

**MINUTES
WITHAM FRIARY PARISH COUNCIL MEETING
HELD ON THURSDAY 12 MARCH 2015 AT 8.00 P.M. IN THE VILLAGE HALL**

Present	Helena Read (Chairman)	HR
	Roy Featherstone	RF
	Karen Crossman	KC
	Fred Nicholls	FN
	Jim Rosser	JR
In attendance	Anthea Brooks, Clerk	AB
	Ann Howard	
	Andrew and Valerie Nicholson	
Apologies	Will Shepherd	WS

ACTIONS

- 1 EMERGENCY EVACUATION PROCEDURES**
- 1.1 Emergency exits and procedures were explained
- 2 PUBLIC ACCESS**
- 2.1 Nothing raised
- 3 APOLOGIES FOR ABSENCE**
- 3.1 Apologies for absence were received from Will Shepherd
- 4 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4.1 There were no declarations of interest or requests for dispensation
- 5 MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2015**
- 5.1 The minutes of the meeting held on 12 February 2015 were agreed as a true and accurate record and signed by the Chairman.
- 6 MATTERS ARISING FROM THE MINUTES OF 12 FEBRUARY**
- 6.1 **Item 6.1 Bank Mandate** – RF and HR to complete their individual mandates and return to National Westminster Bank in order that they can become signatories. The mandate from the Council was signed and the Clerk will return this to the bank - ongoing
- 6.2 **Item 6.4 Turbine Money** – JR had given the Clerk the contact details for Distgen and the Clerk had written but so far without response - ongoing

**Clerk
RF/HR**

Clerk

Chairman

Date

Minutes 12.02.15

- 6.3 **Item 6.5 Witham Water**
- 6.3.1 The Clerk reported on a telephone conversation with Sarah Whittingham, the Technical Assistant for Public Protection at MDC. It was noted that if there are problems with the water supply then this should be reported to MDC so that they can build up a dossier of complaints. If problems are reported direct to Fowler Fortescue then MDC are not aware of them. Parishioners should contact Sarah Whittingham on 01749 341487 at MDC or sarah.whittingham@mendip.gov.uk all complaints will be treated confidentially. It was agreed that these details would be sent round to the distribution group by the Clerk and also added to the village Facebook page. **Clerk**
- 6.3.2 **Overground pipe** – the Clerk had also discussed this with Sarah Whittingham and it was noted that Ben Jukes has stated that this work will be done during April/May. However a road closure will have to be applied for and so far this has not been done. MDC will be in contact with Fowler Fortescue regarding a timescale for completion of this work.
- 6.3.3 The Clerk had also spoken to Ben Jukes who has offered to set up an email message system to alert parishioners when there is likely to be a problem with the water supply – the Clerk will monitor whether this happens. Ben Jukes had also offered to attend a Parish Council Meeting.
- 6.4 **Item 6.6 – Gift for outgoing clerk** – HR updated the councillors on progress. All agreed to contribute to the gift - ongoing **HR**
- 6.5 **Item 6.9.1** The Clerk had an advertisement for a new PPLO (Parish Path Liaison Officer) which will be put up in the village and in the magazine **Clerk**
- 6.6 **Item 6.9.2** There are still problems with potholes which the Clerk has reported to Highways **Clerk**
- 6.7 **Item 6.10 Declarations of Interest on MDC website** – HR and WS declarations of interest are still not on the website. The Clerk will investigate and send the information again. **Clerk**
- 6.8 **Item 9.2.1 Health & Safety Policy** – to be discussed later on the agenda
- 6.9 **Item 9.2.5 – DSE Equipment** – RF was to have done a presentation to the Council but this has now been postponed and will be rescheduled.

