

FITZHEAD PARISH COUNCIL

Annual Parish Council Meeting held on 22nd May 2019 in the Tithe Barn commencing at 7.58pm.

MINUTES

Present: Katriona Smith, Alison Kent, 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. The Clerk had already received signed forms from Cllrs Ian Coombes, Martin Irish and Alison Kent before the start of the meeting. Cllr Wendy Jonas was on holiday and would be contacted for her form on her return.
3. **Apologies for Absence:** Wendy Jonas
4. **Declaration of Interest/Dispensations:** None
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 21st February 2019 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 Notice had been given from Thread Architect they no longer wanted to continue with the project, due to other work commitments. It was agreed to arrange a separate meeting with the TBMC and PC to discuss the way forward to find a new architect and quantity surveyor to progress the refurbishment. **Action: Ian Coombes**
8. **Play Area**
 - 8.1 Weekly Inspections: New rota was agreed:

Ian Coombes	June / July
Martin Irish	August/Sept
Alison Kent	Oct/Nov
Wendy Jonas	Dec/Jan
Katriona Smith	Feb/March 2020

- 8.2 There were no other problems reported regarding the play area and equipment.

9. Finances:

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

Clerk's wages £242.07, Tithe Barn £8.00, HMRC PAYE £60.40, Clerks Expenses £38.40, Internal Auditor – Jill Larcombe £25.00, Came & Company £321.33 (insurance) Fitzhead Events Group – donation towards insurance £75.00, Fitzhead Events Group £20 (website donation), Graphi Text £90.00 Fitzhead Road Sign, SALC membership £68.34. Cheque 387 £2,521.20 Community Heartbeat Invoice for village defibrillator – agreed 11.5.19.

Receipts received: SW&T Precept £3,750.00 & Lloyds Bank £0.33p bank interest, Bank Balance as at 18th May 2018 £16,900.96.

9.2 Fitzhead Event's Group – insurance donation – unanimously agreed to pay £75.00 towards their annual insurance premium.

9.3 Internal Audit – this had been carried out with one comment to address regarding VAT reclaiming which the clerk would check out with HMRC. The report was filed with the Annual Return Copy. **Action: Clerk**

9.4 Annual Return 2018/19 – 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.

9.5 Accounting Statements & Year End Accounts 2018/19 – the year end accounts had been circulated and were adopted as correct, along with the Accounting Statements on the Annual Report. The Chair signed off the accounts.

9.6 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.

9.7 Bank Mandate – it was agreed to remove David Pink and add Martin Irish to the bank mandate.

9.8 Financial Regulations Review – it was agreed to review this at the next meeting.

10. Website Update - Muriel Adamson had circulated an update regarding the Milverton Website plans. This was still an ongoing project with no final decisions being reached to date. It was agreed to agenda this item for the next meeting.

10.1 Other website companies: it was agreed to investigate costs from other website companies if Fitzhead decided to go independently from Milverton, as their initial costs proposed appeared excessive. **Action: Katriona Smith**

11. General Data Protection Regulations: The clerk was still working on finalizing all the necessary documents regarding the GDPR but was on track.

12. Defibrillator for Fitzhead update

12.1 The village defibrillator cheque had been cleared so the PC were waiting to hear when it would be installed by the electrician. Ian Coombes would remove the notice board by the Tithe Barn to make room. It was agreed for Sue Webber to arrange the training for anyone Who was interested as it had been her project from the start. It was hoped the installation would be completed by the end of June/early July.

- 13. Planning Update** – one planning application had been received relating to Hills Farm. It was agreed to have a meeting there on 31st May at 6.30pm. Clerk to arrange with applicant.
- 14. Highways Issues** – a) No response from Highways when the uneven road due to tree roots outside Rivers Farm would be addressed. b) Fingerpost Restoration: two villagers had volunteered to restore the finger posts around the village. They would be attending training from Somerset CC which was covered by the SCC insurance too. It was agreed to support this project but required them to issue a list of the equipment and materials required so the PC would know the costs involved.
- 15. Standing Orders Review:** it was agreed the standing orders required no changes.
- 16. Code of Conduct Review:** it was agreed the Code of Conduct required no changes.
- 17. Councillor Training Course Dates:** The clerk advised the Councillors of new training dates if they wished to attend.
- 18. Somerset West & Taunton Councillor's Reports** – no reports received as they were the new councillors to our ward and would attend our next meeting in August.
- 19. Somerset County Councillors Report** – none received.
- 20. Police Report** – the report received by PCSO Louise Fyne was on the website.
- 21. Date of Next Parish Council Meeting**
It was agreed to hold the next Parish Council Meeting on 21st August 2019 at 7.15pm.

There being no further business the meeting closed at 8.55pm.