

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 12 FEBRUARY 2015 AT 8.00 P.M. IN THE VILLAGE HALL**

Present	Roy Featherstone (Vice Chairman)	RF
	Karen Crossman	KC
	Fred Nicholls	FN
	Jim Rosser	JR
In attendance	Anthea Brooks, Clerk	AB
	Ann Howard	
Apologies	Helena Read	HR
	Will Shepherd	WS

ACTIONS

1 EMERGENCY EVACUATION PROCEDURES

1.1 Emergency exits and procedures were explained

2 PUBLIC ACCESS

2.1 Ann Howard enquired about the recent change of PCSO and stated that normally when there is a change the new officer would attend a Parish Council meeting to introduce themselves. The Clerk agreed to find out who the new PCSO for the area is and invite him or her to a Parish Council meeting.

Clerk

3 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Helena Read and Will Shepherd. In the absence of the Chairman, the Vice Chair took the Chair for the meeting.

4 DECLARATIONS OF INTEREST AND DISPENSATIONS

4.1 There were no declarations of interest or requests for dispensation

5 MINUTES OF THE MEETING HELD ON 8 JANUARY 2015

5.1 The minutes of the meeting held on 8 January 2015 were agreed as a true and accurate record and signed by the Chairman.

6 MATTERS ARISING FROM THE MINUTES OF 8 JANUARY 2015

6.1 **Item 5.1 Appointment of Chairman** – it was noted that the action to write to FN thanking him for his hard work during his tenure as Chairman of the Council had not happened. The Council therefore verbally thanked FN and asked for this to be minuted.

Chairman

Date

Minutes 12.02.15

- 6.1 **Item 7.1 Bank Mandate** – RF and HR to complete a mandate and return to National Westminster Bank in order that they become signatories - ongoing **RF/HR**
- 6.2 **Item 7.5 COSHH** – has been included in the amended Health & Safety Policy which is discussed later on the agenda.
- 6.3 **Item 7.7 Litter Pick** – this was successful although one of the litter pickers has been lost and the Landscape Group will be invoicing the Council for a replacement. It was noted that JR and RF had walked around the Recreation Field and noted that this area seems to have been missed out.
- 6.4 **Item 7.9 Turbine Money** – several responses had been received regarding the use of the turbine money, such as improving the broadband reception and improvements to the village hall. The Clerk had been in contact with Wanstrow Parish Council regarding the amount of money involved but no information is forthcoming. It was agreed that the Clerk would contact the company involved – Distgen. JR agreed to send the contact information to the Clerk. **JR/Clerk**
- 6.5 **Item 7.10 Witham Water** – it was noted that there are problems with the regular supply of water again and it was stated that Witham Water have a duty of care to make sure that every property has water 24/7. It was agreed that the Clerk would write to the contact at MDC regarding this to see if they could bring any pressure to bear on Witham Water to improve the supply. The Clerk would also contact Ben Juckes at Fowler Fortescue again. **Clerk**
- 6.6 **Item 7.12 – Gift for outgoing clerk** – HR to continue with this. **HR**
- 6.7 **Item 11.1 Health and Safety** – for discussion later in the meeting.
- 6.8 **Item 11.2 Code of Conduct/Standing Orders** – the Clerk had issued revised documents for consideration – for discussion later in the meeting.
- 6.9 **Highways/RoW Maintenance**
- 6.9.1 **Item 15.2** The Clerk had an advertisement for a new PPLO (Parish Path Liaison Officer) which will be put up in the village and in the magazine **Clerk**
- 6.9.2 **Item 15.3** There are still problems with potholes which the Clerk will report to Highways. **Clerk**
- 6.10 **Item 17.1 Declarations of Interest on MDC website** – the Clerk will check to make sure that all declarations of interest have been added to the website. **Clerk**

7 PLANNING

7.1 **Application 2014/2587/FUL Change of use of a self-contained holiday let to a single dwelling house at Holt Farm, Witham Friary.**

