

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 8 JANUARY 2015 AT 8.00 P.M. IN THE VILLAGE HALL**

Present	Helena Read (Chairman) Karen Crossman Roy Featherstone Will Sheppard Jim Rosser	HR KC RF WS
In attendance	Anthea Brooks, Clerk Helen Stevens Deborah Gibson	AB
Apologies	Fred Nicholls	FN

ACTIONS

- 1 EMERGENCY EVACUATION PROCEDURES**
- 1.1 Emergency exits and procedures were explained
- 2 PUBLIC ACCESS**
- 2.1 None requested
- 3 APOLOGIES FOR ABSENCE**
- 3.1 Apologies for absence were received from Fred Nicholls
- 4 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4.1 There were no declarations of interest or requests for dispensation
- 5 APPOINTMENT OF CHAIRMAN**
- 5.1 HR as Vice Chairman took the Chair and read the letter received from FN confirming his resignation as Chair of the Parish Council. It was agreed unanimously that a letter be sent to FN thanking him for his chairmanship of the Parish Council and hoping that he would be present for future Parish Council Meetings.
- 5.2 It was proposed by JR, seconded by KC that HR be the new Chairman of the Parish Council. This was agreed unanimously. HR accepted and took the Chair.
- 5.3 It was proposed by HR, seconded by WS that RF be the new Vice Chairman of the Parish Council. This was agreed unanimously.

6 MINUTES OF THE MEETING HELD ON 11 DECEMBER 2014

6.1 The minutes of the meeting held on 11 December 2014 were agreed as a true and accurate record and signed by the Chairman.

7 MATTERS ARISING FROM THE MINUTES OF 11 DECEMBER 2014

7.1 **Item 8.3.1 Bank Mandate** – RF and HR to complete a mandate and return to National Westminster Bank in order that they become signatories.

RF/HR

7.2 **Item 8.4.1 Budget** – distributed to Councillors and discussed later as a separate item on the agenda

7.3 **Item 9.2.2 Application 2013/2343/FUL Gibbons Farm** – the Clerk had distributed the list of reasons for refusal to Councillors who had confirmed the content. The list had then been sent to MDC,

7.4 **Item 10.2 Maintenance Contracts for Recreation Field and Playpatch** – the Clerk had approached the Grass Valet Company for a quotation and was waiting for that to arrive along with two other comparative quotes.

7.5 **Item 10.3 COSHH** – RF agreed to consider the maintenance schedules to see if something about COSHH (Control of Substances Hazardous to Health) should be included.

RF

7.6 **Item 10.4 Advertisement in Postlebury News** – the Clerk had placed an advertisement in Postlebury News asking for anyone who was interested in tendering for the Maintenance Contract for the Playpatch and Recreation field to get in touch.

7.7 **Item 11.1 Litter Pick** – the Clerk had completed the necessary forms regarding the Litter Pick which is to take place on Sunday 25 January 2014.

7.8 **Item 11.3 Highways issues** – The Clerk had contacted Highways regarding the issues identified

7.9 **Item 13.1 Turbine Money** – the Clerk had inserted an article in Postlebury News asking villagers to get in touch with suggestions for the use of the money from the wind turbine.

7.10 **Witham Water** – Problems had arisen over the Christmas period when some villagers had been without water. It was agreed that the Clerk would write to Ben Jukes at Fowler Fortescue with a reminder that it had been hoped to set up some sort of service to inform villagers of any problems with the water. It was also agreed that any information about the water supply could be put on the Facebook page. **Clerk**

7.11 It was agreed to add something to the letter about the overground pipe as discussed at the last meeting. **Clerk**

7.12 **Item 13.3 – Gift for outgoing clerk** – HR to continue with this. **HR**

8 MEETING PROTOCOLS

8.1 It was agreed that all Councillors should adhere to the Code of Conduct as agreed. Meetings will be conducted in an orderly and appropriate way and any ideas or comments raised will be listened to and responded to in a professional manner.

