

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 9 APRIL 2015 AT 7.30 P.M. IN THE VILLAGE HALL**

Present	Helena Read (Chairman)	HR
	Roy Featherstone	RF
	Fred Nicholls	FN
	Will Sheppard	WS
In attendance	Anthea Brooks, Clerk	AB
	Ann Howard	
	Richard and Jean Skidmore	
	Michael Gay	
Apologies	Karen Crossman	KC
	Jim Rosser	JR

ACTIONS

1 EMERGENCY EVACUATION PROCEDURES

1.1 Emergency exits and procedures were explained

2 PUBLIC ACCESS

2.1 Michael Gay introduced himself to the Council as the local Green Party candidate and Wanstrow Parish Councillor. He gave a short presentation and stated that if elected he would offer support to the Council and would attend meetings when invited. The Council thanked him for his attendance.

2.2 Richard Skidmore introduced himself to the Council as the local Conservative candidate and stated that he was the MDC representative up until four years ago and had decided to seek re-election. If elected he would attend meetings and provide support to the council. The Council thanked him for his attendance. Mr and Mrs Skidmore left the meeting.

3 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Karen Crossman and Jim Rosser

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 12 MARCH 2015

5.1 The minutes of the meeting held on 12 March 2015 were agreed as a true and accurate record and signed by the Chairman.

6 MATTERS ARISING FROM THE MINUTES OF MARCH

- 6.1 **Item 6.1 Bank Mandate** – The Clerk had returned the mandate to the bank and was now confirmed as the recipient of bank statements. As HR is standing down at the election it only remains for RF’s mandate to be dealt with by the bank and the Clerk will contact them to make sure this is put through. **Clerk**
- 6.2 **Item 6.4 Turbine Money** – the Clerk had received a reply from Distgen stating that information would be available very soon. The Clerk will pursue Distgen for a detailed reply. **Clerk**
- 6.3 **Item 6.5 Witham Water** – discussed separately on the agenda
- 6.4 **Item 6.6 – Gift for outgoing clerk** – HR updated the councillors on progress. All agreed to contribute to the gift **HR**
- 6.5 **Item 6.9.1** – an advertisement for a new PPLO (Parish Path Liaison Officer) had been placed in the Postlebury magazine.
- 6.6 **Item 6.11 Dog Litter** – RF had drafted an article about the dangers of dog litter to the public with the intention that this should be inserted in the Postlebury magazine. RF will discuss the implications for farmers with WS and bring a final copy to the next meeting in May. **RF**
- 6.7 **Item 6.14 Car park lights** – RF had contacted Gary Emery about a quotation for the work on the car park lights RF to pursue the action. **RF**
- 6.8 **Item 8.2 Internal Auditor** – The Clerk had contacted Mr Owen Hillier who had agreed to audit the accounts.
- 6.9 **Item 10 – Somerset Local Authorities Civil Contingencies unit – Emergency Community Contacts** – the names of three people are required to act as contacts for the SLACC. The Clerk will send an email to the distribution list with details and ask for volunteers. **Clerk**
- 6.10 **Item 11.4.2 Bin emptying** – the Clerk to inform Deborah Gibson who had offered to empty the bins that Mick Clark was undertaking the task **Clerk**
- 6.11 **Item 11.5.2 – Cricket Club Insurance** – a copy of the insurance has been provided

7 PLANNING

- 7.1 **Application 2015/0643/VRC – variation of condition 2 (use of the accommodation) of planning permission 106060/003 at Holt Farm, Holt Lane, Witham Friary for Mrs Sharon Beldam**

7.1.1 The Council discussed the above application. It was proposed by FN, seconded RF and agreed unanimously to recommend refusal for the following reasons

- The accommodation had not been suitably marketed as holiday accommodation in comparison with other holiday lets in the village which are successful
- The Council were of the opinion three years ago that this application may come up again and were assured that it would not.

7.1.2 The Clerk will inform MDC of the Council's decision

Clerk

7.2 Application 2015/0648/HSE Proposed single storey rear extension at Witham Vale Farm, Holt Lane, Witham Friary for Mrs Gillian Lane

7.2.1 The Council discussed the above application. It was proposed by RF, seconded by WS and agreed unanimously to recommend approval for the following reason.

- The new building is unobtrusive and is in keeping with the current house.

7.2.2 The Clerk was asked to inform MDC of the Council's decision.

Clerk

7.3 Status of Current Applications

7.3.1 Application 2015/0288/FUL Erection of two agricultural buildings at Henleaze Farm, Holt Lane, Witham Friary, Frome for Mr & Mrs Jenkins

7.3.2 It was noted that this application had been approved by MDC however one of the conditions is that the buildings should be used for general agricultural storage only and not for the housing of livestock or the storage of slurry or sewage sludge because buildings are within 400m of the curtilage of a protect building (dwelling house).

7.3.3 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 31.03.15** - £132.65
 - **Grass Valet Company** – final invoice £90.00
- 8.2 Bank Reconciliation – the Clerk distributed a bank reconciliation for the end of the year.
- 8.3 **External Auditor** – letter received from Grant Thornton stating that the external audit details have to be submitted by 22 June 2015.

