

**MINUTES**  
**WITHAM FRIARY ANNUAL PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 11 MAY 2017 AT 7.30 P.M. IN THE VILLAGE HALL**

<b>Present</b>	Roy Featherstone	RF
	Greg Stephens	GS
	Colin Horstmann	CH
<b>In attendance</b>	Anthea Brooks, Clerk	AB
	Jim Rosser	JR
	7 members of the public	

**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), Richard Nickless (RN), Will Sheppard (WS) and Dick Skidmore (DS), District Councillor

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

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

**4 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- 4.1
- CH nominated RF to become chairman, seconded GS, agreed unanimously
  - GS nominated FN to become vice-chairman, seconded CH, agreed unanimously

**5 MINUTES OF THE MEETING HELD ON 12 MAY 2016**

5.1 The minutes of the meeting held on 12 May 2016 were agreed as a true record and signed by the Chairman.

**6 MATTERS ARISING FROM THE MEETING OF 12 MAY 2016**

6.1 **Playpatch** – RF reported that on finish of the project he had asked for a ‘signed off’ certificate but this has not been received. RF will contact him again about this. It was noted that this certificate will be required to show RoSPA who will be visiting soon to carry out their annual inspection.

**RF**

6.2 **Playpatch – plaque (10.4)** – RF will ask Helena about a possible plaque to indicate where the funding came from.

Chairman .....

Date

Minutes 11.05.17

- 6.3 **Recreation Field - All Weather Surface (12.3)** – RF reported that RN would have some quotes to bring to the next Council meeting.

## 7 ELECTION OF REPRESENTATIVES

- 7.1 It was agreed to agree representation at the next full Council meeting in June.

## 8 PLANNING

- 8.1 **2017/1102/FUL Construction of canter track for equestrian use at Little West Barn Farm, Strap Lane, North Brewham for Mrs Fiona Macintosh**

- 8.1.2 The above application was discussed. CH proposed, GS seconded and it was agreed unanimously to recommend approval.

## 9 FINANCE

- 9.1 **Financial Statement** – the end of year financial statement as at 31.03.17 was approved and signed. Proposed RF, seconded CH, agreed unanimously

- 9.2 The following cheques were signed

- **Clerk's Salary for April 2017** - £158.76
- **Mendip Community Transport** – contribution to community bus for March £65.46

- 9.3 **Approval of Governance Statement** – the Governance Statement was discussed, approved and signed.

- 9.4 **Maintenance Schedule** – Contractor 2 tasks – this will be discussed at the next Parish Council Meeting

***The Annual Meeting of the Parish Council was interrupted to allow the Annual Parish Meeting to take place***

## 10 REPORT FROM THE VILLAGE HALL COMMITTEE

- 10.1 JR gave a report on the proposed improvements to the Village Hall to which the Parish Council have agreed to contribute. This includes replacement of the rotten gable end bargeboard on the west end, painting and repairing the rest of the bargeboards/woodwork and repointing the gable end wall on the west end and installation of a drainage channel at the bottom of the wall and removal of the concrete on the interior of this wall.

- 10.2 Quotes had been received from two contractors, a third had declined, and these were discussed. RF proposed, GS

seconded and it was agreed unanimously to accept the quote from H Crabbe & Sons Ltd. However JR was asked to obtain from the company a quote which detailed only the sections which are applicable to the Parish Council and this was agreed.

10.3 JR reported that other planned improvements include sanding the floor at the west end and revarnishing and redecorating throughout the main hall in neutral shades with the beams being painted as well. The curtains are to be replaced probably in a blue colour but a final decision on this is still to be made.

10.4 **Disabled access** – because of the problem at the front with the levels, the Committee is considering upgrading the path to the back entrance to allow for disabled access.

10.5 **Kitchen** – the old kitchen is still being used for school meals which works well at the moment and provides some extra income. The Committee is considering its future long term use.

10.6 **Grant** – consideration is being given to using the grant which has been awarded for replacing both sets of sliding doors in oak and a local carpenter has been asked for a quote.

## 11 **TO DISCUSS THE POSSIBLE REFURBISHMENT OF THE RECREATION FIELD TO SUPPLY AN ALL WEATHER SURFACE**

11.1 In the absence of RN this item will be deferred until the next Parish Council meeting on 8 June.

## 12 **BROADBAND UPDATE**

12.1 CH gave some information on how to order broadband installation using the Open Reach website. It was noted that some parishioners have encountered problems when trying to order or having ordered with the actual installation. Any problems should be reported to CH who has contacts at BT and Open Reach. It was noted that the Witham Friary installation has proved to be one of the more complex that has been done.

