

**Minutes of the Annual Meeting of the Fivehead Parish Council held at the Village Hall, Stowey Road  
Fivehead on Monday 14<sup>th</sup> May 2007 at 8pm.**

Present Mr M Cavill (Chairman) Mr G Balmer Mrs N Cameron Mrs H Clarke Mr K Male  
Mr M Tennant Dist. Cllr. S Steele C. Cllr. D Nelson (arrived late) and Mrs M Knox (Clerk)

**1238. ELECTION OF CHAIRMAN**

Mr M Tennant presided over the elections. Mr M Cavill was proposed (HC) and seconded unanimously. Mr Cavill was duly elected as Chairman for the next twelve months, signed the Declaration of Office form and took the Chair.

**1239. ELECTION OF VICE-CHAIRMAN**

Mr M Tennant was proposed (NC), unanimously seconded and elected. All members completed their Acceptance of Office Forms.

**1240. APOLOGIES** There were no apologies.

**1241. MINUTES**

The minutes of the meeting held on the 2<sup>nd</sup> April 2007 having been circulated were taken as a true record of what took place and duly signed by the Chairman.

**1242. TO MINUTE**

- a) To re-adopt Standing Orders and Financial Regulations, having considered the following amendments:-
- i) Deleting SO 58, substituting: "If a member who has declared a personal interest then considers the interest to be prejudicial he shall declare that, and, after making any representations, answering questions or giving evidence relating to that business, he must withdraw from the room or chamber for the remainder of the consideration to the item to which the interest relates."
  - ii) Deleting SO 70, substituting: "At all meetings of the Council the Chairman will at a convenient time in the transaction of business, allow any members of the public to make representations, answer questions or give evidence relating to the matter or business being transacted at that meeting. This opportunity will also apply to any member who is otherwise excluded due to a declared interest as per SO 58." The above amendments were debated before it was **resolved** (proposed MT) and unanimously seconded, to adopt the amended Standing Orders.
- b) To reaffirm the appointment of the responsible Financial Officer.
- c) To affirm the appointment of Mr R Loveridge as the Internal Auditor for the 2006-7 accounts.
- d) To reaffirm the implementation of legislation relating to Equal Opportunities, Crime and Disorder, Health and Safety and Human Rights.
- e) To appoint Grievance and Disciplinary Panels. (Members to be elected under item 6.)
- f) To **Resolve** to formally adopt with immediate effect, the mandatory Model Code of Conduct as it is applicable to Parish Councils of 2007 with the specific inclusion of paragraph 12(2) - "Effect of prejudicial interests on participation."
- g) To adopt the Terms of Reference of the Internal Audit. (ref. circulated papers "The Review of the Effectiveness of the System of Internal Audit." min.1235.). Council considered their procedures and found them to be very adequate and effective.

Items b to g were unanimously proposed and seconded. The Code of Conduct was put into circulation. Register of Interest Forms were distributed to members for completion outside the meeting.

**1243. TO CONSIDER FILLING THE REMAINING VACANCY ON COUNCIL BY CO-OPTION**

Mrs K Beacham has expressed a willingness to stand for co-option. NC would ask her to write formally. Council expressed their delight that there is a willing volunteer.

**1244. ELECTION OF REPRESENTATIVES.**

- a) Playing Field KM b) Village Hall GB c) SALC MT d) Cemetery Sub Committee MC & MT  
e) Highways MK f) Rights of Way MC assist. MK g) Internal Auditor NC assist. HC (h) Grievance Panel HC GB MT. i) Disciplinary Panel KM MC NC.

**1245. MATTERS ARISING FROM THE MINUTES AND RAISED BY MEMBERS.**

- a) Parish Plan progress report. MK reported work still in progress. SSDC have requested that councils give permission for links to their community plans via the SSDC web site. It was agreed that as our plan will be on the Fivehead website there is no problem with the additional link.
- b) Erection of an unsightly field shelter at Swell. The Planning Enforcement Officer has visited the site.

Were it not for the welfare of the horse he would take immediate action for the removal of the shed however at present he is liaising with the ILPH (horse welfare charity) to resolve the issue. MT reported a heap of rubbish by the track to the field. Clerk to report to the Environmental Health Department as this is the sort of material that was burnt on site.

c) Reparations to surface outside the entrance to the cemetery. KM has inspected and feels he can take some action to lessen the ruts.

d) Excessive spoil from graves at cemetery and concerns over large overhanging tree. MK reported that the grave digger does not have the requisite equipment. KM **authorised** prop. MT sec. HC to spend up to £150 on hiring a mini digger, or similar, and driver. KM would provide the trailer and dispose of the spoil. Care to be taken to avoid driving over graves. The tree warden's comments were read out. It was **resolved** prop. KM sec. unanimously to prune. Cemetery sub committee to action.

e) To identify projects which might qualify for funding via our County Councillor. A proposal for re-fencing the tennis court had been received from the PFMC. GB said that the Drama Group are investigating purchasing staging. If it could be the property of the village, via the Village Hall MC this could make a fitting project. NC suggested a village sign. Rejected as a project because of the timescale and permissions that would have to be sought. Restoration of the Friendly Society Banner would be most unlikely to meet the criteria. C Cllr. DN arrived during this item and gave useful background information about the ongoing state of the Area Panels including this grant money with its probable qualifying criteria.

