

FITZHEAD PARISH COUNCIL

Parish Council Meeting held on 30th August 2018 in the Tithe Barn
commencing at 7.15pm.

MINUTES

Present: Katriona Smith (Chair), Ian Coombes, David Pink, & Wendy Jonas

In Attendance: Jill Loader (Clerk), Cllr Gwil Wren (TDBC) & 1 member of the public

Public Speaking Time: None

1. Apologies for Absence: Alison Kent

2. Declaration of Interest/Dispensations: None

3. Minutes of previous meeting: The minutes of the Annual Parish Council Meeting held on 31st May 2018 were approved and signed as a correct record. The Chair signed each page.

4. Matters Arising: a) Many of the pot holes reported had been repaired and the hedge trimming done. Agreed Katriona Smith would speak to Denis Quick at SCC to find out when the ditches would be cleared in the autumn. One pot hole outside Ilex House required repairing. b) D Mitchell had been contacted and agreed to speak to his sprayer operator.

5. Tithe Barn Refurbishment Project:

5.1 The meeting with Thread Architecture had been arranged for 20th September @ 6pm in the Tithe Barn along with Tithe Barn Committee to discuss the current project.

5.2 A long discussion took place regarding the questions David Pink had wanted to ask the Consultant following his resignation from the Tithe Barn Committee. It was agreed to speak to her to get to the bottom of this situation possibly prior to the meeting on 20th September.

Action: Katriona Smith

6. Defibrillator Proposal:

6.1 A discussion took place regarding the possibility of purchasing a defibrillator for the village. The Proposer highlighted the pros and cons of different machines which could be purchased or 'rented' for a period of time. Gwil Wren informed the meeting how Milverton's defibrillator had been sourced. It was agreed to speak to Lydeard St Lawrence's clerk as they were in the process of obtaining a machine too. **Action: Clerk**

6.2 After discussion, it was proposed, seconded and agreed to donate an initial £250 towards a defibrillator. It was also agreed to find out more information on how this machine would be installed and maintained under a hire purchase arrangement as this would be managed by the supplier. **Action: Proposer**

6.3 Once all costs and service details were known, it would be realised how much more money would be required to obtain this machine. The Proposer had already registered for a Grant and was waiting to hear how much this would be. Fund raising would also be necessary.

6.4 Insurance Costs: Clerk to find out how much this would be with our current insurance company if owned by the PC. **Action: Clerk**

7. Finances:

7.1 It was proposed, seconded and unanimously agreed to pay the following invoices:
Clerk's wages £237.01, HMRC PAYE £59.20, Clerks Expenses £8.45, Fitzhead Cricket Club £825.00 & Fitzhead PCC (Maintenance Grant).

Receipts received: TDBC Maintenance Grant £1,670.00, Lloyds Bank £0.69p bank interest, Tithe Barn Project £2,802.00 and £574.50.

7.2 Bank Balance as at 26 August 2018 £14,627.77.

8. Play Area

8.1 The play area looked untidy with the hedge being overgrown and the apple tree required attention. It was agreed to ask a couple of local companies to quote for the contract as it was only the grass being cut a present. **Action: Katriona & Wendy**

8.2 The Annual Play Area Inspection has been arranged for October with the Play Inspection Company.

8.3 No other issues were reported with the play area.

9. General Data Protection Regulations:

9.1 The clerk had posted a Privacy Notice onto the website which just required a section to be set up under GDPR. It was currently under FOI.

9.2 The clerk would email the Cllrs 'staff' privacy notice.

9.3 A Consent Form was available to send to existing and new contractors when necessary.

9.4 The clerk was working through the Data Audit Questionnaire on data held by the PC.

9.5 The clerk had gone through all old planning applications and documents no longer relevant to be kept and it had been disposed of by Perrys Recycling who provided a secure shredding service.

9.6 The clerk was working on a Privacy Policy and Security Incident Response Policy.

9.7 After a discussion under Rights of Data and preventing breaches, it was agreed the clerk should now have a Parish Council owned laptop. The clerk's current laptop was home owned but was password protected and had a fire wall.

9.8 ICO – Annual Data Protection Fee – proposed the PC should register for this by Direct Debit which would be £35 per year.

10. Planning Update – there were no current planning applications to discuss.

11. Fitzhead Inn – following recent correspondence from a resident, it was agreed the PC should put together all the evidence relating to when the pub is open or closed for private hire and send a letter to the Enforcement Officer, requesting her to see if the pub was operating under the correct planning permission. **Action Clerk**

12. Taunton Deane Councillor's Report:

12.1 Boundary Changes – Fitzhead leaves its current Ward and joins Wiveliscombe and others. All these changes had been agreed at Government level. It was felt this would not have a great impact on Fitzhead.

12.2 With the new district council not being effective until May 2019, a shadow authority of both TDBC and WSC were working together to put budgets in place.

12.3 It was a very disruptive time for employees as they were having to apply for their own jobs.

- 12.4 There were current leadership issues at TDBC. It would have to take half the councillors to sign-up to force a debate on the leadership. Next year was an elections year for TDBC.
- 12.5 The Local Authority has lost 60% of Government funding since 2010 which was why the council was struggling financially.
- 12.6 Park & Ride – Rebecca Pow MP was working on getting SCC & TDBC to talk to try and keep the Park and Rides open.

13. Somerset County Councillor's Report – no report received.

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

15. Date of Next Parish Council Meeting: Thursday, 22 November 2018.

There being no further business the meeting closed at 9.05pm