

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 14th April 2015 in the Tithe Barn
commencing at 7.15pm.

MINUTES

Present: Garry Alford (Chairman), Ian Coombes, Mervyn Bellamy & Alison Kent

In Attendance: Jill Loader (Clerk), Cllr Gwil Wren (TDBC) & Cllr James Hunt (SCC)

Public Speaking Time: None

1. **Apologies for Absence:** PCSO Louise Fyne
2. **Declaration of Interest/Dispensations:** None
3. **Taunton Deane Councillor's Report** – Gwil Wren reported it was an election year and he had been pleased to represent Fitzhead and would be standing again for TDBC. Unfortunately the Church Road issue had not been resolved. The Budget for this year was set but next year there could be an issue with funding from Government. Joint services between WSC and TDBC would be extended to Building Services and Legal Services with other local councils. TDBC were reviewing Deane House and deciding whether a new building was possible to save money. A feasibility study was taking place between WSC and TDBC on sharing campuses and the idea of renting office space at SCC.

BT Broadband Issue – the dropping out of calls/one way transmission had finally been accepted as a BT problem. A faulty card at the Milverton Exchange had been the problem. Those people who had paid for a service engineer to come out would be refunded once a letter had been sent out. Gwil Wren agreed to send the Clerk the contact details. **Action: Gwil**
Action: Jill – re Laurent Boon email contact for BT Superfast Broadband installation issues received via Oake PC.

4. **Somerset County Councillor's Report** – James Hunt reported the Ofsted Report on Children Services highlighted various issues. Various Directors had come and gone. Staff recruitment had been difficult but hopefully now with support this department would be working better.
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 15th January 2015 were approved and signed as a correct record. The Chairman signed each page.
6. **Matters Arising** –
 - 6.1 Pot Holes update – many had been repaired recently.
7. **Play Area Ownership - update**
 - 7.1 The Clerk had issued a Weekly Inspection Report folder which held the check list of equipment and area to assess. This had been set up by Tony Hartman who had carried out inspections for the FCG.
 - 7.2 Rota – the clerk had issued the rota on a monthly basis - Ian April, Garry – May, Alison – June and Tony- July. It was agreed to ask Scott Burton too as he had shown an interest.
Action: Clerk
 - 7.3 Hedge trimmings – it was still necessary to clear up the hedge trimmings. **Action:**
Mervyn/Tony

- 7.4** Grass Cutting Maintenance – after discussion it was agreed to contact three contractors to get costs for cutting the grass approx. 10 times per year from March to October. **Action: Clerk**
- 7.5** Hedge Maintenance – it was agreed to ask Tony Hartman to continue to cut the hedge and other areas if he wanted and reimburse him any costs. **Action: Clerk**
- 7.6 Life Expectancy of Play Equipment** – It was agreed to contact SPFA and Came & Co regarding whether they carried out a report on how long the play equipment would last. **Action: Clerk**
- 8. Correspondence:** All correspondence on the post sheet was discussed under the separate agenda items.
- 9. Planning Applications Received by TDBC**
- 9.1** 17/15/0001 – Installation of a 4kW renewable energy system (solar panels) on roof of ancillary building with installation of an air source heat pump at The Nook 3 Washers Barn, Fitzhead. The Cllrs had no objections and supported the application. **Action: Clerk**
- 10. Finances**
- 10.1** It was proposed, seconded and unanimously agreed to pay the following invoices: Clerk's wages £101.97, Clerks expenses £2.50, Tithe Barn £23.32, HMRC PAYE £25.40.
- 10.2** Receipts received: £0.67p bank interest.
- 10.3** Bank balance as at 9 March 2015: Current a/c £234.39. Deposit a/c £8,240.29. Total £8,474.68.
- 10.4 Financial Regulations** – The agreed changes to the New Financial Regulations had been made and circulated. It was then agreed to adopt these Financial Regulations.
- 10.5 Internal Controls Document** – the clerk went through this document outlining the controls in place covering all procedures and areas of the PC. It was noted the Asset Register required updating to include the Play Area Equipment now under the control of the PC. The document was then adopted. **Action: Clerk**
- 10.6 Budget vs Expenditure Update** - The clerk had issued this sheet which showed only 78% of the budget had been spent this year. The estimated balance to end of March 2015 would be £8,475. This balance would allow for further maintenance and work required next year for the play area and potential ditch clearing.
- 10.7 Internal Auditor** : It was agreed to ask Steve Taylor to carry out the Internal Audit again this year. **Action: Clerk**
- 10.8 Bank Mandate** – it was agreed to arrange to remove Denise Summers' name off the Bank Mandate, and to put Ian Coombes onto the cheque signature list. **Action: Clerk**
- 11. Highways -**
- 11.1**The Clerk had received a letter from Dave Grabham regarding the hourly rate of getting various ditches cleared around Fitzhead. It was agreed to agenda this item for the next meeting to discuss in more detail the works to be carried out in the autumn.
- 11.2** It was agreed to write a letter of thanks to DG and inform him of our decision after the next meeting. **Action: Clerk**

12. Police Report – PCSO Louise Fyne had provided an update on crimes reported since January read out by the Clerk. The report would be put onto the website. Remember to use 101 for non-emergency situations and 999 for emergency calls.

13. Resignation of Councillor – Denise Summers had resigned from the PC with immediate effect on 22nd March 2015. It was agreed that Garry Alford would write a letter of thanks.
Action: Garry

14. Matters of Report

14.1 Somerset Local Authorities Civil Contingencies Unit – This department wanted contact names and addresses when an incident/flooding may happen in the village and would be a main contact between all services. It was agreed to put Garry Alford, Ian Coombes and Jill Loader down as contacts. **Action: Clerk**

15. Date of Next Parish Council Meeting

It was agreed to hold the Annual Parish Meeting on 21st May 2015 at 7.15pm.

There being no further business the meeting closed at 8.45pm