

# Witham Friary Parish Council

## Minutes of the meeting held on

14 August 2014

**Present:** Karen Crossman, Helena Read, Will Sheppard and Deborah Liggatt (Clerk). 1 member of the public also attended.

1. **To acknowledge the resignation of Mick Clark and to appoint chairman for this meeting.** Councillors acknowledged the receipt of Mick Clark's resignation from the council. Karen Crossman nominated (seconded Helena read), Will Sheppard to act as Chairman for this meeting. There being no further nominations Will Shepherd took the chair. It was agreed that the clerk should set in motion the process for filling the vacancy.
2. **To advise those present of the emergency evacuation procedures.** Emergency exits and procedures were explained.
3. **Public Access.**
  - 3.1 The council was asked to report a pothole on the edge of the road between Barrow Farm and Trudoxhill corner.
  - 3.2 The council was reminded that Jo Parsons had previously put her name forward for co-option to the council
4. **Apologies for Absence.** Apologies for absence were received and accepted from Fred Nicholls and Jim Rosser
5. **Minutes**
  - 5.1 **To agree and sign the minutes of the previous meeting.** It was agreed that the minutes of the previous meeting represented an accurate record. They were signed by the chairman.
  - 5.2 **Matters Arising (report only).** None
6. **Interests and procedures**
  - 6.1 **Disclosures of Interest.** There were no disclosures of interest
  - 6.2 **To consider applications for dispensation.** There were no applications for dispensation
  - 6.3 **To agree how the council should manage the chairmanship of the council for the remainder of the term of this council and to vote on a new chairman.** It was agreed to defer this item until all members of the council were present.
  - 6.4 **To agree job specification and selection process for appointing a new clerk.** It was agreed that the council should proceed with interviewing the two candidates and the clerk was asked to invite to arrange interviews immediately before the next meeting, subject to the availability of Fred Nichols and Jim Rosser. The clerk was asked to attend in an advisory capacity.
7. **Finance**
  - 7.1 **To agree the renewal of the Parish Council's insurance with Came and Co.** It was agreed to continue the Parish Council's insurance with Came and Co and to take up the 3 year long term agreement which reduces the annual premium to £272.92.
  - 7.1 **Payments.** The following agreed payments were made:
    - (i) Southern Electric – Car park lighting period 31 Jan – 9 May
    - (ii) Came and Co – Annual Insurance premiumPayment of the audit fee was deferred until the next meeting as the clerk was still awaiting receipt of the invoice.
  - 7.3 **Receipts.** It was reported that £300 had been received from Frome Town FC as a donation for the use of the recreation field in 2013/14.
8. **Planning: To consider the following applications:**
  - 8.1 **Application ref: 2014/1265/CLE** Mrs D Moger Oakwood Farm Strap Lane North Brewham. Certificate of Lawfulness (existing) for continued occupation of dwelling in breach of agricultural occupancy condition. Members of the council had no objections to this application and all agreed to recommend approval.
  - 8.2 **Application ref: 2014/1361/HSE** Ms L Tabatznik Gibbons Farm, Witham Friary BA11 5HL – Introduction of a new timber framed conservatory to the west elevation of the house to be accessed via the existing hallway and located between the current kitchen and dining room. The council had no objections to recommend approval and agree unanimously to recommend approval.

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8.3 **Notice** of approval has been received from Mendip DC of the following applications:

- (i) **Application ref: 2014/1299/APP** Pegasus Group, The Hermitage Witham Friary, BA11 5HL – Approval of details reserved by condition 10 (Materials) on planning permission 2013/1538
- (ii) **Application ref: 014/0628/HSE** Mrs Z Ekin, White Oak Farm, North Brewham BA10 0JW: Conversion of garage into ancillary accommodation. Approved with conditions
- (iii) **Application ref: 2014/0845.** Mr I Peters and Mrs F MacIntosh, Little West Barn Farm, Strap Lane, North Brewham – Change of use from agricultural/garden area to equestrian use for the construction of and American barn. Approved with conditions
- (iv) **Application ref: 2014/0548** Mr J Nichols, Orchard House, Holt Lane, Witham Friary – Erection of a wooden stable in the garden/field. Approved with conditions
- (v) **Application ref: 2014/1045/APP** Approval of details pursuant to conditions granted relating to applications ref 2013/1649 the wind turbine at Landmark House Wanstrow and 2014/0698, the landscape management plan for The Hermitage, Witham Friary. Approved
- (vi) **Application ref: 2014/0698/APP** Mr S Tabatznik, The Hermitage, Witham Friary Frome. Approval of details reserved by condition 5 (landscape and environmental management plan) of permission 2013/1538
- (vii) **Application ref: 2013/1764** Monkshatch Witham Friary – Approval of joinery details and internal finishes. Application withdrawn
- (viii) **Application ref: 2014/10082/APP** Monkshatch Holt Lane - Approval of details reserved by condition 3,4,5,6,7,8,9, and 10 relating to permission 2012/3050 Internal and external alterations including removal of concrete tiles replaced in natural slate and insertion of new windows to the rear and end elevations.

