

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 14 SEPTEMBER 2017 AT 7.30 P.M. IN THE VILLAGE
HALL**

Present	Fred Nicholls (Vice Chairman)	FN
	Colin Horstmann	CH
	Greg Stephens	GS
In attendance	Anthea Brooks, Clerk	AB
	6 members of the public	

ACTIONS

1 EMERGENCY EVACUATION PROCEDURES

1.1 Emergency exits and procedures were explained

2 APOLOGIES FOR ABSENCE

2.1 Apologies were received from Roy Featherstone (RF), Will Sheppard (WS) and Richard Nickless (RN)

3 PUBLIC ACCESS

3.1 Broadband

3.1.1 CH gave the latest update and stated that he had circulated information about the problems which Witham Friary parishioners were experiencing to Connecting Devon and Somerset and to the local MP, David Warburton.

3.1.2 Members of the public present gave information on their own problems and were asked to email them to CH and it was agreed that if any other parishioners are encountering problems they should inform CH either direct or through the Clerk.

3.1.3 It was noted that some parishioners have had their orders cancelled and it was understood that this is usually because there is a time limit after which compensation is payable

3.1.4 It was agreed that CH would compile a further dossier of complaints and would speak to Connecting Devon and Somerset again and also his BT contact in Taunton. It was noted that BT are ISO9001 Quality Management accredited and it was agreed to point out to the local MP that the service currently being provided does not meet the criteria and should be of a much higher standard.

CH

3.1.5 It was noted that it is likely that some of the parishioners are not aware that broadband is available.

- 3.1.6 RF to forward David Heath's detail to CH so that he can make contact to see if he has problems. RF
- 3.2 **Hartsmead Drain** – this still remains an issue. The Clerk will once again request that work is carried out on this. Clerk
- 3.3 **Churchyard** – the topic of the grass cutting in the churchyard was raised. It was agreed that the Clerk would speak to the churchwardens. Clerk
- 3.4 **Verges** – it was reported that the grass verges are creeping into the roadway especially on the approach to the 'pub. This might be a further item of maintenance for Network Rail to consider helping with.
- 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 10 AUGUST 2017**
- 5.1 The minutes of the meeting held on 10 July 2017 were agreed as a correct record and signed by the Chairman
- 6 MATTERS ARISING FROM THE MINUTES OF 10 AUGUST 2017**
- 6.1 **Emergency Number list (including Witham Water)/Emergency Plan** – RF had distributed the draft emergency plan and it was agreed to review this at a future meeting (November). Clerk
- 6.2 **Bus Service (6.5)** – RN will review possible use of the bus at Gare Hill if this was added to the route. RN
- 6.3 **Budget (6.6)** – following discussions on possible grants to the village hall the budget will be redrafted and distributed Clerk
- 6.4 **Newsletter (6.10)** RF still hoping to find someone who might help with the compilation of a village newsletter. RF
- 6.5 **Playpatch Chippings (6.11)** – RF will discuss with Beth Horstmann. RF
- 6.6 **Recreation Field – All Weather Service (11.1)** – RN awaiting quotes. RN

- 6.7 **Dog Bin (9.1)** – the Clerk reported that she had been in contact with MDC and details of an approved dog bin had been supplied. The Clerk will order this and installation will need to be done by the Parish Council. With reference to a larger bin for the Playpatch, the Clerk is currently in contact with Somerset Waste Partnership but a simple solution would be just to order a larger bin as per details received from MDC. **Clerk**
- 6.8 **Agricultural Traffic through the village (12.1)**
- 6.8.1 The Clerk had redrafted the letter and will send out to Councillors for agreement. When agreed this will need to be sent to local farmers asking them for the name of their contractors. It was also agreed to put something on the Facebook page asking for information from parishioners on any problems they had encountered. **Clerk**
- 6.8.2 It was noted that a new PCSO has now taken over the area in which Witham Friary is located. Her name is Olga Hapova and the Clerk will contact her with a view to arranging a meeting for her with RN/RF. **Clerk**
- 6.9 **Asset Register (11.1)** – it was agreed that the wicket covers should be added to the list. The Clerk will update for approval at the next meeting. **Clerk**
- 6.10 **Witham Water (15.6)** – it was agreed that the Clerk should write to Dave Barnett to thank him for the work he does and for reconnecting the water supply during the recent failure. **Clerk**
- 6.11 **Playpatch – Slide – (19.2)** it was agreed that WS would sell the old slide which he still has in storage. **WS**
- 6.12 **Policy Review** - the Clerk reported that the Financial Regulations, Standing Orders and Code of Conduct will need to be approved at a meeting in the autumn (November) **Clerk**
- 6.13 **Walk Around the Village (22.3)** – RF suggested a walk to identify areas which need attention. RF will try and arrange a date for this. **RF**
- 6.14 **Joint Meeting** – the October meeting will be a joint Parish Council/village organisation meeting and this will be advertised in the parish magazine, on Facebook and through the Clerk’s distribution list. Any parishioner with an item to be discussed should contact the Clerk or any Councillor.
- 6.15 **Recreation Field Noticeboard** – RF will speak to the carpenter who made the board to see if a spare key is available.

