



Queen Camel Parish Council

**MINUTES of the ANNUAL MEETING OF
QUEEN CAMEL PARISH COUNCIL**
held in The Marples Room at the Memorial Hall
on **Monday 14th May 2018 at 7.30pm**

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

Apologies: **Mike Lewis** - District and County Councillor

In attendance: **Patrick Pender-Cudlip (PPC)** - Clerk
John Calvert – Internal Auditor
1 member of the public

Procedural Items

- 1. Welcome and introduction** - JB opened the meeting, welcoming all present.
- 2. It was RESOLVED 8-0-0 [for-against-abstained] that John Brendon be elected Chairman.**
After being elected JB signed a Declaration of Acceptance of Office.
- 3. It was RESOLVED 8-0-0 that Simon Stapely be elected Vice-Chairman.**
- 4. Rules of debate:** Councillors took the view that strict adherence to the rules of debate as set out in the Council's Standing Orders would be unduly restrictive. They felt that the freer flowing style of discussion normally favoured by Councillors was for the most part more appropriate for a small parish council and better promoted the exchange of ideas and arguments.
- 5. Public session** - No member of the public wished to speak.
- 6. Apologies** - Mike Lewis sent apologies for being unable to attend.
- 7. Declarations of interest** - CB and AH declared a possible interest in items 04.3, 05.2 and 07.2 as members of the Playing Field Committee (PFC).
- 8. It was RESOLVED 7-0-1 to adopt the Standing Orders of the Planning Committee and the Finance & Risk Committees.**
- 9. It was RESOLVED 7-1-0 to appoint Chris Bennett, John Carnegie, Bryan Norman and Kit Stapely to membership of the Planning Committee.** [Clerk's note: *John Carnegie subsequently announced his resignation from the Parish Council*].
- 10. It was RESOLVED 7-1-0 to appoint Chris Bennett, John Brendon, Zelda Sowerby and Simon Stapely to membership of the Finance & Risk Committee.**
- 11. It was RESOLVED 7-1-0 to appoint Chris Bennett to chair the Planning Committee.**
- 12. It was RESOLVED 7-1-0 to appoint Simon Stapely to chair the Finance & Risk Committee.**

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[Clerk's note: At this point a number of financial matters were discussed but for the sake of clarity they are minuted below under 07[0518]4 and 5].

13. It was RESOLVED 7-1-0 to adjust the wording of the Council's Standing Orders so as to accommodate Council Committees.
14. It was RESOLVED 8-0-0 to confirm Lead Councillor and Committee roles as follows:
- | | |
|-------------------------|---|
| Chris Bennett | Highways, road closures, floods, emergencies, Community Land Trust (CLT), Planning Committee Chairman, Finance & Risk Committee |
| John Brendon | Council Chairman, Finance & Risk Committee |
| Andrew Hoddinott | Human resources, Playing Field |
| Bryan Norman | Neighbourhood Plan Steering Group (NPSG), Planning Committee |
| Jo Pender-Cudlip | Footpath and Environment Warden, Environment Group |
| Zelda Sowerby | Finance & Risk Committee |
| Kit Stapely | Youth and Wellbeing, Planning Committee |
| Simon Stapely | Council Vice-Chairman, Finance, Finance & Risk Committee Chairman |
15. It was noted that the full Council would meet on the following dates in 2018-19:
2018: 9th July, 10th September, 12th November
2019: 14th January, 11th March, 13th May
It was agreed that the 2019 Annual Village Meeting should take place on 17th May.
16. It was agreed to defer the reviewing of Council Policies and Procedures, Parish Group Terms of reference and Deeds in the custody of the Council.
17. It was RESOLVED 8-0-0 to confirm as correct the minutes of the meeting held on 9th April, 2018.

Business Items

01 [0518] Crime and Safety - a case of criminal damage or arson was reported via the police.uk crime map for Queen Camel in March 2018 and more recently burglaries were reported to have taken place in Queen Camel, Sparkford and Rimpton.

02 [0518] Highways matters:

1. **The Highways England (HE) A303 Sparkford to Ilchester Dualling scheme:**

1. JB reported that he and SS had attended a meeting of Somerset County Council (SCC)'s Scrutiny Committee where Queen Camel and neighbouring parish councils made representations to help to inform SCC's response to HE's proposals.
2. It was noted that the Council has received routine communications from HE but no word of any plan for a meeting to discuss the scheme. [Clerk's note: HE subsequently proposed to update Queen Camel Councillors on scheme revisions at a meeting to take place in June].

2. **A Traffic Restriction Order** barring vehicles weighing over 7.5t from Blackwell Lane, Traits Lane and Wales Road (except for access) was confirmed on 19th April.

3. **Green Lane (South):** It was noted that there is evidence that SCC's Highways Department (Highways) may be planning to undertake maintenance work on Green Lane as it has done in the past; it is unclear whether Highways has any statutory responsibility to do this.

03 [0518] Planning Applications.

1. New planning applications - None
2. Update on planning applications previously heard:

17/04916/OUT Land adjacent to Fletcher Moss, Sparkford Hill Lane - Erection of 4 dwellings. It

was noted that Highways has withdrawn its objections to this application following amendments to access arrangements.

