



Queen Camel Parish Council

MINUTES OF THE MEETING of the **PARISH COUNCIL** held in the Marples Room, Memorial Hall on **Monday 11th April 2016** at **7.30pm**

Present:	Chairman	John Brendon (JB)
	Councillors:	Chris Bennett (CB)
		John Carnegie (JC)
		Andrew Hoddinott (AH)
		Simon Thornewill (ST)
In Attendance:	County / District Councillor	Mike Lewis (ML)
	Clerk	Kathy McCarthy
	Police	PCSO Thelma Mead

Members of the public: 10

1. Welcome & Introduction

The Chairman welcomed Councillors and members of the public to the Meeting

2. Public Session

It was requested that in future the minutes of the Parish Group Meetings be attached to the Parish Council minutes. It was questioned why a particular planning application was not on the agenda. It was replied that as the application in question was identical to one previously submitted, there were no further observations to be made.

0416.01 Apologies
There were no apologies.

0416.02 Declarations of interest
Councillors Bennett and Hoddinott declared an interest in the Playing Field Lease.

0416.03 Minutes of Meeting – 14th March 2016
Item 0316.08.1 New Applications 16/00539/FUL should read “CB stated that this application is permitted development and therefore **could not be opposed**”. The amendment was made. It was proposed and seconded that the amended minutes of the meeting held on 14th March 2016 be confirmed as a true and accurate record.
Agreed 5 - 0 - 0 (for - against - abstained)

At this point it was agreed bring forward item “Police & Safety Matters“

0416.04 Police & Safety Matters
04.1 **Police Report**
PCSO Mead presented her report, previously distributed to all Councillors. A total of 33 crimes were reported in the Wincanton Rural South Area in March 2016 with crime in the area up 20.2% on last year to date. Total calls to the Force Services Centre amounted to 227 with a total of 8 relating directly to Queen Camel.

AH reiterated that people should not be afraid to dial 999 or 101 to report problems.

PCSO Mead was thanked for her attendance and left the meeting.

0416.05 County & District Councillors Report

County & District Councillor Mike Lewis reported. Somerset County Council is still to appoint a Chief Executive. 260,000 homes in Somerset are now linked to faster Broadband. There were no questions from the public this time.

0416.06 To Review Outstanding Actions

Green Lane Boundaries – CB reported that a meeting with Diane Layzell from SSDC has been arranged for 19th April. Councillors are asked to contact CB before the meeting with any points to be raised.

Electrical testing of phone box – CB reported. It has been advised that electrical testing should take place every 3 years. Two quotations have been received for electrical testing. After discussion it was proposed and seconded that the quotation from Jessie Spencer for £80 plus VAT be accepted.

Agreed 5-0-0

Highways: drains, culvert, flood prevention – CB reported. It has been confirmed by Highways that the culvert under the A359 is the responsibility of SCC, the landowner of the highway and the school. John Nicholson has confirmed that the culvert is on a 2 year inspection rota. John Nicholson however is passing on the concerns of the Parish and engineers will be checking soon, whether or not an inspection is due. SSDC has a machine to clear the gullies that can be hired by parishes, and it is hoped that costings will be received from Streetscene before the next meeting. However ML warned that most parishes prefer Highways to undertake the work otherwise residents will be paying twice through their Council Tax. It was reported that the Parish Highways action list will be updated before the next meeting.

PFC Lease – A meeting between the PFC and the Parish Council is still to be arranged, with a possible date of 17th May to be confirmed.

0416.07 Planning Applications

07.1 New Applications

16/01294/TCA – Jasmine Cottage, High Street – No observations.

16/01058/FUL & 16/0879/LBC – Rectory Farm House, High Street – There have been no neighbour complaints. After discussion it was proposed and seconded that Council recommends approval. **Agreed 5-0-0**

16/01059/COU – Sparkford Hall – No observations.

07.2 16/00817/FUL – Brooklands – Still pending.

16/00539 – 1 Tithe Barn – withdrawn after recent input from village.

16/00339/S73A – Banksia – withdrawn but further application to be submitted.

16/00644/S19 - Banksia – No further comments. It was proposed and seconded that Council recommends acceptance. **Agreed 5-0-0**

0416.08 Council Business

08.01 Co-option of Councillors

Discussion took place regarding the best timing for co-opting new Councillors. It was agreed that the current circumstances surrounding the reluctance of local residents to stand for co-option is not helping the future of the Parish and that every effort should be made now to co-opt. The vacancies will be advertised as per NALC recommendations including an advert in the Parish Magazine and on the website **Agreed 5-0-0**

08.02 Recruitment of Clerk/RFO

The vacancy will be advertised in the Parish Magazine, on the Parish noticeboards and website and on the SALC website. It was proposed and seconded that Council try to fill the vacancy in May before the June meeting.

Agreed 5-0-0

08.03 Councillors' Portfolios and Responsibilities

Patrick Pender-Cudlip will update the document to reflect the last meeting's decisions.

