

## FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 26<sup>th</sup> May 2016 in the Tithe Barn commencing at 8.00pm.**

### MINUTES

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

**In Attendance:** Jill Loader (Clerk), 1 member of the public

**Public Speaking Time:** None

1. **Election of Chairman** – It was proposed and seconded that Alison Kent 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:** G Wren (TDBC), PCSO L Fyne
4. **Declaration of Interest/Dispensations:** None
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 29<sup>th</sup> February 2016 were approved and signed as a correct record. The Chair signed each page.
6. **Matters Arising** –
  - 6.1 Garry Alford had cut the hedge at the play area.
  - 6.2 Highways Representative – it was agreed to nominate a member to liaise with SCC Highways which Mervyn Bellamy had previously done at the next meeting.
  - 6.3 Agreed to agenda Planning Applications Update for the next meeting.
7. **Flooding Update** – Following the meeting with SCC Highways and FPC it was disappointing that nothing can be done due to the high costs involved ranging from £20,000 to £80,000. It was agreed to record those properties affected and to ask Dennis Quick what evidence is required in order to be able to fulfil any Grant Funding criteria. A report outlining the meeting would be put into the Parish Magazine to update the residents. **Action: Alison/Jill**
8. **Play Area**
  - 8.1 Drop Box – Katriona had set up drop box for the play area reports. Any help in using this was available from her. Those members who held the play area folder were responsible for ensuring weekly reports were carried out.
  - 8.2 A spring on the gate appeared to be working well in keeping it closed.
9. **Finances:**
  - 9.1 It was proposed, seconded and unanimously agreed to pay the following invoices:  
Clerk's wages £183.91, Tithe Barn £22.28, HMRC PAYE £45.80, SALC membership £68.07, Aspire4More – internal audit £30.00  
**Receipts received:** TDBC Precept £3,700.00 & Lloyds Bank £0.33p bank interest.  
Bank Balance as at 21<sup>st</sup> May 2016 £14,671.93.

**9.2 Year End Accounts 2015/16** – the year end accounts had been circulated and were adopted as correct. The Chair signed off the accounts.

**9.3 Annual Return 2015/16** – (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 remain with Hiscox via the broker, Came & Company for a one year agreement. The premium was £314.76 which included coverage of the play area equipment. A cheque was signed and would be sent to the insurers before 1<sup>st</sup> June 2016 which was the renewal date.

**9.6 Fitzhead Events Group – insurance cover** – It had been brought to the attention of the PC the Fitzhead Community Group was about to disband and a new group covering events for the village was being introduced as the Fitzhead Events Group. This included representatives from the Community Group, Tith Barn and PCC. The issue over insurance cover had been raised and the clerk had been liaising with Came & Company in obtaining quotes for separate cover away from the PC. The insurers would not cover the new group under the PC as the PC were not in control of the events being run. After discussion it was agreed the PC would pay the first year premium of £288.16 as the new group had not got enough funds to pay for this themselves. This would be effective from 1<sup>st</sup> June 2016 in time for the Queen’s Birthday Celebration Street Party on 11<sup>th</sup> June 2016. It was agreed one member from the PC should also be part of this new group. **Action: Clerk**

**10. Queen’s Birthday Celebration Street Party – 11<sup>th</sup> June 2016** – all arrangements were in place with permission for road closures and the insurance had now been agreed. Road would be closed from 12 – 6pm. It was hoped good weather would prevail and residents to attend.

#### **11. Ditch Clearing around Fitzhead**

11.1 Recent ditch clearing along the top road by SCC/TDBC appeared to be very good. Agreed to monitor the situation and report any issues.

**12. Taunton Deane Councillor’s Report** – No report received.

**13. Somerset County Councillor’s Report** – No report received

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

**15. Casual Vacancy** – as Garry Alford had resigned it was necessary to find a replacement Councillor. The Clerk would contact TDBC informing them so the normal procedure could be put in place. Councillors to talk to prospective candidates.

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

It was agreed to hold the next Parish Council Meeting on 10<sup>th</sup> August 2016 at 7.15pm.

There being no further business the meeting closed at 8.55pm