

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 28 February 2024 at the Tithe Barn, Fitzhead
commencing at 7.15pm.

MINUTES

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

In attendance: Andrea Johnson (Clerk)

Public Speaking Time: No members of the public were present.

24/0055 Apologies for absence.

There were no apologies for absence.

24/0056 Declarations of Interest/Dispensations.

There were no declarations of Interest.

24/0057 Minutes of the previous meeting held on

Following a proposal by Cllr Kent, seconded by Cllr Jonas, the minutes of the meeting held on 4 January 2024 were approved and signed as a correct record by the Chairman.

24/0058 Tithe Barn

24/0058.1 It was **resolved** to place a polite notice outside the Tithe Barn asking villagers not to park on the grass.

24/0058.2 The minutes and accounts of the Tithe Barn Management Committee at 7 February 2024 were discussed. The Councillors asked if it would be possible to provide a breakdown with the ongoing maintenance and refurbishment project costs separated out from the day-to-day operating costs.

24/0059 Play Area

24/0059.1 The Annual Inspection Report for the Play Area was discussed. It was **resolved** to carry out a spring clean and minor maintenance of the play area at 10am on 13 April 2024. The Clerk was asked to arrange for the contractor to adjust the height of the slide.

24/0059.2 The request from Airband for a licence agreement to access the play area to attach and maintain electrical communications apparatus for the provision of broadband services was discussed. Following a proposal from Cllr Summers, seconded by Cllr Irish it was unanimously **resolved** that the Clerk should sign the agreement.

24/0060 To receive a verbal update on highway matters and agree any actions

Cllr Irish gave an update on the actions proposed by Somerset Council to address blockages in the drainage system. It was agreed that it would be helpful to understand where the land boundaries of the properties in the village lie, with specific reference to responsibilities for the roads, hedges, and ditches. It was agreed that Cllr Summers would contact the NFU for advice on the legal position.

24/0061 Local Government

24/0061.1 No update was provided.

24/0061.2 Cllr Summers provided an update on the LCN meeting. SALC has asked Parish Councils to indicate what services or assets they are interested in taking over from Somerset Council, and what services or support SALC can provide to support the process. It was resolved that the Clerk should respond and request support with the legal obligations associated with hedge cutting and ditch clearance.

FITZHEAD PARISH COUNCIL

24/0062 Finance.

24/0062.1 The Bank Reconciliation Statement at 17 February 2024 was noted. The Clerk was asked to make enquiries of Lloyds Bank on the status of the applications by Cllr Jonas and Cllr Coombes for online access to the bank accounts.

24/0062.2 It was unanimously **resolved** to appoint Jill Larcombe to conduct an audit of the 2023/24 accounts.

24/0062.3 Following a proposal by Cllr Summers, seconded by Cllr Kent, it was unanimously **resolved** to pay the following payments totaling £668.49

Tithe Barn - hire	January meeting	15.00
Clerk expenses		27.12
Clerk Salary		363.44
HMRC	PAYE	242.80
Gallagher Insurance	Pump House	20.13

24/0062.4 The expenditure against budget at 17 February 2024 was noted.

24/0062.5 The proposed charges for the playground inspection in December 2024 were noted and agreed.

24/0063 Policies

24/0063.1 The statement of internal control was adopted.

24/0063.2 The asset register was reviewed and agreed.

24/0063.3 The risk register was reviewed and agreed.

24/0064 Matters for information only

24/0065 It was noted that ivy is growing on the roof the Pump House, which should be removed before it damages the building, and also that the Fitzhead Inn public house is no longer listed as an asset of community value.

24/0066 It was agreed to hold the Annual Parish Meeting on Wednesday 22 May at 7pm to be immediately followed by the Annual Parish Council Meeting.

24/0067 Following a proposal by Cllr Coombes, seconded by Cllr Irish, it was unanimously **resolved** to exclude the Press and Public from the remainder of the meeting due to Personnel Sensitivity.

24/0068 The annual review of the Clerk's salary was undertaken and following a proposal by Cllr Kent, seconded by Cllr Irish, it was unanimously **resolved** to move the Clerk to SCP 13.

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