- 6.10 **Playpatch Equipment** – the Clerk had ascertained that Councillors are allowed to undertake small urgent repairs within a reasonable budget as long the agreement is made by Council and minuted.
- 6.11 **Item 10.1 Dog Litter** – RF had drafted an article about the dangers of dog litter to the public. It was agreed that Councillors should make comments back to RF on this who would amend and then redistribute for agreement at the next meeting. The article will then be placed in Postlebury News and on the Facebook page with a possible leaflet drop around the village taking place. RF
- 6.12 **Item 11 – Recreation Field and Playpatch** – matters arising to be dealt with under this agenda item
- 6.13 **Item 11.5.2** – the Clerk had written to Shepton Mallet Landscapes awarding them the maintenance contract for the Playpatch and Recreation Field. The Clerk had also written to the Grass Valet company asking them for an invoice for any work undertaken since payment of their last invoice.
- 6.14 **Item 11.6.1 Car park lights** – RF had contacted Gary Emery about a quotation for the work on the car park lights who will speak to JR about the specifics of the work. JR/RF
- 6.15 **Item 12 Highways/RoW Maintenance**– matters arising to be dealt with under this agenda item
- 7 PLANNING**
- 7.1 **Application 2015/0288/FUL Erection of two agricultural buildings at Henleaze Farm, Holt Lane, Witham Friary, Frome for Mr & Mrs Jenkins**
- 7.1.1 Andrew Nicholson as a local resident living near the proposed application site gave a short presentation and asked the Council to consider refusing permission.
- 7.1.2 After discussion the Council recommended that the application be refused for the following reasons
- the current storage facilities on site should provide enough space, the Council could not see a reason for more storage to be required
 - The application has an error under the ‘assessment of flood risk’ where the question – is your proposal within 20 metres of watercourse – has been marked ‘No’. In fact the proposed storage facilities are within 20 metres of a drain which drains into a tributary and thence into the River Frome

- A previous application for storage was recommended for refusal by the Council but MDC over-ruled this. The reasons for recommendation for refusal have now come to fruition.
- The Council are aware of the concerns of local residents who have already written to MDC and objected because they are worried that granting more storage facilities could lead to an expansion of the current pig unit thereby increasing the current issues of smell, noise and flies as well as access to the highway causing damage to an adjacent river bridge.

7.2 **Status of Current Applications**

7.2.1 It was noted that the applications listed below were both pending consideration.

- **Application 2014/2576/FUL** Installation of 208 Solar PV panels (ground mounted) at Gibbons Farm, Holt Lane, Witham Friary for Mr Seth Tabatznik
- **2014/2354/FUL** Change of use from a mixed C3 dwelling/equestrian use to use as a holiday home with guest facilities, introduction of a new residential staff cottage and neighbouring management office, refurbish one existing equestrian barn with communal leisure space for visitors and guests and remove two existing equestrian barns at Gibbons Farm, Witham Friary for Ms Lara Tabatznik

8 **FINANCE**

8.1 The following cheques were signed

- **Clerk's Salary for the period ending 28.02.15** - £132.65
- **Somerset Society of Local Council Clerks** – annual membership £38.50 (half payment with Leigh-on-Mendip Parish Council)
- **Southern Electric** – car park lighting £17.91
- **The Landscape Group** – replacement litter picker £32.60
- **Witham Friary Hall Management Committee** – hall hire 13 meetings to March 2016 £195.00
- **Jim Rosser** – work carried out in recreation field £45.00
- **The Play Inspection Co Ltd** –£143.88 – note this cheque has not been issued and has been held over for further consideration of the report to which it applies

8.2 **Internal Auditor** – The Clerk agreed to contact Mr Owen Hillier to see if he was prepared to audit the accounts.

Clerk

9 COUNCIL POLICIES

- 9.1 **Health and Safety Policy** – the amended policy was discussed. It was proposed by FN and seconded by KC, agreed unanimously to adopt the policy.
- 9.2 **Financial Regulations** – the policy had been distributed prior to the meeting. JR proposed, HR seconded and it was agreed unanimously to adopt the policy.

10 SOMERSET LOCAL AUTHORITIES' CIVIL CONTINGENCIES UNIT – EMERGENCY COMMUNITY CONTACTS

- 10.1 The Clerk had received a letter from Somerset Local Authorities' Civil Contingencies Unit asking for emergency community contacts in the village. This arose after the flooding problems in 2013/14 when some affected communities were unsure who to contact within local government about the emergency. The SLACC invites Parishes and Towns across Somerset to nominate at least three people to act as contacts who must be able to speak with authority on behalf of the Council, community or geographical area. The contacts should be able to give current information about how any emergency is affecting the area and any problems which may require help.
- 10.2 The main role of the emergency contact would be
- To be a nominated point of contact during emergencies
 - To liaise with parish and Town Councils
 - To liaise with local residents, i.e. neighbourhood watch
 - Be able to identify and pass information about vulnerable residents
 - Identify severe and dangerous road conditions restricting transport
 - To gather, receive and pass information from and to the community
 - To have good communication via access to phones, email and internet
 - To be located within the parish
- 10.3 It was agreed to send the above information to the distribution list to see if anyone was willing to come forward and Councillors would also see if they knew anyone who would be suitable. The Clerk has a form to complete with details when individuals are identified.

