



Queen Camel Parish Council

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY
14 April 2014 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL**

Present: Chairman **Rosemary Heath-Coleman (RHC)**
Vice-Chairman **Dan Hewlett (DH)**
Councillors **David Biggart (DB)**
Angus Davidson (AD)
Andrew Hoddinott (AH)
Steve Millard (SM)
Patrick Pender-Cudlip (PPC)

In Attendance: County/District Councillor **Mike Lewis (ML)**
Clerk **Laura Paul (LP)**

Members of the public 3

1. **Apologies for absence – Chris Bennett (CB), Ben Turner (BT) and Thelma Mead (TM) (PCSO).**
2. **Public Session –** As no one wished to speak the meeting was opened at 7.34pm
3. **Declarations of Interest –** DH declared an interest in planning application 14/01434/FUL due to the Communications tower being on family land.

0414.01 Minutes of meeting 10 March 2014 to be approved and signed – The minutes, having been circulated were subsequently agreed and signed by RHC as correct.

0414.02 County & District Councillors’ reports – ML advised that the Local Plan for South Somerset is with the Planning Inspector and is due back on 10 June. The Main Modifications can be found on the SSDC website, with some having difficulty finding the list of modifications **ML to investigate and advise RHC of location.** ML reported that following the winter flooding and the subsequent number of road repairs now required more money is needed by Highways from the County Council.

0414.03 Police & Safety matters

03.1 Police report – forwarded by TM for March 2014 with figures compared to March 2013 – Camelot Ward, in TM’s absence AD delivered the report.

Recorded Crime

2013	2014	
0	0	Theft from vehicle
1	3	Non Dwelling Burglary
1	1	Violence against the person

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4	3	Other
1	2	Criminal Damage
2	1	Shoplifting

Calls to Force Services Centre

2013 2014

6	3	Anti-Social Behaviour
3	10	Crime
4	2	General
8	4	Public Safety/Welfare
8	5	Transport/Traffic

TM also provided the following local update - There have been five attempted break-ins to business premises in the locality. One in North Cadbury Parish and the other four in Sparkford catchment area. The housing development contractors in West Camel Road have been advised of this. TM to attend Countess Gytha School on 22 April talking to years 5 and 6 about crime and the consequences.

- 03.2 Safety Group** – AD reported that Andy Bailes is no longer in the role of Safety Co-ordinator and that we are now looking for a replacement. DH has collected all the Neighbourhood Watch documents/material. It was resolved to advertise the Safety Co-ordinator vacancy at the AVM and in the parish magazine and also to highlight the need to log any incidents of crime with the police via the telephone number 101. **PPC to place in PC magazine article.**

0414.04 Highway's matters

- 04.1 Drains, Signs & Poles and other Highway matters** – LP pursuing, report in May. ML reported that he is meeting with John Nicholson and Scott Davies to tour the highways and ensure that Bindwell Lane is scheduled for works and not further delayed.

0414.05 Planning Applications

- 05.1** New applications to consider –
 14/01434/FUL – NeXXCom C/o Arquiva Ltd, Eyewell Lane, Wales – Installation of 2 transmission dishes on existing 30m Communications tower and replace existing redundant cabinet. **No objections were raised**
 14/01529/FUL – Mr M Diment, 14 South View – Ground floor extension to side of dwelling. **No objections were raised**
- 05.2** Updates received since last meeting –
 13/05191/FUL – Mr R Fenwick, Ansteys, Church Path, Wales – Replace garage with single storey extension – **Application withdrawn**
 14/00611/DPO – Mr A Case, Rectory Farm, West Camel Road – Discharge of planning obligation to modify Section 106 Agreement, Clause 1A – **Application permitted**
- 05.3** Applications ongoing –
 For information – 14/00215/FUL – Land at Southfield Farm, Yeovilton – Revised Scheme for Solar Park. 13/01192/FUL – Land at Southfield Farm, Yeovilton – Appeal on previous application for Solar Park.

0414.06 Parish Group reports

- 06.1 Communications** – A meeting was held on Friday 11 April, report circulated. RHC reported that Welcome Packs for new parishioners have not been delivered in recent months and that information contained within the packs is being updated. It is planned to deliver all outstanding packs following the AVM. RHC advised that the PC stock of the Royal Heritage book contained within the Welcome Pack is

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diminishing and that the remaining 80 books are with the church. RHC proposed, AD seconded and it was resolved that the PC donate £50 to the church (as has previously been the case) and obtain 60 more books from their stock. AD enquired if the PC should investigate the cost of reproducing the books. PPC agreed it would be useful to obtain a quote for future use and AH added that copyright permission would need to be sought. **Communications Group to investigate.** AH advised that copies of Queen Camel Now and Then by Ken Bryant and Roger Giles can be bought from AbeBooks.co.uk. RHC advised that the AVM would follow a similar format to the previous years. **DB to contact Yeovilton to ask if there is any information relevant to the parish that they may wish to present. SM to investigate the possibility of entertainment from 9pm.**

