

NOTICE OF MEETING OF FIVEHEAD PARISH COUNCIL
Monday 13 April 2026 at 1830
Village Hall, Stowey Road, Fivehead

All Members are summoned to attend the above meeting.

Members of the Public and the press are welcome to attend, but we would request that you notify the Clerk by 9am on Monday 13 April 2026. There will be no paper documents circulated.

Jayne Parsons

Jayne Parsons

Clerk to the Council

8 April 2026

AGENDA

1. Public participation

Members of the Public may raise any matter relating to items on the Agenda here – it is helpful if these are notified in advance in writing to the Clerk.

2. Somerset Councillors' Report

3. Apologies for absence

Cllr R Wynn

4. Minutes

To approve Minutes of the Meeting of the Parish Council held on 2 March 2026

5. Declarations of Interest and Dispensations

Members should declare any interest in items on the Agenda here. **To receive and consider** granting dispensation requests. Members must withdraw from the meeting if declaring an interest and not being granted dispensation to remain in the meeting.

6. Matters Arising from the Minutes (2 Mar) and Raised by Members

- a) Wessex Internet meeting (1/4/26) – update / to consider residents' feedback / next steps
- b) No cold calling – update / to consider resident request / next steps
- c) Road crossing safety A378/traffic monitoring – i) Traffic management visit (24/3)/next steps; ii) **to consider** portable power washer attachment for cordless drill - **c£160 inc VAT** - for cleaning of signs, assets and pavement rumble strips and detritus from drain covers, to be funded from Golf Society donation; iii) **to consider** follow up request for speed monitoring on Stowey Road/Miller's Orchard
- d) Parking concerns – Swell Lane/Butcher's Hill
- e) Social media - **to consider** residents' feedback/admin responsibilities/future strategy, in conjunction with agenda item 6f
- f) Policy amendments – **to consider** recommendations from sub-group meeting (24/3) – i) Social Media policy and terms of reference; ii) updates to Communication and Information Technology policies; (iii) NALC Local Council Award Scheme
- g) AGAR - Assertion 10 – additional requirements/data review requested by internal auditor by 11/5/26 – also see 6h
- h) Website/email – update - i) Changeover to new url/email; ii) Home page changes - request to remove events calendar and make Village Hall site more prominent; iii) **To note** confirmation of annual charges from 1/5/26 – 1/5/27 of **£685**, due 1 May 2026, and **to authorise** Clerk to make payment before 1 May 26 for continuity of services; iii) Councillor email changeover/action needed

- i) Draft Emergency plan – update (MK)
- j) SALC/NALC annual affiliation fee 26/27 – **to consider** annual renewal - **£307.58**
- k) Training update - i) Chp 8 refresher – completed 19/3; ii) Riparian rights update (DB)
- l) Cemetery work update – i) Garden of Remembrance; ii) **to consider** purchase of 3 x bags of gravel for war grave area - **£20.97** inc VAT
- m) Defibrillator update – **to note** year-end total - **£759**; invoice for 26/27 contract delayed due to backlog
- n) Clerk's hours/holiday review – postponed, date tbc
- o) **To note** – formal thanks to Chair from Fivehead Short Mat Bowls group for opening new mats

7. Reports

- a) VH/PF CIO (MK); b) SALC (CM); c) Cemetery (LH); d) Highways (Clerk); e) Environment (DB); f) Rights of Way (Clerk for MB)

8. Planning - see <http://www.southsomerset.gov.uk/planningsearch/> for details.

- a) **26/00344/HOU** – Morningside, Stowey Road, Fivehead, TA3 6PP- erection of a single storey extension to rear and a new front porch to dwelling – extension granted to comment by 15 April
- b) **26/00458/NMA** - Land to the North of Ganges Close, Fivehead, TA3 6PD - Non Material Amendment to approved application 20/03111/FUL to remove Condition 21 which erroneously relates to a different planning application number 19/03505/FUL (a site at St. Peters Close Ilton, TA19 9ET) – **to note**

9. Assets, Risk and Insurance

- a) **To review and approve** Asset Listing correct to 31 Mar 26
- b) **To review and approve** Reserve Listing correct to 31 Mar 26
- c) **To review and approve** Risk Management Report (inc Insurance cover) correct to 31 Mar 26

10. Annual Review of Effectiveness of the System of Internal Control

- a) **To review and approve** Statement of Internal Control for year ended 31 Mar 26

11. FY25/26 Annual Accounts and Annual Governance and Accountability Return (AGAR)

- a) **To approve** Annual Accounts for FY25/26 and **to consider** any unrecorded overspends/anomalies
- b) **To note** - Internal Auditor's report and AGAR for FY25/26 to be approved in June 2026; due to income for FY25/26 being greater than £25k, an external review by PKF Littlejohn will be required.

12. Finance

To receive the financial position of the Council.

- a) Payments authorised and unrecorded during previous month:
 - (i) Fivehead Village Hall – small meeting room (Feb) - £20
- b) Payments to be authorised:
 - (i) Parish Magazine Printing – newsletter printing (Apr) - £382.60
 - (ii) Dorset and Somerset Air Ambulance - £80 (donation from 25/26 from Reserves Min 4863b)
 - (iii) Fivehead Village Hall – small meeting room (Mar) - £20
 - (iv) Town and Parish Council Websites – website and email hosting/new domain work - £685
 - (v) D C Plant & Son – grass maintenance (Mar) - £520
 - (vi) D Braddock – Shrubs/compost/bark (Greenshutters) - £165.92
 - (vii) J Parsons – Clerk/RFO – Salary (Mar) - £643.20
 - (viii) HMRC – Employer NI (Mar) - £33.93
 - (ix) J Parsons – Homeworking allowance (Mar) - £26
 - (x) J Parsons – HP Instant Ink (Mar) - £4.49 (inc VAT)

- c) Income received (up to 31 Mar 26):
 - (i) NatWest interest (Feb) – £56
 - (ii) Greenshutters – Newsletter advertising - £60
 - (iii) Kev's Cleaning Services – Newsletter advertising - £30
 - (iv) Brewer's Cottage B&B – Newsletter advertising - £30
 - (v) St Martin's Church – Newsletter advertising - £170
 - (vi) Vine Wine Ltd – Newsletter advertising - £60
 - (vii) Fivehead Baptist Church – Newsletter advertising - £85
 - (viii) Tails of Ashgate – Newsletter advertising - £60
 - (ix) HMRC – VAT refund to end Feb 26 - £1103.14
 - (x) NatWest interest (Mar) - £58.68
- d) **To note** – Cemetery – Non-Domestic Rate Bill 26/27 - £0.00 due
- e) Internal audit – 4 of 4 – LH/MK

13. Matters of Report, Questions and Items for the Next Meeting

- a) Chairman
- b) Clerk
- c) Councillors

14. Date of Next Meeting

Monday 11 May at 6.30pm, Fivehead Village Hall