

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 20 APRIL 2017 AT 7.30 P.M. IN THE VILLAGE HALL**

Present	Roy Featherstone (Chairman)	RF
Present	Colin Horstmann	CH
	Gregory Stevens	GS
	Will Sheppard	WS
In attendance	Anthea Brooks, Clerk	AB
	3 members of the public – Beth Horstmann, Gillian Davis (for item 3.1 only) and Ann Howard	

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) and Will Sheppard (WS).
- 3 PUBLIC ACCESS**
- 3.1 Gillian Davis was reimbursed for the cost of the journey she took on the first occasion of the bus service being reinstated (as was agreed by the Council at that date) and for half the fare of the following week making a total of £13.50 (see cheques for signature under finance). Gill Davis then left the meeting.
- 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 9 MARCH 2017**
- 5.1 The minutes of the meeting held on 9 March 2017 were agreed as a correct record and signed by the Chairman
- 6 MATTERS ARISING FROM THE MINUTES OF 9 MARCH 2017**
- 6.1 **Carpenter (6.4)** – the Clerk stated that she had been in contact with Longleat and had made arrangements to have a family pass sent to her which she will then pass onto Mike and his family.

Clerk

- 6.2 **Ditch Clearance – Recreation Field (8.2)** – in the absence of RN, WS agreed to take this action. **WS**
- 6.3 **Witham Water (9.1)** – the Clerk had prepared a draft list of numbers giving contact details for the Council and other emergency numbers. However the Witham Water contact number as provided by FN did not yield a positive response and it was agreed that the Clerk would contact the Estates Office to obtain an up to date number for inclusion on the list. When complete the list will be posted around the village and on the noticeboards. **Clerk**
- 6.4 **Vehicle Gate – Playpatch (13.1)** – the codes for the lock are missing. RF will try the alternatives supplied by WS and if they are not successful will find another solution. **RF**
- 6.5 **Bus Service (12.3)** – 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**
- 6.6 **Budget (8.2)** – following discussions on possible grants to the village hall the budget will be redrafted. **Clerk**
- 6.7 **Parking (Littlewoods) (14.1)** – the Clerk had received a reply from Somerset Highways regarding the parking problem at Littlewoods. Unfortunately they are unable to provide any markings to help with the situation and recommend that the householder paints ‘Keep Clear’ on their driveway. The Clerk will write to the parishioner concerned. **Clerk**
- 6.8 **Network Rail (7.4)** The Clerk had drafted a letter as requested. Further discussed elsewhere on the agenda
- 6.9 **Increase in rent for garages owned by Aster Property Management (8.1)** – RF to forward to the Clerk the email he had received about this issue. The Clerk will draft a response to MDC. **Clerk**
- 6.10 **Newsletter (9.1)** The Clerk had obtained a copy of the Trudoxhill Newsletter and it was agreed that this sort of publication would be an advantage to Witham. RF agreed to see if he could find a contact who may be willing to help with such a publication. The Clerk will forward the copy to RF. **Clerk/RF**
- 6.11 **Playpatch Chippings (11.2)** – RF will contact the supplier of the Playpatch equipment to ascertain where the Parish can obtain a supply of chippings. **RF**
- 6.12 **Bus Service possible grant application - (15.1)** – Michael Gay had responded to the Clerk and stated that he has reached the conclusion that it is unlikely that the four councils could make an acceptable application to Awards for All and

furthermore it would affect any other (larger) grant application which we may wish to make to the scheme. MG reported that he was considering writing to the District Councillor, Dick Skidmore, asking Mendip to underwrite half of the cost with the Parishes covering the rest. It was agreed to support such a request. This subject is further discussed elsewhere in these minutes

- 6.13 **Footpaths (17.1)** – The Clerk agreed to contact the Footpaths Officers but in the meantime will investigate the use of volunteers to walk the paths and report problems. This method works well for other Councils and make be the way forward to Witham

Clerk

- 6.14 **Potholes (17.2)** – Various pot holes had been reported.

7 NETWORK RAIL – WORK ON LINE AT WITHAM

- 7.1 The draft letter that the Clerk had drawn up was discussed. FN stated that he had received information that Witham Friary would have a new ‘halt’ installed.

