

## FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 20<sup>th</sup> May 2021 in the Tithe Barn commencing at 7.45pm.**

### MINUTES

**Present:** Alison Kent, Wendy Jonas, Ian Coombes, Chris Summers & Martin Irish

**In Attendance:** Jill Loader (Clerk), Dave Mansell (SW&T Cllr), PCSO Louise Fyne (part-time)

**Public Speaking Time:** None

1. **Election of Chairman** – It was proposed and seconded that Ian Coombes be voted as Chair, which he duly accepted.
2. **To receive the Chairman’s declaration of acceptance of office.** The Chair signed the Declaration of Acceptance of Office form, which was countersigned by the Clerk.
3. **Apologies for Absence:** None
4. **Declaration of Interest/Dispensations:** None
5. **Minutes of previous meeting:** The minutes of the Parish Council Meetings held on 10<sup>th</sup> December 2020 and 25<sup>th</sup> March 2021 were approved and signed as a correct record. The Chair signed each page.
6. **Matters Arising from the Minutes:** a) Village Map with Post Codes was in hand.
7. **Tithe Barn Refurbishment Project:**
  - 7.1 Current finances as at 31/05/2021 – Savings A/C £23,841.68. Current A/C £22,329.47. Grant money received in the year was £10,469 which had gone towards the running costs and maintenance of the Tithe Barn only. Some funds had been received from donations £124.50 and from Amazon & Co-Op gift aid. The only hire income received had been £232 for last year.
  - 7.2 The committee were looking into Match Funding availability as well as other options – ie Lottery Grant, English Heritage etc. It was noted the current planning permission would expire next year, so it was necessary to begin some works soon.
  - 7.3 The total cost for this project had been estimated at £326,000. Timescale for works was between 2 – 5 years realistically. It was agreed that works needed to be prioritized ie heating, kitchen etc.
  - 7.4 Cllr Mansell informed the meeting that there was a PC Borrowing Scheme which the PC controlled and which could provide funding for large projects. This was paid back via the annual precept. This could be accessed via SALC. Action: Clerk to investigate.
  - 7.5 Lease Extension – this was currently being investigated and the necessary letters of agreement were being written. It was agreed the lease should be extended as much as possible – ie 99 years. Contact with The Diocese and Solicitors were necessary. Action: Chris Summers to contact PCC for letter.

## 8. Play Area

### 8.1 Weekly Inspections:

May / June	Chris Summers
July/August/September	Ian Coombes
October/November	Martin Irish
December/January	Alison Kent
February/March/April	Wendy Jonas

**8.2** Chris Summers to send Wendy Jonas the play area inspection report as this needed to be re-designed.

**8.3** New Play Equipment – the clerk had circulated quotes for the new play equipment which was a set of monkey bars and a new play tower with climbing wall and slide. It was agreed to ask for re-quotes on a supply and installation basis only as the PC agreed to remove the old tower and dispose of it. The PC wanted the works carried out in September Action: Clerk

## 9. Finances:

**9.1** It was proposed, second and unanimously agreed to pay the following invoices:

Clerk's wages £207.81, HMRC PAYE £51.80, Clerks Expenses £67.80  
Internal Auditor – Jill Larcombe £25.00, Came & Company £367.48 (insurance),  
Martin Irish – play area picnic table concrete £90.00. Already paid NBB Recycled  
Furniture – picnic bench £624.00.

**9.2 Receipts received:** SW&T Precept £3,700.00 & Lloyds Bank £0.09p bank interest,  
Bank Balance as at 13th May 2021 £16,855.57.

**9.3 Earmarked Funds:** £6,500 replacement play equipment, £3,000 Tithe Barn Project,  
£ 1,205 VAT refund.

**9.4 Annual Insurance** – the insurance was still under the 3 year long term agreement which expires in May 2023. The premium was £367.48 effective from 1<sup>st</sup> June 2021 to 31<sup>st</sup> May 2022. This was approved.

**9.5 Internal Audit Report** – the clerk had circulated this report prior to the meeting. There were two items not correctly reported: a) Reserves were high at 197% with no evidence of earmarked funds. The earmarked funds had been reported in the December 2020 minutes (9.2) and March 2021 minutes (8.3). b) No List of items of Expenditure above £100 on website - the last three years list of expenditure can be found on the website. c) the clerk stated the items on the website were hard to find and would be re-naming the agenda, minutes and finances to try and make it easier to find the documents. Action: Clerk

**9.6 Clerks Salary** – the internal audit report found the Clerk's pay scale was below LC scale. After discussion it was unanimously agreed to increase the clerk's salary scale to SCP5 £10.04 / hour rate. This would be back dated to April 2020 and paid at the next meeting.

