

**Minutes of the Annual General Meeting of the Fivehead Parish Council held
at the Village Hall, Stowey Road Fivehead
on Monday 10th May 2010 at 8pm.**

Present Mr M Cavill (Chairman) Mr G Balmer Mrs N Cameron Mr R Fielding Mr K Male
and Mrs M Knox (Clerk)

1645. ELECTION OF CHAIRMAN

Mr M Cavill was proposed (KM) and seconded unanimously. **Mr Cavill was duly elected as Chairman** for the next twelve months, signed the Declaration of Acceptance of Office form and took the Chair.

PUBLIC SESSION

Mr J Morris of Sedgemoor Game Farm expressed his concerns that **complaints** made to Council which are unsupported by evidence are **minuted**.

1646. ELECTION OF VICE-CHAIRMAN

In her absence **Mrs Clarke was proposed** (KM) and seconded (RF). She would be asked at the June meeting if she would be prepared to accept the position.

1647. APOLOGIES

Apologies were received from Cllr. K Beacham, Cllr. H Clarke and Dist. Cllr. S Steele.

1648. MINUTES

The **minutes** of the meeting held on the 12th April 2010 having been circulated were taken as a true record of what took place and duly signed by the Chairman.

1649. TO MINUTE

- a) To re-adopt **Standing Orders and Financial Regulations**. A review pending see min.1642.
- 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 2009-10 accounts.
- d) To reaffirm **the implementation of legislation** relating to Equal Opportunities, Crime and Disorder, Freedom of Information Act, Health and Safety and Human Rights.
- e) To appoint a **Staffing Committee** of three members to replace the Grievance and Disciplinary Panels.
- f) To re-adopt the mandatory **Model Code of Conduct** as it is applicable to Parish Councils.
- g) To re-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).
- h) Re-adopt **Scheme for the payment of Councillors Allowance** (min.811).

These items were taken together, proposed (MC) and seconded (GB).

1650. ELECTION OF REPRESENTATIVES.

- a) Playing Field. - KM with a suggestion that KB be asked at the next meeting if she would also be a representative.
- b) Village Hall. - GB.
- c) SALC. - NC & KB.
- d) Cemetery Sub Committee. - MC & RF.
- e) Highways. - MK.

- f) Rights of Way. - MK.
- g) Internal Auditor. - HC.
- h) Staffing Panel - MC GB & HC.

1651. MATTERS ARISING FROM THE MINUTES AND RAISED BY MEMBERS.

- a) **Langford Corner**. Deferred as a valuation had not been obtained. MC to pursue. Deferred to June meeting.
- b) **Lodgement of Cemetery deeds** with Foot Anstey at Blackbrook Business Park on April 23rd 2010. Noted.
- c) **The Pound**. Members of the Baptist Church have indicated willingness to continue to care for the garden but there has been no action taken. GB to pursue.
- d) **Sedgemoor Game Farm**. The Chairman read out a letter he had received from Mr Morris which expressed his dissatisfaction with the reporting in the minutes of complaints which are unsupported by documentary evidence. Mr Morris felt such complaints were unsubstantiated and therefore could not be considered factual. He also requested a definition of “working hours”. Council’s response was that complaints made by parishioners are usually noted in the minutes and followed up. Responses to a request for the definition of “working hours” had been received from both Planning and Environmental Health. There are no specific standards unless the hours have been specifically restricted by a condition on a planning approval. It was noted that this day on SSDC’s website a Refusal for application 09/04962/col had been listed but that there was a Right of Appeal.
- e) **Churchyard Wall**. To consider concerns raised by a parishioner of damage subsequent to the hard winter. This, considered to relate to west side, was debated and not considered in need of urgent action. Consultation with the church architect is needed before any action could be taken. The wall is inspected at the Quinquennial Inspections.
- f) To receive information regarding **outstanding enforcement queries**. No information had been received.

1652. MATTERS ARISING FROM THE ANNUAL PARISH MEETING

- a) Frequency of the emptying of the **dog waste bins**. This is now being done weekly and will be monitored.

1653. CORRESPONDENCE RECEIVED.

- a) From SSDC re receipt and circulation of **Area North Committee Agenda**. Council wish to continue to receive full paper copies of same but a condensed electronic copy of the Standard Committee Agenda.

1654. REPORTS.

- a) **Playing Field**. KM reported on the successful MUGA opening ceremony. Clerk to write to Mr Doggett.
- b) **Village Hall**. GB reported.
- d) **Cemetery Sub Committee**. GB to retain book. NC to refurbish The Cemetery Sign.
- f) **Rights of Way**. MK to attend Public Paths Liaison Officers meeting on June 7th (immediately before next PC meeting). The PC meeting start time would therefore be delayed to 8.15pm. Clerk to write to County regarding the safety of the concrete footbridge over the Fivehead River L11/2.

1655. PLANNING.

10/01344/FUL **Mill Mount Butchers Hill** Fivehead. Erection of a two storey extension and erection of a detached garage. No objections.

1656. TO CONSIDER THE RENEWAL OF THE INSURANCE POLICY

Transfer of admin from Allianz to Aon was noted. It was debated whether to continue with some sections of Property Damage insurance. It was **resolved** (unan) to cease insuring the Pound, (most damage is likely to be due to wear and tear and a total rebuild figure would be much higher than the present valuation) also

Gates and Fences and the Office Equipment given there is a £250 excess. It was **resolved** (unan) to continue to insure the bus shelter. Clerk to write to Aon asking what they suggest Council do about the War Memorial.

1657. TO APPROVE THE ANNUAL ACCOUNTS FOR 2009-10.

These having been circulated were **unanimously approved** and signed by the Chairman and the RFO. Mrs H Clarke had inspected the books and computer records and completed a spot audit trail. A typing error was noted on the Receipts and Payments page and KM requested that Mr Pettitt be deleted as a custodian of the cemetery and Churchyard on the Schedule of Assets. Clerk will action these historical anomalies.

1658 FINANCE

The financial position of the Council was given. The end of year bank reconciliation and a bank reconciliation as at 26th April 2010 were received.

a)	Payments authorised at the meeting:		
i)	Mrs M Knox	salary	£208.47
b)	Income received during the month:		
ii)	SSDC	precept	£13620
iii)	WCI Pollution	newsletter advert	£18
iv)	Green Shutters	newsletter advert	£36
v)	Beech House Clinic	newsletter advert	£18
vi)	Angie Hardy (Swan)	newsletter advert	£5

An invoice for maintenance from Mr Pettitt had been hand delivered on the day of the meeting and having been checked was paid. Item for next agenda, the request for a fuel supplement payment.

1659. MATTERS OF REPORT AND ITEMS FOR NEXT MEETING.

b) **Clerk.** Invitation to visit the new premises of SS Citizens Advice Bureau on 21st May. No one wished to attend.

There being no further business the meeting closed at 9.35pm

Chairman

Dated