

**MINUTES  
WITHAM FRIARY PARISH COUNCIL MEETING  
HELD ON THURSDAY 8 JUNE 2017 AT 7.30 P.M. IN THE VILLAGE HALL**

<b>Present</b>	Roy Featherstone (Chairman)	RF
<b>Present</b>	Colin Horstmann	CH
	Gregory Stevens	GS
	Will Sheppard	WS
	Fred Nicholls	FN
<b>In attendance</b>	Anthea Brooks, Clerk	AB
	2 members of the public – Beth Horstmann, Gillian Davis	

**ACTIONS**

**1            EMERGENCY EVACUATION PROCEDURES**

1.1           Emergency exits and procedures were explained

**2            APOLOGIES FOR ABSENCE**

2.1           Apologies were received from Richard Nickless (RN)

**3            PUBLIC ACCESS**

3.1           Gillian Davis mentioned the advancement of the grass verges into the road where they are not being cut back meaning that pedestrians are forced to walk in the road – this item will be discussed further under item 14 (work to be undertaken by Network Rail in the village). She also mentioned the standard of maintenance in the churchyard and the Clerk agreed to speak to the Churchwardens about this.

**Clerk**

3.2           **Hartsmead Drain** – this still remains an issue. The Clerk will once again request that work is carried out on this.

**Clerk**

**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 20 APRIL 2017**

5.1           The minutes of the meeting held on 20 April 2017 were agreed as a correct record and signed by the Chairman

**6            MATTERS ARISING FROM THE MINUTES OF 20 APRIL 2017**

6.1           **Ditch Clearance – Recreation Field (6.2)** – in the absence of RN, WS agreed to take this action.

**WS**

- 6.2 **Emergency Number list (including Witham Water)** – the Clerk had prepared a draft list of numbers giving contact details for the Council and other emergency numbers this will be linked to the Emergency Plan being developed by RF.
- 6.3 **Vehicle Gate – Playpatch (6.4)** – complete.
- 6.4 **Bus Service (6.5)** – Mendip Community Transport have agreed to consider adding Gare Hill to the bus route and would like to identify potential users. This action will remain with RN **RN**
- 6.5 **Budget (6.6)** – following discussions on possible grants to the village hall the budget will be redrafted. **Clerk**
- 6.6 **Newsletter (6.10)** RF had been unable to find anybody willing to help out with compilation of a village newsletter
- 6.7 **Playpatch Chippings (6.11)** – Beth Horstmann had ordered 350 cu metres of chippings and RF will speak to her about obtaining a small amount for the Playpatch. **RF**
- 6.8 **Playpatch – signed off certificate (APCM 6.1)** – RF will try and contact the company who installed the equipment to obtain the signed off certificate **RF**
- 6.9 **Playpatch – plaque (APCM 6.2)** – RF has the plaque and will install it somewhere in the playpatch **RF**
- 6.10 **Former Piggery site (APCM 17.3)** – no information forthcoming
- 6.11 **Ownership of Recreation Field (16.12)** – the Clerk confirmed that the Recreation Field belongs to the Parish Council with a few conditions such as it cannot be sold on to a third party and it is for the benefit of the village of Witham Friary and its residents. Tom Hyde dealt with the purchase and the Clerk will contact him for further information. **Clerk**
- 6.12 **Footpaths (16.11)** – GS had agreed to become footpaths officer and the Clerk had passed on relevant information - complete
- 6.13 **Asset Register (17.5)** – discussed elsewhere in these minutes
- 6.14 **Football Club (17.1)** – WS will contact them with regard to information on their insurance and fixtures for next season **WS**
- 6.15 **Recreation Field – All Weather Service (11.1)** – this action remains with RN and will be deferred until the next Parish Council Meeting. **RN**

**7 PLANNING**

7.1 There were no new applications to discuss

**8 FINANCE**

8.1 **Financial Statement** - The financial statement at 08.06.17 was agreed and signed.

**8.2 Cheques for signature**

8.2.1 Unfortunately cheques for signature had to be held over until the next meeting. However Gillian Davis was reimbursed in cash for five 'bus journeys @ £4.50, an amount of £22.50 which the Clerk will reclaim at the next meeting.

**Clerk**

**9 REPLACEMENT DOG BIN**

9.1 RF reported that a contractor's vehicle had driven into the dog bin at Moorleaze and left it broken on the verge. RF has spoken to the contractor in question and has details of his insurers. It was agreed that the Clerk would contact the Parish Council Insurance company. It was noted that the access is likely to be less than the cost of the bin but it was agreed to go ahead anyway and let the insurance companies sort it out. RF will send the Clerk the relevant details and a picture. It was noted that a replacement bin would cost in the region of £200.

**Clerk**

**10 EMERGENCY PLAN**

10.1 RF reported that he would do some more work on the emergency plan ready for the next meeting. He highlighted the problem with the contact for water problems.

**RF**

**11 ASSET REGISTER**

11.1 The current asset register will be updated by the Clerk and distributed for further comment. It will be signed off at the next meeting.

