



Queen Camel Parish Council

MINUTES of the **PARISH COUNCIL MEETING**
held in The Marples Room at the Memorial Hall
on **Monday 9th April 2018** at **7.30pm**

Present: Councillors **John Brendon (JB)** – Chairman
Chris Bennett (CB)
Bryan Norman (BN)
Jo Pender-Cudlip (JPC)
Kit Stapely (KS)
Simon Stapely (SS) – Vice Chairman

Apologies: **John Carnegie (JC)**
Andrew Hoddinott (AH)
Zelda Sowerby (ZS)

In attendance: **Patrick Pender-Cudlip (PPC)** - Clerk
Mike Lewis (ML) – District & County Councillor
1 member of the public

Procedural Items

1. **Welcome and introduction** - JB opened the meeting, welcoming Councillors and members of the public.
2. **Public session** - No member of the public wished to speak.
3. **Apologies** - JC, AH and ZS sent apologies for being unable to attend.
4. **Declarations of interest** - There were no declarations of interest.
5. **Annual Village Meeting** - SS urged the leaders of parish organisation and businesses who had not yet contacted him to do so to ensure they are properly represented at the meeting.
It was RESOLVED 5-1-0 [for-against-abstained] that residents attending the Annual Village Meeting would be given a complimentary drink as in previous years.
[Clerk's note: *The District and County Councillor's report was discussed at this point but for the sake of clarity it is minuted below under 01[0418]*].
6. **Finance & Risk and Planning Committees** - The Council agreed to defer consideration of draft Terms of Reference until the next meeting.
7. **It was RESOLVED 6-0-0 that the minutes of the meeting held on 12th March, 2018 be confirmed and signed as a true and accurate record.**

Business Items

01 [0418] District and County Councillor's report:

1. ML explained that *Connecting Devon and Somerset*, an organisation representing South Somerset District Council (SSDC) and others negotiating Broadband provision across the South West, was in discussions with providers about bringing Superfast Broadband to the c.14% of subscribers who were not yet connected. He pointed out that although Superfast Broadband has been locally available for a considerable time subscribers need to contact their provider to get connected.

2. ML noted that the Somerset County Council (SCC) Library Service Consultation has been extended until June. **[Clerk's note: Planning applications were discussed at this point but are minuted below under 04[0418]].**

02 [0418] Crime and Safety - two cases of violence or sexual offences were reported for Queen Camel in February 2018.

03 [0418] Updates:

1. **SCC land** – The Council's enquiry about a possible Community Asset Transfer (to the Council) of SCC land at the playing field had been forwarded to SCC's Corporate Property Team for a response. If this is not forthcoming shortly PPC will follow it up.
2. **Playing Field - Committee (PFC)** - Councillors were encouraged to attend the PFC's Annual General Meeting on 12th April.

04 [0418] Highways matters:

1. **A303 Sparkford to Ilchester Dualling scheme:**

1. JB reported that he and BN had attended meetings with Sparkford and West Camel representatives to draft a joint Statement from the three Parish Councils. **It was RESOLVED 5-0-1 that the Chairman should sign a joint Statement from the Parish Councils of Sparkford, Queen Camel and West Camel, copied to David Warburton MP, urging Highways England (HE) to attend to the concerns expressed by the Councils in their several responses to the Statutory Consultation.**

2 It was agreed that HE should be encouraged to pay particular attention to the likely effects on local communities of design features including the location and layout of junctions.

2. **Traffic Restriction Order (TRO)** - It was noted that SCC Highways had applied for a TRO imposing a 7.5 tonne weight restriction on Blackwell Road, Traits Lane and Wales Lane and would be installing appropriate road signs warning that the roads are narrow and unsuitable for large or long vehicles.

05 [0418] Planning Applications.

1. New planning applications - None

2. Update on planning applications previously heard:

18/00218/FUL Shell Filling Station, Camel Hill. Demolition of filling station, forecourt and ancillary retail unit and erection of replacement filling station, forecourt retail unit and ATM, with parking. Granted, with conditions.

18/00197/FUL Shell Filling Station, Camel Hill. Erection of single-storey drive through coffee shop with associated access and parking. Granted, with conditions.

It was noted that one of the planning conditions requires details of traffic flow and signage within the site and between the site and the A303 to be submitted to and agreed in writing by the Local Planning Authority.

18/00659/TCA Alderley House, Englands Lane Notification of intent to carry out tree surgery work on 1 tree within Conservation Area. Permitted.

3. Planning applications in neighbouring parishes:

18/00810/OUT Cherry Pie Lane, Sparkford. Residential development of up to 50 dwellings and associated works (outline). After a discussion

It was RESOLVED 6-0-0 to support concerns expressed by Sparkford Parish Councillors about the development's likely impact on surface water and foul water drainage and possibly an increased risk of flooding on the river Cam.

