

## FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 18<sup>th</sup> May 2022 in the Tithe Barn commencing at 8.00pm.**

### MINUTES

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

**In Attendance:** Jill Loader (Clerk), Dave Mansell (SW&T Cllr & SCC Cllr)

**Public Speaking Time:** None

1. **Election of Chairman** – It was proposed and seconded that Chris Summers 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. As this was an election year, all the members signed their declaration of acceptance of office forms which were countersigned by the Clerk.
3. **Apologies for Absence:** None
4. **Declaration of Interest/Dispensations:** None
5. **Adoption of the new Code of Conduct** –The Monitoring Officers of Somerset County Council and the 4 Districts had recommended Parish Councils adopt the new Code of Conduct. This had been circulated previously and it was unanimously agreed to do so. Clerk to inform SW&T Monitoring Officer.
6. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 16<sup>th</sup> February 2022 were approved and signed as a correct record by the Chairman.
7. **Matters Arising from the Minutes:** a) Village Map with Post Codes just had to be laminated and put onto the noticeboards. It was agreed to put this onto the website too for easy access. Clerk to inform Village Newsletter editor of this so everyone would know. b) Noticeboards – the pump house noticeboard had been repaired, repainted along with the benches by three neighbours to the pumphouse. They had done a great job. Ian agreed to speak to them regarding the replacement/repair of the noticeboard by the pub which needed urgent attention.
8. **Tithe Barn Refurbishment Project:**  
The minutes from the last TB/PC meeting on 4<sup>th</sup> May had not been detailed enough. Due to some PC members not being available to attend, this meeting probably should have been postponed. However, it went ahead and Malcolm Webber had suggested carrying out the other works first, ie repairing the walls, moving the stairs, door access, kitchen update and outside pathway, before replacing the floor. After discussion it was agreed for Martin Irish to book a date to start works on the pathway and to liaise with Roger Mitchinson to get James Briggers (archaeologist) to be on site to complete this section, which would enable the walls to dry out and to put vents in for air circulation.

Martin Irish gave Ian Coombes an up-to-date quote for the infra-red fans which was the heating system best suited and cost wise for the Tithe Barn. Leadtime for these was 2/3 weeks.

Malcom Webber had been asked if he would take on the roll of Project Manager but this needed addressing as to what he was prepared to do and at what cost. Malcom had asked to see the architect's drawings and to look at options which Roger had done.

Now the Faculty had been signed off it was necessary to get the works underway quickly. These works had to be completed within 12 months (by April 2023). It was agreed to put the agreed faculty letter on the noticeboard as record. The AGM for the Tithe Barn was set for Thursday 23<sup>rd</sup> June at 7.30pm.

Action: MW/MI & RM to work out when the pathway could be started.

## 9. Play Area

### 9.1 Weekly Inspections:

May / June	Ian Coombes
July/August	Martin Irish
September/October	Chris Summers
November/December	Alison Kent
January/February 2023	Wendy Jonas

9.2. Play Park Swings Treatment – clerk to contact Darren Greenslade for the name of the treatment to put onto the swings for maintenance.

## 10. Finances:

- 10.1 It was proposed, second and unanimously agreed to pay the following invoices:  
Clerk's wages £252.42, HMRC PAYE £63.00, Clerks Expenses £13.46  
Internal Auditor – Jill Larcombe £25.00, Came & Company £367.48 (insurance), Tithe Barn Hire £8.00 (Feb), Levitate Architecture West - £715.20 for faculty application and new ground works to satisfy planning conditions. Already paid by DD in April IONOS for the website domain name £12.00.
- 10.2 **Receipts received:** SW&T Precept £4,500.00 & Lloyds Bank £0.03p bank interest, Bank Balance as at 14<sup>th</sup> May 2022 £11,667.77.
- 10.3 **Earmarked Funds:** £3,000 Tithe Barn Project.
- 10.4 **Annual Insurance** – the insurance was still under the 3year long term agreement which expires in May 2023. The premium was £367.48 effective from 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023. This was approved.
- 10.5 **Internal Audit Report** – the clerk had circulated this report prior to the meeting. There were no issues and all correct procedures were in place.
- 10.6 **Yearend Accounts Summary 2021/22** – this had been previously circulated. After discussion, it was agreed to accept these accounts as correct. Yearend balance to 31 March 2022 - £7,179.74
- 10.7 **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. Clerk to check where the PC stands in relation to the Tithe Barn as shared Trustees and section 9 where it states Sole Managing Trustees. Clarification was required.

**10.8 Accounting Statements 2021/22** – The Accounting Statements on the Annual Report agreed with the Yearend figures above. The Chair and Clerk signed off the accounts.

**10.9 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.

**10.10 VAT Refund** – Clerk to apply for the necessary VAT refund for the previous year.

**11. New Walk Footpath** – This would need to be maintained regularly to stop the build up on debris. The walls running along side the walk required repairs. It was agreed that Chris would speak to the owner responsible for these walls to find out what her plans were, before carrying out any works on the ground.

**12. Queens Platinum Jubilee Celebrations.**

A party of volunteers had got together and plans were in place for celebrating on Sunday 5<sup>th</sup> June from 12.30 till 6pm. Games for children were being arranged in the play park. Bunting was being put out. The road closure had been approved by County. Barriers and cones would be put out. There would be free tea and coffee and it had been requested people attending bring their own food and drinks to eat and share. The village newsletter was informing the village of the plans.

**13. Planning Updates:** a) 17/22/0001/T – decision of no objection made on 11 April 2022.

b) 17/22/0002/T – a decision of no objection was made on 29 April 2022. c) 17/22/0003 – no decision has been made to date.

**14. Highways** – a) White lines needed repainting at the top of Tylers Lane, Tithe Meadow, Church Road and beside Byams. Although this had been reported to Highways nothing had been done. It was agreed that Dave Mansell would find out what was going on as the PC were not getting anywhere. b) Pot holes – Chris and Martin would report the pot holes near their addresses on the highways website.

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

The District Council would continue for another year until Somerset Council came into force in April 2023. Normal business was progressing with meetings in all areas. Taunton Town Council plans were progressing and would be in place for April 2023. A second consultation on this was due soon.

**16. Somerset County Councillors Report –**

The two new SCC Councillors following the elections are Gwil Wren and Dave Mansell. The Lib Dems now had overall control of the council from the Conservatives and the number of seat allocations were being worked on. There would be a full Council meeting on 25<sup>th</sup> May where roles would be allocated.

**17. Police Report – on website.**

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

It was agreed to hold the next Parish Council Meeting on Wednesday 10th August 2022 at 7.15pm.

There being no further business the meeting closed at 9.15pm.