7.1.1 The Clerk reported that the above application had been withdrawn by the applicant.

7.2 **Status of Current Applications**

7.2.1 It was noted that the applications listed below were both pending consideration.

- Application 2014/2576/FUL Installation of 208 Solar PV panels (ground mounted) at Gibbons Farm, Holt Lane, Witham Friary for Mr Seth Tabatznik
- 2014/2354/FUL Change of use from a mixed C3 dwelling/equestrian use to use as a holiday home with guest facilities, introduction of a new residential staff cottage and neighbouring management office, refurbish one existing equestrian barn with communal leisure space for visitors and guests and remove two existing equestrian barns at Gibbons Farm, Witham Friary for Ms Lara Tabatznik

8 FINANCE

8.1 The following cheques were signed

- **Clerk's Salary for the period ending 31.01.15** - £132.85
- **The Play Inspection Co Ltd** –£143.88 – note this cheque has not been issued and has been held over for further consideration of the report to which it applies

9 COUNCIL POLICIES

9.1 **Code of Conduct/Standing Orders/Recording of Meetings –** JR proposed, KC seconded and it was agreed unanimously to adopt the updated Code of Conduct, Standing Orders and Recording of Meetings policies.

9.2 **Health and Safety**

9.2.1 The Clerk had distributed the updated Health and Safety Policy which was now slightly longer and reflected Witham Friary. Aspects of the policy were discussed as follows.

RF

- 9.2.2 **Lone Working** – it was agreed that although not recommended this was a possibility and that there should be some sort of ‘buddy’ system. It was agreed that wherever possible individuals should not be alone and details of where work is being carried out and a contact number should be left.
- 9.2.3 **Management of Contractors** – contractors should have an appropriate risk assessment pertinent to the level of risk involved
- 9.2.4 **Manual Handling** – guidance to be included
- 9.2.5 **DSE** – RF agreed to do a presentation to the Parish Council on DSE at the next meeting. It was agreed that any volunteers who do work on behalf of the council should count as employees when it comes to things such as eye tests. RF stated that the employer would only pay for that part of the prescription which is required so that the person can use the DSE. This is specifically for the use of computer equipment. RF will email FN with details. RF
- 9.2.6 **Electronic and electrical systems** have to be maintained so as not to be dangerous. The Parish Council own the lighting in the car park which should be inspected and tested every five years.
- 9.2.7 **General** – it was agreed that RF would amend the policy as agreed and redistribute for final adoption at the next meeting. RF
- 9.3 **Playpatch Equipment**
- 9.3.1 A discussion took place about what to do in the event of a piece of equipment on the play patch becoming dangerous. It was agreed that the dangerous area should be identified by tape and signs and that the item should be fixed as soon as possible. The Clerk agreed to contact SALC to get a definitive answer on whether Councillors can undertake small urgent repairs within a reasonable budget. Clerk
- 9.3.2 **Checks** – RF agreed to carry out weekly visual checks and there would be an annual detailed inspection and risk assessment by a competent person.
- 10 DOG LITTER**
- 10.1 It was noted that there are three dog bins within the village but there are still areas where dog mess is apparent. It was agreed to undertake a leaflet drop around the village reminding people of the dangers of dog faeces. RF agreed to compile the leaflet and send round for discussion at the next meeting. RF

