

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 12 NOVEMBER 2015 AT 7.30 P.M. IN THE VILLAGE HALL**

Present	Fred Nicholls	FN
	Roy Featherstone	RF
	Colin Horstmann	CH
	Gregory Stevens	GS
	Richard Nickless	RN
In attendance	Anthea Brooks, Clerk	AB
	Cllr. Dick Skidmore, District Councillor	DS
	Representative from Heartsafe	
	Five members of the public	
Apologies	Will Sheppard	WS

ACTIONS

- 1 EMERGENCY EVACUATION PROCEDURES**
- 1.1 Emergency exits and procedures were explained
- 2 PUBLIC ACCESS**
- 2.1 **Bus Service** - It was noted that SCC have announced the withdrawal of the only bus which serves the village on Wednesdays – discussed under item
- 2.2 **Grit bins** – need checking discussed under item
- 2.3 **Lights** – out of eight lights in the village, five are not working. The Clerk will notify MDC.
- 3 APOLOGIES FOR ABSENCE**
- 3.1 Apologies for absence were received from Will Sheppard (WS).
- 4 DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING**
- 4.1 There were no declarations of interest or requests for dispensation and no requests for recording.
- 5 MINUTES OF THE MEETING HELD ON 8 OCTOBER 2015**
- 5.1 The minutes of the meeting held on 8 October 2015 were agreed as a true and accurate record and signed by the Chairman.

- 6 MATTERS ARISING FROM THE MINUTES OF 8 OCTOBER**
- 6.1 **Item 2.1 Footpath marker signs** – the Clerk has requested a supply of footpath marker signs from SCC - ongoing **Clerk**
- 6.2 **Item 8.1 Bank Mandate** – The Clerk will visit the Bank in Frome to sort out the new signatories. New councillors should make sure that there mandates have been returned to the bank. **Clerk**
- 6.3 **Item 8.2** – Parish Footpaths – the new Adopt a Path scheme is to be advertised to encourage local people to adopt the paths which they walk regularly and Councillors will inform the Clerk of the paths they were willing to adopt. The Clerk will advertise this scheme and act as local coordinator reporting problems as they occur. A notice will be put up in the ‘pub - ongoing **Clerk**
- 6.4 **Item 8.5 Bank Creep** – the work has not yet been carried out. WS and RF will discuss. **WS**
- 6.5 **Item 8.6 – Longham Footpath stile** – The stile needs repair – the Clerk has reported this to SCC - complete **Clerk**
- 6.6 **Item 12.2.2** - Use of recreation field by outsiders – it had been agreed to discuss this with the local PCSO. The Clerk has made contact to ask if he can attend the next meeting but so far has not received a reply. It was also agreed to get a quotation for a sign which would state that the Recreation Field is for the use of residents of Witham Friary only and outside use is only by prior arrangement with the Parish Council. A contact name and email address would need to be added. This would be by order of Witham Friary Parish Council **Clerk**
- 6.7 **Item 10.1 Parking Problems** – it was noted that there was already a sign by the electricity box and RF has another sign which can be put up if necessary. It was agreed that this was another item for discussion with the PCSO. **Clerk**
- 6.8 **Item 14.1 Funding for establishment of a website** – the Clerk has received the forms in order to apply for funding for the establishment of a website. It was agreed that the Clerk should complete these in order to apply for the funding - ongoing **Clerk**
- 6.9 **Item 15.1 Defibrillator** – discussed under item
- 6.107 **Item 8.4 - Insurance** – the Clerk had contacted AON and had provided a copy of the Long Term Agreement with Came & Co in order that a refund of the insurance premium can be made. **Clerk**