## 13 **CHURCHYARD**

13.1 George Pritchard thanked the Parish Council for their contribution towards the maintenance of the churchyard.

## 14 **TO DISCUSS OTHER ISSUES IN THE VILLAGE WHICH MAY NEED ATTENTION OTHER THAN THE VILLAGE HALL**

14.1 RF stated that there are several jobs within the village which need doing including refurbishment of signposts where some need repainting and others have fingers missing. It was noted that Andrew Liggatt had offered to carry out work on the

- signposts and the Clerk will obtain the information on the training which is required. Clerk
- 14.2 Following on the recent railway issues one of the senior representatives had given an undertaking that they would bring a gang of men to carry out work in the village towards tidying if a list is provided of the required work.
- 14.3 Other items discussed included a competition for the design of village signs which could involve the local school and the possibility of asking Network Rail to donate some stone to make stone flower troughs. RF will approach Network Rail and give them a list of the suggestions and see what response he gets. RF
- 15 TO RECEIVE AND DISCUSS ANY OTHER MATTERS OF INTEREST FROM MEMBERS OF THE PUBLIC**
- 15.1 **Water** – it was suggested that an approach be made regarding the current levels of the reservoir bearing in mind the recent dry weather. GS reported that a system has been installed whereby if the level drops, Dave Barnett is notified. The Clerk was asked to contact MDC to see what would happen if the reservoir dropped to the extent that no water supply was available to the village. Clerk
- 15.2 **Emergency Plan** – bearing in mind the discussion on the water situation it was agreed to revisit the emergency plan
- The Annual Parish Meeting was declared closed and the Annual Meeting of the Parish Council resumed*
- 16 TO DISCUSS ANY URGENT REPORTS/ACTIONS FROM COUNCILLORS SINCE THE LAST MEETING**
- 16.1 **Carpenter** – the Clerk confirmed that she had obtained the family pass for Longleat and had sent it to Mike White.
- 16.2 **Emergency Number list** – still need to find an up to date number for use in the event of an emergency with the water supply Clerk
- 16.3 **Ditch Clearance** - ongoing WS/RF
- 16.4 **Vehicle gate – Playpatch** – this has been resolved
- 16.5 **Bus Service – Gare Hill** - ongoing RN
- 16.6 **Budget** – to be redrafted following decision on Village Hall commitment to funding Clerk
- 16.7 **Parking – Littlewoods** – response received from Somerset County Council

- 16.8 **Increase in rent for garages owned by Aster Property Management** – decision made not to write regarding these increases - complete
- 16.9 **Newsletter** – RF to see if he can find someone who would be willing to help with this – ongoing **RF**
- 16.10 **Playpatch chippings** – RF was considering a supplier for chippings for the Playpatch. However Beth Horstmann stated that she also required a substantial amount of chippings and had contacted suppliers. RF agreed to discuss this further with her. **RF**
- 16.11 **Footpaths** – GS offered to become Footpaths Officer and the Clerk agreed to pass on information regarding the contact at SCC. **Clerk  
GS**
- 16.12 **Recreation Field – ownership** – The Clerk had contacted the previous Clerk regarding this - ongoing **Clerk**
- 16.13 **Village Hall – quotes for work** – already discussed
- 16.14 **Bus Service** – the Clerk had contacted Michael Gay regarding the decision on options on discounting fares
- 17 ANY OTHER BUSINESS**
- 17.1 **Football Club** – information required regarding their insurance and fixtures for the next season **WS**
- 17.2 **Rural Forum** – now at MDC on 13 June. GS to attend.
- 17.3 **Former Piggery site** – this has been cleared but there is no information forthcoming about possible developments. RF will carry out some research. **RF**
- 17.4 **Financial Regulations/Standing Controls** – it was noted that these two documents need to be reviewed and approved. **Clerk**
- 17.5 **Asset Register** – it was noted that the asset register needs to be updated **Clerk**
- 18 THANK YOU**
- 18.1 RF closed the meeting by thanking the Councillors and Clerk for their work in assisting him over the past year. Also thanks to members of the public who attend regularly.
- 16 DATE AND TIME OF NEXT MEETING**
- 16.1 The meeting closed at 9.00 p.m. The next Parish Council meeting will take place on Thursday 8 June 2017