- 7.2 RF proposed that the letter was put on hold until such time as the proposed ‘halt’ is either confirmed or denied. This was seconded by GS and agreed unanimously. RF agreed to contact Tamison Painter the Community Relations /executive for Network Rail

8 ANNUAL PARISH MEETING 11 MAY 2017

- 8.1 Apologies were received from FN for this meeting otherwise the Clerk would send out the agenda and the minutes of the Annual Meeting from last year and will put an advertisement in the local village magazine.

9 PLANNING

- 9.1 There were no new applications to discuss but an area of land which has recently been cleared was noted and attempts will be made to find out who owns this.

10 PROGRESS ON LOCAL PLAN PART II – LOCAL GREEN SPACES AND SPORTS PROVISION

- 10.1 The information received from MDC was discussed. It was noted that there are two areas designated in the village, one is the Playpatch and the other is the private gardens opposite the Recreation Field.
- 10.2 It was remarked that the Recreation Field is not designated as a green space and on the accompanying list is not marked as a community facility. It was agreed that as this is used as

community space then it should be designated so. The Clerk will email the previous Clerk to ask for her recollections as to the ownership of the field. Also it would be useful to find out who owns the land around the Recreation Field.

Clerk

11 FINANCE

11.1 **Financial Statement** - The financial statement at 31.03.17 was agreed and signed.

11.2 **Cheques for signature**

- **Clerk's Salary for the period ending 31.03.17** = £153.78
- **Mendip Community Transport** - £72.59 – contribution to bus service (March)
- **SLCC** - £46.50 – half of annual subscription (shared with Leigh-on-Mendip)
- **Ms Gill Davis** - £13.50 – reimbursement for cost of first bus journey (£9) and half of second journey (£4.50)

11.3 **Audit** – the Clerk reported that audit papers had been received from Grant Thornton. Owen Hillier will be asked to carry out the internal audit as previously.

12 WITHAM WATER

12.1 Nothing to discuss

13 BROADBAND

13.1 CH gave an update on progress. Quite a few properties in Witham Friary are now marked as being available to order. To find out whether you are able to order access the Openreach website and insert a postcode and address and the information will be displayed as to whether orders are being accepted. However there are still some properties which are not able to order and some are marked 'out of programme'.

13.2 CH reported that he now had two new extremely useful contacts, one in BT Taunton and another at Openreach. Anyone having problems of not being able to order because they are marked as not in programme should get in touch with CH

14 VILLAGE HALL

14.1 Jim Rosser had supplied RF with some quotes for the various work which was discussed at the last meeting.

14.2 It was agreed that three proper quotes are required for the work which is proposed. Quotes should be like for like and should include details of the materials proposed, means of access,

scaffolding etc. RF will speak to JR.

RF

15 BUS SERVICES

15.1 A paper had been received from Michael Gay regarding latest information on the bus service. It appears that MCT have received a very low concessionary fare rebate from SCC because they are not taking into account the sum of money that parish councils added to discount fares.

15.2 SCC have further stated that in order to count towards the average adult calculation MCT must collect a full fare in cash on the bus, any less than that will reduce the average fare and therefore the rebate that is obtained for concessionary fares.

15.3 This therefore leaves two options assuming the bus service is going to continue at a viable cost, the first is to stop the discount scheme and the second would be to revert to the system where the driver issues a receipt and the passenger gets a rebate on application to the Clerk.

15.4 After discussion GS proposed and CH seconded, agreed unanimously, to adopt the second alternative. The Clerk will inform Michael Gay.

Clerk

16 RECREATION FIELD AND PLAYPATCH

16.1 **Recreation Field** – the Cricket Club had sent in their fixture list for the year and will be submitting their insurance cover shortly. The same information will be required from the Football Club.

16.2 **Playpatch** – RF reported that he carries out a regular inspection of the Field and Playpatch and there are no real concerns. However there are cracks in some of the wood on the playpatch and there are some loose coping stones on the wall which may need attention.

17 HIGHWAYS/ROW MAINTENANCE

17.1 **Hartsmead drain** - this still remains an issue.

18 CORRESPONDENCE

18.1 The Clerk had received the following correspondence

- Parish Information Bulletin

19 MISCELLANEOUS AND FUTURE BUSINESS

19.1 Nothing to report

20 DATE AND TIME OF NEXT MEETING

20.1 The next meeting will be the Annual Meeting of the Parish Council and the Annual Parish Meeting which will take place on Thursday 11 May at 7.30 p.m. The meeting in June which is scheduled to take place on 8 June (now election day) will remain on that date but will take place in the small meeting room.

20.2 The meeting finished at 9.05 p.m.