

MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 14 JANUARY 2016 AT 7.30 P.M. IN THE VILLAGE HALL

Present	Roy Featherstone (Vice Chairman)	RF
	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 The street lighting problems were mentioned and the Clerk confirmed that this had been reported (see also item below)

2.2 It was noted that Bath Motor Club is having a rally which will be going through the village during the late evening/early hours of the 27/28 February.

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 A request for dispensation was signed by all Councillors present in order to discuss the setting of the precept. 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 3 DECEMBER 2015

5.1 The minutes of the meeting held on 3 December 2015 were agreed as a true record and signed by the Vice Chairman.

6 MATTERS ARISING FROM THE MINUTES OF 3 DECEMBER

- 6.1 **Item 2.3 Lights** – the Clerk had contacted SCC regarding the village street lighting where five out of the eight are not working
- 6.2 **Item 2.1 Footpath marker signs** – the Clerk had received the footpath marker signs and these were distributed - complete
- 6.3 **Item 8.1 Bank Mandate** – RN to make sure his mandate is returned to the bank the new signatories can then be added. **RN**
- 6.4 **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**
- 6.5 **Item 8.5 Bank Creep** – the work has not yet been carried out. RF will contact Highways to inform them of the action to be taken and to make sure that signs are provided when the work takes place. RF/WS to liaise **RF/WS**
- 6.6 **Item 12.2.2 and item 10.1 - Use of recreation field by outsiders and parking problems.** The Clerk had spoken to the local PCSO whose shift meant that he was unable to attend a meeting. However it was agreed to fix a meeting for him to come and speak to RF/RN to discuss local problems. Car parking problems discussed under item 10 **Clerk**
- 6.7 **Item 16.2 Grit Bins** – the Clerk will email SCC to find out when these are to be refilled/repaired **Clerk**
- 6.8 **Item 7 – Broadband** – CH had distributed an email from David Warburton MP who in turn had received information from Connecting Devon & Somerset. BT are facing a number of additional engineering problems in the area which have delayed proceedings. No further details of when broadband will be upgraded in the area are available although David Warburton will continue to raise the matter with CDS and BT and lobby the relevant Ministers.
- 6.9 **Item 7.5 – Council promotion** – a flyer had been distributed around the village with no response. It was agreed to see if the noticeboard in the ‘pub could be utilised by the Parish Council for display of minutes, etc. RF agreed to speak to the publican. **RF**

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 After discussion it was proposed by RF, seconded by GS to recommend approval of the application.

8 FINANCE

8.1 **Financial Statement** - The financial statement at 14.01.16 was agreed and signed.

8.2 **Precept/Budget 2016/27** – The 2016/17 budget was discussed and agreed. It was proposed by RF, seconded by CH and agreed unanimously to keep the precept at £9,000. The Clerk will inform MDC. It was also agreed that the Clerk would approach the wind turbine company to ascertain the level of income likely to be received in the next financial year.

8.3 The following cheques were signed

- **Clerk’s Salary for the period ending 31.12.15** - £147.52
- **Witham Friary Village Hall Committee** – hire of hall £135.00 for PC meetings
- **Mark Norris Electrician** – repair to Recreation Field Car Park lights £576.00
- **PCC of Postlebury** – photocopying costs for flyers £70.00

9 DEFIBRILLATOR

9.1 A quotation had been received from the electrician for installation of the cabinet. This was accepted. The guardian of the cabinet will be RF. A form had been received from AED Locator regarding the wording to be printed on the outside of the cabinet. RF agreed to complete this and return to AED Locator. He will also collect the cabinet when ready.

RF

10 USE OF RECREATION FIELD CAR PARK

10.1 It was noted that the campervan is back parked on the Recreation Field Car Park. However from a safety point of view it was agreed that it was probably safer there than in its previous location on the road. It was agreed to email FN to seek his opinion on the possibility of levying a charge for use of the car park. It was also agreed that the Clerk would draft a letter to be sent to the owner of the campervan. This will be emailed round for Councillors consideration

11 VILLAGE HALL

- 11.1 Following the discussions at the previous meeting several Councillors had attended the Village Hall meeting in December.
- 11.2 The relocation of the kitchen to the meeting room was agreed at that meeting but the Council's point about inadequate toilet provision was addressed and new plans now include additional toilets in the rear lobby space.
- 11.3 Full costings had not been obtained but a rough estimate indicated that the proposals were affordable as none of the proposed work is structural.
- 11.4 It was agreed that the £600 previously agreed as a grant to the Hall should be kept separate from the £1000 which has been agreed to pay towards the stonework. The invoice for this is awaited.