7 PRESENTATION FROM A REPRESENTATIVE FROM HEARTSAFE

- 7.1 A representative from Heartsafe attended the meeting and delivered a presentation. The Councillors were shown the Heartsafe weatherproof heated stainless steel secure cabinet with internal motion sensor light and beacon light with dusk to dawn LED feature. The cabinet includes a tamperproof digital electronic combination key lock protected by a steel shroud with led motion sensor light for ease of access. The cabinet can have labels giving details of the location of the cabinet and any donors.
- 7.2 The cabinet includes a resuscitation kit, identification sign and a metal wall plaque free of charge.
- 7.3 The method of usage starts with a 999 call to ambulance service control centre when the operator determines the need for the AED and the nearest cabinet is identified on the CAD system. The operator then provides the four digit access code to the 999 caller. Once the pin number has been entered the lock will open in 9 seconds and the defibrillator can be removed from the cabinet.
- 7.4 The regular reporting of correct function and readiness of the defibrillator is important. Ambulance services need to know that the PADs are being regularly checked as a condition of their provision and ongoing support. Checks can be uploaded to the ambulance service website. A Heartsafe SMART tag can be provided which allows guardian checks to be carried out instantly at the PAD location using a smartphone or other suitable web connected device.
- 7.5 The cabinet comes with an assembly kit and instructions on installation. It also comes with a template for the electrician. The cabinet needs a power supply and comes with a template for the electrician, his name can be mentioned on the side of the cabinet if he donates his time to carry out the installation.
- 7.6 The cost of the cabinet is £1095 plus VAT. Once the invoice is paid it will take 7-10 days to deliver.
- 7.7 CPR training is also available free of charge and it was agreed to hold this in January/February in the hall and advertise it widely in order to get as many villagers as possible to attend.
- 7.8 Thanks were extended to the presenter who then left the meeting.

7.9 The Council then had a further discussion and it was proposed by RN, seconded by CH and agreed unanimously to go ahead with the purchase and installation of the cabinet. RF agreed to contact an electrician with a view to installation and to contact Heartsafe to inform them and obtain the invoice. **RF**

7.10 The cabinet will cost £49 per year to run after the first year which is free. Beth Horstmann offered to sponsor the cabinet for years two and three and thanks were extended to her for this offer.

8 PLANNING – status of current applications

8.1 2015/2306/HSE proposed single storey side extension to detached garage and proposed ground floor window to dining room at New Friary Cottages, 2 Bindon Lane to Witham Hall Farm for Mr and Mrs Martin Eales

8.1.1 The Council discussed the above application. It was proposed by GS and seconded by CH and agreed unanimously to recommend approval. The Clerk will inform MDC. **Clerk**

9 FINANCE

9.1 The following cheques were signed

- **Clerk's Salary for the period ending 31.10.15 - £147.52**
- **Kevin Ferrari – removing and realigning lighting posts and set in new concrete bases in the recreation field car park - £237**

9.2 Financial statement to 12.11.15 was agreed and signed

9.3 Village Hall Grant

9.3.1 It was agreed to ask the Chair of the Village Hall Committee to provide an invoice for the stonework so that the VAT can be reclaimed **Clerk**

9.3.2 The annual grant made to the village hall was also discussed, and it was agreed that the Clerk would check what was agreed in previous minutes. **Clerk**

9.3.3 It was agreed that the Council should be represented on the Village Hall Committee. RF proposed FN, RN seconded and it was agreed unanimously. The Clerk will inform the Chairman of the Village Hall Committee and ask for copies of previous minutes. **Clerk**

9.3.4 The proposed improvements to the village hall were discussed and the Council agreed to ask a representative of the village hall to attend the next Council meeting to go through the work being proposed. **Clerk**

10 BROADBAND

10.1 DS provided the name of the officer at MDC Chris Atkins (tel 01748 341217) who should be able to provide updates on Broadband. The contact at SCC is Matt Ballard. CH reported that for the moment BT seem to have stopped. FN agreed to contact Henry Gibson at Field to find out what their intentions are with regard to Witham Friary as they do not seem to have carried out the mail drop which was promised which was supposed to gauge the level of interest. **FN**

11 LOCAL PLAN PART II

11.1 Several Councillors attended the consultation at Nunney on 29 October. CH had drafted a response to request a new OALS designation for the area marked Playing Field and extension of the red outline on the map to encompass that area. This was agreed unanimously and the Clerk was asked to complete and sign the form and return it to MDC. **Clerk**

12 STORAGE OF COUNCIL FILES

12.1 The Clerk will deal with this and collect the filing cabinet and files from the previous Clerk. **Clerk**

13 COMMUNITY TRANSPORT

13.1 RF had attended the recent meeting held in Frome by Mendip Community Transport who are pulling together information on services required by local villages in order to make best use of the two new minibuses they have been granted through a Government initiative. MCT have produced a questionnaire and it was agreed to amend this to reflect the needs of Witham Friary. This can then be sent out to interested parties to complete. **Clerk**

13.2 Since that meeting SCC has announced the withdrawal of the only bus service which runs through Witham Friary to Frome. SCC have gave the Slinky bus service as a replacement but research has shown that this is not always available when required and needs to be booked two weeks in advance.