6.16 **Ditch Clearance** – RF to find out how much an Environment Survey would cost (as requested by Network Rail if they carried out the work). In the meantime WS would speak to Grass Valet to see if they would be able to do this work. WS agreed to haul away the waste. It was noted again that this work is urgent and needs to be done before the onset of winter.

7 **PLANNING**

7.1 There were no new applications to discuss

8 **FINANCE**

8.1 **Financial Statement** - The financial statement at 14.09.17 was agreed and signed.

8.2 **Deposit Account** – the Clerk had obtained the necessary form from NS&I and would be sending this off to open an account. **Clerk**

8.3 **Bank Account/BACS** – the Clerk had visited the bank to discuss BACS but had discovered that the mandate was not up to date. Apart from FN and WS, all other councillors would need to complete banking forms and take their identification into the Nat West. The Clerk would complete a new mandate form for completion at the next meeting. Once the mandate is up to date then online banking can be set up. **Clerk**

8.4 **Request for funding for the refurbishment of Witham church organ** – it was agreed that the Churchwardens would be invited to the joint meeting in October to present a case for funding towards the refurbishment of the Witham church organ. The Clerk will make sure that they are invited. **Clerk**

8.6 **Purchase of new defibrillator** – the Clerk reported that she was looking into possible funding for the replacement defibrillator. The Clerk will write to Witham Vale Farmers who purchased the original defibrillator before a replacement is bought. WS to let the Clerk have the address. **Clerk**

8.7 **Renewal of Insurance Cover** – it was agreed to enter into a three year agreement with the insurers as the premium is reduced by 5%, the level of premium would remain fairly static, only increasing if Government premium insurance rises.

8.8 **Cheques for signature**

- Mendip Community Transport – bus subsidy – July - £71.06
- Mrs A Brooks – Clerk’s Salary August - £160.29
- Grass Valet – second charge for grass cutting - £1294.00
- Gillian Davis – reimbursement of bus fares (9 weeks @ £4.50) - £40.50

9 USE OF PLAYING FIELD/CAR PARK

9.1 The Clerk reported that she had received the insurance documents for the Football team via WS. However Councillors were disappointed to learn that no formal response to the letter sent on 31 July had been received. The issues were still outstanding and needed to be resolved. It was agreed that the Clerk would try and contact the Chairman of Frome Town Robins by telephone and if necessary send another letter.

Clerk

10 PROPOSAL BY NETWORK RAIL

10.1 Network Rail had been asked to consider work in the play patch to include refurbishment of the chain mail fencing and posts, rubbing down, removing rust, repainting and replacing the bolts and shackles on the swings, replacement of the two seats and work to the coping stones which are coming off the wall. Network Rail had been in contact and asked for photographic evidence but unfortunately as RF was away and the deadline for submission was very tight, this had not been done. The Clerk will discuss this with RF and see if a date for Network Rail to undertake the work can be agreed.

RF/Clerk

11 WITHAM WATER

11.1 Nothing to report

12 BROADBAND

12.1 Discussed under 'Public Access'.

13 VILLAGE HALL

13.1 Nothing to report

14 BUS SERVICES

14.1 The Clerk is looking into obtaining funding towards the cost of subsidising the bus service from the Somerset Community Fund. Trudhoxhill have already been successful in obtaining funding.

15 RECREATION FIELD AND PLAYPATCH

15.1 Playpatch

15.1.2 Notice to be put up indicating that equipment is only to be used by children up to a certain age. The notice should include an emergency contact number in case of incidents.

RF

16 HIGHWAYS/ROW MAINTENANCE

16.1 RF reported on the lack of footpath signs near the plantation – this issue will be passed to GS. **RF/GS**

16.2 **Woodcutting at West End** – this area includes a registered green lane and is currently impassable. This will need to be monitored and the lane will need to be reinstated when work is complete.

16.3 **West End** – report to be made to Highways about the amount of mud being deposited on the road (bottom of Private Drive on the bend). **Clerk**

17 CORRESPONDENCE

17.1 Parish Bulletin

18 MISCELLANEOUS AND FUTURE BUSINESS

18.1 Nothing to report

19 DATE AND TIME OF NEXT MEETING

19.1 The next meeting will take place on Thursday 12 October at 7.30 p.m.