08.04 Election of Vice-Chairman

This item was deferred this time.

08.05 Consider Revision of Standing Order 7.4

CB stated that this item should now be removed.

08.06 Publication of Parish Group report on noticeboards/website

It was reported that Parish reports should be added to the Parish Council's minutes and posted on the noticeboards and website. CB said he believed that compliancy with the need for transparency was still an issue and requested that this item be on the next agenda. However a reply was given that the Communications report does deal with transparency issues.

0416.09

Reports/Motions – to consider from Councillors and village groups

09.1 Reports from Councilors

Old School Site – JB expressed concerns that, with no Community or Neighbourhood plan in place, the village could lose out when decisions are made regarding the future use of the old school site. Suggestions on how to handle this situation were then put forward with ST stating that the County Council would surely keep the Parish informed. County & District Councillor Lewis stated, however, that the County Council may well move at speed and questioned whether there would be sufficient time for the Parish to react. Carol Bond from SCC will be contacted regarding the processes involved. It was also stated that SCC may expect the Parish to be pro-active in the bid process. It was reported that the PCC has discussed the possibility of making a bid with ST stating that the village should first be consulted. It is believed that the land will not be vacated by SCC until July 2016 and will then be passed onto Estates, probably in August. However, obligations relating to the site, such as maintaining the culvert, must be investigated before any consideration given, with the possibility of a dowry being available in this instance. The mood of the village will be assessed at the forthcoming village meeting on 20th May and if necessary an extraordinary meeting will be called to discuss this matter further after that time.

Rubbish Bins – It was reported that Streetscene has promised to make litter bin collections from two additional sites in the village. After much discussion it was proposed and seconded that, in principle, two new litter bins be purchased by the Parish Council, with the Playing Field Committee being asked to put forward ideas for locations. **Agreed 5-0-0**

Parish Ranger – It was reported that the Environment Group is still awaiting a report from the Parish Ranger concerning footpaths needing stile repairs and therefore the money allocated from the 2015/16 budget has not yet been spent. It was proposed and seconded that the money allocated from last year's budget be carried forward to this year. **Agreed 5-0-0**

09.2 Parish Group Reports

Communications Group – ST reported that the Community Plan questionnaire is not yet finalised and that there is still time for further input. Rosemary Heath-Coleman gave her report, a copy of which forms a part of these minutes.

Environment Group – There was nothing further to report this time.

Annual Village Meeting – It is expected that invitations to the Village Meeting will be sent out in two weeks.

0416.10 Finance

10.1 Receipts – None	£0.00
10.2 Payments made	
Jo Pender-Cudlip for website expenses (adjusted for exchange rate and re-issued)	£135.02
10.3 Payments – to be approved	
Grant to Parochial Church Council	£1,458.00
Grant to Playing Field Committee (playing field maintenance)	£2,725.00
Donation to Sparkford Copse Trust	£150.00
Donation to Queen Camel Guides	£150.00
Donation to Sparkford Scouts	£250.00
Donation to Queen Camel Cricket Club	£250.00
Salary for Acting Clerk (Kathy McCarthy)	£160.00
Bob Holland, phone box and sign at Blackwell	£78.49

Agreed 5-0-0

10.4 Accounts – Receipts and Payments for 3rd and 4th Quarters

The 3rd quarter accounts have now been signed off by Councillors Bennett and Brendon and the VAT returns will be completed after the 4th quarter accounts have been finalised.

10.5 Internal Audit Arrangements 2015/2016

John Culvert is on notice to undertake the internal audit and has advised he is available until 17th May 2016.

10.6 Grant and donation letters

It was confirmed that grant and donation letters are being issued.

Councillor Bennett confirmed there will be a £2,400 underspend for which there is justification to carry forward to the 2016/2017 financial year.

Councillor Brendon spoke of the current excel system used to record the accounts and suggested that alternative software packages be investigated.

0416.11 Incoming Correspondence

E-mail of 5th April 2016 re. Lantern Cottage – apologies received for any inconvenience regarding scaffolding. Patrick Pender-Cudlip will reply with thanks, including copies to the Chairman of the Memorial Hall and the adjoining neighbour.

Letter of 17th March 2016 from Grant Thornton – statutory deadlines for audit discussed.

Letter of 9th March 2016 from N.Howman, QC Flood Committee, noted

Letter of 16 January 2016 from G. Linscott, R. Heath-Coleman & S. Millard – Ian Clark from SSDC has requested a meeting with the Chairman – to report back next time.

0416.12 Advance Notices

The AGM of the Playing Field Committee will take place on Thursday 14th April at the Mildmay.

0416.13 Matters for Report or Next Agenda

Transparency Code.

0416.14 Date of Next Meeting (Annual Meeting of the Parish Council)

The next meeting will be Monday 9th May 2016 at 7.30pm.

Kathy McCarthy

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Signed:

Date: 21-4-2016