**9.7** Budget reporting would be carried out for each meeting and any missing relevant year end documents would be put onto the website. Otherwise, the internal audit was satisfactory.

**9.8 Yearend Accounts Summary 2020/21** – this had been previously circulated. After discussion, it was agreed to accept these accounts as correct. Yearend balance to 31 March 2021 - £13,779.48.

**9.9 Annual Return 2020/21 – Annual Governance Statement** – The Clerk went through each Section which the Councillors agreed had been achieved correctly throughout the year. This was then signed off by the Chair and Clerk.

**9.10 Accounting Statements 2020/21** – The Accounting Statements on the Annual Report agreed with the Yearend figures above. The Chair and Clerk signed off the accounts.

- 9.11 Exemption Certificate** – as FPC had an expenditure of less than £25,00 in the year, they were entitled to send in a signed Exemption Certificate to avoid having the need for a limited assurance review. This was agreed and the certificate was signed by the Chair and Clerk.
- 9.12 Bank Mandate** – it was agreed to remove Katriona Smith and add on Chris Summers to the council's signatory mandate.
- 9.13 Website** - it was agreed to contact the Milverton Parish Magazine Editor to get a link set up from the new Fitzhead.com website to the parish council website:  
Fitzheadparishcouncil.com.

**10. Sue Bellamy Bench** – Chris Summers brought up the situation regarding having a bench put outside between the church lynch gate and Tithe Barn entrance. Money had been donated several years ago but had not been spent due to the PC at the time not wanting to accept responsibility for any damage or accident to a bench. After discussion, it was agreed the following: a) contact the council's insurers regarding any implications for having this bench in the position requested. b) Contact Highways for a new license to be issued. c) Chris Summers to obtain the whereabouts of the donated funds to pay for a new bench subject to the above.

**11. New Walk Footpath** – This footpath was very muddy and had not been maintained by Rights of Way for several years. It was the responsibility of the owner of Fitzhead Court Lodge to maintain the wall and overhanging trees and bushes. The footpath required clearing and it was agreed Alison Kent would contact Rights of Way to find out if it would be possible for the PC to carry out this work instead. Action: Alison Kent

**12. Speeding Through the Village** – it was agreed that there were people who drove too fast through the village at certain times of the day. As there were no speed limits in the village it was difficult to prosecute. After discussion with the help of PSCO Louise Fyne, it was agreed to ask her to carry out some traffic monitoring around the play area & Tithe Barn, the stretch of road by Knights Farm and along the road from Hills Cottages at different times of the day. Until we had some evidence the PC could not request speed signs, or equipment. This would be discussed further once evidence had been collected. Action: Clerk & PSCO.

**13. Planning Updates: 17/21/0006/T** – Notification to fell one Ash Tree within Fitzhead Conservation Area at Copperfield, Fitzhead. A decision of no objection was made on 30 April 2021.

**14. Highways** – a) White lines needed repainting at the top of Tylers Lane, Tithe Meadow, Church Road and beside Byams. b) the ditch running up to Donkeys Knapp required digging out again.

**15. Somerset West & Taunton Councillor's Report – Cllr Dave Mansell**

The Unitary Organisation Debate was ongoing. A Referendum arranged by District Councils to vote for a single council or two councils was due and people would have the opportunity to vote. The Secretary of State would be making the decision in due course following the results. The elections would take place next year for the 59 council seats. Full Council meetings were due to commence again in July. Committee meetings had started again. Waste collections were due to change with more recycling and the Big Blue Bag plastic recycled scheme would be coming soon. Vehicle Electrical Charging Points were also going to be introduced into carparks.

**16. Somerset County Councillors Report** – none received.

**17. Police Report** – PCSO Louise Fyne reported a recent bike registering event in Milverton. If Fitzhead wanted to do this then to liaise with her to arrange a date. It was suggested to have this event along with the picnic bench open day at the same time. The bikes would be security QR coded. Main issues recently were dogs worrying sheep. Sheds and garage break ins. House break ins were rare as people had been at home due to lockdown. The monthly Police Report was on the website.

**18. Date of Next Parish Council Meeting**

It was agreed to hold the next Parish Council Meeting on 11th August 2021 at 7.15pm. There being no further business the meeting closed at 9.30pm.