

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 10 NOVEMBER 2016 AT 7.30 P.M. IN THE VILLAGE HALL**

Present	Roy Featherstone (Chairman)	RF
Present	Colin Horstmann	CH
	Gregory Stevens	GS
	Richard Nickless	RN
In attendance	Anthea Brooks, Clerk	AB

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 Fred Nicholls (FN) and Will Sheppard (WS).
- 3 PUBLIC ACCESS**
- 3.1 Nothing to report
- 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 13 OCTOBER 2016**
- 5.1 The minutes of the meeting held on 13 October were agreed as a true record and signed by the Chairman. Thanks were recorded to GS for compiling the minutes in the absence of the Clerk.
- 6 MATTERS ARISING FROM THE MINUTES OF 13 OCTOBER 2016**
- 6.1 **Health & Safety policy** – the revised policy will be distributed to Councillors.
- 6.2 **Witham Water** - the Clerk will write to Fowler Fortescue to see what their future plans are.
- 6.3 **Grant for establishment of website** – The Clerk had spoken to Michael Gorman who runs the Witham Friary website and he has agreed to share the password and access codes so that the Clerk will, in future, be able to post the minutes, agendas and

RF

Clerk

Chairman

Date

Minutes 10.11.16

other information directly onto the website herself. The Chairman of her other Parish Council who is a webmaster has offered to assist with this - ongoing

Clerk

- 6.4 **Carpenter** – it as agreed to purchase a gift for Mike and his family as a gesture of thanks for his work on the benches. It was agreed that this should take the form of a donation towards an annual family pass to Longleat of £150. The Clerk will investigate further

Clerk

7 **PLANNING**

- 7.1 There were no planning issues to discuss

8 **FINANCE**

- 8.1 **Financial Statement** - The financial statement at 10.11.16 was agreed and signed.

- 8.3 The following cheques were signed

- **Clerk's Salary for the period ending 31.10.16** - £153.78
- **Mendip Community Transport** - £52.19 – contribution to bus service
- **Grant Thornton** - £120.00 – audit fee
- **Shepton Mallet Landscapes – maintenance for Recreation field and Play Patch** - £1956.00
- **Witham Friary Village Hall Management Committee** - £180.00 – hire of hall

9 **FEEDBACK FROM BONFIRE NIGHT EVENT**

- 9.1 The bonfire night event was a success and there is a wish to have something similar next year perhaps with fireworks. In the meantime the Parish Council insurance cover will be checked to ascertain exactly what it covers on a daily basis. The Clerk will provide RF with a copy of the policy. If it is necessary for attendance on a course in order to have an event with fireworks it was agreed that the Parish Council will pay for this.

Clerk

10 **WITHAM WATER**

- 10.1 Nothing to report

11 **BROADBAND**

- 11.1 CH reported that currently the Contacting Devon and Somerset website states that the postcodes and cabinets for Witham are still to be evaluated but the exchange is within the programme. Decisions on which cabinets get upgraded off the exchange will depend on the outcome of detailed surveying.

- 11.2 It was noted that the installation of the fibre ducting is due to be done by the end of November. When that is installed the database will be updated so that ISP's can contact residents to ask if they want to join their connection. BT has stated that it might take three to four months before the service is available.
- 11.3 The question about payment for connection was discussed and it was agreed that there is likely to be a fee but the amount will depend on the contract and the ISP used.

12 BUS SERVICES

- 12.1 Further information and a new leaflet giving the revised timetable had been received from Michael Gay at Wanstrow. The timetable has been amended so that the service operates once on a Wednesday rather than twice as previously. The leaflet giving the revised details was distributed through the village and put on noticeboards. RN enquired whether the service could pass through Gare Hill and agreed to speak to Michael Gay about understanding the route chosen.
- 12.2 A cheque for an amount of £52.19 was signed as the first contribution by the Council to the underwriting of this service.

