

FITZHEAD PARISH COUNCIL

Annual Parish Council Meeting held on 31st May 2018 in the Tithe Barn commencing at 7.58pm.

MINUTES

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

In Attendance: Jill Loader (Clerk), 5 members of the public

Public Speaking Time: a) Police Reports on website – clerk reported she had issues putting this report onto the website. After discussion it was agreed to contact PCSO Fyne to see if this report could be sent as a pdf or attachment. Failing that Mandy Bool offered her help to cut and paste the email. **Action: Clerk** b) Overgrown Hedges – agreed to contact Dennis Quick to ask if these overgrown hedges on lane corners can be cut earlier. **Action: K Smith**

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:** TDBC Cllr Gwil Wren
4. **Declaration of Interest/Dispensations:** None
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 15th February 2018 were approved and signed as a correct record. The Chair signed each page.
6. **Minutes of the Closed Meetings** held on 14th March and 24th April 2018 were approved and signed by the Chair as a correct record.
7. **Matters Arising** – a) Broadband Satellite Scheme – quote received was too expensive and required the village to take up this option as a whole at around £833 per person. b) Gigaclear – would not be covering Fitzhead area for installing superfast broadband in the near future. c) Cllr Jonas agreed to get the play area signs asap.
8. **Tithe Barn Refurbishment Project:**
 - 8.1 The National Lottery Award for All had given £6,725 towards this project. It would cover the initial project development work. A report showing how the funds from all the money available from the different sources was discussed briefly and was agreed to be satisfactory.
 - 8.2 The Thread Architect Invoice for Stages 1 & 2 £2,802.00 was approved for payment.
 - 8.3 The Levett Surveying invoice which covered the topographical and measured survey had been approved for payment on 24 April 2018.

9. Finances:

9.1 It was proposed, seconded and unanimously agreed to pay the following invoices:
Clerk's wages £268.16, Tithe Barn £24.00, HMRC PAYE £67.00, Clerks Expenses £67.49, SALC membership 2018/19 £68.05, SALC Training £25.00, Came & Co Insurance £311.97, Internal Auditor – Jill Larcombe £25.00, Fitzhead Events Group – donation towards insurance £150.00, Thread Architects £2,802.00 Stage 1 & and 2 on Tithe Barn Refurbishment Project.
Receipts received: TDBC Precept £4,706.00 & Lloyds Bank £0.35p bank interest, Tithe Barn Project £630.00.
Bank Balance as at 28th May 2018 £14,078.31.

9.2 Accounting Statements & Year End Accounts 2017/18 – 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.

9.3 Internal Audit – this had been carried out with two comments for improvement. These were noted and would be addressed in future. The report was filed with the Annual Return Copy.

9.4 Annual Return 2017/18 – 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 Clerk's Salary Scale Review – NALC/SALC had issued new salary scales for Clerks effective from 1st April 2018. It was agreed to increase the clerk's salary scale rate by the recommended 59p per hour. SCP 17 now £9.705 per hour.

9.6 Fitzhead Event's Group – insurance donation – agreed to pay £150 towards their annual insurance premium.

10. Play Area

10.1 Weekly Inspections:

Ian Coombes	June
Alison Kent	July
Wendy Jonas	August
Katriona Smith	September
David Pink	October

10.2 No issues have been reported to date following the recent inspections.

10.3 Clerk to arrange for the Annual Play Area Inspection for August/September.

10.4 Grass cutting contract – this was now set up with Martin King. He had cut the grass a couple of times already. Agreed to an annual contract of £450.00. Clerk to email his contact details to cllrs in case the grass required an extra cut.

11. Website Update - Muriel Adamson informed the meeting that the Fitzhead and Milerton Parish Magazine had agreed to pay for the website upgrade in principle. A meeting next month would clarify the situation.

12. General Data Protection Regulations: The clerk had attended a training session at SALC which outlined the necessary procedure and requirements for the PC to be legal. The clerk would be working on producing a policy and privacy notice for GDPR.

13. Fitzhead Inn - following the response from the TDBC Enforcement Officer it was agreed to record when the pub was open or not as per the opening times. It was felt the PC had done all it could regarding the situation the pub was now being run under.

14. Defibrillator for Fitzhead Donation Request

14.1 After discussion regarding this request it was agreed to invite Sue Webber to attend the next meeting to ask how this was going to be managed and sited. It was agreed to ask Gwil Wren how the Milverton defibrillator scheme was working and if there had been any issues. A decision would be reached at the August meeting.

15. Planning Update – 17/18/0001 – Erection of first floor extension on the north elevation at Burrow Hill Cottage had been given conditional approval on 5 March 218.

16. Highways Issues – a) Agreed to contact Dennis Quick to have a walk around the village to identify the various issues highlighted ie ditches to clear, hedges to cut and pot holes. **Action: Katriona.** b) Agreed to contact David Mitchell for a word about spraying the fields in high winds and the effect on residents who had complained.

17. Taunton Deane Councillor's Report – this report had been covered at the Annual Parish Meeting.

18. Somerset County Councillor's Report – this report had been covered at the Annual Parish Meeting.

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

20. Date of Next Parish Council Meeting

It was agreed to hold the next Parish Council Meeting on 30th August 2018 at 7.15pm.

There being no further business the meeting closed at 9.10pm