f) Parking in the lay-by outside the wall of the Crown Inn. A highways engineer met the Clerk on site. He subsequently emailed to say that SSDC highways believe they own the land but would not be prepared to install any posts to prevent parking, his suggestion at the meeting, as the site is not sufficiently hazardous. The Publican believes the lay-by belongs with the Crown Inn. SSDC say if this can be proved, HC suggested via the land registry, then the owners can do with it as they wish. He suggested that tubs/barrels of flowers could then be placed there to resolve the issue. Clerk to write thus to publican.

g) Friendly Society Banner. The Clerk had met with Mr Page who on inspection found it to be much more fragile than he had supposed. To restore it as a flag he can only envisage replacing all the backing material, stitching on the sound painted parts and renewing the border. This would be extremely laborious, precise work and he would have to increase his quote to £800 / £1000. Council unanimously felt this would not be a good use of public money. Clerk to write and ask him if he could quote for framing the sound parts behind glass. Clerk to see if this might qualify for a grant from O2. Members to meet at the church at 7.30pm prior to the next Council meeting to inspect the banner.

#### **1246. MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

a) Request to contact Western Power re the unacceptable number of mini power cuts and small surges. Clerk to write seeking an explanation for the interruption to supply, stressing the inconvenience.

b) Request to approach Highways re the dangerous junction at the top of Butchers Hill especially in relation to people pulling across the road from the lay-by. Clerk to action.

#### **1247. CORRESPONDENCE RECEIVED.**

a) From SSDC re i) Rights of Way Network Management. A request for local assistance re selecting the right paths for clearance. It was suggested the enclosed section of L11/7 could usefully be added to the maintenance contract but there were no obvious paths for deletion. ii) Appointment of a Parish Path Liaison Officer. MC. Clerk to inform SSDC of both.

b) From SSDC Standards Committee re invitation to nominate a member. No member wished to apply.

c) From SCC re further invite to meetings concerning the Unitary proposals. DN & SS gave background to the process. No member wished to attend.

d) From SALC re Making a response to the proposal for a new Unitary Council for Somerset County Area. Council has no response to offer.

e) From Mendip Housing re Invitation to attend Mendip's Rural Housing Conference 15<sup>th</sup> June 9am-2pm (£50). No one available and considered very expensive.

f) From SSDC Streetscene services re invitation to nominate an Environment Warden. MK.

#### **1248. CONSULTATION DOCUMENTS. response sought.**

The Development Management Development Plan Document of TDBC & Sedgemoor & West Somerset. DC's NHS Foundation Trust Application Consultation Document.. Both into circulation. Next agenda.

#### **1249. REPORTS.**

b) Village Hall HC reported. d) Cemetery Sub Committee Book to MT. e) Highways Clerk to report

bright light on wall at Little Denise to County Highways.

**1250. PLANNING.**

Decisions granted. (s.t.c.) 07/01129/FUL Old Vicarage Ganges Hill Fivehead. Erection of a detached building for garage, workshop and utility room use (GR335236/122861)

07/01107/FUL Inglefield Langport Road Fivehead. Alterations to and extension of existing chalet bungalow.

**1251. RISK ASSESSMENT.**

A risk assessment report for 2006/7 was put into circulation. Clerk reminded Council that she is their greatest risk.

**1252. TO APPROVE THE ANNUAL ACCOUNTS FOR 2006-7**

These were put into circulation for approval at the June Meeting.

**1253 FINANCE**

Clerk showed a copy of a letter sent to the Inland revenue requesting confirmation of her payment of tax on her earnings and her stamp and their affirmative reply.

The financial position of the Council was received. The bank reconciliation was initialled by MC.

a) Payments authorised during the month

i) A & M Garden Services maint. March £175.10

ii) Wessex Malthouse Direct newsletter printing £54

b) Payments authorised at the meeting:

iii) Mrs M Knox salary £160.29

iv) Mrs M Knox expenses £4.42

v) Fivehead Village Hall MC rent March £15

vi) Allianz Cornhill insurance 07/8 £389.17

vii) A & M Garden Services maint. April & May to 4<sup>th</sup> £291.49

viii) Fivehead Village Hall MC grant 2007/8 £3000

ix) Fivehead Playing Field MC grant 2007/8 £1250

c) Income received during the month

x) M.P. Webb newsletter advert £15

xi) Mears & Cotterrill re PJ Bennett £162

xii) NATWEST int. to 31<sup>st</sup> March 07 £69.07

xiii) SSSDC precept £14200

**1254. MATTERS OF REPORT AND ITEMS FOR NEXT MEETING.**

a) Clerk.. There will be a duty Planning Officer at Langport on Tuesdays only.

b) Councillors. KM had been asked to look at the hedge and young trees behind it in the field opposite Millers Orchard as it was feared by residents that their light and view would become obstructed. Council agreed they could take no action as it is a domestic matter and there is no power under which they can act. MC had also been approached. NC asked that the Summer Celebrations be discussed in June. An update on the vandalism at the Pound was sought. DN suggested that a diary of the dates of the 2007/8 PC meetings be advertised. More shed burglaries locally.

There being no further business the meeting closed at 10.20pm

Chairman

Dated