18/00810/OUT Cherry Pie Lane, Sparkford. Residential development of up to 50 dwellings and associated works (outline). Councillors noted Sparkford Parish Council's detailed objections to the proposal from.

04 [0518] Councillors' reports and motions:

1. Councillors noted the detailed arrangements for the Annual Village Meeting.
2. Councillors took note of Parish Council objectives for the coming year including working with the NPSG to deliver a Neighbourhood Plan, working with Highways England and neighbouring parishes on details of the A303 Dualling scheme, developing the new Planning and Finance & Risk Committees, supporting the Parish Groups, working with the PFC on the development of facilities and the possible use of Community Benefit Funds, and working with the CLT over plans for the Old School site.
3. Councillors noted that the PFC would be exploring possible organisational changes and that in future residents would be welcome to attend and ask questions at PFC meetings. A new Queen Camel football club has been formed and plans to field two teams next year.

05 [0518] Other reports and motions

1. **Neighbourhood Plan (NP):**
 1. Councillors took note of two documents prepared by the NPSG, one explaining the Options Consultation results and the other analysing the Housing Review; both of them will be made available to the public at the Annual Village Meeting. It was reported that the NPSG was making great progress and that the NP Policies should be ready before the end of June.
 2. **It was RESOLVED 8-0-0 that the Playing Field being designated as a Local Green Space (LGS) for the purposes of the Neighbourhood Plan.**
2. **Old School site:**
 1. The Council has been informed by South Somerset District Council (SSDC) that SCC has given formal notice of its intention to dispose of the old School site. As a registered Asset of Community Value the site cannot be disposed of before a moratorium period expires on 15th June and if a qualified community interest group submits a formal expression of interest by then it cannot be sold to anyone else before 4th October 2018.
 2. Councillors noted that the CLT is trying to arrange a meeting with SCC to discuss the possible acquisition of the Old School site through a Community Asset Transfer.

06 [0518] Clerk's report - The General Data Protection Regulations (GDPR): Councillors noted that the requirement for Parish Councils to employ a Data Protection Office is being removed from the Data Protection Bill. PPC has undergone further GDPR training and had taken some steps down the long road to GDPR compliance including the publication of a Parish Council Privacy Notice. He has obtained formal consent for the processing personal data from a number of individuals and has passed on informal advice to members of groups which have dealings with the Parish Council.

07 [0518] Finance:

1. **The following sums have been received:**

£16,554	SSDC	Precept 2018-19
£80	SSDC	Grant 2018-19
£1	PFC	Playing Field rent

2. **It was resolved 8-0-0 that the following payments be agreed:**

£3950	Playing Field Committee	Grant
£2258	Parochial Church Council	Grant
£1620	Memorial Hall Committee	Grant
£250	Camel Guides	Donation
£150	Sparkford Copse	Donation
£422.64	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)
£300.69	P.Pender-Cudlip	Salary
£75.17	HMRC	Tax

3. **It was resolved 8-0-0 that £509.92 (the balance of 2017-18 receipts less 2017-18 payments) be transferred from the current to the deposit account.**
 4. **It was resolved 8-0-0 that the 2017-18 accounts be adopted.**
 5. **Annual Return 2018-19:**
 1. **Independent Examiner's report** – the Internal Auditor confirmed that the accounts had been properly maintained but urged the Council to ensure that grant applications were supported with sufficient evidence and suggested that the Council might consider how best to use its substantial reserves for the benefit of the community.
 2. **It was resolved 8-0-0 that the Annual Governance Statement be approved.**
 3. **It was resolved 8-0-0 that the Annual Accounting Statements be approved.**
 4. The Council took note of the schedules explaining account variances.
 6. Councillors agreed that the Asset Register should be reviewed by the Finance & Risk Committee.
 7. **Frontrunner funding** - PPC reported that SSDC has agreed to pay 90% of the NP planning consultant fees and expenses and other NP expenses.
 8. **Online banking** - One of the Council's application documents was mislaid in the Natwest internal mail system so part of the application process has to be repeated.
 9. **Financial regulations** - It was agreed that the Finance and Risk Committee would review the revised Financial regulations and submit them to the Council for approval.
- 08 [0518] Incoming correspondence** - Environment Agency (Flood Warning service), Babcary Parish Council (A303), Somerset Rivers Authority (2018-19 programme), ICO (GDPR), Countess Gytha School (Academy status consultation), SSDC (revised planning procedure), Somerset Live (Village of the Year), Calor Rural Community Fund (Grant scheme), Boundaries Commission (recommendations).
- 09 [0518] Advance Notices:** none
- 10 [0518] Agenda items for next meeting:** review of Council policies and procedures, review of Parish Group terms of reference, to consider A303 update from Highways England, to list Highways' actions and to appoint new trustees to the Heritage Trust.
- 11 [0518] Matters arising post-Agenda:** Councillors expressed concerns about the derelict appearance of two High Street properties and instructed the Clerk to find out what action SSDC intended to take.
- 12 [0518] Next meeting** - 7.30pm on Monday 9th July, 2018 in The Marples Room.

The meeting finished at 9.38pm

Signed:

John Brendon, Chairman

[9th July, 2018]