

FITZHEAD PARISH COUNCIL

**Parish Council Meeting held on 12 February 2020 in the Tithe Barn
commencing at 7.15pm.**

MINUTES

Present: Katriona Smith (Chair), Alison Kent, Ian Coombes, Wendy Jonas & Martin Irish
In Attendance: Jill Loader (Clerk)

Public Speaking Time: None

- 1. Apologies for Absence:** Cllr Dave Mansell
- 2. Declaration of Interest/Dispensations:** None
- 3. Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 20th November 2019 were approved and signed as a correct record. The Chair signed each page.
- 4. Matters Arising from the Minutes:** a) Trailer opposite pub. Agreed to report this to SCC Highways for appropriate action.
- 5. Defibrillator Training Update**
 - 5.1 The Wiveliscombe First Responders will provide training free of charge. A date needs to be arranged which could be a Saturday morning, or an evening. Agreed to place a notice in the Village Newsletter, Parish Magazine and Website to ask who wishes to attend. Attendees to email Wendy Jonas directly.
- 6. Tithe Barn Refurbishment Project:**
 - 6.1 The Tithe Barn Committee were meeting the Architect, Quantity Surveyor and Mechanical Engineer on 2nd March to discuss the heating system and suitability to keep this project moving forward.
 - 6.2 Current a/c £2,290.00, Treasurer's a/c £25,338.00.
 - 6.3 The TBC are currently working on a new booking system. Recent Risk Assessments carried out are being implemented and adopted.
 - 6.4 A new Treasurer would be required once the current one has moved house.
- 7. Website Update**
 - 7.1 Muriel Adamson was meeting the Milverton Website Group soon. As there was no further development on this project, it was agreed to obtain three quotes for Fitzhead PC to manage their own website with links to local groups and parish magazine. **Action: Katriona**
- 8. Play Area**
 - 8.1 There were no problems reported regarding the play area and equipment.
 - 8.2 Play Area Annual Inspection - actions that require attention following the annual inspection were only low risk. After discussion it was agreed to hold a working party day on 5th April at 10.30 to clean and tidy up the play area.
 - 8.3 Martin Irish agreed to check the two sets of swings and carry out the necessary work.

8.4 Rota for play inspections were as follows:

Name	Months
Katriona Smith	February and March
Ian Coombes	April and May
Martin Irish	June and July
Alison Kent	August and September
Wendy Jonas	October and November

9. Highways update

9.1 To report to SCC Highways: pot hole at Knapp Cottage, Trailer opposite pub, ditches requiring digging by The Cider House and by Cats Ash, as there was flooding. To dig out the side of the road by Rivers Farm sign and Farley's field gate as it was flooding.

10. Finances

10.1 It was proposed, seconded and unanimously agreed to pay the following invoices: Clerk's wages £224.44, Tithe Barn £8.00, HMRC PAYE £56.20, Clerks Expenses £11.6, The Play Inspection Company £78.00. SALC – training £25.00, Church Buying Group £1,226.05 for new tables for Tithe Barn.

Receipts received: Lloyds Bank £0.40p bank interest,
Bank Balance as at 31 January 2020 - £13,493.92.

10.2 Jack Loosemore Legacy - £500 had now been received. It was agreed to purchase the 6 seater brown recycled picnic table at a cost of £480 + vat. To be purchased and fitted in April.

10.3 Risk Assessment – this was discussed and adopted.

10.4 Internal Controls Documents – this was discussed and adopted.

10.5 Asset Register – a) it was agreed to write a letter to the Cricket Club to confirm the donation of the lawn mower and to remove it from the asset register. b) Agreed to add on the laptop used by the Clerk. c) to add on the Pump House to the insurance policy.

11. Planning Update – Planning application 17/20/0003 at Knights Farm was imminent. It was agreed to try and arrange a site meeting for 23rd February at 10am. **Action: Clerk**

12. GDPR

12.1 The clerk had previously circulated the draft Privacy Policy. After discussion it was adopted and would be put onto the website.

13. Somerset West & Taunton Councillor's Reports – no report.

14. Somerset County Councillor's Report – no report.

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

16. Date of Next Parish Council Meeting

It was agreed to hold the next Parish Council Meeting on 21st May 2020 at 7.15pm. This would be the Annual Parish Meeting and the Annual Parish Council Meeting.

There being no further business the meeting closed at 8.35pm.

2020/93