9 PLANNING

9.1 **Application 2014/2576/FUL Installation of 208 Solar PV panels (ground mounted) at Gibbons Farm, Holt Lane, Witham Friary for Mr Seth Tabatznik**

9.1.1 The Council discussed the above planning application. It was proposed by KC, seconded by RF and agreed unanimously that approval be recommended. However it will be pointed out that the proposed installation is in an AONB and the Council would not like to see further exploitation of this area.

9.1.2 A comment from a villager had also been received which stated that in principle such developments may be detrimental to the rural character of the area and to the visual amenity of the attractive Mendip countryside. It was agreed that this comment would be added to that of the Council.

9.1.3 The Clerk would inform MDC of the Council's decision. **Clerk**

10 FINANCE

10.1 The following cheques were signed

- **Clerk's Salary for the period ending 31.12.14** - £162.34
- **Grass Valet Co** – £1157.98
- **The Play Inspection Co Ltd** –£143.88

10.2 **Budget**

10.2.1 It was proposed by HR, seconded by JR and agreed unanimously to accept the budget as distributed.

- 10.3 **Precept**
- 10.3.1 The precept was set at £9,000, proposed by KC, seconded by WS and agreed unanimously. The Clerk will send the Precept request letter to MDC **Clerk**

11 **COUNCIL POLICIES**

- 11.1 **Health and Safety** – RF will look at this policy, suggest amendments and bring to the next meeting for consideration of the Council. **RF**

- 11.2 **Code of Conduct/Standing Orders** – the Clerk will issue revised documents as agreed by SALC for consideration and adoption at the next meeting. **Clerk**

- 11.3 **Other policies** – i.e. document retention, complaints procedures, data protection and information security and Freedom of Information will be distributed, discussed and adopted at future meetings.

12 **RECREATION FIELD AND PLAYPATCH**

- 12.1 It was agreed to ask the Grass Valet Company to carry on with the maintenance whilst the formal tendering process is underway. A quote from the Grass Valet Company is awaited and the Clerk will obtain two more quotes for comparison.

- 12.2 The Play Inspection Company had inspected both the Playpatch and the Recreation Field and sent in a report and had identified various items which needed attention and areas of concern. It was agreed that JR and RF would look at report and come up with a schedule of work which needs to be done.

12.3 **Playpatch Refurbishment**

- 12.3.1 The timetable for the refurbishment of the Playpatch was discussed. Another quotation is still awaited which it is hoped will be available at the next meeting. It was agreed that if the quotation has been received to ask the company to come to the meeting to present it.

13 **CIVIC PRIDE**

- 13.1 JR stated that he felt more effort should be put in to making the village more presentable, for example by clearing mud off the roads generally and particularly under the bridge to prevent flooding.

- 13.2 WS suggested that new signs for the village would be a good idea and perhaps the wind turbine money could be put towards this.

13.3 Emptying the rubbish bins in the recreation field car park and on the playpatch was discussed. Deborah Gibson offered to do this for which thanks were extended from the Council.

14 WIND TURBINE FUNDS

14.1 Two responses had been received from parishioners regarding the use of funds arising from the installation of the wind turbine as follows

- Extension of high speed broadband to the village
- Improvements to the village hall to include disabled access and upgrade to the kitchen.

14.2 New village signs had also been suggested by WS (see item above)

14.3 It was agreed that the Clerk would contact Wanstrow Parish Council to ascertain the amount of money involved, where it was coming from and when it would be available.

Clerk

15 HIGHWAYS/ROW MAINTENANCE

15.1 The litter pick is scheduled to take place on 25 January.

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

15.3 There are still problems with potholes which the Clerk will report to Highways.

Clerk

16 CORRESPONDENCE

16.1 The Clerk had received the following correspondence/information

- Transparency Code for Parish Councils with an annual turnover not exceeding £25,000 – this code will need to be adopted by the Parish Council in due course.
- Email from the Principal Planning Policy Officer at MDC informing the Council of the adoption of the Mendip Local Plan Part 1 – Strategy and Policies.

17 MISCELLANEOUS AND FUTURE BUSINESS

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

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

18 **DATE AND TIME OF NEXT MEETING**

18.1 The meeting closed at 9.45 p.m. The next meeting will take place on Thursday 12 February 2015 at 8.00 p.m. in the Village Hall.