RN

13 VILLAGE HALL

- 13.1 It was noted that the meeting in January will be other joint meeting with the Council and the Village Hall Committee and other interested parishioners. A discussion took place on the possibility of providing funding to the Hall in order to undertake a specific project such as upgrading the heating, redecorating etc. It was agreed that the question of the heating will need to be raised at the next meeting. CH/GS agreed to talk to the owner of the Hermitage about the cost of renewable energy

CH/GS

13 RECREATION FIELD AND PLAYPATCH

13.1 Recreation Field

- 13.1.1 RF reported that he had walked around the field with Richard Gould. It was noted that the ditches definitely need clearing out and machinery will be required to do this. Although this is on the maintenance contract it was agreed that this should be a separate item and it was agreed that RF would review the maintenance schedule to making it more detailed taking out the ditch excavation and making that a separate item.
- 13.1.2 It was also agreed that RN will speak to Nick Hutton and Richard Gould about the ditch excavation

RF

RN

- 13.1.3 **Artificial Surface** - RN reported that he had a meeting with a number of people who came to the last joint Parish Council/Village meeting. A small committee has been formed with a view to taking forward the suggestion of installing an artificial surface. The next step will be to invite companies to come in and suggest what they think is a viable facility incorporating tennis, five a side football, keep fit etc
- 13.1.4 **Tesco Bag of Help Scheme** – the Clerk had received an email from Carline McKenna, Community Enabler, Groundwork South, inviting the Parish Council to apply for funding for community projects through the Tesco Bags of Help scheme. It was agreed that the Clerk would look into this further and also explore other possible funding possibilities. Clerk
- 13.1.15 **Maintenance Costs** – future maintenance costs may rise if further facilities are installed and these will have to be budgeted for. It was noted that the bike track has been left to grow over and never maintained. It was suggested that the Football Club and Cricket Club may be asked to contribute towards the cost of maintenance once the facilities have been improved – this will not be for profit but to make sure that the Recreation Field is kept fit for purpose.
- 13.1.16 The Clerk agreed to ask a contact at her other parish for some idea of the contribution made by the clubs who use the recreation field there. RF agreed to find out how much it costs to hire school premises. Clerk/RF
- 13.1.17 **Conker Tree** – it was noted that the conker tree in memory of Sian Taylor will be planted during the weekend of 3 / 4 December. The Parish Council will pay for costs incurred. It was also noted that there is a tree on the far right of the field which was planted to mark the Queen’s birthday but is now overgrown. It was agreed that the Council would pay for a plaque to be erected on the tree and for the undergrowth to be cut back. RF
- 13.1.18 **Terms and Conditions of use** – it was agreed to remove the section about payment and then discuss with T Hyde and R Gould. RN agreed to speak to them and see if they can get together to discuss. RN

13.2 **Playpatch** – nothing to report

14 **HIGHWAYS/ROW MAINTENANCE**

14.1 The Clerk had received an email from County Roads about the Winter Service for 2016/2017. It was noted that 10 x 20kg salt bags are available for collection from the Frome Depot on the 3 December. RF agreed to collect and find somewhere for storage. The email also mentioned the filling of salt/grit bins

which will be done on a reactive basis only. The Clerk was asked to contact County Roads to inform them that ALL the bins in and around Witham need attention.

Clerk/RF

14.2 **Refurbishment of signposts** – it was noted that various signposts in the village are in need of maintenance/repainting. The Clerk informed the Council that Somerset Highways no longer undertake this work but if volunteers come forward there is a course available which will give them the necessary expertise in order to carry out this work. The Clerk will inform RF of the details. Information regarding the type of paint to be used is also available.

Clerk

14.3 Fencing at Quarry Hill Farm to be reported again where the kerb stones are protruding into the road and the barriers erected have also been knocked down.

Clerk

15 **CORRESPONDENCE**

15.1 The Clerk had received the following correspondence

- Parish Information Bulletin
- Somerset County Council – Road Closure Team – temporary closure of Holt Lane, Witham Friary from 18 November for two days to allow patching works to be carried out
- Somerset County Council – Road Closure Team – temporary closure of Wtham Hall Farm to Bunns Lane from 16 November for two days to enable patching works to be carried out.

16 **MISCELLANEOUS AND FUTURE BUSINESS**

16.1 The Clerk will work on a budget for consideration with reference to the precept for next year.

17 **DATE AND TIME OF NEXT MEETING**

17 .1 The next meeting will be on Thursday 8 December 2016 at 7.30 p.m. in the Village Hall.