

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 11 AUGUST 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
	Jim Rosser (for item 5)	JR
	Elizabeth Kefford (for item 3)	EK
	Three members of the public	

ACTIONS

1 EMERGENCY EVACUATION PROCEDURES

1.1 Emergency exits and procedures were explained

2 APOLOGIES FOR ABSENCE

2.1 There were no apologies received

3 PUBLIC ACCESS

3.1 **Incident with farm vehicle** – EK attended the meeting and gave an eye witness report of the recent incident involving a farm vehicle which had demolished a wall and porch outside the Prichard’s cottage. RF reported that he had informed the police and the HSE (as this had been an incident in working hours with implications around health and safety and training etc).

4 DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING

4.1 RF declared an interest in the item on the village hall and it was agreed that FN would take the chair for this item. There were no other declarations of interest. It was noted that the meeting could be recorded if requested.

5 VILLAGE HALL UPDATE

5.1 It was agreed that this item should be moved up the agenda and FN took the chair.

5.2 The Parish Council had received a request from the Village Hall to pay a proportion of a bill to Mark Norris Electrical Contractor covering installation of a fire alarm system in the new kitchen, lobby by the toilets and main hall. This installation was partly connected with the kitchen and toilet project but was not

originally planned or budgeted for. The proportion required would be £600 plus VAT which would be the grant normally budgeted to the Village Hall by the Parish Council on an annual basis.

- 5.3 The circumstances and request for payment were discussed and it was noted that the Parish Council legally are unable to pay part invoices – any invoices for payment have to be made out to the Parish Council and paid in full and it is then possible to reclaim the VAT.
- 5.4 After further discussion JR agreed to withdraw the request for payment of part of the invoice.
- 5.5 Councillors then agreed that the Parish Council would be agreeable to paying for a specific item, bill or improvement and if the subsequent invoice was made out to the Parish Council
- 5.6 RN proposed that a price should be obtained from Mark Norris for the purchase and installation of a storage heater in the meeting room to offset the damp problem which the Parish Council would fund. This was seconded by CH and agreed unanimously.
- 5.7 A further discussion then ensued on relationships between the Village Hall Committee and Parish Council in future and it was agreed that on a quarterly basis starting on 13 October, a joint meeting will be held to involve the Parish Council and representatives from the Village Hall and any other parishioners who have an interest in future planning for the village, this will include the proposed installation of an all-weather surface on the Recreation Field. The Clerk will place a notice in the October issue of the village magazine to inform parishioners of the joint meeting and the topics for discussion.

Clerk

- 5.8 It was agreed that the Clerk would send an email to the Village Hall Committee informing them of the joint meeting and JR will provide a list of contacts.

Clerk/JR

- 5.9 JR and two members of the public left the meeting. RF resumed the chair

6 MINUTES OF THE MEETING HELD ON 14 JULY 2016

- 6.1 The minutes of the meeting held on 14 July 2016 were agreed as a true record and signed by the Chairman

7 MATTERS ARISING FROM THE MINUTES OF 14 JULY 2016

- 7.1 **Meeting with PCSO** – RF and RN had met with Lucy Gumm, the PCSO for the village and discussed various issues including the farm vehicle movements through the village. Lucy agreed to

attend Parish Council meetings when her shift pattern allowed this.

7.2 **Health & Safety policy** – the revised policy will be distributed to Councillors. RF

7.3 **Witham Water** - the Clerk will write to Fowler Fortescue to see what their future plans are. Clerk

7.4 **Broadband** – previously BT had advised that by late August the network would be ready for relevant premises to place orders but until commissioning was complete no confirmation of which premises would benefit was available. To date no further information has been received - ongoing

7.5 **SSE Lighting** – the Clerk was asked to obtain a new quotation from SSE for the supply of power to the car park lighting Clerk

7.6 **Wicket Covers** – the Clerk had contacted Tom Hyde to let him know that the Parish Council had agreed to cover the cost of the new wicket covers. The covers are being made and an invoice will be produced in due course.

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

8 **PLANNING – status of current applications**

8.1 There were no planning applications to consider

9 **FINANCE**

9.1 **Financial Statement** - The financial statement at 11.08.16 was agreed and signed.

9.2 **Insurance** – the Clerk had received the annual premium request from Aviva for insurance. It was agreed that the insurance cover should be altered to include the Playpatch equipment (replacement cost), goalposts (£793) and the new wicket covers for the cricket club which the Parish Council have agreed to fund. The outside equipment should also include the new benches on the recreation field The Clerk will contact the insurance company for an amended quotation.