9 Witham Water

- 9.1 The Council were not aware of any further problems other than the outstanding issues which MDC are pursuing. The Clerk has contacted Sarah Whittingham, the Technical Assistant for Public Protection at MDD and is awaiting an update
- 9.2 FN had met with the Duke of Somerset and informed the Council that the contractor has been authorised to put in the hand the work on the over ground pipe.

10 RECREATION FIELD AND PLAYPATCH

10.1 Play Inspection Co

- 10.1.1 The Clerk reported had spoken to the previous Clerk regarding the contract with the Play Inspection Co. It was noted that there were no specific items listed for inspection. It was agreed therefore to release the cheque in payment of the invoice but not to sign up for inspection with the company again.

10.2 Playpatch

- 10.2.1 HR had received a quotation from Outdoor Play South West for the following items
- Supply and install a Hub play structure
 - Supply and install the Lookout play frame
 - Supply and install Play Trail number 3
 - Supply and install Timber Nest swing
 - Top up existing bark areas under swings and big slide
- 10.2.2 The sum quoted is £27,890.40 (including VAT)

- 10.2.3 HR reported that the company had the ability to change or alter the equipment and layout as necessary. The pieces of equipment included some for older children and toddlers together with something which would be suitable for children with disabilities.
- 10.2.4 It was agreed that HR would continue to deal with this item and will be in contact with Outdoor Play South West. RF asked to be involved with anything to do with site safety. **HR**
- 10.2.5 The existing equipment was discussed. The proposal was to keep the existing swings and slide but bring them up to standard with paint and appropriate safety surface. However after further discussions it was felt that leaving the 'old' equipment would make the whole area look 'bitty'. It was felt that the chains and seats of the swings be kept but the framework be replaced with wood and it was agreed to consider funding a new seesaw as a replacement for the current slide as other slides were included in the new equipment layout.
- 10.2.6 It was also agreed that access should be improved to allow for prams/pushchairs and wheelchairs. It was thought that a working party could be put together for this.
- 10.3 **Recreation Field**
- 10.3.1 **Goal posts** – KC had emailed the Clerk to the effect that the loose goalpost had been put up and bolted and that other has been moved at present just leaving two small plastic goals which passed the inspection.
- 10.3.2 **Football and Cricket Club liaison** – it was proposed by HR, seconded by FN and all agreed that WS should be the new liaison with the Football and Cricket Clubs.
- 11 HIGHWAYS/ROW MAINTENANCE**
- 11.1 **Bank Creep** - WS had agreed to carry out the work. RF will speak to JR about the risk assessment. **RF**
- 11.2 **Potholes** – The Clerk reported that she had spoken with Charlie Higgins at SCC who asked that when potholes are identified information about their exact whereabouts should be given to SCC via the Clerk. The pothole outside Sweetnap Farm had been reported and would be dealt with shortly.
- 11.3 **Road edges** – it was noted that the edge of the road near the Veterinary Practice up to the turning to Witham Friary and beyond was eroded. The Clerk agreed to speak to the Clerk at Trudoxhill about this. **Clerk**

11.4 **Bunns Lane** – the surface of the lane was reported to be full of potholes and very uneven. The Clerk agreed to speak to the Clerk at Trudoxhill about this. **Clerk**

11.5 **Longham Footpath** – KC had reported that the stile at the entrance to Longham footpath to the fishponds has still not been repaired. The Clerk agreed to report this. **Clerk**

12 **CORRESPONDENCE**

12.1 The Clerk had received the following correspondence/information

- Parish Bulletin (already distributed)
- Email from SCC regarding the new single telephone contact number for enquiries to SCC.
- Email regarding the outcome of the Somerset Library Services Review and Consultation. The Clerk agreed to distribute this to the contact list.

Clerk

13 **MISCELLANEOUS AND FUTURE BUSINESS**

13.1 **Post Office Outreach service** – the Clerk had received an email from David Sheridan, Chairman of Mells Village Shop Ltd regarding the Post Office Outreach Service. The Post Master would like to apply for a grant to buy a small used van with a secure safe and racked shelving inside. This would make the transport of cash more secure and the van and shelving would improve capacity and ease of loading parcels. Mells Shop could also provide a basic shopping service to the village for pre-ordered groceries. To secure the funding of approximately £8,000 formal approval is required from the four Parish Councils of the villages served. It was agreed to support this unanimously and the Clerk was asked to email back to Mr Sheridan.

Clerk

13.2 **Election** – nomination forms had been submitted to MDC by the Clerk for the three returning Councillors. This leaves the Council three Councillors short. It was agreed that in the period up to the APM on 14 May all Councillors would see if any individuals were prepared to be co-opted onto the Council and if so ask them to attend that meeting on the 14 May.

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

14 **DATE AND TIME OF NEXT MEETING**

14.1 The meeting closed at 9.00 p.m. The next meeting will be the APM and will take place on Thursday 14 May 2015 at 7.30 p.m. in the Village Hall.