

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 8 February 2023 in the Tithe Barn
commencing at 7.15pm.

MINUTES

Present: Cllr. Chris Summers (Chair), Cllr. Alison Kent, Cllr. Ian Coombes, & Cllr. Martin Irish

In Attendance: Andrea Johnson (Clerk), Jill Loader, one parishioner.

Public Speaking Time: The Parish Council was asked if it had been consulted on changes to the planning conditions. Cllr Summers to raise the matter with Cllr Mansell.

It was brought to the Parish Council's attention that postcode TA4 2RN was missing from the Post Code Map of the Village. Jill Loader to arrange for this to be rectified.

1. **Apologies for Absence:** Cllr. Wendy Jonas, Dave Mansell (SW&T Cllr & SCC Cllr) Gwil Wren (SCC Cllr).
2. **Declaration of Interest/Dispensations:** None
3. **New Clerk:**
 - 3.1 The new Clerk was welcomed, and the Contract of Employment was signed.
 - 3.2 The handover of the books and records of the Parish Council, including the filing cabinet, to be arranged.
 - 3.3 It was unanimously resolved to continue with the current payroll service for a period of 12 months.
4. **Minutes of previous meeting:**
 - 4.1 The minutes of the Parish Council Meeting held on 16 November 2022 were approved and signed as a correct record by the Chairman.
5. **Matters Arising from the November Minutes:**
 - 5.1 The Clerk to contact Cllr. Mansell for an update on the cost of purchasing and emptying a dog waste bin.
6. **Minutes of the January Closed Meeting:**
 - 6.1 The minutes of the Parish Council Meetings held on 16 December 2022 and 18 January 2023 were approved and signed as a correct record by the Chairman.
 - 6.2 It was agreed that no further action was to be taken by the Parish Council in respect of planning application 17/21/0007 at this stage.
7. **Highways Issues:**
 - 7.1 An email had been received from a member of the public concerning flooding issues. It was agreed that Cllr Summers would respond explaining that the matters complained of were outside of the Parish.

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- 7.2 It was unanimously agreed that matters within the Parish should be reported on Somerset West & Taunton Council's online portal. Cllr Coombes to report concerns about flooding at Hills Cottages, Washers Farm and Crooks Orchard, a broken drain by the play area and an unstable stone wall.
- 7.3 It was agreed that Cllr Summers would contact Cllr. Mansell for an update on the Tithe Meadow sign which had been removed.

8. Tithe Barn Refurbishment Project - update

- 8.1 Notification had been received that an application for grant funding of improvements to the pathway, doorway, toilets, and kitchen had successfully passed stage 1 and was now proceeding to stage 2.
- 8.2 The new heaters had been installed, but the angle of the heaters required adjusting. Additional heaters were required. A meeting was planned to discuss this, and other works to progress the project.
- 8.3 It was agreed that Cllr. Coombes would in future forward minutes of the Tithe Barn Management Committee to the Clerk so that they could be circulated with the papers for the Parish Council meeting.
- 8.4 A spreadsheet of income and expenditure was circulated. It was acknowledged that it was not detailed enough. Councillors expressed concern that the projected income will not be sufficient to cover projected expenditure. Measures are being considered to address this, including reinstating the Events Committee.
- 8.5 An article will be placed in the parish magazine and newsletter seeking interest in joining the Events Committee.

9. Finances:

- 9.1 Details of current income and expenditure to date, against budget and precept had been previously circulated and were noted. There are Earmarked Funds of £3,000 for the Tithe Barn Project to be held until required. It was proposed, seconded, and unanimously agreed to pay the following invoices:

Details	Cheque No	Invoice	Net amount	VAT	Total £
Tithe Barn – Hire Nov meeting	498	1729	£ 15.00		£15.00
PAYE to HMRC			£ 66.20		
Clerk's salary (less 50p (error on last payment))			£ 265.12 - £ 0.50 £ 264.62		£264.62
The Play Inspection Company	501	58508	£72.95	£14.59	£87.54
Wiveliscombe Area Partnership	502		£ 150.00		£150.00
Total					£ 583.86

- 9.2 The Risk Assessment and Internal Controls Document which been previously circulated were both approved and signed.

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9.4 The Asset Register which had been previously circulated was approved. The Clerk to add the new Noticeboard once installed.

9.5 The Bank details are to be amended to reflect the appointment of the new Clerk.

10. Play Area

10.1 Weekly inspections: it was noted that there are molehills in the play area.

10.2 The Play Inspection Company report had been previously circulated. This had highlighted some low-risk considerations. It was agreed that these would be considered in detail as part of the forthcoming spring clean.

10.3 It was unanimously agreed that Cllr. Irish should purchase a new gate to the play area.

10.4 The following weekly inspection rota was agreed:

Month	Councillor
March 2023	Ian Coombes
April 2023	Ian Coombes
May 2023	Martin Irish
June 2023	Martin Irish
July 2023	Ian Coombes
August 2023	Chris Summers
September 2023	Chris Summers
October 2023	Chris Summers
November 2023	Alison Kent
December 2023	Alison Kent
January 2024	Wendy Jonas
February 2024	Wendy Jonas

10.5 It was noted that Darren Greenfield is due to return to clean the play swings.

11. Noticeboard

11.1 The new Noticeboard has been ordered and paid for.

12. King's Coronation Weekend Celebration

12.1 The Tithe Barn Committee is planning celebrations for 7 May 2023, with a procession beginning in the Pumphouse and proceeding to the Tithe Barn. Highways and the Police have been contacted for the necessary permissions to close the road for a street party. It is hoped that, once formed, the Events Committee will be responsible for organising the celebrations.

12.2 It was noted that a risk assessment will be required.

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13. Wivey Cares

13.1 A request for a grant from Wivey Cares had been previously circulated. It was noted that the organisation covers 10 parishes, including Fitzhead. It was agreed that Cllr. Coombes should obtain some further information.

14. Planning updates

14.1 Planning application 17/22/0011 – installation of electric vehicle charger at Redstone Cottage – it was noted that a decision of Conditional Approval was made on 29 November 2022.

14.2 Planning application 17/22/0014/T – notification to fell one coniferous tree at Rosebank – – it was noted that a decision of no objection was made on 30 November /2022.

14.3 Planning application 17/21/0007 – Knights Farm Planning Application – – it was noted that a decision has yet to be made on this application.

14.4 Planning application 17/23/0001 - Planning application for an entrance porch at Chicks Barn - it was noted that a decision has yet to be made on this application.

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

15.1 A report on proposals in Somerset Council's draft budget for 2023/24 in relation to planning notices and grit bins, had been previously circulated. The proposals were discussed and noted.

16. Police Report – on website

16.1 No report was available.

17. Date of Next Parish Council Meeting

It was agreed to hold the next Parish Council Meeting on 17 May 2023 following the Annual Parish Meeting which would commence at 7.15pm.

There being no further business the meeting closed at 8.50pm.

Signed as a true and correct record by Cllr Summers.....

Dated 18 May 2023