

**MINUTES  
WITHAM FRIARY PARISH COUNCIL MEETING  
HELD ON THURSDAY 08 DECEMBER 2016 AT 7.00 P.M. IN THE VILLAGE HALL**

<b>Present</b>	Roy Featherstone (Chairman)	RF
	Fred Nicholls	FN
	Richard Nickless	RN
	Colin Horstmann	CH
	Gregory Stevens	GS

**In attendance** Two members of the public

**ACTIONS**

**1 EMERGENCY EVACUATION PROCEDURES**

1.1 Emergency exits and procedures were explained

**2 APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from Will Sheppard (WS) and Anthea Brooks (Clerk).

**3 DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING**

3.1 WS has emailed ahead of the meeting to say he has an interest in planning application 2016/2571/FUL – Removal of existing hedgerow and construction of a new field gate at Moorleaze Farm onto Bindon Lane as his family currently rents the land in question from Moorleaze Farm

3.2 No other declarations of interest.

**4 Public Access**

4.1 Deborah Gibson talked to the council on her current planning application, 2016/2757/HSE - Garden annex to main dwelling for family/guest accommodation at Croft Cottage, 31 The Yard, Witham Friary. The annex is intended to allow her entire family to remaining living together. The annex will be as off grid as possible and is to feature solar panels, compost loos, grey water recycling and rain water harvesting. No change to road access is necessary.

RN proposed the application be recommended for approval, CH seconded this and the council agreed unanimously in favour of approval.

**5 MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2016**

5.1 The minutes of the meeting held on 10 November were agreed as a true record and signed by the Chairman.

**6 MATTERS ARISING FROM THE MINUTES OF 13 OCTOBER 2016**

6.1 The Conker Tree has now been planted

6.2 Mr Ligatt has agreed to attend a course to allow him to repaint the signposts around the village.

**7 PLANNING**

7.1 Planning application 2016/2571/HSE – Removal of existing hedge and construction of a new gateway from Moorleaze Farm onto Bindon Lane was discussed by the council.

RF proposed the application be recommended for approval, GS seconded this and the council agreed unanimously in favour of approval.

**8 FINANCE**

**8.1 Finance Statement**

It was noted by CH & GS that some of the dates on the finance statement had been mistyped as 2015 rather than 2016. The council agreed to ask the clerk to resolve this. The finance statement at 10/12/16 was agreed and signed, allowing for the aforementioned errors.

**CLERK**

8.2 The following cheques were signed

- **Clerk's salary for the period ending -**  
£153.78
- **Mendip Community Transport -** £104.20
- **SSE -** £155
- **HMRC -** £207.67

**9 WITHAM WATER**

9.1 A parishioner had heard from Dave Barnet that the Duke of Somerset doesn't intend on continuing with the water service once Dave retires. There was mention of it being taken over by Bristol Water. However it was noted that this wasn't official and further information is required. FN suggested the clerk email The Duke of Somerset directly and ask about his plans upon Dave's retirement. The

**CLERK**

council agreed upon this course of action.

- 9.2 It was noted that there had been a short period without water during the last month. FN said that Dave Barnet told him this was due to an airlock in the system caused by an issue with the pump.

**10 BROADBAND**

- 10.1 CH has received an email from Openreach to say that fibre broadband won't be available in Witham until August 2017. This is because fibre hasn't yet been installed in the cabinet at Upton Noble and this work won't be completed until next August. RN agreed to email the regional director of Open Reach asking about this. He will copy David Warburton into this email. RN

**11 VILLAGE HALL**

- 11.1 The Village Hall Committee has decided to put the idea of installing French windows in the end of the hall on hold. At their recent meeting they decided that heating needs to be improved for the hall. They're looking into night storage heaters. They're also considering replacing the sliding doors which separate the main hall from the bar area.

**12 BUS SERVICE**

- 12.1 The council have received a proposal from Michael Gay to introduce a discount scheme on the new bus route to encourage more people who don't hold bus passes to use the service. RF proposed that the council agree to the discount scheme, RN seconded this and the council agreed unanimously to the discount scheme.

- 12.2 It was suggested by CH and RN that the bus route ought to be revised to include Gare Hill as this may attract more customers. RN will suggest this to Mendip Community Transport. RN

**13 RECREATION FIELD AND PLAYPATCH**

- 13.1 **Maintenance Plan** - RF has drawn up a maintenance plan for the recreation field and the play patch. The plan was assessed by the council and who should undertake which tasks was decided. The plan will be sent to the clerk so that quotes can be obtained. CLERK  
RF

- 13.2 RF is going to look into when the five yearly inspection was last undertaken. RF

- 13.3 FN will look at whether the hedges around the car park have been cut and if not ensure that they are asap. **FN**
- 13.4 RF will ask John Hill about the inspection of the footpaths and stiles. **RF**
- 13.5 RN stated the sports teams have said they would like a higher level of service than currently provided so that they can play their chosen sports on the recreation field. He feels they should pay the difference if they want extra work carried out which is above the parish councils new specification. I.E they wish the field to be mown twice a week rather than once. The council agreed that this was a good idea.
- 13.6 **Keep Fit Group** - RF stated that the Keep Fit group were using the car park rather than the recreation field. It was felt that this may be a health and safety issue. It was also noted that she is running a business and charging people to attend the sessions. The council felt if she was using parish facilities to make a profit then she ought to pay a contribution to the parish council. RF plans to talk to the organiser of the group to gather more information. **RF**
- 13.7 **Contributions** – RN reiterated that he feels groups regularly using the recreation field ought to give a contribution to the parish council. The council agreed with this.
- 14 HIGHWAYS/RoW MAINTENANCE**
- 14.1 **Grit Bins** – The map of grit bins in the parish was inspected by the council. It was agreed that all councillors will assess the bins closest to them asap and respond on which ones need filling and/or replacing. **ALL**
- 14.2 **Salt Bags** – FN will look into if there is a second date to collect free bags of salt. If there is he will collect them. **FN**
- 15 CORRESPONDENCE**
- 15.1 The Clerk had received the following correspondence  
Parish Information Bulletin
- 16 MISCELLANEOUS AND FUTURE BUSINESS**
- 16.1 **Joint Meeting with Village Hall Committee** - It was proposed by the clerk to move the joint meeting with the Village Hall Committee back to February as the January

meeting will already be very busy. The parish council unanimously agreed to this.

16.2 **Action Plan** – GS suggested that the clerk should draw up an action plan asap after each meeting, highlighting what each councillor needed to do prior to the next meeting. This would then be sent around to the council. The parish council agreed to this idea. GS will undertake this task for the present meeting.

**GS/CLERK**

16.3 **Snow Action Plan** – FN suggested an action plan to be used in the event of significant snowfall to help keep the village mobile. The council agreed that this should be looked into in more detail

**17 DATE AND TIME OF NEXT MEETING**

17.1 The next meeting will be held on Thursday 12 January 2017 at 7:30pm in the Village Hall.

**18 Meeting closed at 8:45pm**

