

# WITHAM FRIARY PARISH COUNCIL

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## Mendip District of the County of Somerset

Chairman: Hugo Brooke, hugobrooke@gmail.com

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

## MINUTES

### Of Witham Friary Parish Council

Held on Tuesday 9<sup>th</sup> March 2022 at Witham Friary Village Hall

**Present:** Chair H Brooke, Cllrs J Knowles, C Horstmann, F Nicholls, M Powell

**Also Present:** J Gregory Proper Officer, plus 1 member of the public

**03/22/01 Apologies for absence**

Cllr Sheppard and District Councillor Gay gave apologies for absence.

**Resolved: Apologies accepted from Cllr Gay.**

**03/22/02 Declarations of Interest**

Members were asked to advise any Declarations of interest in today's agenda items or any pecuniary interests in line with Councils' Code of Conduct.

**Resolved: It was noted that no declarations, pecuniary or otherwise were received.**

**03/22/03 Minutes of the Previous Meeting**

To receive the minutes of the meeting held 9<sup>th</sup> March 2022.

**Resolved: Minutes of the previous meeting agreed and would be signed by the Chairman as a correct record.**

**03/22/05 Matters Arising**

None

**Public Participation**

Tom Hyde from Witham Friary Cricket Club presented more detailed proposals for the pavilion and after comment from the bid writer a new version had been circulated noting some "stylistic" changes. The bid needed to be submitted by the 31<sup>st</sup> March and the cost (although not finalised) was in the region of 16k. With the successful bid of 10k from the Jubilee Fund there would be a shortfall of circa 6k which the Parish Council may wish to consider contributing to a "community asset". He stated that he didn't feel the project would be finished by Jubilee Day however.

**03/22/06 Planning Applications**

To consider the following applications:

Noting late advice from Mendip DC which wasn't on this month's agenda an Air Flow Pump for installation at 38 The Yard would be considered at the next meeting.

**Resolved: Extension to be applied for.**

**03/22/07 Finance**

1. To receive financial statement

Bank reconciliation completed and showing figure on cashbook as £33054.56

Cllr Horstmann advised he was not happy with the Cashbook set up and felt that there were too many tabs. It was stated by the Clerk as RFO that the financial set up needed to be a workable document for her but giving full transparency to Council which she felt that was.

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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>

**Resolved: The above payment schedule was agreed**

3. Update on Unity Bank

The online application had been made by the Clerk. There was a document required for signature by the current signatories and a number of documents to produce along with a £500 deposit noted above for the initial opening of the account.

03/22/08

### Reports

#### 1. To receive Chairman's Report

The Chair stated that the Jubilee Sub-Committee was going well. A street party was arranged for the Sunday after the church service and Friendly Society March. It would be a "bring your own picnic" although picnic's would be available to order from Nicky. The Friendly Society would be having a hog roast in the pub grounds. A toast to the Queen would be made a 2pm and music would be played from the decades the queen has reigned. There would also be a lit beacon on the Thursday night and a breakfast on the Friday. Numbers were an unknown at present. It was noted that 5k was ringfenced for the event, £600 of which would be spent on jubilee mugs for the 41 primary school aged children of the village with more available by order. A full programme of events would be issued after the next meeting at the end of April

#### 2. Cllr Nicholls/Powell report on Highways

Highways have attended to drain clearing and potholes in strap lane however the spoil from such has been deposited on land owned by Cllr Nicholls. The reality being, this is considered a contamination and may affect the red tractor payment scheme. A watching brief would be made to see if this will be rectified in due course along with the potholes that have been marked but not filled on Strap Lane.

**Resolved: Watching brief of the spoil and pothole situation**

#### 3. To receive Cllr Horstmann report on Communications

It was reported there had been some training with the Clerk on the website. The Clerk felt that the system was very technical and possibly beyond her ability without considerable ongoing training and support. Much discussion was had about the system set up, compliance of such and possible costs of anything new

**Resolved: Clerk to pass on any quotations to Cllr Horstmann for him to deep dive the subject.**

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### 4. To receive Cllr Sheppard/Knowles report on the Recreation Ground

Cllr Knowles said that Roy Featherstone was carrying out a Risk Assessment on the Recreation Ground including the track. There had also been a ROSPA inspection.

### 5. To receive Cllr Knowles report on the Play Patch

Roy Featherstone was again carrying out a full inspection and Cllr Knowles was carrying out a once a week visual inspection. The see-saw seats had been ordered from Mike White and would be in wood as alternatives had been exhausted.

### 6. To receive Cllr Powell report on Footpaths

Following the last meeting the Chair felt that Cllr Powell should contact Nick Hutton regarding the outcome of the FWAG meeting and whether the need for a footbridge was necessary on the Bridleway and progress generally.

**Resolved: Cllr Powell to make contact with Nick Hutton Reference FWAG update**

### 7. To receive Cllr Nicholls report on the Friendly Society

This was covered as part of the Chairman's report on Jubilee celebrations.

### 8. Storm Eunice

The Chair advised that he had reported to MDC a number of trees brought down by the storm, some of which were resting on power cables. Inspection teams were sent indicating no immediate risk. This storm has highlighted the need for the Emergency Action Plan. Cllr Knowles stated that he was about to progress this.

03/22/09

#### Network Rail

Cllr Powell advised there was nothing to report but did receive a thank you from Martin Howard with thanks for his help with the fence.

03/22/10

#### Witham Water

Much discussion was had over the communications with Witham Water and what the village needed but required the input of Seb to make something workable, not time consuming to Seb and informative to those affected. It was agreed for Cllr Nicholls to progress

**Resolved: Cllr Nicholls to look with Seb (Witham Water) regarding a uniform method of communication with the village or key affected personnel to transmit updates.**

03/22/11

#### Policies and Council Documents

The Risk Assessment was currently with Roy Featherstone for comment. Health and Safety needed more consideration although it was suggested that Roy may be able to help with this.

Cllr Knowles was progressing the Village Emergency Plan.

03/22/12

#### Further correspondence:

Request from Clerk to attend Elections Training with SALC Cost £20

Request Granted with The Chair attending a later session next week

Keep Britain Tidy Survey

Litter picks planned for the 20<sup>th</sup> March

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Election Nomination Packs are available

Noted

Mendip DC Council Tax Support Fund

Noted and details provided on website

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

Noted

Receipt from Witham CC insurance documentation in line with the Terms of the Licence.

Noted

Presentation from Witham CC reference pavilion

Content of presentation covered in the public forum.

**Resolved: it was agreed to fund (circa 6k) towards this community asset and for the Bid to be made in the Council's name.**

Meeting closed at 9.15pm

Next Meeting 12<sup>th</sup> March 2022 at 7.30pm.

A signed copy of the minutes can be viewed by arrangement via the Parish Clerk.