



# Queen Camel Parish Council

**COUNCILLORS:** You are **SUMMONED** to attend the **ANNUAL MEETING** of the **PARISH COUNCIL** to be held in the Marples Room of the Memorial Hall on **Monday, 18 May 2015 at 7.30pm**

## AGENDA

### Welcome & Introduction

1. To receive Councillors' Declarations of Acceptance of Office
2. Election of Chairman and Acceptance of Office of Chairman
3. Election of Vice Chairman
4. Co-option of Councillors to fill Casual Vacancies
5. To review Councillors' portfolios
6. To review the Terms of Reference of Parish Groups
7. To inspect any deeds and trust investments in the custody of the Council as required.  
Includes Poor's Charity – see 08.4 for Council resolution.
8. To agree a schedule to review the Council's Policies & Procedures

### Public Session

#### 9. Apologies

#### 10. Declarations of Interest – Dispensations relating to PFC

#### 0515.01 Minutes of Extraordinary Meeting 30 April 2015 to be approved and signed

#### 0515.02 County & District Councillors' reports

#### 0515.03 Police & Safety matters

03.1 Police Report – PCSO TM

03.2 Safety Group

- Safety Group/NW will be included in June report on Community Plan 2005 (see 0515.06)
- S.I.D. – CB to report
- Flood Shed – Discussion relating to email from Nick Howman, Chairman of Flood Committee dated 10 May 2015. Email circulated with Agenda.

#### 0515.04 Highway's matters

04.1 Drains and pavements – CR to update.

04.2 Ownership, boundary, classification and legal rights of way, as applicable, to the 'rough' car park adjacent to the playing field and Green Lane north and south – CR to update.

#### 0515.05 Planning Applications

05.1 New applications to consider - None

05.2 Updates received since last meeting – None

05.3 Applications ongoing:

*For information* – 14/00215/FUL – Land at Southfield Farm, Yeovilton – Revised Scheme for Solar Park – ongoing – decision expected 21 April 2015

#### 0515.06 Parish Group Reports – June Report on Community Plan 2005 will cover each of these:

06.1 Communications

- 06.2 Environment – bench for The Glebe (to agree on slats / fixings)  
 06.3 Frontrunner (PDG)

**0515.07 Other Reports**

- 07.1 CLT  
 07.2 PFC Lease  
 07.4 Queen Camel Solar Park – update from CR  
 07.5 Cleaveside House (Old Health Centre) - update from CR  
 07.6 Primrose Lane Development - meeting at Trent 15 April 2015 – report from CB  
 07.6 SSDC Leisure Policy consultation – report from CB (copy circulated with Agenda)

**0515.08 Financial matters**

- 08.1 Payments received -

	None
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- 08.2 Payments made -

Playing Field Committee - Grant	£2667
Parochial Church Committee - Grant	£1458
3 <sup>rd</sup> Sparkford Scout Group - Donation	£250
Sparkford Copse Trust - Donation	£100
QC Cricket Club – Youth - Donation	£500

- 08.3 Payments to be approved -

Terry Philpott (Locum Clerk) – Invoice dated 26 March 2015	£100.80
PC Insurance renewal with Aviva through Came & Co (invoice and policy cover circulated with Agenda)	£346.50
SALC Good Councillors Guide (10 hard copies)	£25.45
Clerks Expenses – toner cartridge / paper / postage	£69.04
CB expenses (for Environment Group)	£44.94
SALC subscription renewal fee (invoice circulated with Agenda)	202.50

- 08.4 Banking –

- Update regarding Community Benefit Fund – CR.
- PC resolution required regarding transfer of funds from Poors Charity to Community Benefit Fund
- PC resolution regarding bank signatories – removal of signatures of previous Councillors, agreement on new signatories and agreement on payments pending new signatories

- 08.5 PC Income & Expenditure & Budget Update 2014/2015 – next circulated July 2015

- 08.6 Internal Audit - 2014/2015 – John Calvert’s report on completion. PC resolution on Internal Auditor engagement for 2015/2016

- 08.7 External Audit – 2014/15 – accounts to be signed by Chairman

**0415.09 Incoming Correspondence (not included above) - None**

**0415.10 Advance Notices – of external and Parish Council meetings and training –**

- ‘Our Place Programme’ Course, Martock, 20th May 2015 at cost of £10.00 per person – Details circulated with Agenda.

**0415.11 Matters for report or for the next agenda**

**0415.12 To confirm the date of the next meeting for Monday, 8<sup>th</sup> June at 7.30pm**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual discrimination, marital status, and disability) Crime and Disorder, Health and Safety and Human Rights. Members are reminded that any significant interests over £25 must be registered.

**Christine Richardson**  
**Clerk/RFO to Queen Camel Parish Council**