8.4 To note Mendip DC's intention to send out all planning applications electronically from April 2015 and consider if the council believes internet speeds are sufficient to enable it to carry out its role as consultee effectively and what other equipment might be required to enable full public consultation. It was agreed that the clerk should write to Mendip DC expressing the the proposition was unworkable as broadband speeds within the village made downloading the complex documentation associated with planning applications almost impossible and the council does not have access to the equipment needed to enable the council to give proper consideration to applications or to consult widely within the community.

9. **Recreation field and Playpatch.**

9.1 **To confirm that a grant application to the Local Legacy** Fund to refurbish the playpatch equipment has been submitted to Mendip DC. The clerk confirmed that the an application had been submitted to Mendip DC's Local Legacy Fund for a grant towards new play equipment and safety surfacing for the play patch based on the proposal received from Wicksteed Leisure. It was also confirmed that Mendip DC had acknowledged the application and had asked for further clarification of the costings.

9.2 **To consider if further action needs to be taken to address the problem of littering on the recreation field.** The clerk reported that she had spoken with two groups of footballers asking them to ensure that bottles and other litter was put in the bins once they had finished playing. To date the situation has been much improved. It was agreed that given the number of casual users of the recreation field that the council should put a disclaimer on the noticeboard advising visitors that the field was used at their own risk. The clerk agreed to draw up a notice for approval by the council. Members also asked if a request had been received for the use of the recreation field by Frome Town FC youth teams in the forthcoming season. It was agreed that the council should stipulate that it should be given notification of the fixture list and dates of training sessions along with proof of insurance before the start of the season. In addition the council should also be notified of any additions or changes to the fixtures as and when they occur.

9.3 To note that the 3 year contract for recreation field and playpatch maintenance expires at the end of this season and to consider proposals for future maintenance contract(s). The clerk was asked to circulate a copy of the previous maintenance contract. Helena Read agreed to approach Charltons to see if they could supply bark chippings for the playpatch.

9-4 To arrange for the putting up of the plaque. This items was deferred until the next meeting.

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**10. Highways/RoW and maintenance**

**10.1 Water Supply** - Following additional work on the main at the bottom of Vicarage Hill it was reported that those premises experiencing frequent breaks in supply had experienced an improvement and that most issues appear to have been resolved. Members however, asked for it to be noted that the recent absence of Dave Barnet had highlighted the need to think about the future management of the supply and that the council should be pressing the estate to deal with this issue.

**10.2** To acknowledge John Hill's voluntary cutting back of the verge along the recreation field hedge from Church Street to the car park entrance. The council thanked John Hill for doing such a thorough job cutting back the verge and the recreation field hedge between the church and the car park

**10.3 General Maintenance issues.** The clerk was asked to report a pothole in a passing place close to Barrow Farm

**11. Correspondence** The following correspondence was noted:

**11-1 Public Information Notice about Neospora virus – posted on the village website**

**11-2 Mendip DC – Parish Information Bulletin**

**11-3 Letter from Declan Quinn PCSO announcing that he will be training to become a police constable and that Callum Davis will be the new PCSO.** The clerk confirmed that a letter had been sent to Declan Quinn with good wishes for the future. It was agreed that the clerk should invite the new PCSO to attend a future meeting

**12. Miscellaneous Business**

**12.1 To consider if the council should publish the minutes on the Witham Friary History Society website.** It was agreed that the council would send the minutes to be posted on the history society website.

**12.2 Proposals for future business.** None

**13. Date of the next meeting.** The meeting closed at 9.35pm. The next Parish Council meeting will be held in the village hall on Thursday 11 September 2014 at 8.00 pm.

Signed .....  
Chairman

Dated 11 September 2014