

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 9 JUNE 2016 AT 7.30 P.M. IN THE VILLAGE HALL**

Present	Roy Featherstone (Chairman)	RF
	Fred Nicholls	FN
	Colin Horstmann	CH
	Gregory Stevens	GS
	Richard Nickless	RN
	Will Sheppard	WS
In attendance	Anthea Brooks, Clerk	AB
	One member of the public	

ACTIONS

1 EMERGENCY EVACUATION PROCEDURES

1.1 Emergency exits and procedures were explained

2 PUBLIC ACCESS

2.1 There were no items to discuss

3 APOLOGIES FOR ABSENCE

3.1 No apologies were received

4 DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING

4.1 There were no declarations of interest. It was noted that the meeting could be recorded if requested.

5 MINUTES OF THE MEETING HELD ON 14 APRIL 2016

5.1 The minutes of the meeting held on 14 April 2016 were agreed as a true record and signed by the Chairman.

6 MATTERS ARISING FROM THE MINUTES OF 14 APRIL 2016

6.1 **Item 6.3 Bank Mandate** – RN has taken his mandate to the bank. The Clerk will now make sure that the bank has all the required documentation to update the signatories.

Clerk

6.2 **Item 12.2.2 and item 10.1 - Use of recreation field by outsiders and parking problems.** The Clerk will arrange a meeting with the local PCSO to either meet with RF/RN or to attend a meeting to discuss problems.

Clerk

6.4 **Item 13.21.2 – Health & Safety policy** – RF will work on an update of the policy

RF

- 6.5 **Planning – 2016/0471/PAA notification of prior approval to change the use of an agricultural building to a dwelling house on land to the rear of Railway Cottages** – the Clerk had asked MDC to make sure that the Parish Council letter with their comments on this application were on the MDC website. The letter eventually appeared under consultation comments.
- 6.6 **Appointment of auditor** – Mr Owen Hillier had agreed to audit the accounts once again.
- 6.7 **Defibrillator training** – this had taken place on 18 May as agreed. It was noted that the defibrillator is now linked to SWAST and RF is the guardian. RF has nominated RN to undertake this responsibility whilst he is away but in due course all Councillors should be made aware of the procedure.
- 6.8 **Village Hall** – The Clerk had asked Jim Rosser to attend the Annual meeting to provide an update on the village hall.
- 6.9 **Witham Water** - the Clerk will write to Fowler Fortescue to see what their future plans are.
- 6.10 **Broadband** – RN reported that he had contacted David Warburton, the local MP. An email had been received from BT stating that all connections should be in place by the end of December
- 6.11 **Queen’s 90th Birthday Celebrations** – no one has come forward who is willing to organise anything in the village
- 6.12 **Litterpick** – this had gone ahead and went well. Thanks were extended to Guy Maynard-Griffin for organising this.

Clerk

7 PLANNING – status of current applications

- 7.1 **2016/0471/PAA notification of prior approval to change the use of an agricultural building to a dwelling house with associated building operations on land rear (south west) of Railway Cottages, Witham Friary for Mr K Hutton**
- 7.1.1 This application has now been approved.

8 FINANCE

- 8.1 **Financial Statement** - The financial statement at 09.06.16 was agreed and signed.
- 8.2 **Governance Statement** – as part of the annual audit this was agreed and signed by the Chairman and Clerk.
- 8.3 The following cheques were signed

- **Clerk's Salary for the period ending 31.05.16 (includes recent pay increase) - £153.71**
- **SSE Lighting** – car parking lighting £32.41 – the Clerk was asked to contact SSE to obtain a new quotation for supply
- **Grass Valet** – playpatch refurbishment £480.00

Clerk

8.4 **Wind turbine** – the Clerk had received confirmation that an amount of £4532.79 will be paid to the Parish Council as a half share of the funding from the wind turbine. The Clerk had written regarding the fact that the turbine has not been turning on a regular basis and received a response to the effect that there had been technical problems which were now resolved

8.5 **Wicket Covers** – following a discussion at the Annual Meeting it was agreed that the Parish Council would cover the cost of the new wicket covers for the Cricket Club. The quoted cost is £957.83. This was proposed by RF, seconded by FN and agreed unanimously. The Clerk will contact Tom Hyde.

Clerk

8.6 **Goal Posts/nets** – the Clerk will be in contact with a villager in Leigh-on-Mendip regarding the possibility of having a set of goal posts made.

