

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 18 May 2023 in the Tithe Barn
commencing at 7.50pm.

MINUTES

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

In Attendance: Andrea Johnson (Clerk), 2 parishioners, Cllr Dave Mansell (Somerset Council).

Public Speaking Time: A question was asked about the Church bells and the Tithe Barn; the Chair explained that they were the responsibility of the Church and the Tithe Barn Management Committee respectively.

- 23/001 Election of Chairman and receipt of the Chairman's Declaration of Acceptance of Office**
It was proposed and seconded that Chris Summers be voted as Chair, which he duly accepted. The Chair signed the Declaration of Acceptance of Office form, which was countersigned by the Clerk.
- 23/002 To note apologies for absence and approve reason, where appropriate**
Cllr Wendy Jonas and Gwil Davies (Somerset Council) gave their apologies.
- 23/003 Declarations of Interest/Dispensations.**
Cllr. Irish declared a pecuniary interest in the approval of the invoice for the new gate for the play area.
- 23/004 Minutes of Previous Meeting**
The minutes of the meeting held on 8 February 2023 were approved and signed as a correct record by the Chairman.
- 23/005 Matters arising from the February minutes:**
- 23/005.1 The changes to the planning process were noted.
- 23/005.2 Jill Loader is arranging for the Post Code Map of the Village to be amended to include postcode TA4 2RN.
- 23/005.3 It was noted that the books and records of the Parish Council, including the filing cabinet have been handed over.
- 23/006 Tithe Barn Refurbishment Project**
- 23/006.1 As the March meeting of the Tithe Barn Management Committee had not taken place, the update was deferred until the next meeting of the Parish Council. It was noted that the Coronation Street Party had raised £373.69 after expenses.
- 23/007 Play Area**
- 23/007.1 There were no matters to note from the weekly inspection reports.
- 23/007.2 It was noted that a new gate had been purchased and fitted to the Play Area.
- 23/007.3 It was noted that the quote from the contractor for the maintenance of the play area for 2023 was in accordance with the contractually agreed terms.
- 23/008 Correspondence**
- 23/008.1 The request from Wivey Cares was considered and it was agreed to donate £100.

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- 23/008.2 The offer of free training from Wiveliscombe Community First Responders was noted.
- 23/008.3 The consultation on Ruishton & Thornfalcon Neighbourhood Development Plan was noted.
- 23/008.4 It was agreed to defer consideration of the purchase of a dog waste bin for 6 months.
- 23/008.5 it was agreed to nominate Jill Loader for the Chair's Awards for Service to the Community 2023. The Clerk was asked to organise the completion of the nomination form.

23/009 Finance.

- 23/009.1 The bank reconciliation statement at 30 April 2023 was noted.
- 23/009.2 Cllr Irish having declared an interest, took no part in the discussion. It was noted that the Clerk's salary had been misstated in the agenda but was correct in the accounting records. The correct figure was £189.84. It was agreed to pay the following invoices:

Richard Branfield	Invoice 1924 Apple Tree Pruning	£156.00
Tithe Barn - hire	Invoice 1739	£30.00
IONOS	Domain Name	£12.00
Martin Irish	Gate for Play Area	£144.00
SALC training	New Clerk training	£35.00
Clerk Salary	8 February - 30 April 2023	189.84
Clerk expenses	Stamp & envelopes & new clerk training	£27.59
HMRC - PAYE	8 February - 30 April 2023	126.40
Jill Larcombe	Internal Auditors Fee	27.50

The following receipts were noted:

Precept	Somerset Council	5500.00
Interest	Lloyds Bank	2.24

- 23/009.3 The expenditure against budget for 2022/2023 was noted.
- 23/009.4 The Year End Accounts 2022/23 were approved.
- 23/009.5 The Internal Audit Report was noted.
- 23/009.6 It was noted that the Council had been selected by the external auditor for a limited assurance review. However, as the Council's expenditure for the year 2022/2023 was less than £25,00, the Council was entitled to send in a signed Exemption Certificate which would be sufficient for the limited assurance review. This was agreed and the certificate was signed by the Chair and Clerk.
- 23/009.7 Section 1 of the Annual Governance Statement 2022/2023 was approved, which the Councillors agreed had been achieved correctly throughout the year. This was then signed off by the Chair and Clerk.
- 23/009.8 The Accounting Statements on the Annual Report agreed with the Year End figures. The Chair and Clerk signed off the accounts.

23/010 Noticeboard

- 23/010.1 The addition of the new Noticeboard to the Asset Register was noted.
- 23/010.2 It was agreed that 3 sets of keys should be cut for the noticeboard and held by Cllr. Jonas, Cllr Coombes, and the Clerk.

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23/011 Highways Issues

- 23/011.1 Following the reporting of the potholes, 1 was repaired. It was agreed to report the need to repaint some of the white lines in the village.
- 23/011.2 Cllr. Mansell explained that the replacement sign for Tithe Meadow had been delayed whilst the new Unitary Authority finalised its policies.
- 23/011.3 Cllr. Mansell advised that any issues related to hedge cutting should be notified to him with supporting photographic evidence.
- 23/012.4 The pump house was discussed, and the Clerk was asked to locate the deeds.

23/012 Planning matters

- 23/012.1 The following planning applications and decisions were noted:

Application	Description	PC Response	Outcome
17/21/0007	Knights Farm Planning Application	Supports the conversion of the buildings, but the safety aspect for parking and access onto the highway needs to be re-worked.	
17/23/0001	Planning application for an entrance porch at Chicks Barn	No objection	Decision of Refusal was made on 22/03/2023
17/23/0002	Application for Prior Approval for proposed change of use from agricultural building to 1 dwelling house (to the rear of Tylers Cottage, Helviers Lane, Fitzhead	No objection (Cllr Summers declared an interest and took no part in the discussions).	Prior Approval Approved (Conditional) under delegated powers on 24/04/2023.
17/23/0004	Notification to fell two sycamore trees within Fitzhead Conservation Area at Fitzhead Court Lodge, Church Road, Fitzhead		

23/013 Somerset Councillor's Report

Cllr. Mansell reported that following the new Unitary Authority coming into effect on 1 April 2023, Cllr. Davies was chairing the Scrutiny Committee and he was on the Climate and Place Committee which included rights of way.

23/014 Police Report – on website

- 23/014.1 It was agreed to remove the police reports for 2018 – 2021 from the website.

23/015 Matters for the next meeting.

It was agreed that a review of the Standing Orders and Financial Regulations would be added to the agenda for the next meeting.

23/016 To agree a date for the next quarterly meeting

It was agreed to hold the next Parish Council Meeting on 9 August 2023 at 7.15pm.

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- 23/017 A resolution was proposed, seconded, and unanimously passed to exclude the press and public from the remainder of the meeting due to Commercial Sensitivity.
- 23/017.1 It was proposed, seconded, and unanimously agreed to award the contract for the maintenance of the play area to Came & Co based on the quotation received.
- 23/017.2 It was proposed, seconded, and unanimously agreed to accept the quotation from Gallaghers for a 3-year insurance policy with Hiscox based on the quotation received.

There being no further business the meeting closed at 9.13pm.

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

Dated 9 August 2023

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