06.2 Environment – Report of meeting held on 3 April circulated. SM raised the outstanding matter of refurbishment of the signposts at the Iron Box and the Tin shed. The refurbishment suggested was to replace two fingers on the signpost at the Iron Box and one finger plus a collar at the Tin Shed. The price quoted for these items has now increased and is £942.25 + VAT. PPC enquired if the Heritage Trust could be approached as this is a heritage matter for the village. ML suggested that Tim Cook could offer advice on Trusts to apply to for funding. All Councillors agreed that before work took place Highways needed to be contacted to enquire if the PC could adopt the signposts or failing that ensure if works were carried out that the signposts would remain in place. Written confirmation of this must be obtained. **SM to investigate and report at the next meeting.** It was resolved that the refurbishments would only commence on receipt of both Highways written agreement and following investigations into grants (RHC proposed, SM seconded, all agreed with the exception of 1 abstention). RHC provided copies of a Heritage and Environment Survey which will be distributed to every household and collected at the AVM, the results to be used in formulating relating policies in the Neighbourhood Plan.

06.3 Frontrunner – RHC provided copies of a document which gives a top level summary of the Neighbourhood Plan. **RHC to clarify with Tim Cook the minimum level of detail required for the plan to be passed.**

0414.07 Other reports

07.1 CLT – RHC reported that machinery commenced work on the housing site on 2 April, stripping the top soil in accordance with the Enabling Works strategy required by the County Archaeologist. The CLT has been viewing a variety of sample materials. CB is recording progress by camera on a weekly basis. Councillors have been invited to a Ground Breaking event in May and LP asked that Councillors reply to the invitation as soon as possible. The CLT has agreed to gather information on the Mildmay Arms project. There is a board meeting on 16 April where further discussions will take place.

07.2 Telephone Kiosk – Timescale for repair, if time permits work to be completed by AVM. **CB to action.**

07.3 PFC Lease – Update in May

07.4 Policies and Procedures – Ongoing
Council's Grievance and Disciplinary Procedure
Council's Health and Safety Policy
Council's Equal Opportunity Policy
Council's Data Protection Policy (DPA 1998)
Council's Freedom of Information Policy (2000)
Council's Complaint Procedure

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- Council's Social Media Policy – LP advised that this new policy was required
- 07.5 TGC Renewables Community Benefit Deed** – LP advised that she had sent the recommended alterations from Ian Clarke at SSDC to TGC, as yet a response has not been received.
- 07.6 SALC South Area Meeting** – CB/DH attended meeting. Main topic discussed was the repeal of s150(5) – see Incoming Correspondence.

0414.08 Financial matters

08.1 Payments received – Interest £2.76

08.2 Payments made – None

08.3 Payments approved:

Clerk's expenses £28.85

SALC membership fee, also website access £208.44

It was resolved that if any Councillor wished to have access to the SALC website they should email LP and they would be provided with the username and password. It was noted that any contact with SALC should be via the Clerk and not by individual Councillors.

08.4 Budget variance report, bank reconciliation and Income and Expenditure report – LP read the following statement from CB in his absence “As the PC's nominated finance portfolio holder I have checked the accounts for the year to 31 March 2014, as provided to me by the Clerk. All income and expenditure (cheques and standing orders) and the opening and closing balances, have been checked against the bank statements. No errors were found in any of the figures”. LP then provided a brief overview of the spreadsheets, no questions were raised. RHC signed the Income and Expenditure Statement with Bank Reconciliation as an accurate record.

08.5 Banking – Nothing to report

0414.09 Incoming Correspondence - not included above

03/3/14 – Invitation to join CPRE– All agreed not to join.

13/3/14 – Letter from Glastonbury Town Council – All agreed to no involvement in this issue due to its political nature.

13/3/14 – Consultation on draft transparency code for parish councils – Having previously circulated the consultation document to Councillors the questions were debated and it was resolved that LP submit the agreed responses to SALC.

13/3/14 – SALC notification of the repeal of s150(5) of the Local Government Act 1972 allowing council's to adopt modern payment methods – this refers to the removal of the two signature rule on cheques allowing Councils to have the facility to do electronic banking. LP advised that proper systems and procedures would need to be in place before adopting the new methods and that with the relatively small number of transactions the PC have at the moment it wasn't considered necessary. All agreed.

18/3/14 – Invitation to become member of Community Council for Somerset – RHC to ask Tim Cook's opinion as to whether this is an organisation the PC would benefit from joining. **RHC to report in May.**

19/3/14 – SSDC's notification of Main Modifications to the Local Plan

02/4/14 – Invitation to join the Rural Sounding Board – **LP to forward email to PPC, AD and BT for their consideration.**

07/4/14 – WCPC letter to Nick Boles – PPC had drafted a letter in support of the letter from WCPC. It was resolved to instruct the Clerk to send the letter to Nick Boles. **LP to send.**

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0414.10 Advance Notices - of external and Parish meetings

SALC Regional Conference – 30/4/14

South Somerset Housing Fair – RHC advised that the CLT has a stand at the event and that she would be manning that with AD and Lesley Naylor. **LP to forward invitations to remaining Councillors.**

Playing Field Committee AGM – 7 May 2014, 7pm in the Pavillion

0414.11 Matters for report or for the next agenda

0414.12 Date and time of next meeting - Monday 12 May 2014 at 7.30 pm, Marples Room.

RHC thanked everyone for attending and declared the meeting closed at 9.48pm.

Signed:

Date:

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