Clerk

11 RECREATION FIELD AND PLAYPATCH

- 11.1 **Goal Posts** – KC had spoken to Richard Gould about getting the goalpost secured. So far this had not happened. KC will do a reminder but it was agreed to follow this up with a letter if nothing happens within the next two months.

- 11.2 **Scaffolding Poles** – JR reported that he had carried out the work to remove the two unsafe poles. He also undertook extra work including removing rubbish from behind the nets which he took away. He also pulled out an old roller which was dumped in the gulley – the Cricket Club will have a look at this and if it is unusable will make arrangements to remove it.
- 11.3 **Play Inspection Co**
- 11.3.1 Following the recent inspection several items were noted which had not been itemised by the Play Inspection Company. RF had written to them and the response was that their report covered equipment in the field and that was the extent of the service requested.
- 11.3.2 RF reported that he had spoken to the Managing Director and also to their Institute – RPII. Both had said the contract was to inspect the play equipment and anything else was outside the scope of the contract. However the Council felt that the scaffolding poles and goal posts were part of the equipment and that whilst inspecting equipment it would be sensible to report something else which was obviously dangerous.
- 11.3.3 It was agreed that the Clerk would contact the previous Clerk to see if there was a contract with the Play Inspection Company and if so what this covered. Clerk
- 11.3.4 RF stated that when the new Play Patch equipment is installed it would need to be inspected and commissioned and he would be happy to accompany the inspector when the commissioning takes place and also carry out intermediate inspections.
- 11.3.5 The Council agreed to carry on with-holding payment until this situation is resolved but unless it can be proved that the contract was not followed then this will have to be released.
- 11.3.6 The Council also agreed that RF will write to the Play Inspection Company again with a copy of the letter sent to RPII. RF will also look into the role of RoSPA within this situation. RF
- 11.4 **Playpatch**
- 11.4.1 HR reported that Outdoor Play South West had come back with some quotes.
- 11.4.2 **Bin emptying** – JR spoke to Mick Clark who empties the bins weekly and is happy to carry on. It was noted that Deborah Gibson had agreed to empty the bins at a previous meeting so she would need to be informed. Clerk

- 11.5 **Recreation Field**
- 11.5.1 **Grass Cutting** – JR had been informed by the Cricket Club that grass cuttings from the wicket are to be placed into a compost bin in future.
- 11.5.2 **Cricket Fixtures** – KC/JR will speak to Tom Hyde to get a copy of the Cricket Club insurance. KC/JR
- 12 HIGHWAYS/ROW MAINTENANCE**
- 12.1 **Bank Creep** - JR reported that he had spoken to Highways about this work who were happy for this to be undertaken by someone under the direction of the Parish Council but want to be informed when the work is to be done.
- 12.2 WS had agreed to undertake the work from Kerry Grove to the corner for a charge of £90 and had checked his liability insurance. A mini digger may be required for the section between the rail bridge and the railway entrance. JR/RF will sort out a risk assessment. JR/RF
- 13 CORRESPONDENCE**
- 13.1 The Clerk had received the following correspondence/information
- Parish Bulletin (already distributed)
 - Email from St John Ambulance asking for a donation.
 - Email regarding the outcome of the Somerset Library Services Review and Consultation.
- 14 MISCELLANEOUS AND FUTURE BUSINESS**
- 14.1 **Meeting time** – it was proposed by KC and seconded by HR and agreed unanimously that in future meetings would commence at 7.30 p.m.
- 14.2 **Broadband** – JR had noticed a BT van in the village which was carrying out an assessment. There may be cash available from the Government to help with this but it is a closed system and there is nothing the Council can do to influence the situation.
- 14.3 **Witham Water** – it was agreed that Witham Water would be a standing item on the agenda
- 14.4 **Future business** – there were no requests for future business.
- 15 DATE AND TIME OF NEXT MEETING**
- 15.1 The meeting closed at 9.30 p.m. The next meeting will take place on Thursday 9 April 2015 at 7.30 p.m. in the Village Hall.