06 [0418] Councillors' reports and motions - none

07 [0418] Other reports and motions

1. Neighbourhood Plan (NP):

1. BN reported that the Neighbourhood Plan Steering Group (NPSG) is currently reviewing the NP Vision, Aims and Policies. It is waiting for various official bodies to respond to queries and is around three months behind schedule.
2. In response to a request from the NPSG for authority to designate the Playing Field as a Local Green Space (LGS) the Council directed the Clerk to look into the long term implications of LGS designation and any possible conflict with the Playing Field's Dedication under the Fields in Trust (FIT) scheme.

[Clerk's note: LGS designations are reviewed along with the other elements of Local and Neighbourhood Plans when the Plans themselves are renewed. Because FIT Dedication is independent of politically controlled planning policy it is said to offer greater protection than LGS designation but even if LGS designation is considered redundant it would do no harm. National Planning Policy Framework Practice Guidance confirms that green spaces which are already protected do not necessarily benefit from LGS designation.]

2. **Old School site** - CB explained that discussions are continuing between the Queen Camel Community Land Trust (CLT) and SCC about the CLT's possible acquisition of the Old School site through a Community Asset Transfer.
3. **Data Protection regulations (GDPR)** - PPC advised that the Council would be in a better position to appreciate the implications and challenges of GDPR after Councillors and Clerk have attended SSDC briefings in the coming weeks.

08 [0418] Clerk's report:

1. A resident troubled by trespassers (who apparently believe, mistakenly, that they have a right to cross private property to get to the river) and worried about child safety was advised to look to the Police and Local Authorities for further advice.
2. A report that the Parish Council was asked to take over the balance of the Jubilee Fund (c.£1k.) and that it declined to do so is incorrect in both respects but the group which raised the money and organised the Jubilee Celebrations in 2012 is understood to be planning to spend the balance on a community event in 2019.

09 [0418] Finance:

1. **It was RESOLVED 6-0-0 that the following payments be made:**

| | | |
|--------|-----------------|-------------------------------------|
| £19.95 | OfficeWyse | Office expenses (printer cartridge) |
| £87.39 | J.Pender-Cudlip | Website expenses (McAfee) |

2. **Bank transfer** - On 31st March 2018 £9,044.58 was transferred from the Current bank account to the Reserve bank account. This sum represents a transfer to reserves of £13,582.91 [accumulated surplus at 31st March 2017] less a transfer from reserves of £4,538.33 [to pay for the Memorial Hall fridge, the Office printer and the mechanical roller for the playing field].
3. **Appointment of internal auditor:**
It was RESOLVED 6-0-0 to accept with gratitude an offer by John Calvert to carry out an internal audit of the Council's accounts for the Annual Return.
4. **Preparation of 2017-18 accounts and Annual Return** - PPC reported that the new Government-appointed external auditors, PKF Littlejohn, have confirmed that the Annual Return and supporting documentation can now be submitted via email.

5. **Frontrunner funding** – PPC reported that SSDC has agreed in principle that 90% of the fees and expenses of the NP planning consultant and other NP expenses can be met out of *Frontrunner* funding.
6. **Online banking** – Natwest has not yet completed the necessary arrangements.
7. **Financial regulations** – It was agreed that when the Finance and Risk Committee was established it would review the Financial regulations and submit its recommendations to the Council for approval.

10 [0418] Incoming correspondence - Communications were received from: SSDC (Open Spaces survey, Consultation on Local Government ethical standards, Annual Meeting for Town & Parish Councillors), Babcary Parish Council (the A303 Dualling scheme) , Chilton Cantelo Parish Council (Parish Plan questionnaires), Mudford Parish Council (Speed Indicator Devices) and Somerset Association of Local Councils (voting protocols).

11 [0418] Advance Notices: Annual Village Meeting on Friday 18th May at 6.30pm in The Memorial Hall; Annual General Meeting of the Playing Field Committee on Thursday 12th April at 7.00pm in the Marples Room; Annual Meeting for Area East (South Somerset) Town and Parish Councillors, 7pm on Monday 23rd April in the Council Offices, Wincanton.

12 [0418] Agenda items for next meeting (Annual Meeting of the Parish Council): Elect Chairman and Vice-Chairman, review Councillors' declarations of interests, review rules of debate, review annual accounts 2017-18, complete Annual Governance and Accountability Return 2017-18, revise Standing Orders to accommodate Council Committees, review Terms of reference of Council Committees, elect Council Committee members and Chairmen, consider a Parish Council Plan, consider whether to designate the playing field as a Local Green Space, review Lead Councillor roles and responsibilities, confirm dates of Council meetings 2018-19, confirm final arrangements for Annual Village Meeting, review Terms of reference of Parish Groups, review deeds in the custody of the Council, review Council policies and procedures.

13 [0418] Matters arising post-Agenda – The Council's attention was drawn to deficiencies in road markings and road surfaces; PPC will inform SCC Highways.

14 [0418] Next meeting (Annual Meeting of the Parish Council) - 7.30pm on Monday 14th May, 2018 in The Marples Room.

The meeting finished at 9.05pm

Signed:

John Brendon

Chairman

Date: [14th May, 2018]