

# Witham Friary Parish Council

## Mendip District of the County of Somerset

Chairman: Hugo Brooke

Clerk: Jen Gregory 07912177288 withamfriary.parishcouncil@gmail.com

All meetings are normally open to the Public and Press

1<sup>st</sup> March 2022

To: All Members of Witham Friary Parish Council, District Cllr Gay

Dear Councillor

You are summoned to a full council meeting of the Witham Friary Parish Council on **Tuesday 8<sup>th</sup> March 7.30pm**  
The meeting will be held at Witham Village Hall.

The meeting will consider the items set out below.

*J A Gregory*

Jennifer Gregory  
Parish Clerk

## A G E N D A

### **03.22.01 Apologies for absence and to consider reasons given**

- 1.1 Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.

### **03.22.02 Declarations of Interest and Dispensations**

- 2.1 Members to declare any interest they may have in agenda items in accordance with the Council's Code of Conduct.
- 2.2 To receive written requests for dispensation for disclosable pecuniary interests.
- 2.3 To grant any dispensation as appropriate.

### **03.22.03 Minutes of the previous meeting held**

- 3.1 To confirm and sign as a correct record the minutes of the meeting held on 14<sup>th</sup> December 2021.  
Note error; precept request should be £9975.00

### **03.22.04 Matters referred to the chair**

Meeting to be suspended for a public session to enable the electorate of Witham Friary to ask questions or make comments. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to address the Chair with their question and please restrict their comments and/or questions to 2 minutes on any relevant issue. Member of the Press and public will be excluded if the Parish Council by resolution enters a confidential session

### **03.22.05 Planning Applications for consideration**

- 5.1 Update on applications from last meeting where appropriate: None
- 5.2 To consider the following planning applications: None

### 03.22.06 Finances

6.1 To present current financial statement and balance on accounts – Balance on accounts showing as £33054.56 as at 23.02.22

6.2 Bank Reconciliation Attached

6.2 To agree schedule of payments as indicated below:

Witham Friary Payment Schedule - March 2022		
Payment Method	Payee	Amount
Chq	J Gregory Clerk Salary 01.02.2022 - 28.02.2022	£225.60
Chq	PKF Littlejohn Balance Remaining (previously paid £120.22)	£119.78
Chq	Heartsafe - Defib Battery (reimburse J Knowles	£126.75
Card JG	SSE (reimbursement to J Gregory) Previous payment not received plus period Quarter 4	£188.79
Chq	Unity Bank (initial deposit) as per opening arrangements	£500.00
<b>Total Agreed at March PCM</b>		<b>£935.32</b>

6.3 Unity Bank. We have made application to Unity. We are to complete signatures and documentation enclosing the resolution agreed at the previous meeting along with an initial deposit cheque. Unity will then make the necessary transfer of remaining funds to the newly opened account

### 03.22.07 Reports

- 7.1 Chairman's Report
- 7.2 Jubilee Sub-Committee Report (Chair)
- 7.3 Highways (FN/MP)
- 7.4 Communications (CH)
- 7.5 Recreation Ground (WS/JK)
- 7.6 Play Patch (JK)
- 7.7 Footpaths (MP)
- 7.8 Friendly Society (Quinquennial supper) (FN)
- 7.9 Storm Eunice (Chair)

### 03.22.08 Network Rail update

### 03.22.09 Witham Water update

### 03.22.10 Policy Adoption and Schedule

10.1 To consider the policy documents: Risk Assessment. Health and Safety deferred to the following meeting

10.2 Schedule of policies and timeline

Standing orders ) January

Code of Conduct )

Financial Regulations ) February

Complaints procedure )

Health and Safety	)	March
Risk Assessment of the Council	)	
Village Emergency Plan	)	April
Revisit Model Publications	)	

**03.22.11 Other business referred to the Clerk**

- 11.1 Request from Clerk to attend Elections Training with SALC Cost £20
- 11.2 Keep Britain Tidy Survey – Are village litter picks planned
- 11.3 Election Nomination Packs are available
- 11.4 Mendip DC Council Tax Support Fund
- 11.5 South West Heritage - Local Heritage List: a new project to record heritage assets in Somerset and Exmoor. Later in the year to receive a formal consultation from your local planning authority regarding the Local Heritage List technical handbook
- 11.6 Receipt from Witham CC insurance documentation in line with the Terms of the Licence.
- 11.7 Witham Friary Cricket Club proposal – public forum

**03.22.12 Date of next meeting**

- 12.1 Next meeting to be held 12<sup>th</sup> April 2022

**Close**