out whilst under traffic management. Unfortunately, some disruption was to be expected, necessary for essential works to be carried out when it would have least impact.

CRW left the meeting at this point.

4822 Apologies for absence

Councillor C Munday; Somerset Councillor M Stanton

4823 Declarations of Interest and Dispensations

None

4824 Minutes

The Minutes of the Meeting of the Parish Council, previously circulated, held on 3 November. Proposed by DB and seconded by RW. Carried unan.

4825 Matters arising from the Minutes (3 Nov) and raised by Members

- a) Crown Fivehead Golf Society cheque for £500 had been gratefully received by the Fixers/KB at a presentation at the Crown Inn on 11 Nov 25. This would be added to the Grounds and Maintenance Reserve for future projects, tools and materials.
- b) Asset of Community Value – Crown Inn – application submitted and outcome expected by 8 Jan 26.
- c) Butcher's Hill development – soon to commence, the developer had consulted with near neighbours about the standard street lighting requirements on adopted highways and the general feeling was that this was not desirable. The Parish Council was in unanimous agreement (6:0) that a request for the requirement to be removed should be made to Somerset Highways.

Resolution: the Parish Council was in agreement for the developer to request for the street lighting requirement to be removed. Proposed by DB and seconded by BF. Carried unan.

Action: Clerk to notify developer of Parish Council's preference for no street lighting so he could update Somerset Highways

- d) The Stables – 24/02962/FUL – updated plans for the second application for change of use to expand the traveller site into the adjacent field were reviewed. Isle Abbots Parish Council (IA PC) had also been in touch following their meeting, with ongoing concerns about the unauthorised expansion of the site, which had been causing disruption. It was noted that at least five new structures had arrived recently. Members agreed to make a further request for an urgent visit by Planning/Enforcement, copying in Somerset Councillors and IA PC. **Action:** Clerk to follow up with a further request for Planning/Enforcement to visit the site urgently.

- e) Assertion 10 compliance – i) Information on the new assertion 10 for 25/26 AGAR had been circulated. Members agreed to move ahead with purchasing a .gov url for best practice compliance, as well as introducing new .gov emails in two stages, starting with the general PC email, followed by the councillors emails as soon as practical. The existing .org url would also be maintained and emails migrated. The main council account would require additional storage for £25 p.a. **Action:** Clerk and members to work on reducing archived email. Cost to migrate email per account - £20. ii) The preferred naming structure was agreed: www.fiveheadpc.gov.uk and clerk@fiveheadpc.gov.uk **Resolution: to move forward with the current website provider to purchase a new .gov url (fiveheadpc.gov.uk) and set up .gov email accounts for the Clerk (with additional storage), followed by councillors, for estimated cost of £400, including an anticipated overspend from General Reserves of c£295 (or FY26/27 budget to be confirmed Jan 26).** Proposed by RW and seconded by BF. Carried unan. **Action:** Clerk to contact Town and Parish websites to make the necessary arrangements for the new url, changeover from the old url, and set-up of council email account, followed by the councillor accounts. Clerk to add update to Jan 26 agenda
- f) Fivehead Community Facebook – as part of the Assertion 10 requirement, existing Information Security, Communications and Data Protection policies would be reviewed, for members to consider updating these into a full IT policy, including terms of reference for social media. The latest IT policy from NALC had been circulated. RW offered to prepare a draft policy for discussion in Feb 26. **Action:** RW to review existing policies and prepare draft IT/social media policy/terms of reference for Facebook/NextDoor for discussion by end Jan; Clerk to add to Feb 26 agenda
- g) Speed monitoring – i) SC Traffic Management had provided an explanation as to why the data used by Somerset Council and the Police would be different to data collected with the PC SID. Somerset Speed Compliance data is based on vehicle speeds along a link, rather than spot speeds, obtained from hundreds of thousands of vehicles with GPS devices installed, capturing data across a 12-mth period and analysing this to produce annual average speeds. All day, 24-hr mean speed values had been quoted, which were lower than the SID spot speeds. ii) Police Road Safety Fund re-opens Apr 26 for applications; iii) Traffic Management would look into replacement of the reflective posts on Butcher's Hill.
- h) Highways S171 permit for minor works – granted until 31 Oct 26 STC, including holding a copy on site when work being carried out
- i) Asset Register – updated to add second 'Men at Work' sign and tool rack for garage workshop
- j) Village newsletter – **Resolution: 2025 rates to be retained with no increase for 2026, to include online directory entry and to pay £200 editor honorarium with thanks for excellent services in 2025.** Proposed by MK and seconded by LH. Carried unan.
- k) Cemetery fees for 2026 – **Resolution: to increase Cemetery fees by c3% taking into account recent inflation rates, with effect from 1 Jan 26.** Proposed by KB and seconded by DB. Carried unan.
- l) Meeting dates for 2026 – these will be: 12 Jan; 2 Feb; 2 Mar; 13 Apr; 11 May; 1 Jun; 6 Jul; 3 Aug; 7 Sep; 5 Oct; 2 Nov and 7 Dec.
- m) Cemetery maintenance – **Resolution: to authorise Clerk to make immediate payment for hedge removal (8/12/25) and tree trimming (10/12/25) as approved at Min 4813.** Proposed by DB and seconded by KB. Carried unan.
- n) Clerk's annual review (1/12/25) – following a successful review by the Staffing Group (KB/RW/BF) carry over of 20hrs holiday had been agreed, with a further review of hours at end Mar 26. **Resolution: to authorise carry over of 20hrs holiday from previous holiday year to 25/26 holiday year.** Proposed by KB and seconded by LH. Carried unan.
- o) Christmas tree – LH had made arrangements with Greenshutters Nurseries for the tree for St Martin's to be delivered on 11 Dec and would organise the decorating helpers. The tree had kindly been donated by Greenshutters.
- p) Chapter 8 reassessment – a quote from a local provider had been received. It was agreed to consider any further options in January. **Action:** Clerk to add to Jan 26 agenda
- q) Refund for plot overpayment – **Resolution: to authorise repayment of £4 overpaid for burial plot B29 (Evans).** Proposed by BF and seconded by RW. Carried unan.

