



## Queen Camel Parish Council

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 8 December 2014 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

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**Present:** Chairman **Rosemary Heath-Coleman (RHC)**  
Councillors **Chris Bennett (CB)**  
**David Biggart (DB)**  
**Angus Davidson (AD)**  
**Ben Turner (BT)**

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

Members of the public 3

RHC welcomed everyone to the meeting and offered her condolences to Marston Magna PC on the death of Mary Martin, their longstanding Clerk, who over the years had kindly provided support to the Clerks at Queen Camel. RHC proposed, CB seconded all agreed that a letter be sent conveying this message.

- 1. Apologies for absence – Apologies for absence were received from Sue Cole (SC), Andrew Hoddinott (AH), Steve Millard (SM), Patrick Pender-Cudlip (PPC) and PCSO Thelma Mead (TM).**
- 2. Public Session –** A resident queried ML's position at PC meetings and why he is able to speak and participate when the public are not. RHC clarified that he is a non-voting Councillor, who as QCPC's Ward Member is able to speak during the meeting.  
A resident spoke in relation to planning applications 14/04867/FUL and 14/04868/FUL. He explained that he is the owner of the property but also the architect who had produced the plans in conjunction with the Conservation Officer and planners at SSDC. He advised that the new build property was within development limits and that both properties were designed to fit in with Banksia. He provided details of construction materials being used as well as informing the PC of the installation of a 5000 litre water storage tank and the design of the house to reduce the risk to the properties in any future floods. CB queried the parking provision for Banksia, it was explained that the barn conversion was for family members who would share the parking with the owners of Banksia. BT queried storage for Banksia following the conversion of the barn. The resident advised of the use of the garage at the barn and future plans for a storage shed to the rear of Banksia.

#### Meeting opened 7.57pm

- 3. Declarations of Interest –** AD declared an interest in item 1214.07.4.

**1214.01 Minutes of meeting 10 November and EPC meeting 18 November 2014 to be approved and signed –** The 10 November minutes, having been already circulated were agreed and signed by RHC as correct. AD stated that he was not happy with the minutes produced following the EPC meeting on 18 November. He asked that the last paragraph in section 1 be amended to read "PPC referred to a communication from a resident that he had been forwarded by the Clerk". AD queried the content and why ML's points were not minuted. LP explained that the Clerks responsibility was to minute resolutions and not discussion or debate. It was agreed that the decisions listed provide an accurate account of the meeting. AD queried the fact that residents had not been named with their

comments in the public session section and felt they should have been. LP stated that in her time as Clerk residents had not been named alongside their comments in the public session section of the minutes. CB stated that on reflection the PC could have asked at the meeting if residents wished to be named in the minutes, a point to remember in future. With the amendment made the minutes were agreed and signed.

- 1214.02 County & District Councillors' reports** – District – ML advised that although the Local Plan has been submitted to the Planning Inspectorate and that although it is now stated that there is a five year land supply there still continues to be a steady flow of planning applications each for 50 plus houses across South Somerset. This is as a consequence of the Plan not being in place. County - ML reiterated his concern that funding for flood prevention will be directed to Bridgewater and Taunton leaving Queen Camel, West Camel and Sparkford with little support and advised the PC should ensure they are not overlooked in any mitigation schemes.

**ML left 8.14pm**

**1214.03 Police & Safety matters**

**03.1 Police report** – November 2014 covering Camelot Ward:

**Recorded Crime**

|   |                             |
|---|-----------------------------|
| 0 | Dwelling Burglary           |
| 1 | Theft of motor vehicle      |
| 1 | Theft from vehicle          |
| 1 | Non Dwelling Burglary       |
| 0 | Violence against the person |
| 0 | Criminal Damage             |
| 0 | Shoplifting                 |
| 1 | Other                       |

There have been no figures produced for calls to Force Services Centre since July 2014. It was noted that the vehicle parked and previously covered on the High Street had been removed. The burglary in The Glebe was referenced as it was not included in the November figures and CB advised that the missing bin from Wales Triangle had been reported.

