

**Minutes of a meeting of the Fivehead Parish Council held
at the Village Hall, Stowey Road Fivehead
on Monday 12th April 2010 at 8pm.**

Present Mr M Cavill (Chairman) Mr G Balmer Mrs K Beacham Mrs H Clarke Dist. Cllr. S Steele Mrs M Knox (Clerk) and one Member of the Public.

PUBLIC SESSION

Not held as no one wished to speak.

1633. APOLOGIES

Apologies were received from Mrs N Cameron, Mr R Fielding, Mr K Male and C. Cllr Derek Nelson.

1634. MINUTES

The **minutes** of the meeting held on the 1st March 2010 having been circulated were taken as a true record of what took place and duly signed by the Chairman.

1635. MATTERS ARISING FROM THE MINUTES AND RAISED BY MEMBERS.

- a) **Langford Corner.** Deferred as a valuation had not been obtained. MC to pursue.
- b) To sign authorisation letters for the Clerk to collect the **Cemetery Deeds** and have sight of the end of year bank statements. MC & KB signed same.
- c) **The Pound.** The area needs to be monitored. GB has pulled Himalayan Balsam out of the wall. The area has a neglected air due to rotting autumn leaves. GB will enquire whether a Chapel Group to intend the look after the area as had been indicated.
- d) **Planning issues.** To receive any new information on issues discussed in March.
 - i) **Sedgemoor Game Farm.** A letter from Mr J Morris was read out regarding a new entrance created because a neighbour has erected a bollard to protect his boundary. MC said he had been informed of the intention to create same. Mr Morris informed that he had been told by his agent that as Cathanger Lane is an unclassified road a planning application is not required and if a length of hedge for removal is less than 20 metres again permission is not required. During the month there had been a report of excessive noise out of normal working hours. Mr Morris denied this was linked to his fabrication business. Council trusts that the neighbours continue to keep a log of out of hours activity. A further extension has been applied for by SSDC's solicitor. GB had read on the planning website correspondence relating to the application which gave rise to concern as to whether Council should submit further clarification. MC will look at same and he with GB are delegated, unanimously, to send in a further letter if this seems appropriate.
 - ii) Stillbrook Woodyard. A confidential email had been received from Roger Wotton.
- f) **Excessive number of road signs.** Council understood HC's concern regarding the safety of turning out of Cathanger Drive and the confusing profusion of signs and advised her to write, as an individual, mentioning "hazard". However Council has asked for some of the signs and all have been put in place as a duty of care. SS will chase up the lack of the promised warning bars to the west of Mullion Cottage.
- e) From **Somerset Co-operative Services** re services offered and completion of a response form. This is still in circulation but those present decided the services were not needed.

g) To make **arrangements for the APM** on April 20th. GB via Ellen, coffee and tea. HC, milk . MC, biscuits.

h) To consider authorisation of the **use of the PC computer** to hold parishioner's email addresses to be used for direct advertising for the Summer Fete and possibly other village events. It was unanimously agreed that this was inappropriate. SS said that in Isle Abbots direct advertising by email is done via the website/master. It was agreed this should be suggested to the Fete Committee.

i) To complete forms of **authorisation to receive agendas by email**, as suggested by SALC. Those members present completed them. The Clerk would ask those absent to do so.

1636. CORRESPONDENCE RECEIVED.

a) From **Victim Support** re request for donation. Resolved (unan.) not to donate.

b) **Community Council for Somerset** re Subscription. £30 minimum. Resolved (unan.) not to donate.

c) From **Somerset Levels & Moors** re details of a scheme supporting projects in the area. Into circulation then to be filed for possible reference.

d) From **Sedgemoor Game Farm**, Mr J Morris re new entrance. Taken under 1635d.

e) From **NALC** re invitation to conference in Bristol on 2nd July cost £135 +VAT. Noted.

f) From **SCC** re invitation to respond to the Minerals Core Strategy Papers available on SCC website. Noted.

g) From **SALC** re renewal of subscription. Resolved (unan.) to renew. Cheque listed under Finance.

1637. REPORTS.

b) **Village Hall**. GB reported. c) **SALC**. KB reported. d) **Cemetery Sub Committee**. Book to GB. e) **Highways**. Potholes discussed. g) **Police**. Crime stats. had been received. h) **Parish Workshop**. MC reported

1638. PLANNING.

Decisions granted (s.t.c.): 10/00472/FUL Western Farm Lower Swell. The formation of a vehicular access, driveway and double garage.

1639. TO REVIEW THE EFFECTIVENESS OF THE INTERNAL CONTROL SYSTEM FOR 2009/10. Unanimously agreed that all the relevant **safeguards are in place**.

1640. TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT OF THE COUNCIL ACCOUNTING RECORDS AND CONTROL SYSTEMS. It was agreed (unan.) that a **good report** was issued last year and that any queries were answered to the auditor's satisfaction. If it were found to be necessary changes could and would be made.

1641. RISK ASSESSMENT AND MANAGEMENT OF RISK.

The **Risk Management report** for 2009-10, having been circulated, was approved,

1642. STANDING ORDERS

To consider **suggestions for alterations and updates** if any. KB had received information on these at the SALC meeting. The Clerk had attended a relevant training session. In was delegated to

MC, KB and MK working together, to prepare updated Standing Orders for approval and then adoption in June or July.

1643 FINANCE

The end of year financial statement and bank reconciliation as at 5th March were received. The Clerk declared she had paid tax on her earnings and written to Revenue and Customs for confirmation. As yet there had been no reply.

a) **Payments authorised during the previous month:**

i)	St Margaret's Hospice Somerset	donation sec.137	£50
ii)	WM Direct	newsletter print April	
	£45		

b) **Payments authorised at the meeting:**

iii)	Mrs M Knox	salary	£208.47
iv)	SSDC	cemetery rates	£70.21
v)	SALC	subscription	£141.94

c) **Income received during the month:**

vi)	Revenue & Customs	refund of VAT	£21.03
vii)	Helena Trump	newsletter advert	£18
viii)	Mr Z Trump Woodlouse Conservatories	newsletter advert	£18
ix)	P Burrows (Utilities)	newsletter advert	£18
x)	B Rogers	newsletter advert	£18
xi)	Sarah Minty (Pilates)	newsletter advert	£18
xii)	NATWEST	interest	£2.57

1644. MATTERS OF REPORT AND ITEMS FOR NEXT MEETING.

a) **Clerk.** The bulbs have been appreciated. Format of receipt of SSDC meetings and Standard Board papers.

c) **Councillors.** Enquired of the content of confidential email re Stillbrook Woodyard (1635eii). HC reported on her attendance at the Core Strategy Meeting at Somerton.

There being no further business the meeting closed at 9.15pm

Chairman

Dated