11 RECREATION FIELD AND PLAYPATCH

- 11.1 Following the recent Play Inspection Company Report, JR/RF had walked round and identified areas which the company had failed to mention. One of these was that two of the scaffolding poles holding up the netting are in a dangerous position and the other was that one of the goalposts is unsecured.
- 11.2 It was agreed that KC would speak to Richard Gould the official liaison with Frome TFC about getting the goalpost secured. If necessary RF will get involved with this. **KC**
- 11.3 **Scaffolding Poles** – JR suggested that some work should be done to remove the two unsafe poles and once this has been done to reconsider the whole structure. It was proposed by KC, seconded by FN, agreed unanimously that JR would look at making these poles safe. RF agreed to look at a risk assessment for the work. **JR/RF**
- 11.4 It was also agreed that RF would contact the Play Inspection Company and raise these outstanding points and ask them why they had not identified these items in their report. It was agreed to withhold the cheque for now. **RF**
- 11.5 **Maintenance Contract**
- 11.5.1 The Clerk had obtained two quotations one from the Grass Valet Company and the other from Shepton Mallet Landscapes. FN proposed using Grass Valet Company again but this was not supported
- 11.5.2 JR proposed and RF seconded awarding the contract to Shepton Mallet Landscapes and this was agreed with FN voting against. The Clerk was asked to write and inform Shepton Mallet Landscapes of their success and also to write to the Grass Valet Company to thank them for their previous work and inform them that they had not been successful this time. It was also agreed that the Grass Valet Company should be asked to produce an invoice for any work undertaken since payment of their last invoice. **Clerk**
- 11.6 **Car Park Lights**
- 11.6.1 JR stated that he had effected a temporary repair to get them working but a solution needs to be found with consideration given to replacement. It was agreed that RF would speak to Gary Emery about quoting for the work and JR will itemise the work which needs to be done and pass to RF. **JR/RF**

11.7 **Playpatch Refurbishment**

11.7.1 In the absence of the Chairman it was agreed to discuss this further at the next meeting.

12 HIGHWAYS/ROW MAINTENANCE

12.1 A discussion took place about bank creep where mud and leaves have accumulated, blocking drains and narrowing the roads. JR had asked WS to assess the situation and give a quote for using a tractor with a bucket to clear the sides of the road. The cost would be in the region of £150. RF proposed and JR seconded that the Council should go ahead with this. FN abstained because of his concern regarding insurance issues in carrying out the work. Motion carried. It was agreed that JR would contact Highways to discuss this further **JR**

12.2 A discussion also took place about mud and cow muck on the roads. JR suggested that concentration should be given to the village areas where people walk. It was agreed to ask Highways about this and JR offered to contact them and suggest that this could tackled within the village if Highways were in agreement. This would be subject to a suitable risk assessment. **JR**

12.3 The Clerk was asked to report a large pothole outside the entrance to Sweetnap Farm and also to ask if the grit bins could be refilled. **Clerk**

13 CORRESPONDENCE

13.1 The Clerk had received the following correspondence/information

- Email from SALC regarding downloadable resources for Clerks on election procedure.
- Information from MDC on ordinary elections for Parish Councils – Notes for the guidance of Town and Parish Council Clerks. The Clerk to send round to Councillors **Clerk**
- Email from MDC regarding the Corporate Services Consultation where MDC are consulting on a proposal to change the way services are delivered locally. The Clerk to send round to Councillors. **Clerk**
- Somerset Waste Partnership Monthly briefing Paper
- Parish Bulletin for January 2015 (already distributed)

- Email from SALC regarding the East Area Meeting to take place on 19 February at Wanstrow Village Hall at 7.00 p.m. RF agreed to attend. The Clerk to forward the agenda to him.

Clerk

14 MISCELLANEOUS AND FUTURE BUSINESS

14.1 FN reported that the hedges in Bunns Lane were overgrown. It was agreed that this was in the Trudoxhill Parish Council area and it was agreed that the Clerk would contact them to ask about the possibility of the hedges being cut back. Highways would be copied into the request.

Clerk

14.2 It was agreed that minutes should be sent for inclusion on the History Society website after approval at the Parish Council meeting. However draft minutes can be issued to the distribution list along with the agenda prior to the Parish Council meetings. The minutes will be sent as pdf for inclusion on the website.

14.3 **Future business** – there were no requests for future business.

15 DATE AND TIME OF NEXT MEETING

15.1 The meeting closed at 9.50 p.m. The next meeting will take place on Thursday 12 March 2015 at 8.00 p.m. in the Village Hall.