**03.2 Safety Group** – *Portfolio remains vacant*

**NW Update** – In SC's absence RHC advised of the Safety/Neighbourhood Watch meeting planned for 27 January 2015 with the Beat Manager and the PCSO. This will be held in the Memorial Hall with timing to be confirmed and it was hoped that all Councillors who were available would also attend.

**Flooding** – RHC advised that a Flood Committee meeting is taking place on 11 December 2014 and that a report will be provided for January's PC meeting.

**SID** – LP advised that the SID is still incorrectly situated on West Camel Road and that it has been an ongoing issue for the past 12 months. There is no update at present on the transfer of the SID admin from SCC to the PC.

**1214.04 Highway's matters**

**04.1 Drains, Signs & Poles and other Highway matters** – LP reported she had chased the repair of the damage to the listed bridge in Wales and is awaiting an update. The blocked drains along the A359 towards Sparkford and by the Tithe Barns have been reported. It was noted that Highways had until the end of December to meet their latest date for disposal of surplus signs and poles.

**1214.05 Planning Applications**

**05.1 New applications to consider** –

14/04867/FUL – Banksia, High Street – Extension to existing barn and conversion to provide 2 bedroom dwelling house. **Following the overview of the plans provided by the owner of this property and the subsequent questions answered it was resolved to submit no objection to the application.**

14/04868/FUL – Banksia, High Street – Erection of a 4 bedroom dwelling house.

**Following the overview of the plans provided by the owner of this property and the subsequent questions answered it was resolved to submit no objection to this application.**

14/05018/FUL – The Cobblers, High Street – Demolish existing outbuildings. Erect stone single storey outbuilding to form garage and home office for use ancillary to the main house. **Following a statement read by RHC on behalf of the owner it was resolved to submit no objection to this application.**

**05.2 Updates received since last meeting –**

14/04012/FUL – Hazlegrove Preparatory School, Demolition of workshop and shed and erection of chapel and a mandarin building together with the formation of a pond – **Application permitted with conditions**

**ML returned 8.27pm**

**05.3 Applications ongoing –**

14/04622/FUL – Lantern Cottage, High Street – Works to existing rear extension, removal of thatched bay roofs and erection of double car port.

14/04818/FUL – Old Wales Farmhouse, Church Path, Wales – Alterations to reform window B as an escape window with clear glass.

14/04945/R3C – West Camel Road, Queen Camel – Construction of a new single storey Primary School with associated play area, landscape and parking. **RHC provided an update following a meeting held with Carol Bond (SCC) and LP which Carol had requested. (1) The Transport Statement by Hydrock was discussed and the fact that it had been out of date when first listed on the planning portal and when updated remained largely unchanged. The main issue being three critical statements that are incorrect in the report and which were the subject of a letter by PPC to the Planning Officer (these points were read to the meeting). Carol advised that Hydrock have been questioned over the report and that their response is being reviewed. RHC requested a new transport survey, Carol took a note of that request but advised that she is awaiting the outcome of the review before such action is considered. (2) RHC had stated that the Highways response on the planning portal had been a great disappointment and had noted that it quoted the transport statement as one source of its evidence base. It was resolved that the PC write a letter to the Planning Officer highlighting these errors. (3) The Regulation Committee will take place on 8 January 2015, time to be advised, members of that Committee will be visiting the site beforehand. It was agreed that DB and PPC would decide which of them would speak on behalf of the PC in the 2 minute slot allotted and that the content would be based on the scope of the two PC letters to planning. LP to check that there will be adequate time allowed for all attending who wish to speak at the Regulation Committee. (4) Parking provision and position on site was also discussed and Carol confirmed there is still ongoing discussion on this matter.**

**For information – 14/04902/COU – Sparkford Hall, Sparkford – Change of use of Sparkford Hall from a C3 dwelling to a mixed use of C3 and a variety of functions and commercial uses.**

**For information – 14/00215/FUL – Land at Southfield Farm, Yeovilton – Revised Scheme for Solar Park.**

**1214.06 Parish Group reports**

**06.1 Communications – Nothing to report.**

**06.2 Environment**

**Land at top of Gason Lane – In SM's absence BT reported that Sparkford Copse Trust submitted a tender for the purchase of the land. A letter was subsequently received advising that it was being taken off the market and being re-marketed as one site to include the filling station, but that the Copse details would be kept on file.**

**06.3 Frontrunner** – RHC advised that a workshop was held on 2 December which was attended by Parish Councillors and Steering Group members. Sections 1 and 2 of the Neighbourhood Plan had previously been circulated and there were no material observations. Section 3, which covers all the policies, was displayed and those present considered each of the policies. All observations were noted and have been written up and will be circulated.