9.3 The following cheques were signed

- **Clerk's Salary for the period ending 31.07.16** - £153.78

- **HMRC (Dec – May)** £199.83
- **It's a Goal Posts Ltd** – new goal posts for Recreation Field (£793.00)

10 WITHAM WATER

10.1 Nothing to report

11 BUS SERVICES

11.1 The Clerk reported on progress on the re-establishment of a bus service through Witham Friary and confirmed that besides the Parish Councils who had already signed up to underwrite the trial period, Frome Town Council have now joined the group which reduces the equal share of underwriting for each council to a fifth of £1200 = £240 maximum.

11.2 Mendip Community Transport are carrying out dry runs of the proposed route at their cost which will enable them to provide a cost for the two route proposals. Once a cost has been decided then prices can be allocated which is what people without concessionary fares will pay. The concessionary fare recovery value has been advised as 70% with a 50% cost for children to be underwritten, the cost for ordinary travellers may have to increase somewhat to compensate.

11.3 MCT are also waiting for Somerset County Council to either provide a ticket machine or agree that a manual system is all right for use.

11.4 After the route, timings and fare have been agreed MCT will apply for the licence and each council will sign a Memorandum of Understanding. Once the licence is back a start date can be selected which it is hoped will be sometime in September.

11.5 It was agreed that the Clerk would put a notice in the September edition of the village magazine to the effect that a service will resume as soon as possible and that further details will be publicised as widely as possible. The Council also agreed as an incentive to reimburse the cost of the ticket price for users of the first bus on production of evidence of purchase.

Clerk

12 RECREATION FIELD AND PLAYPATCH

12.1 Playpatch

12.1.1 **Seesaw** – it was proposed by FN, seconded by RN and agreed unanimously to purchase the seesaw from the remaining funds. It was also agreed to purchase a gift for Helena to thank her for all the work she has put into the planning for the refurbishment of the playpatch. The Clerk will look in the purchase of something suitable.

Clerk

- 12.1.2 **Inspection** – RF will carry out a weekly inspection of the equipment. It was noted that there is a commemorative bench which is in need of renovation. It was agreed that RF would speak to Mike the carpenter about this. It was proposed by RF, seconded by WS and agreed unanimously to purchase a gift for Mike and his family as a way of extending the thanks of the Parish Council for the work he had done on the benches for the Recreation Field. The Clerk will purchase something suitable. RN will supply Mike’s email address to the Clerk. **Clerk**
- 12.2 Recreation Field**
- 12.2.1 **Goalposts** – the agreement to purchase the goalposts had been agreed via email and RF had placed the order. Delivery will be made on Thursday of next week and Karen Crossman and her husband have agreed to take over looking after them. RF will carry out a regular inspection from a health and safety aspect. The invoice for £793 has been received and a cheque issued (see Finance)
- 12.2.2. **Memorial Tree** – it was agreed that because of Sian Taylor’s involvement with the conker competition a conker tree would be the most suitable tree to plant in his memory. It was proposed by FN and seconded by RN that the Parish Council would pay for the tree and ask Jim Rosser to obtain it and plant it at the most appropriate time. RF will contact Ali Taylor to inform her of the decision of the Council and also ask Jim Rosser to organise the purchase and planting. **RF**
- 12.2.3 **Artificial Surface** – the Clerk had received some information about possible suitable installations. It was agreed that this would be discussed further at the joint meeting on 13 October. It was agreed that the joint meeting would discuss possible uses of such a surface e.g. five aside, basketball and tennis. The Cricket Club will be invited to send representatives to the meeting. **Clerk**
- 12.2.4 **Use of Field** – the PCSO officer had advised that it is a civil matter if non villagers are using the recreation field and the goal posts. The use of appropriate signage was discussed and it was noted that there is notice of conditions of use on the noticeboard which needs to be updated. RN has a key and will obtain the present notice. WS suggested that the noticeboard should be moved to a more visible position. **RN**
- 12.2.5 **Broken benches** – WS offered to remove the broken benches and other rubbish. **WS**

13 HIGHWAYS/ROW MAINTENANCE

13.1 Fencing at Quarry Hill Farm to be reported again with kerb stones are protruding into the road. The cones and barricade which has been put up to mark this problem have also been knocked down.

Clerk

13.2 **Large loads** – FN informed the Council that on Monday/Tuesday of the following week there would be delays from Bunns Lane to Quarry Hill Farm as a result of two large loads being transported.

13.3 **Hedges** – it was reported that hedges have not been cut and are causing visibility and safety problems for local traffic. The Clerk will report this to SCC Highways.

Clerk

14 CORRESPONDENCE

14.1 The Clerk had received the following correspondence

- Parish Information Bulletin

15 MISCELLANEOUS AND FUTURE BUSINESS

15.1 Nothing to report

16 DATE AND TIME OF NEXT MEETING

19.1 The next meeting will be on Thursday 8 September 2016 at 7.30 p.m. in the Village Hall.