Clerk

9 VILLAGE HALL UPDATE

9.1 It was noted that the alterations had not commenced and RF agreed to find out when they are likely to start

9.2 After some discussion it was proposed that the Clerk would draft a letter to the Chairman of the Village Hall Committee stating the following:

9.3 The Parish Council discussed the village hall and the recent grant which has been awarded. It was felt that the proposal of installing patio doors onto the yard is inappropriate and that more consideration should be given to utilising the funds for other projects. The Council felt that there should be a five year maintenance plan in place and that the money could be spent on improving the interior decoration, upgrading the heating and dealing with the damp problem. All these improvements would make the hall much more attractive to prospective hirers as would providing adequate disabled access.

9.4 The Council also felt that some thought should be given to the utilisation of the 'old' kitchen area by providing a shower and toilet facilities which could have independent access from that of the hall itself and could be used by teams playing on the Recreation Field.

9.5 It was agreed that the Clerk would distribute this letter by email for agreement and then send to the Village Hall Committee.

10 WITHAM WATER

10.1 Nothing to report

12 EMERGENCY DECISIONS AND COMMUNICATIONS AND CONSULTATIONS

12.1 RF stated that there had recently been a problem at the Playpatch where a local resident had objected to the siting of a piece of the new equipment which was obstructing her view. This was despite the fact that consultations had taken place with the village with plans being made available and there had been much publicity and advertising of the fact that the refurbishment was to take place.

12.2 A decision had to be made as a matter of urgency without the opportunity of consulting with other members of the council and RF and Helena Read had agreed to move a piece of equipment slightly which would incur an additional cost of around £300. It was noted that the new site is probably better than the original.

12.3 **Communications/Consultations** - It was agreed that there is a need to have a dedicated Parish Council website where minutes, agendas, financial information and any other news associated with the Parish Council can be displayed. Links can also be provided to other village organisations. The Clerk stated that Government funding is available for smaller Councils to establish a website and she will contact SALC about this.

Clerk

12.4 It was also agreed to publicise the date of the Parish Council meeting by using an 'A' board outside the Village Hall (similar to that used by the church)

12.5 It was also agreed that the Clerk would email round the contact details of all the Councillors so that in an emergency situation contact can be made with one or other Councillor.

Clerk

13 FARM VEHICLES THROUGH THE VILLAGE

13.1 It was agreed that farm vehicles going through the village are being driven dangerously and at excessive speed. The Clerk will contact the PCSO.

Clerk

14 BUS SERVICES

14.1 The Clerk reported that there would be a meeting with Mendip Community Transport at their offices on Monday 13 June at 2.00 p.m. to discuss the possibility of a 'bus service through Witham which would also go through Wanstrow and Trudoxhill. The Clerk will attend. Michael Gay, Councillor from Wanstrow will also attend. The Clerk will report back at the next meeting.

Clerk

15 RECREATION FIELD AND PLAYPATCH

15.1 Playpatch

15.1.1 The refurbishment work is ongoing and work should be finished by Monday 13 June. The next stage is to put down the safety matting and Helena Read is organising volunteers to do that. The MDC representative will visit the site to check the work and will then release the last stage of the funding. RF will meet with the installer and go through the various pieces of equipment and make regular inspections.

15.2 Recreation Field

15.2.1 It was agreed at the Annual Meeting to establish a group to take forward a project to install an artificial surface on the Recreation Field. Tom Hyde agreed to lead on this.

15.2.2. **Ditches** – The Clerk will discuss the maintenance of the ditches with Shepton Mallet Landscapes. **Clerk**

15.2.3 **Benches** – WS will speak to the carpenter regarding the benches. RN will give Mike’s number to WS. **WS**

16 HIGHWAYS/ROW MAINTENANCE

16.1 Fencing at Quarry Hill Farm to be reported and kerb stones are protruding into the road. **Clerk**

17 CORRESPONDENCE

17.1 The Clerk had received the following correspondence

- Parish Information Bulletin

18 MISCELLANEOUS AND FUTURE BUSINESS

18.1 It was noted that the defibrillator had been provided by Witham Vale Farms and RF will speak to Heartsafe to see if this can be added to the cabinet. **RF**

19 DATE AND TIME OF NEXT MEETING

19.1 The next meeting will be on Thursday 14 July 2016 at 7.30 p.m. in the Village Hall.