12 COMMUNITY TRANSPORT

- 12.1 Six responses had been received from parishioners and the Clerk agreed to send these on to Mendip Community Transport. The Clerk mentioned that Mike Curtis from Mendip Community Transport had been at the recent Rural Forum at MDC. The Clerk agreed to send the presentations delivered at that meeting to Councillors for information.

Clerk

13 Witham Water

- 13.1 No issues were reported

14 RECREATION FIELD AND PLAYPATCH

14.1 Playpatch

- 14.1.1 The Clerk reported on a meeting she had attended on the previous day between herself, Helena Read and Karen Collins who is the new Local Legacy Fund Officer at MDC.
- 14.1.2 At the previous Parish Council meeting it had been agreed to allocate the wind turbine funding to the Playpatch project. It was noted that 25% of the fund is required on acknowledgement of order with a further 25% being paid on delivery and 50% on completion. The funding from MDC is for £22,000 so 25% of this will be £5,691. Karen Collins had asked that the Parish Council agree that £3,000 of the money they were contributing should be made available towards this 25% deposit with a remaining £750 kept to go towards the local work.

14.1.3 It was proposed by RF, seconded by CH with unanimous agreement to pay the £3,000 towards the deposit as suggested, with the remaining £750 being used for local work. The Clerk will email Karen Collins to confirm that the Council had made this agreement and send a copy of the minute. **Clerk**

14.2 **Recreation Field**

14.2.1 **Fencing** – a proposal had been received from EFA Construction for a line of posts instead of a fence. The Council considered this proposal but then agreed to ask for a further quotation from Grass Valet. The Clerk will also contact Shepton Mallet Landscapes for more detail on their proposal which used sleepers. RF will also speak to Mike White the carpenter regarding the benches to see how big they will be and how much it will cost to make them. **RF/Clerk**

14.2.2 **Football Dugouts** – WS reported that the football dugouts look unsightly particularly if the fencing is replaced with new. It was suggested that perhaps they could be clad in timber and the Clerk was asked to approach Shepton Mallet Landscapes for a quotation. **Clerk**

14.2.4 **Maintenance** –The Clerk will contact Shepton Mallet Landscapes to ask them to carry out maintenance on the ditch. Quotations will also be obtained for grass cutting and upkeep for 2016. **Clerk**

15 **HIGHWAYS/ROW MAINTENANCE**

15.1 **Grit Bins** – the Clerk has contacted SCC regarding refilling and repairing the grit bins.

15.2 **Bunns Lane – resurfacing** – so far this has not been done. The Clerk has contacted SCC to see when this work is likely to take place - ongoing **Clerk**

15.3 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 has contacted SCC about this.

15.4 **Blocked drains** – the Clerk has reported various blocked drains.

15.5 **Potholes** – the Clerk has reported two potholes about 20 metres south of the entrance to Sweetnap Farm

15.6 **Concrete posts** – the Clerk has reported damage to the concrete posts on the bend by Quarry Hill Farm.

16 CORRESPONDENCE

16.1 The Clerk had received the following correspondence

- MDC Heritage at Risk Register – this was discussed. There is only one building in the village currently on the MDC Register which is the Dovecote. It was agreed that there were no others which needed to be included
- SALC – Referendum principles will not apply to Local Councils
- SALC – new guidance on procurement which may impact on the Council’s standing orders and financial regulations – the Clerk will check
- Frome Town Council – invitation to an evening in Frome hosted by Frome Town Council for the Chairman and Clerk.

Clerk

17 MISCELLANEOUS AND FUTURE BUSINESS

17.1 No items identified

18 DATE AND TIME OF NEXT MEETING

18.1 The next meeting will take place on Thursday 11 February 2016 at 7.30 p.m. in the Village Hall