

FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 21st May 2020 in the Tithe Barn
commencing at 7.15pm.**

MINUTES

Present: Katriona Smith, Alison Kent, Wendy Jonas, Ian Coombes & Martin Irish

In Attendance: Jill Loader (Clerk)

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:** Cllrs Dave Mansell & Mark Blaker
- 4. Declaration of Interest/Dispensations:** None
- 5. Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 12th February 2020 were approved and signed as a correct record. The Chair signed each page.
- 6. Matters Arising from the Minutes:** None
- 7. Tithe Barn Refurbishment Project:**
 - 7.1 The March meeting with the Architect and Engineer did not take place, although details of the air source heat pump had been given and the addition of a side porch by the cemetery side put on the plans. These plans were at the Diocese for approval. All meetings have been put on hold due to the Coronavirus situation.
 - 7.2 Finances – The Tithe Barn has been successful in obtaining a grant for £10,000 from SW & T Council towards the expenses and running costs of the Tithe Barn.
 - 7.3 The monies received from the village donations via the Gift Aid email would go to the running costs of the barn too. Thankyou letters are going to be sent.
 - 7.4 Risk Assessment, Data Policies and H&S Policies have been updated and will be put onto the new village website.
- 8. Play Area**
 - 8.1 Weekly Inspections: These have not been carried out since the park was closed 25 March due to the Coronavirus situation.
 - 8.2 A new combination padlock has been purchased for the main gate and number given to the maintenance company, as the old padlock key has been lost.
 - 8.3 Clerk to locate the key to the noticeboard in the play area.
 - 8.4 Agreed not to purchase the picnic bench until the park can be opened again. Review at next meeting.

9. Website

9.1 The new website was up and running. The clerk had managed to upload the agenda, February minutes and notices successfully. The new website web address had been circulated via the Village Newsletter. www.fitzheadparishcouncil.co.uk The old website had finally ceased to work.

10. Finances:

10.1 It was proposed, seconded and unanimously agreed to pay the following invoices:

Clerk's wages £271.88, Tithe Barn £8.00, HMRC PAYE £67.80, Clerks Expenses £14.99, Internal Auditor – Jill Larcombe £25.00, Came & Company £367.47 (insurance), Wendy Jonas – padlock for play area £29.99, SW & T – uncontested election fee 2019 £100.00, Martin Irish – play area swings repairs £41.00. Already paid 29 March £13.20 IONOS Website Domain Name (Katriona Smith refund), SW Film £250.00 new website set up and hosting.

Receipts received: SW&T Precept £3,900.00 & Lloyds Bank £0.40p bank interest, Bank Balance as at 16th May 2020 £16,002.53.

10.2 **Yearend Accounts Summery 2019/20** – this had been previously circulated. After discussion, it was agreed to accept these accounts as correct. Yearend balance to 31 March 2020 - £12,102.13.

10.3 **Internal Audit** – this had been carried out on 15th May by Jill Larcombe. No issues of non-compliance to report. Clerk would publish the details of all payments over £100 and assets onto the website.

10.4 **Annual Return 2019/20 – 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.

10.5 **Accounting Statements 2019/20** – The Accounting Statements on the Annual Report agreed with the Yearend figures above. The Chair signed off the accounts and Clerk.

10.6 **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.

11. Planning Update –

11.1 **17/20/0001/LEW**– Application for a Certificate of Lawful Development for the existing use of an annexe above the garage as ancillary accommodation at Crooks Orchard, Fitzhead. Approval was made on 17 April 2020.

11.2 **17/20/0005/LB** Various internal alterations with an erection of a single storey extension to the rear of Burrow Hill Farm, Burrow Hill Lane, Fitzhead (retention of works already undertaken). Conditional Approval was made on 28 April 2020.

11.3 **17/20/0003** – Conversion of barns into 4 dwellings with demolition of modern agricultural barns at Knights Farms, Cats Ash Road, Fitzhead. This application has been withdrawn.

12. Defibrillator

12.1 **Emergency Contact List** – after discussion it was agreed to get permission from all those on the list to agree their telephone numbers can be circulated. Once approved, list to go onto the website and Village Newsletter. This list was for those needing the defibrillator in an emergency incase the casualty could not be left.

12.2 **Training** - the extra training had been put on hold until the coronavirus situation allowed for this to take place.

13. Highways

- 13.1 The pot hole by Knapp Cottage still required repairing. Ditches up to Pond Cottage were silted up and required work. The road sweeper had left its debris along the wall by Fitzhead Court, rather than taking it away. The gravel that had been put down opposite the church wall and tithe barn had been laid illegally by a resident in Church Road. It was agreed to contact Highways for their advice on this matter.
- 13.2 Rivers Farm Finger Post – this had now been refurbished. A thank you note would be sent, and Katriona Smith the discuss the repair and access to the fingerpost in her field.

14. Somerset West & Taunton Councillor's Reports – Cllrs Mark Blaker and Dave Mansell Council Services

Council offices are closed with staff working at home. Some officers have been redirected to Coronavirus support and others are maintaining services where possible. Working with the county council and other agencies, efforts have been made to support the vulnerable. Some suspended services are starting to resume and work is being undertaken on post-COVID recovery plans.

Coronavirus

SWT continues to provide Coronavirus updates, including monitoring activity of support agencies, which shows: -

- Threefold increase in foodbank demand across the district.
- 94% increase in Village Agent Activities
- 133 rough sleepers in emergency accommodation (87%, with the other 13% either refusing support or evicted)
- County wide helpline has received nearly 4,000 calls
- Countywide Mindline has received 1937 calls

Locally councillors have assisted a number of businesses with queries about grant funding. Broadly these have been dealt with efficiently and money is getting to those who need it. We are aware of some slipping through the net and understand a further (much smaller) grant scheme is due soon to address some of these problems.

Waste Services

It has been a challenging time for recycling and refuse services, including due to a new collections contractor taking over from April. Essential collections have been maintained and some suspended services resumed. All services are subject to on-going review. Recycling Centres (11 of 16 so far) have reopened for essential visits only and with restrictions. Guidance and updates are available at: www.somersetwaste.gov.uk

Council Meetings

SWT meetings have resumed online and are being webcast live and recorded. There was a Full Council meeting on 27 April; Scrutiny Committee on 13 May, which featured a revealing discussion with Alex Carter, the regional MD for First Bus, on local bus services, including in rural areas; and Planning Committee on 14 May.

Council Website

This includes coronavirus advice and information, services guidance and meeting agendas and videos. Visit: www.somersetwestandtaunton.gov.uk

15. Somerset County Councillors Report – none received.

16. Police Report – the report received by PCSO Louise Fyne was on the website.

17. Date of Next Parish Council Meeting

It was agreed to hold the next Parish Council Meeting on 13th August 2020 at 7.15pm.

There being no further business the meeting closed at 8.45pm.

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