

**MINUTES  
WITHAM FRIARY PARISH COUNCIL MEETING  
HELD ON THURSDAY 11 FEBRUARY 2016 AT 7.30 P.M. IN THE VILLAGE HALL**

<b>Present</b>	Roy Featherstone (Vice Chairman)	RF
	Colin Horstmann	CH
	Gregory Stevens	GS
	Richard Nickless	RN
	Will Sheppard	WS
<b>In attendance</b>	Anthea Brooks, Clerk	AB
	Jim Rosser (for item 10)	JR
	Mike White (for item 13.2)	MW
	One member of the public	

**ACTIONS**

**1            EMERGENCY EVACUATION PROCEDURES**

1.1           Emergency exits and procedures were explained

**2            PUBLIC ACCESS**

2.1           It was noted that the road into Witham will be closed from 22 February for five days although adequate notification has not been provided (discussed further under Highways)

**3            APOLOGIES FOR ABSENCE**

3.1           Apologies were received from Fred Nicholls (FN). In the absence of the Chairman, the Vice Chairman, Roy Featherstone (RF), took the chair.

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

4.1           RF declared an interest in any discussions regarding the Village Hall. There were no other declarations of interest. It was noted that the meeting could be recorded if requested.

**5            MINUTES OF THE MEETING HELD ON 14 JANUARY 2016**

5.1           The minutes of the meeting held on 14 January 2016 were agreed as a true record and signed by the Vice Chairman with one amendment under item 11.2 the first sentence should read 'The relocation of the kitchen to the gents toilet area was agreed.....'

- 6 MATTERS ARISING FROM THE MINUTES OF 14 JANUARY 2016**
- 6.1 **Item 6.3 Bank Mandate** – RN to make sure his mandate is returned to the bank the new signatories can then be added. **RN**
- 6.2 **Item 6.4** – Parish Footpaths – the Clerk will continue to act as coordinator for any problems with footpaths
- 6.3 **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.
- 6.4 **Item 6.7 Grit Bins** – the grit bins have not been refilled/repared – the Clerk will contact SCC again. **Clerk**
- 6.5 **Item 7 – Broadband** – it was reported that Field Internet had held a meeting in the pub – RN offered to find out the outcome of the meeting. CH reported that he checked the Connecting Devon and Somerset website and Bruton and surrounding area is showing as connected. **RN**
- 6.6 **Item 7.5 – Council promotion** – RF will speak to the publican about using a noticeboard in the ‘pub to display Council notices. **RF**
- 6.7 **Community Transport** – no further news from Mendip Community Transport on the proposed new services.
- 6.8 **Recreation Field Car Park – unauthorised parking** – the Clerk had drafted a letter to be sent to the owner of the campervan which is being parked on the Recreation Field Car Park. The Council agreed with the content of the letter and RF agreed to send the Clerk the name and address of the person to whom the letter should be sent. **RF/Clerk**
- 7 PLANNING – status of current applications**
- 7.1 **2015/3064/FUL erection of a timber framed barn to store wood chipping and pellets for the on-site bio mass boiler system at the Hermitage, Holt Lane, Witham Friary for Mr Dylan Woods.**
- 7.1.1 It was noted that this application had been approved with conditions.
- 8 FINANCE**
- 8.1 **Financial Statement** - The financial statement at 11.02.16 was agreed and signed.

8.2 The following cheques were signed

- **Clerk's Salary for the period ending 31.01.16** - £147.52
- **Adam Lavorgna** – contribution towards repair of stonework at Village Hall £1000.
- **Shepton Mallet Landscapes** £876.00

## 9 DEFIBRILLATOR

9.1 RF had completed and sent in the paperwork and will collect the cabinet when ready. AED Locator have confirmed that they will visit the village and give a presentation on CPR and first aid training. It was agreed that it will be important to get as many people from the village as possible involved in this and to make them aware of the location of the defibrillator.

RF

## 10 VILLAGE HALL

10.1 Jim Rosser attended the meeting and provided an update on work at the village hall. He apologised on behalf of the Village Hall Committee for the controversy which has surrounded the proposed relocation of the kitchen. He extended thanks to those people who had worked hard in obtaining the grant for the project.

10.2 JR stated that the Committee is awaiting final plans and then the proposal is to start work early in March. The stonework is now finished and the scaffolding will be removed very soon.

10.3 JR informed the Council that a grant of £7,500 from another source for additional work to be done to the hall has been awarded and one of the proposals is to install patio doors from the main hall into the yard. There will however be more discussion on this before a final decision is made.

10.4 JR was thanked for attending and left the meeting.

## 12 Witham Water

12.1 It was reported that consideration is being given to appointing an apprentice to work with the people who maintain the system. The Clerk was asked to write to Fowler Fortescue to see what their future plans are.

