

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 20th November 2019 in the Tithe Barn
commencing at 7.15pm.

MINUTES

Present: Katriona Smith (Chair), Alison Kent, Ian Coombes, Wendy Jonas & Martin Irish
In Attendance: Jill Loader (Clerk), Cllr Dave Mansell

Public Speaking Time: None

1. **Apologies for Absence:** Cllr Mark Blaker
2. **Declaration of Interest/Dispensations:** None
3. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 21st August 2019 were approved and signed as a correct record. The Chair signed each page.
4. **Matters Arising from the Minutes:** None
5. **Defibrillator Update –**
 - 5.1 This had been installed on 14th August and was connected to the ambulance service if you dialed 999.
 - 5.2 The basic overview/training had been completed in September. It was agreed to put a notice in the parish magazine to find out who would be interested in being on a list of contacts to get the defibrillator to a casualty if they couldn't be left alone.
 - 5.3 Agreed to check out the First Responders to see if they could carry out further training for those who couldn't attend the previous training evening. **Action: Wendy**
 - 5.4 Wendy Jonas was carrying out weekly checks on the machine – even though it only required monthly checks. The Clerk and Ian Coombes were also on the list to carry out checks if necessary.
6. **Tithe Barn Refurbishment Project:**
 - 6.1 Levitate Architure – the project had slowed down at the moment, due to the Architect checking the drawings from Thread and working on other ideas and options. A Mechanical Engineer and Quantity Surveyor had been appointed.
 - 6.2 The Co-Op had given a cheque for this project of £2,313.53 which was being collected at the weekend by Muriel Adamson.
 - 6.3 The Events Group had given £99 from the Harvest Festival.
 - 6.4 £2,000 had been received from the Fete.
 - 6.5 Current Account £3,259 Savings Account £22,826.53.
 - 6.6 There was no further news until the next Tithe Barn meeting.
7. **Website Update**
 - 7.1 Still no further update yet on the new Milverton Website and potential joining up with Fitzhead. Muriel Adamson was attending a meeting in the next few weeks.

8. Play Area

- 8.1 There were no problems reported regarding the play area and equipment.
- 8.2 Play Area Annual Inspection - this was due to be carried out within the next few weeks due to delays. It was hoped it would be completed by 14 December at the latest.

9. Highways update

- 9.1 The drainage issue had been resolved around West Fitzhead recently.
- 9.2 The tree root close to the Rivers Farm sign had been removed and road re-surfaced.
- 9.3 There is a pothole by the T junction by Knapp Cottage that requires attention. SCC to be notified.
- 9.4 There are two trailers which are not lit at night which is illegal in the village. Clerk to contact PCSO Louise Fyne to ask her to contact the owners.

10. Finances

- 10.1 It was proposed, seconded and unanimously agreed to pay the following invoices:
Clerk's wages £249.78, Tithe Barn £16.00, HMRC PAYE £62.40, Clerks Expenses £18.27, ICO annual fee due DD £35.00 on 13 December, The Play Inspection Company once the inspection has been carried out £78.00. Citizens Advice Bureau £50.00.
Receipts received: Lloyds Bank £0.40p bank interest,
Bank Balance as at 12 November 2019 - £14,004.16.
 - 10.2 **Bank Mandate** – updated. Martin Irish added, David Pink removed.
 - 10.3 **Financial Regulations Review** – these had been previously circulated for review. It was agreed to adopt them.
 - 10.4 **Draft Precept for 2020/21** – This had been previously circulated for review. After discussion it was proposed, seconded and unanimously agreed to set the precept at £3,900 for financial year 2020/2021.
 - 10.5 **The Events Group Insurance** – it was agreed to pay half their insurance premium due in June 2020.
 - 10.6 **Year End Exemption Certificate** – all approved and on website. Audit completed.
 - 10.7 **Jack Loosemore Legacy** - agreed to write a thank you letter to Mike Loosemore for the £500 legacy his father left in his Will for the Parish Council. It was agreed to potentially spend this money on a recycled style picnic bench for the play area. Costs to be obtained.
11. **Planning Update** – Both planning applications 17/19/0007 and 17/19/008 had been conditionally approved by Somerset West and Taunton Council in August.

12. Fingerpost update

- 12.1 The Beech Tree Cross fingerpost had been refurbished and looked like new. It was agreed to write a thank you letter.
- 12.2 The Clerk had received an email on when the next fingerpost would be addressed. This was in West Fitzhead and Katriona Smith agreed to contact Bob and Helene to liaise in the Spring to give them access to her field so they could start the refurbishment.
- 12.3 It was agreed the Rivers Farm fingerpost should also be refurbished next year.

13. GDPR

- 13.1 The Clerk was working on a draft privacy policy checklist to ensure all the correct information would be included.
- 13.2 The Clerk had a new email address: Fitzheadpc@gmail.com – this would be used in future and all the relevant people would be contacted regarding this change.

14. Somerset West & Taunton Councillor's Reports – Cllr Dave Mansell reported the new Council were beginning to stabilize after all the recent changes. The new Administration was a Liberal Democrat Council but also consisted of 13 Independents. Cllr Mansell was representing the Shadow Executive as well as being on the Environmental Strategy Committee and Climate Emergency Group. This was a large district to cover but the council have agreed to look at transport be more customer focus, and be enterprising to raise funds to pay for many of these services. A new Local Plan was being prepared and the PC should review it and make any comments. The council have agreed to look at climate issues in the new year.

15. Somerset County Councillor's Report – none received.

16. Police Report – the report received by PCSO Louise Fyne was on the website.

17. Date of Next Parish Council Meeting

It was agreed to hold the next Parish Council Meeting on 12th February 2020 at 7.15pm.

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