



Queen Camel Parish Council

MINUTES OF THE MEETING of the **PARISH COUNCIL** held in the Marples Room of the Memorial Hall on **Monday, 13 July 2015 at 7.30pm**

Present:	Chairman Councillors	Angus Davidson (AD) Andrew Hoddinott (AH) Chris Bennett (CB) John Brendon (JB) John Carnegie (JC) Simon Thornevell (ST)
In Attendance:	Clerk	Christine Richardson (CR) Mike Lewis (ML)

Members of the public: 11

1. Welcome & apologies for absence – AD welcomed Councillors and members of the public to the Meeting. Apologies from Thelma Mead.

2. Public Session

Opened to the Public: 7.31pm

A member of the public introduced 3 representatives of the youth of Queen Camel. One of the representatives explained how they would like a skate park in the recreation ground in QC. She informed the PC that they had carried out 5 petitions and had made some initial designs. The PC and the Chairman of the PFC advised them that they would be keen to work with them to develop the idea and said the next step would be to find out possible costs and ways in which they could raise some funds towards the skate park. CB asked them to forward copies of the petitions to the PC. ML informed the representatives that the SSDC could also offer their support and should forward their ideas / costing to Tim Cook.

The Chairman of the PFC asked that a clean copy of the PFC lease to be secured from the PC and sent to Pete Naylor as soon as possible.

Closed to the Public: 7.40pm

3. Election of Vice Chairman

Election of Vice Chairman to be deferred until September PC Meeting or later. **CB proposed, ST seconded. Unanimously agreed.**

4. Co-option of Councillors to fill Casual Vacancies and Recruitment of Clerk/RFO

AD advised that an advert for Councillors had been placed in the Parish Magazine, however there had so far been no response.

An advertisement for a new Clerk is to be put on the noticeboard, Parish Magazine and website. AH is to place the advert on the internal interweb at Westlands and ST will do the same at Yeovilton.

CR to send a copy of the advert to ST via email. SALC have already been informed that there is a vacancy, however AD is to contact SALC and ask their opinion as to the best form of advertising. If none of these methods are successful the PC will consider using a paid advertisement in the Western Gazette.

5. To review Councillors' portfolios

AD stated the Human Resources portfolio needed to be filled with some urgency due to the recruitment of the new Clerk. **CB proposed AH for the role. JB seconded and the vote was unanimous.**

It was agreed by the PC to defer all other Portfolios until the next meeting in September. Prior to the meeting a detailed list of all the roles will be drawn up. ST to speak to RHC to see if the PC could use her draft list. If available it would then be forwarded to CB for him to look over and come up with any suggestions. **JB proposed, AH seconded. Unanimously agreed.**

6. Declarations of Interest

6.1 **Update on Councillors Declarations of Interest** – AD confirmed that JC's Declaration had been returned to SDC and that they were waiting to hear back from them.

6.2 **Declarations for Agenda items – dispensation for PFC Lease** – not needed as a clean PFC Lease was not available for discussion.

0715.01 Minutes of Extraordinary Meeting 26 June 2015 – approved by PC and signed by AD.

0715.02 County & District Councillors' reports (including item 0715.07.5) – ML reported that the SSDC would be recruiting a new Chief Executive and would be having discussions regarding the cost implications to the tax payer and why they were not able to retain the services of the Chief Executive. SCC have also set up a new website which will outline any planning / highways works which were occurring in South Somerset and would highlight what the contractors were doing on each date. ML also addressed the PC regarding the meeting with Mr Bird, Adrian Duckworth and AD at the Old Medical Centre. ML said the meeting had gone well.

0715.03 Police & Safety matters

03.1 **Police report** – AD did not receive an update from Thelma Mead so was unable to report.

03.2 **Safety Group - see 0615.06**

0715.04 Highway's matters

04.1 **Update on drains, Church Path** – AD reported that the PC had received an email from RHC regarding some of the cobbles in Church Path sinking, Highways are to be informed by AD. CB is to compile a list of all outstanding highways matters prior to the next meeting in September which is to include Englands Lane as a new item.

04.2 **Whereabouts of grit and salt supplies** – CB informed the PC that these are currently held by Dan Hewlett who is happy to store them on behalf of the PC.

04.3 **Ownership and boundary, Green Lane** – an email was been received from Melvin Lye on 16 June 2015 relating to Green Lane, North and South. Prior to AD replying to the email CB is to investigate and find out as much information as possible as to the ownership and boundaries of Green Lane. CB is also going to talk to Mr Lye prior to the next PC meeting.

0715.05 Planning Applications

Application 14/04945/R3C (PL\2796 – 9\14) (new single storey primary school, conditions 5, 6, 7 & 8GR:35944 – 124367) – the PC's report has been submitted to SCC and were expecting to hear back within the next 10-14 days, however nothing had been received to date.

It was noted that the solar park application in West Camel had been approved.

