

## FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 18th May 2017 in the Tithe Barn  
commencing at 7.50pm.**

### MINUTES

**Present:** Alison Kent, Ian Coombes, David Pink, Katriona Smith & Wendy Jonas

**In Attendance:** Jill Loader (Clerk), 2 members of the public

**Public Speaking Time:** None

1. **Election of Chairman** – It was proposed and seconded that Katriona Smith be voted as Chair, which she 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 Meeting held on 16<sup>th</sup> February 2017 were approved and signed as a correct record. The Chair signed each page.
6. **Matters Arising** –
  - 6.1 Highways had completed the works at Washers Barn but they had not cleared up all the silt. Agreed Katriona Smith would contact Dennis Quick to get the drains unblocked.  
**Action: Katriona Smith**
7. **Proposed Bench - in memory of Sue Bellamy**
  - 7.1 The PCC had received a donation towards a seat in memory of Sue Bellamy. A discussion had taken place with Dennis Quick and Chris Summers regarding permission to put the seat outside the Tithe Barn – effectively on highways ground. The Clerk had received a license agreement for the PC to be responsible for the bench which they did not wish to take on as an asset and be responsible for the maintenance. If the license was in the PCC's name there would be a charge of £515. A charge was also applicable if the seat was placed in the churchyard by the Church.
  - 7.2 After discussion it was agreed Katriona Smith would speak with Chris Summers and Terry Bellamy regarding the PC's thoughts on the position of the seat and contribution towards a license if the PCC took responsibility. **Action: Katriona Smith**
8. **Play Area**
  - 8.1 Weekly Inspections: David Pink and Wendy Jonas – June, Ian Coombes – July, Katriona Smith – August and Alison Kent – September.
  - 8.2 Hedge – the hedge posts were rotting and required replacing. The Hedge also required cutting and possibly coppicing. Agreed Cllrs would review ideas and agree a decision at the September meeting. **Action: All**
  - 8.3 Agreed the remove weeds and put down grass seed where necessary.
  - 8.4 Agreed to check water tap connection in play area before removing.

## **9. Finances:**

**9.1** It was proposed, seconded and unanimously agreed to pay the following invoices:  
Clerk's wages £219.00, Tithe Barn £8.00, HMRC PAYE £54.60  
**Receipts received:** TDBC Precept £3,650.00 & Lloyds Bank £0.32p bank interest.  
Bank Balance as at 17th May 2017 £13,655.14.

**9.2 Year End Accounts 2016/17** – the year end accounts had been circulated and were adopted as correct. The Chair signed off the accounts.

**9.3 Annual Return 2016/17** – (i) **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.

(ii) **Accounting Statements** – this section agreed with the yearend accounts prepared by the Clerk. This section was agreed by the Councillors as correct and signed by the Chair and Clerk.

**9.4 Internal Audit** – this had been carried out with no issues to report.

**9.5 Insurance Renewal** – after discussion it was agreed to go with Inspire /AXA insurance via the broker, Came & Company for a three year long term agreement. The premium was £305.85. A cheque was signed and would be sent to the insurers before 1<sup>st</sup> June 2017 which was the renewal date. **Action: Clerk**

**9.6 Fitzhead Events Group – insurance cover** – no one from FEG had attended the meeting so the councillors were unsure if the group required the PC's offer of a contribution of £150. The clerk would contact the group. It was agreed to review this again next year. The insurance was due on 1<sup>st</sup> June 2017. **Action: Clerk**

**9.7 Bank Mandate** – agreed to remove Garry Alford and add Wendy Jonas. **Action: Clerk**

**10. Taunton Deane Councillor's Report** – this report had been covered at the Annual Parish Meeting.

**11. Somerset County Councillor's Report** – No report received

**12. Police Report** – the report received by PCSO Louise Fyne would be put onto the website.

## **13. Date of Next Parish Council Meeting**

It was agreed to hold the next Parish Council Meeting on 17<sup>th</sup> August 2016 at 7.15pm.

There being no further business the meeting closed at 9.05pm