13.3 It was agreed that the Clerk would contact Philip Ham, the County and District Councillor regarding the loss of the bus service. **Clerk**

13.4 The Clerk would also contact neighbouring parish council clerks in Trudoxhill and North Brewham to see what their response to the cessation of the bus service will be. **Clerk**

- 13.5 The Clerk will compile a notice for Postlebury News and also put information on the Facebook page. The Clerk will also draw up a notice for display in the village and send it to Councillors. RN suggested distributing flyers throughout the village. **Clerk**
- 14 Witham Water**
- 14.1 No issues were reported
- 15 RECREATION FIELD AND PLAYPATCH**
- 15.1 Playpatch**
- 15.1.1 It was noted that Helena would attend the next meeting to give the Council an update on the proposed work.
- 15.2 Recreation Field**
- 15.2.1 **Railings** – FN reported that replacement railings are required urgently as vehicles are now driving onto the field. It was agreed to ask Grass Valet for a quote for the replacement fence to take into account the four oak benches which had been already sourced and were currently with a local carpenter who would install them for a modest fee. **Clerk**
- 15.2.2 CH suggested contacting Somerset Community Council (somerstrcc.org.uk) about the possibility of obtaining funding towards the new fencing. It was also agreed that RF would speak to Mike White, the carpenter, for find out the exact length of the benches so that a gap can be left in the fencing to accommodate them (hopefully the gap will not be wide enough for a car to access the field or if necessary a temporary post in the middle of the gap will be installed). **RF**
- 15.2.3 **Lighting** – the installation of the new lights and the rebedding of the posts has been done.
- 15.2.4 **Grant for Recreation Field** – the Clerk pointed out any grants towards the possible development of a pavilion on the Recreation Field would require fully worked up proposal and drawings before an application could be made. It was suggested that the Football Club may want to become involved and RN agreed to speak to Tom Hide about this. **RN**
- 15.2.5 **Grass Cutting** – the recent problems with grass cutting and disposal of cuttings had been resolved. The Clerk will contact Shepton Mallet Landscapes to ask them to carry out maintenance on the ditch. **Clerk**

16 HIGHWAYS/ROW MAINTENANCE

16.1 **Mud on roads** – there have been complaints in the village about tractors depositing mud on the road. It was agreed that in general it is contractors who are to blame for this problem and the right action would be to identify the contractor, take a number and report that contractor to the police. RF reported that in some instances it is necessary to ring 999 in order to get a response.

16.2 **Grit Bins** – FN stated that he hoped to clear out the bins in his location as they would be refilled soon. It was agreed to inform WS to see if he could do the same in his area. **WS/FN**

16.3 **Bunns Lane – resurfacing** – so far this has not been done. The Clerk will contact SCC to see when this work is likely to take place. **Clerk**

16.4 The signpost at the end of Bunns Lane, which is the turning off the B3092 Frome/Maiden Bradley road is now completely hidden by the hedge. The Clerk will contact SCC and point out that this is dangerous - ongoing **Clerk**

16.3 **Blocked drains** – the Clerk was asked to report various blocked drains at Hartsmead (where Dark Lane becomes Holt Road), the drain beneath the railway bridge and also the drain by Holt Cottages. **Clerk**

17 CORRESPONDENCE

17.1 The Clerk had received the following correspondence

- Parish Bulletin (already distributed)

18 MISCELLANEOUS AND FUTURE BUSINESS

18.1 The Clerk stated that the budget and precept would have to be discussed in December and January.

19 DATE AND TIME OF NEXT MEETING

19.1 It was agreed that the next meeting would take place on Thursday 3 December at 7.30 p.m. instead of 10 December in order that the Chairman could be present.