**1214.07 Other reports**

**07.1 CLT** – Nothing to report.

**07.2 PFC Lease** – The draft lease and report have been circulated for review. RHC asked that Councillors send any questions or points for clarification to LP who will forward to the Working Group. A resolution on the PFC Lease is to be made at January’s PC meeting.  
**Post meeting note – Amended Lease circulated.**

**07.3 Standing Orders** – Ian Clarke’s (SSDC) advice on the content of the Code of Conduct Complaints - Section 19, previously circulated to Councillors was agreed. LP to check requirement for wording in bold. **Post meeting note - point 19.4 has been amended to bold in line with the NALC Standing Orders model document.**

**07.4 Memorial Hall** – AD gave a progress report on the ongoing work at the Memorial Hall. RHC queried the payment of the invoice for the flooring cost if payment terms are before the next meeting and asked for PC approval to pay, in line with Clause 6.5 Financial Regulations. It was resolved that as the amount had already been approved payment could be made.

**1214.08 Financial matters**

**08.1 Payments received -**

|                               |         |
|-------------------------------|---------|
| VAT Repayment – BACS Transfer | £193.44 |
|-------------------------------|---------|

**08.2 Payments made -**

|                                  | Cheque No. | Amount |
|----------------------------------|------------|--------|
| Data Protection Registration Fee | 001273     | £35.00 |

**08.3 Payments approved -**

|  |        |         |
|--|--------|---------|
| NALC Non-Consolidated payment for Clerk    | 001274 | £23.65  |
| LP Expenses – Printer Cartridges and stamp | 001275 | £38.85  |
| Clerk Overtime x 20 hours                  | 001276 | £206.00 |

**The payments above were unanimously approved.**

**08.4 Banking** – Nothing to report

**08.5 Budget** – LP advised that the SSDC Precept Form and letter advising the timetable for Precept notification had been received. The PCC grant request had also been received. With the deadline for precept submission being the end of January LP/RHC asked the PC if the meeting in January could be moved back a week to enable time for a draft budget to be compiled, circulated and revised ready for resolution at the January meeting. RHC proposed, CB seconded and it was resolved that the PC meeting will be held on 19 January 2015.

**1214.09 Incoming Correspondence - not included above**

17/11/14 – Invitation to attend SSDC Annual Meeting with Area East Town & Parish Councils 2015 – circulated, CB has put the date in his diary.

24/11/14 – Letter to PC re new school parking issue. The draft response to this letter was reviewed, DB proposed, CB seconded and all agreed the final version to be sent. **LP to send letter.**

25/11/14 – Resident email re new school parking issue – The draft response to the email was reviewed. RHC proposed, DB seconded the final version to be sent. With one Councillor abstaining from voting the remaining Councillors agreed. **LP to send letter.**

28/11/14 – Resident email re Flood Map in regards to Planning Application 14/04868/FUL – circulated. **LP to acknowledge receipt.**

**1214.10 Advance Notices - of external and Parish meetings**

Safety/Neighbourhood Watch Meeting – 27/1/15, start time TBC

**1214.11 Matters for report or for the next agenda**

LP reported, and offered her apologies, that on compiling the agenda the item involving the naming of the new road along West Camel Road had been overlooked. With three Councillors declaring an interest in the item, two Councillors remained leaving the Council inquorate. LP advised PPC's preferred name but both felt no further action was necessary.

**1214.12 Date and time of next meeting - Monday 19 January at 7.30 pm, Marples Room.**

RHC thanked everyone for attending and declared the meeting closed at 9.59pm. ML wished everyone a Merry Christmas.

**Signed:**

**Date:**