Clerk

## 13 RECREATION FIELD AND PLAYPATCH

### 13.1 Playpatch

13.1.1 A draft of the formal Grant Funding Agreement between the Council and MDC had been received. It was proposed by WS, seconded by CH and agreed unanimously to accept this Agreement. The Clerk will inform MDC.

- 13.1.2 RF remarked on health and safety issues whilst the work is ongoing and stated that the Council's Health and Safety policy may need to be updated. Risk assessments will need to be carried out before any voluntary work is done and contractors will be asked for their risk assessments and copies of their method statements. The Clerk was asked to check the Council insurance to make sure that public liability is set at £5 million **Clerk**
- 13.1.3 RF stated that the bark to be supplied would have to be of a certain type for a play area and will discuss this with Helena Read. **RF**
- 13.2 Recreation Field**
- 13.2.1 **Benches** – Mike White, the carpenter, attended the meeting to discuss the four benches to be installed around the edge of the car park area. He explained that the benches will be 1800 mm long and attached to posts which will be concreted in at an angle. WS offered to source a digger to do the holes for the posts. MW stated that there would be no charge for his time and labour.
- 13.2.2 **Fencing** – RN reported that he had sourced some large chunks of limestone which could form a natural barrier with the benches in between. This would be a much cheaper option than the wooden fencing which has been discussed previously. An offer had been made to deliver the stones and put them in place leaving gaps for the benches. They may need to be jet washed and/or painted if it is felt necessary. After discussion RF proposed, GS seconded and it was agreed unanimously to obtain the stones. RN agreed to speak to the current owner and get them moved into place within the next couple of weeks. If further stones are required to fill any gaps they can be sourced. RF will complete a Risk Assessment if necessary. RN will speak to Tom Hyde from the Cricket Club to inform him of what has been agreed. **RN/RF**
- 13.2.3 MW then left the meeting
- 13.2.4 **Grass Cutting** – a quotation had been received from Shepton Mallet Landscapes who did the grass cutting in 2015/16. The Clerk will obtain two further quotes for comparison. WS/RF agreed to meet with Chris Brown from Shepton Mallet Landscapes if he is successful with his bid. **Clerk**
- 13.2.5 **Dug Outs** – a previous suggestion had been made to clad the dug outs in timber. MW stated that he would complete the benches first and then consider this.

**14 HIGHWAYS/RoW MAINTENANCE**

14.1 **Potholes** – there is a pothole near the driveway into Holt Farm and the road surface is breaking up. The Clerk will report this. **Clerk**

14.2 **Bunns Lane – resurfacing** – this is now planned for the beginning of March.

14.3 **Road Closures** – the Clerk was aware of various road closures which would affect Witham Friary having been informed by the Clerk at Trudoxhill. However information has not been sent direct to Witham Friary and the Clerk will contact Somerset Highways to find out why. **Clerk**

**15 CORRESPONDENCE**

15.1 The Clerk had received the following correspondence

- Somerset Rivers Authority – January edition of the Stream
- SALC new guidance on procurement
- SALC – Queen’s 90<sup>th</sup> birthday celebrations – beacon lighting guide for 21 April. Request to hold a tea party on 12 June. The Clerk will pass this to Village Hall Committee **Clerk**
- Mendip Community Transport – request for grant – to be discussed at the next meeting
- Frome Town Council – invitation to an event on 23 February in Frome
- SALC – training for Councillors/Clerks
- Parish Information Bulletin – parish information drop in sessions taking place at Draycott Village Hall on 8 March (2.00 p.m. – 4.00 p.m.) and Wanstrow Village Hall (5 – 7 p.m.) on 10 March. Next Rural Forum 14 April at 6.30 p.m. at MDC.
- Clean for the Queen Campaign 4/5/6 March
- SALC Smaller Authorities Audit Appointments – information regarding new audit arrangements started 01.04.2017
- Bath Motor Club Rally 27/28 February
- MDC – Parish Council Tax Support Grant £244.80
- MDC Police, Crime and Commission Election 5/5/16 request to use the Village Hall for election 7.00 a.m. to 10.00 p.m. on Thursday 5 May 2016. The clerk will forward this to the Village Hall Committee. **Clerk**

**16 MISCELLANEOUS AND FUTURE BUSINESS**

16.1 Health and Safety Policy – send to RF for updating.

16.2 Cricket Club – it was noted that the cricket nets will be moved to the far side of the field with consideration being given to providing a surface which can be used for playing tennis or five a side.

**17            DATE AND TIME OF NEXT MEETING**

17.1            The next meeting will take place on Thursday 10 March 2016 at  
7.30 p.m. in the Village Hall