0715.06 Parish Group Reports – Report on Community Plan 2005 by RHC

06.1 **Community Plan 2015 by RHC** – ST reported that he had met with RHC and had found

the meeting to be very helpful and informative in many of the subject areas. ST proposed that the PC asks the Communication Group via RHC to produce a questionnaire based on the Terms of Reference which would be drawn up by ST and RHC. **AH proposed, JB seconded and the PC unanimously agreed.** ML suggested that ST and RHC should engage the younger members of the parish by preparing a youth questionnaire. RHC confirmed this had been done for the last Community Plan. It was also agreed that AD would get an indication of the costs involved for the questionnaire and any prizes which may be given.

06.2 **To review Terms of Reference for Safety Group (Somerset Emergency Community) –** Circulated with Agenda. AD proposed that this item is deferred until the Portfolios have been resolved. AD to reply to SDC's emergency contacts email to advise them of this decision.

6.3 **Environment**

- **Phone box electrical testing** – CB confirmed that he had received one quote back so far and that he would chase an addition one and report back/circulate prior to the next PC meeting in September.
- **Finger signposts** – AD reported that SCC would be able to make / install the finger signposts for approximately half the cost which the PC have budgeted for. AD is to email the Environment Group to ascertain the exact design of the posts and then pass this information onto SCC.

0715.07 Other Reports

07.1 **CLT** - AD reported that at all houses had now been sold or rented out (2 yet to be occupied) and that everyone was very happy with their homes. ML confirmed that the CLT was set up to ensure that Queen Camel was provided with affordable housing.

07.2 **PFC Lease** – AH stated that all the amendments which have been incorporated into the clean Lease were agreed at the previous PC meeting May. He said the Lease should now be presented to the PFC for their review / comments. **JB proposed, JC seconded. Unanimously agreed that AD should forward the Lease to the PFC. CB, AH and AD did not vote.**

07.3 **Neighbourhood Plan** – due to the size and detail of the document which RHC prepared, the PC decided that a separate meeting should set up to discuss it in more depth. ML stated that Queen Camel is a lead in South Somerset on this matter and that the public consultation should not be delayed for too long as the impetus may be dissipated. A meeting is to be set up with Tim Cook from SSDC, PC and the Steering Group as soon as possible (ideally before the end of July). AD is to arrange and send an email to all the Councillors with the details. RHC is to contact Tim Cook and the Steering Group on behalf of the PC regarding their availability. **CB proposed, JB seconded. Unanimously agreed.**

07.4 **Policies and Procedures**

- **Adoption of Disciplinary Procedure (AH)** – AH informed the PC that he had reviewed the Disciplinary Procedure and had a few wording changes/additions. He will track change the document and circulate for review prior to the meeting in September.
- **Adoption of Health & Safety Policy (JC)** – Deferred until meeting in September.

07.5 **Cleaveside House (Old Health Centre)** – see item 071502 above,

0715.08 Financial matters

08.1 Payments received -

Cheque from Abercormyn Solar Limited (Solar Park) – Community Benefit Fund	£1,058.00
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08.2 Payments made -

Christine Richardson, salary increase	£24.85
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08.3 Payments to be approved -

Christine Richardson, postage	£1.26
Memorial Hall, room hire April & May (3 occasions)	£50.00
Christine Richardson, salary for attending meeting & preparing Minutes	£75.00

CB proposed, JB seconded. Unanimous. Expenditure was agreed.

08.4 Banking

- **Update regarding new bank account 'Community Benefit Fund'** – Nothing to report. Still waiting for the signatories to be finalised.
- **PC resolution required regarding transfer of funds from Poors Trust to Community Benefit Fund** - AD and PPC had a meeting to discuss this matter and concluded that all the funds would be transferred directly to a specific project for the community which could possibly be the skate park if it were to go ahead.
- **New signatories** – these should be finalised within the next week. In the meantime it was agreed that the previous signatories would still be able to sign the cheques. **Post Meeting Note: All signatories have now been agreed.**

08.5 PC Income & Expenditure to 30 June 2015 – deferred to PC meeting in September.

08.6 Internal Audit (letter to John Calvert confirming appointment for 2016) – CR confirmed that a letter had been sent to John Calvert, however no reply had yet been received. AD to contact JC to get formal confirmation of acceptance.

08.7 External Audit – 2014/15 – AD informed the PC that the auditors had raised a couple of queries. John Calvert has been instructed to reply to them.

0715.09 Incoming Correspondence (not included above)

- **Email from Nick Howman relating to Precept** - AD reported that this email has already been responded to and that no further response was deemed necessary.
- **Letter from SCC re Community Service Awards** – AH suggested that the PC put forward Ken Croom as a nomination for his service to the Parish for over 60 years. AH volunteered to write the wording for the nomination and AD is to forward the completed form to SCC. **AD proposed, CB seconded. PC unanimously agreed to put Ken Croom forward.**
- **Letter from SSDC relating to Mildmay Arms** – PC not to respond at present.
- **Letter re Skate Park** – see Public Session above.

0715.10 Advance Notices - None

0715.11 To confirm the date of the next meeting for Monday, 14 September 2015 at 7.30pm – Marples Room.

AD thanked everyone for attending.

End time: 9.45pm

Signed:

Date:

September 2015