



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, 14th May 2018 at 7.30pm**

AGENDA

Procedural Items

1. Welcome and Introduction
2. To elect a Chairman for the year 2018-19.
3. To elect a Vice Chairman for the year 2018-19.
4. To draw attention to the rules of debate set out in the Council's Standing Orders.
5. Public session - to listen to members of the public and answer their questions
6. Apologies - to note those Councillors unable to attend
7. Declarations of interest - to register Councillors' interests relating to Agenda items and remind Councillors to review their Declarations of Interest.
8. To adopt Terms of Reference for the Planning and Council Finance & Risk Committees.
9. To appoint members and Chairmen for the Planning and Finance & Risk Committees.
10. To adjust the wording of Standing Orders to accommodate Council Committees.
11. To appoint Lead Councillors for 2018-19 and review their roles.
12. To confirm dates: Council meetings (2018-19) and Annual Village Meeting (2019).
13. To consider deferring reviews of Council Policies and Procedures, Parish Group Terms of reference, and Deeds in the custody of the Council.
14. To confirm as correct the minutes of the meeting held on 9th April, 2018

Business Items

01 [0418] County and District Councillor's report - to hear and question as appropriate

02 [0418] Crime and Safety - to report, consider and take action as appropriate

03 [0418] Updates - to review unresolved matters and table motions as appropriate: none

04 [0418] Highways matters:

1. A303 Sparkford to Ilchester Dualling scheme:

1. To report back on meeting of SCC Scrutiny Committee (JB)
2. To note correspondence from Highways England

2. Traffic Restriction Order (confirmed on 19th April 2018): Weight restriction (7.5t) on Blackwell Lane, Traits Lane and Wales Road.

3. Green Lane (South): To note whether Green Lane is "a road maintainable at public expense" for which Somerset County Council Highways Department (Highways) has statutory responsibility, or whether maintenance by Highways in the past has been an act of goodwill.

05 [0418] Planning Applications:

1. New planning applications: None
2. Update on planning applications previously heard: None
3. Planning applications in neighbouring parishes:
17/04916/OUT Land adjacent to Fletcher Moss, Sparkford Hill Lane.
Erection of 4 dwellings: update on amended proposals.
18/00810/OUT Cherry Pie Lane, Sparkford. Residential development of up to 50 dwellings and associated works (outline): update on response from Sparkford Parish Council.

06 [0418] Councillors' reports and motions:

1. To review final arrangements for the 2018 AVM (SS)
2. To consider a Parish Council objectives for 20128-19 (JB)
3. To take note of the Playing Field Committee AGM (AH)

07 [0418] Other reports and motions:

1. Neighbourhood Plan (NP) – To note two Neighbourhood Plan Steering Group reports: *Housing Review Analysis* and *NP Options Consultation*.
2. To respond to the NP Steering Group request for leave to have the Playing Field officially designated a Local Green Space (PPC).
3. Community Land Trust and Old School site (CB)

08 [0418] Clerk's report: Data Protection Bill and General Data Protection Order – update

09 [0418] Finance:

1. Receipts:

£16,554	SSDC	Precept 2019-20
£80	SSDC	Grant 2019-20
£1	PFC	Playing Field rent 2019-20

2. Payments to be agreed:

£3950	Playing Field Committee	Grant
£2258	Parochial Church Council	Grant
£1620	Memorial Hall Committee	Grant
£250	Camel Guides	Donation
£250	Sparkford Copse	Donation
<£443	Came & Co	Insurance
£90	Parish On line	<i>Get Mapping</i> subscription
£588	Dorset Planning Consultant	NP drafting (fees and expenses)
£62.85	Officewyse	Office expenses (cartridges)
£375.86	P.Pender-Cudlip	Salary

3. **Bank transfer** from current account to deposit account: £509.92 (balance of 2017-18 receipts less 2017-18 payments).
4. **To adopt the 2017-18 accounts.**

5. **The complete the Annual Return**
 1. **Internal Auditor's report** – to note
 2. **Annual Governance Statement** – to confirm and sign
 3. **Annual Accounting Statement** – to confirm and sign
 4. **Account variances** – to review
6. **To review the asset register**
7. **Neighbourhood Plan funding** – update on *Frontrunner*.
8. **Online banking** – update
9. **Financial Regulations** – to consider suggested amendments (SS)
- 10 **[0418] Incoming correspondence:** Environment Agency (Flood Warning service), Bab Cary Parish Council (A303), Somerset Rivers Authority (2018-19 programme), Information Commissioner's Office (briefing), Countess Gytha School (consultation on Academy status), SSDC (revised planning application procedure for 10+ dwellings), Somerset Live (Somerset Village of the Year Competition), Calor Rural Community Fund (Grant scheme), Local Government Boundaries Commission for England (South Somerset warding recommendations).
- 11 **[0418] Advance Notices:** Annual Parish Meeting (Annual Village Meeting), Friday 18th May, 6.30pm for 7.00pm, Memorial Hall.
- 12 **[0418] Agenda items for next meeting**
- 13 **[0418] Matters arising post-Agenda** - for information only
- 14 **[0418] Next meeting of the Parish Council** - 7.30pm on Monday 11th June, 2018 in The Marples Room.

Signed:

Patrick Pender-Cudlip
Clerk and Responsible Financial Officer
queencamel.clerk@gmail.com

Date: 8th May, 2018

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.