

# FITZHEAD PARISH COUNCIL

13 May 2023

I hereby give notice that the Annual meeting of Fitzhead Parish Council will be held on **Thursday 18 May 2023** in the Tithe Barn commencing after the Annual Parish Meeting. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder. If you are not able to attend, please advise the Clerk.

Andrea Johnson  
Clerk to the Council

## **AGENDA**

### **Pre-meeting Public Question Time**

There will be a period of public participation, and members of the press and public are invited to address the Council. The press and public are not permitted to take part in the Council meeting. However, at the Chairman's discretion the meeting may be suspended occasionally to receive public comments and questions.

- 23/001 Election of Chairman and receipt of the Chairman's Declaration of Acceptance of Office**
- 23/002 To note apologies for absence and approve reason, where appropriate**
- 23/003 Declarations of Interest/Dispensations.**
- 23/004 Minutes of Previous Meeting – attached.**  
To sign as a correct record the minutes of the meeting held on 8 February 2023.
- 23/005 Matters arising from the February minutes – for report only.**
  - 23/005.1 Changes to the planning process.
  - 23/005.2 Post Code Map of the Village to be amended to include postcode TA4 2RN.
  - 23/005.3 The books and records of the Parish Council, including the filing cabinet, to be handed over.
- 23/006 Tithe Barn Refurbishment Project**
  - 23/006.1 To note the minutes of the Tithe Barn Management Committee meeting of 7 February 2023 and the accounts at April 2023.
- 23/007 Play Area**
  - 23/007.1 Weekly inspection reports - update.
  - 23/007.2 Annual Inspection – update on actions including purchase of new gate.
  - 23/007.3 To note quote for maintenance of the play area.
- 23/008 Correspondence**
  - 23/008.1 Update on request from Wivey Cares
  - 23/008.2 Wiveliscombe Community First Responders free training offer.
  - 23/008.3 Consultation on Ruishton & Thornfalcon Neighbourhood Development Plan
  - 23/008.4 Update on cost of dog bin
  - 23/008.5 To consider nominations for Chair's Awards for Service to the Community 2023
- 23/009 Finance.**
  - 23/009.1 To note the Bank Reconciliation at 30 April 2023.
  - 23/009.2 To agree the listed payments.
  - 23/009.3 To note expenditure against budget for 2022/23.

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- 23/009.4 To approve the Year End Accounts 2022/23.  
 23/009.5 To receive the report from the Internal Auditor.  
 23/009.6 To consider whether to complete a Certificate of Exemption for submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review.  
 23/009.7 To consider the questions on the Annual Governance Statement and respond accordingly.  
 23/009.8 To consider and agree the Audit Accounting Statement figures.

### **23/010 Noticeboard**

- 23/010.1 To note the addition of the new Noticeboard to the Asset Register.  
 23/010.2 To discuss the arrangement for access and keys.

### **23/011 Highways Issues**

- 23/011.1 Update on flooding issues, including letter from parishioner and online reporting.  
 23/011.2 Update on Tithe Meadow sign.

### **23/012 Planning matters**

- 23/012.1 To note the following planning applications and decisions:

<b>Application</b>	<b>Description</b>	<b>PC Response</b>	<b>Outcome</b>
17/21/0007	Knights Farm Planning Application	Supports the conversion of the buildings, but the safety aspect for parking and access onto the highway needs to be re-worked.	
17/23/0001	Planning application for an entrance porch at Chicks Barn	No objection	Decision of Refusal was made on 22/03/2023
17/23/0002	Application for Prior Approval for proposed change of use from agricultural building to 1 dwelling house (to the rear of Tylers Cottage, Helviers Lane, Fitzhead	No objection (Cllr Summers declared an interest and took no part in the discussions).	Prior Approval Approved (Conditional) under delegated powers on 24/04/2023.
17/23/0004	Notification to fell two sycamore trees within Fitzhead Conservation Area at Fitzhead Court Lodge, Church Road, Fitzhead		

**23/013 Somerset Councillor's Report** - for noting.

**23/014 Police Report – on website** - for noting.

- 23/014.1 To consider the removal of police reports for 2018 – 2021 from website.

**23/015 Matters for the next meeting.**

Review of Standing Orders and Financial Regulations

**23/016 To agree a date for the next quarterly meeting – August**

**23/017 To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Commercial Sensitivity**

- 23/017.1 Quotes for Annual Inspection of the Play Area – to consider.

- 23/017.2 Quotes for annual insurance – to consider.