

## FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 15<sup>th</sup> January 2015 in the Tithe Barn  
commencing at 7.15pm.

### MINUTES

**Present:** Garry Alford (Chairman), Denise Summers, Ian Coombes, Mervyn Bellamy & Alison Kent  
**In Attendance:** Jill Loader (Clerk) 1 member of the public

**Public Speaking Time:** None

1. **Apologies for Absence:** Cllr Gwil Wren (TDBC), Cllr James Hunt (SCC), PCSO Louise Fyne
2. **Declaration of Interest/Dispensations:** None
3. **Taunton Deane Councillor's Report** – nothing to report
4. **Somerset County Councillor's Report** – nothing to report.
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 20<sup>th</sup> November 2014 were approved and signed as a correct record. The Chairman signed each page.
6. **Matters Arising** –
  - 6.1 Highways update –The works at Crooks Orchard have now been completed.
  - 6.2 Hole outside Cridlands – this had been temporarily filled in by SCC which were awaiting funds to complete the works.
  - 6.3 The Old Cider House / Hills Cottages stretch of road – no further funds were available this year for ditch work.
  - 6.4 It was agreed to ask Dave Grabham for an up to date quote per hour to clear the ditch along the top road from Cats Ash bridlepath to before the rise, the stretch of road towards East Fitzhead eitherside, West Fitzhead by the post box and Tylers Lane at the bottom.
  - 6.5 Agreed to ask Dennis Quick his view on potentially filling in the ditch along the top road and if he could let the PC know the cost to H/Ways for Fitzhead works on ditches.
  - 6.6 Signpost repainting – the clerk had contacted TDBC who stated they 'might' to be able to carry out the painting on the one signpost as a small fund was still available.
  - 6.7 Pot Holes – agreed to report the following pot holes: Cats Ash corner, Knights Farm down to Washers Half Yard around corner, by Tithe Barn/church. Agreed to ask for road to be cleared of debris/mud down Tylers Lane too. **Action: Clerk**
  - 6.8 The Chairman had sent a letter to Mr Crews regarding the PC's concerns with the poor service received from the Solicitor, as well as a letter to the Solicitors for their response. Both parties had responded and these letters which had been circulated by email.
  - 6.9 Parking issues in village – a notice had been placed in the Parish Magazine. Agreed to monitor and if necessary take number plates and report to PCSO Fyne for action.
7. **Play Area Ownership - update**
  - 7.1 **Deed of Covenant & Land Registry Forms** - these documents had been received from the solicitors and all issues had been resolved with level of service. The documents were signed by 2 PC members, 2 Trustees of the Play Area – now resigned and a witness. Paperwork to be returned to Solicitors to complete. **Action: Clerk**

**7.2 Play Inspections** - weekly inspections should now be carried out by the PC members. Clerk to obtain sheets from FCG and issue a rota.

**7.2 Insurance Co** – agreed to inform our insurers PC were now owners of the Play Area.

**Action: Clerk**

**8. Correspondence:** All correspondence on the post sheet was discussed under the separate agenda items.

## **9. Planning Applications Approved by TDBC**

**9.1** 17/14/0009/T – Fitzhead Court Lodge – tree coppice - approved 14/11/14

**9.2** 17/14/0011/T St James Church – tree maintenance - approved 15/12/14

**9.3** 17/14/0010 – Southview Farm single storey extension- approved 24/12/14

**9.4** 17/14/0013/T – Ilex House – tree maintenance - approved 23/12/14 (PC not informed)

## **10. Finances**

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

Clerk's wages £100.70, Clerks expenses £13.00, Tithe Barn £21.88,

Fitzhead Community Group £38.00, HMRC PAYE £12.18, Wivey Area Partnership £130.00.

**10.2** Receipts received: £0.43p bank interest.

**10.3** Bank balance as at 6 Jan 2015: Current a/c £2,258.15. Deposit a/c £8,238.91. Unpresented cheques £1,545.00. Total £8,952.06.

**10.4 Draft Precept for 2015/16** - the clerk had issued a revised draft precept for discussion. The clerk had been advised by TDBC the Council Support Grant would be passed down to Parish Councils which amounted to £150 for Fitzhead. The Tax Base for a Band D property would be approx. £25.65. After discussion it was agreed to set the precept for 2015/16 at £2,995 plus the Council Support Grant. **Action: Clerk**

**10.5** Website – the clerk had had issues with putting documents onto the website recently. It was agreed to contact Muriel Adams for advice and ask if there were any plans to improve/upgrade the village website. **Action: Clerk**

**10.6 Financial Regulations** – the clerk informed the Cllrs that new Financial Regulations had been updated on the SALC website which included allowing payments to move away from the 2 signatures on cheques system. This was due to the repeal of S150 (5) of the Local Government Act 1972 issued in May 2014. After discussion it was agreed Fitzhead Parish Council would remain using the current system of cheque payments as the council did not generate enough payments per meeting to make these changes. New Financial Regulations would be updated to show this and would be approved at the next meeting. **Action: Clerk**

**10.7 Risk Assessment Schedule** – The clerk and Cllrs went through the schedule detailing when each item was last reviewed and future actions. The Clerk would ensure this schedule was acted upon at the appropriate times. **Action: Clerk**

**10.8 Annual Return Year Ended 31 March 2014** – Clerk reported one error occurred where precept for 2014/15 received too early from TDB had been put into the wrong box. Otherwise no other issues to report.

**11. Police Report** – PCSO Louise Fyne had provided an update on crimes reported since December 2014 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.

**12. The Fitzhead Inn – Business Rate reduction support letter** – The Chairman had been approached by the pub landlady to ask for the PC's support in trying to obtain business rate relief. The Chairman read out a draft letter of support which was approved by the Cllrs. Clerk to issue copy to the pub. **Action: Clerk**

**13. Matters of Report**

13.1 No Cold Calling Zone – the PC agreed in principle to allow the PCSO to do a letter drop around the village asking for support for a No Cold Calling Zone.

13.2 SALC support regarding the Local Government Financial Settlement – Gov. Consultation – the Chairman had emailed a response to this consultation – email to be circulated to Cllrs for info. **Action: Clerk**

13.3 Parish Elections procedure - Election day is planned for 7<sup>th</sup> May 2015. PC nomination forms will be available from 2<sup>nd</sup> March. Election notices will be available from 23<sup>rd</sup> March. Nomination forms to be returned to TDBC by 9<sup>th</sup> April at 4pm at the latest.

**14. Date of Next Parish Council Meeting**

It was agreed to hold the next meeting on Tuesday 14<sup>th</sup> April 2015 at 7.15pm.

The Annual Parish Council Meeting and Annual Parish Meeting will be held on Thursday 21<sup>st</sup> May 2015. **Action: Clerk**

There being no further business the meeting closed at 8.25pm