4826 Correspondence Received

- a) From Somerset Council, public consultation on Charitable Collection Licencing Policy to standardise how street and house-to-house collections are regulated across Somerset, closes 23 Jan 26

4827 Reports

- a) Village Hall and Playing Field CIO– nothing further to report
- b) SALC – no report
- c) Cemetery – nothing further to report
- d) Highways – drains on Butcher's and Ganges Hill cleaned for second time this year; culvert at Swell still to be done as requires smaller vehicle
- e) Environment – Fixers would be helping Baptist Church as volunteers over the holiday period with decorating, covered by their insurance.
- f) Rights of Way – L11/2 - i) Bridge and stiles waiting repairs; ii) Gateway broken by cows now blocked off with help from Fixers; iii) Tree causing problem, hopefully will be dealt with shortly. iv) L11/1, L11/6, L11/33 - three footpaths/road fingerposts to replace three that have collapsed, likely to be due to dry summer and clay soil so posts now under strain. Ranger Glyn arranged for contractor to drop them off.
- g) Asset Check (MK) – completed Oct/Nov 25; unstable memorial moved to side and church warden notified.

4828 Planning - see <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/> for details.

- a) **25/02678/S73A** - Land OS 0082 Part Lower Swell Fivehead - S73A application to vary Condition 2 (approved plans) to allow the addition of 4 rooflights, 2 each to the South facing roof slope and the West facing roof slope in relation to planning approval 21/03729/FUL; Application for the demolition of the existing barn and the erection of a single dwelling – noted, previously submitted as non-material, now requested to re-submit as S73A.

4829 FY26/27 Finances/budget/projects

- a) Budget review – i) Members reviewed draft budget; additions requested – further £500 provision for cemetery tree maintenance and £200 for telephone kiosk maintenance (work to be discussed with volunteer). Website budget to be confirmed. ii) Precept information not yet available; final calculations to be discussed in Jan 26. **Action:** Clerk to update budget and add to Jan 26 agenda
- b) Reserves – to be considered with budget in Jan 26

4830 Finance

- a) Payments authorised and unrecorded during previous month:
 - (i) D & H Plant – Grass maintenance, inc 2nd cut rear cemetery (Oct) - £720
 - (ii) Village Hall – Small meeting room (Oct/Nov) - £40
- b) Payments to be authorised:
 - (i) J Parsons – Clerk/RFO – Salary (Nov) - £643.20
 - (ii) HMRC – Employer NI (Nov) - £33.93
 - (iii) J Parsons – Homeworking allowance (Nov) - £26
 - (iv) J Parsons – HP Instant Ink (Nov) - £4.49 (inc VAT)
 - (v) J Parsons – Men at Work sign (Cusack) - £15.18 (inc VAT)
 - (vi) D Braddock – Tool fixings for wall - £4.99 (inc VAT)
 - (vii) D Braddock – Washers - £4.98 (inc VAT)
 - (viii) D Braddock – Tool rack - £13.99 (inc VAT)

c) Income received:

- (i) NatWest interest (Oct) – £68.06
- (ii) Somerset Council – CIL (Fivehead Court 4th payment) - £1500
- (iii) B & P Evans – Burial plot pre-purchase (B29) - £1044 (less refund £4 overpaid)
- (iv) Greenslade Taylor Hunt – Newsletter advertising - £120
- (v) Quest Cars – Newsletter advertising - £60
- (vi) West Country Firewood – Newsletter advertising - £60
- (vii) Canine Insight – Newsletter advertising - £30
- (viii) M Braddock – Defib donation (quiz) - £23

4831 Matters of Report, Questions and Items for the Next Meeting

- a) Clerk – Setting of budget/percept for FY26/27 by 31 Jan 26

4832 Date for Next Meeting

Monday 12 Jan 26 at 6.30pm at Village Hall, Stowey Road, Fivehead

The meeting closed at 8.23pm.

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