**Clerk**

**12 AGRICULTURAL TRAFFIC THROUGH THE VILLAGE**

12.1 A discussion took place about the problems occurring within the village with contractor's traffic. CH proposed and it was agreed that a letter should be sent out to the people who use contractors in the area to ask them if they realise the problem which are occurring. Some issues of concern are the potential danger to other road users both pedestrians and other vehicles, mud on the road and the development of bad relationships and confrontational issues. It was agreed that the Clerk would prepare a sensitively worded letter pointing out that farmers have a legal responsibility to check their contractors

documentation and health and safety assessments before they appoint them RF proposed to go ahead with a letter, seconded FN, agreed unanimously. The Clerk will produce a draft for distribution.

**Clerk**

12.2 A list of those to be contacted was drawn up and the Clerk will send this round to make sure it is correct.

**Clerk**

### **13 WITHAM FIVE A SIDE TOURNAMENT**

13.1 It was noted that there will be Five a Side Tournament in the village on 8 July with 5/6 teams and refreshments. The event is being organised by the Conker Committee. RF has provided a risk assessment to the insurers which is covered by the Parish Council policy.

### **14 WORK TO BE UNDERTAKEN BY NETWORK RAIL**

14.1 RF reported that he had met with representatives from Network Rail following the recent disruption in the village where work was being carried out on the railway line. They walked around the village and discussed possible tasks, particularly those with a 'green' slant that could be carried out as a token of goodwill to make up for the general disruption over the last few months. The following were discussed as possibilities

- Repair/replace signposts/village name signs
- General cleaning up at sides of road and reinstatement of verges
- Clearing up of cycle track
- Clearing and digging out (using appropriate machinery) the ditches surrounding the playing field
- Repairing stile (if that is required)
- Repairing nets on sides of field
- Repair to pothole at entrance to recreation field and hedge gullies

14.2 Dan Smith from Network Rail will be discussing this with senior management and will respond as soon as possible.

**RF**

### **15 WITHAM WATER**

15.1 The Clerk had been asked to contact MDC regarding the situation in the village should the reservoir become too low to maintain a water supply.

15.2 MDC have stated that the spring supply has improved but responsibility will fall to Witham Water LLP at the Duke of Somerset's estate office and they are legally obliged to supply a sufficient water supply of adequate pressure. They would have to provide an alternative supply either by water tanker, bowser, bottled water or by overland pipe.

- 15.3 MDC reported that they had received some complaints regarding the failure of the supply during the previous weekend. The main problem seems to be communication and there needs to be a system in place of alerting the village and giving information of when the supply is likely to resume.
- 15.4 At the moment there are two options, calling Dave Barnett who may not be available and calling the estate office where a message can be left.
- 15.5 RF reported that he had spoken to Sebastien and now had a mobile number which would be incorporated into the emergency plan. RF wondered if when there are problems it would be possible to update the estate office answerphone message to provide information to villagers on how long the supply is likely to be off.
- 15.6 It was agreed to write to Dave Barnett to thank him for the work he does and for reconnecting the water supply during the recent failure.

**Clerk**

**16 BROADBAND**

- 16.1 CH gave a brief update on progress and pointed out that BT will supply the latest hub with order but this is not necessary as the old hub will work just as well.

**17 VILLAGE HALL**

- 17.1 An approximate estimate for the work on the village hall which the Parish Council had agreed to fund had been received from H Crabbe & Sons. However this does need to be confirmed as a proper quotation made out to the Parish Council and they need to be made aware that invoices will also have to come to the Parish Council. It was also pointed out that the various pieces of work do not itemise exactly the location in the village hall where they will be taking place and this needs to be updated. The Clerk will speak to Crabbe's.

**Clerk**

**18 BUS SERVICES**

- 18.1 A paper had been received from Michael Gay regarding latest information on the bus service. It was proposed that funding should continue for a further two months until the end of August. Two approaches for funding had been made to MDC and Somerset and Trudoxhill have applied to the Somerset Community Fund for a year's worth of their portion of underwriting for the bus. The Clerk will contact the Clerk had Trudoxhill for an update on progress on this.

**Clerk**

18.2 It was proposed by CH, seconded by RF and agreed unanimously to carry on funding the bus until the end of August. At this point the whole year data will be available and a report and options can be put forward for the forthcoming twelve months for discussion and decision at the PC August meeting.

**19 RECREATION FIELD AND PLAYPATCH**

19.1 **Recreation Field** – information is required from the Football Club regarding their insurance and fixtures for the next season. **WS**

19.2 **Playpatch – Slide** – WS reported that he still has the old slide and suggested it would be a good idea to try and sell it provided it is sold as seen. It was agreed unanimously that WS should go ahead and sell it.. **WS**

**20 HIGHWAYS/ROW MAINTENANCE**

20.1 Nothing to report.

**21 CORRESPONDENCE**

21.1 The Clerk had received the following correspondence

- Parish Information Bulletin

**22 MISCELLANEOUS AND FUTURE BUSINESS**

22.1 The Clerk reported that the Financial Regulations, Standing Orders and Code of Conduct will need to be approved at either the July or August meeting. **Clerk**

**23 DATE AND TIME OF NEXT MEETING**

23 .1 The next meeting will take place on Thursday 6 July at 7.30 p.m. This is one week earlier than normal and is done to accommodate an event in the church/village hall on 13 July in connection with Frome Festival.