



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9 MARCH AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

Present:	Chairman Councillors	Rosemary Heath-Coleman (RHC) Chris Bennett (CB) Angus Davidson (AD) Ben Turner (BT) Patrick Pender-Cudlip (PPC) Andrew Hoddinott (AH) Steve Millard (SM)
In Attendance:	PCSO Clerk Locum Clerk	Thelma Mead (TM) Christine Richardson (CR) Terry Philpott (TP)

Members of the public 8

1. Welcome, introduction and apologies for absence – RHC welcomed everyone to the meeting and introduced CR as the new Parish Clerk. Apologies for absence were received from **Sue Cole (SC)** and **David Biggart (DB)**.

2. Public Session – Nothing was raised.

Meeting opened 7.34pm

3. Declarations of Interest

TP read e-mail dated 3 March from Ian Clarke (IC - SSSDC Solicitor & Monitoring Officer) relating to Declarations and Block Dispensation (circulated). In respect of the former, IC included that members should ensure that they are able to justify their actions to the public. TP recommended we err on the side of caution and any decision should be made with the public's interests best served. In respect of Dispensations, IC concluded that the question that should be asked by the Parish Council is "Is the public interest better served by the grant of a dispensation or by refusing to do so?" RHC also read e-mail from SALC which included that it would be unrealistic to pursue block dispensations until after the election in May 2015.

Declarations made: AH (item 1214.07.2 PFC Lease).

0315.03 Minutes of meeting 9 February 2015 – circulated - to be approved and signed – CB requested an amendment to the minute covering the flood shed (0215.03.2). It was agreed that the wording be amended to read 'PC to purchase by the end of March 2015, with installation ASAP'. With the amendment made the minutes were agreed and signed.

1305.02 County & District Councillors' reports – Nothing to report.

0315.03 Police & Safety Matters

03.1 Police report – Avon & Somerset Neighbourhood Statistics February 2015

CAMELOT WARD

Recorded Crime	2015
Dwelling Burglary	x 1
Robbery	x 0
Theft of Motor Vehicle	x 0
Theft from Vehicle	x 0
Non Dwelling Burglary	x 0
Violence against the person	x 0
Criminal Damage	x 0
Theft from the Person	x 0
Shoplifting	x 0
Other	<u>x 5</u>
Total	x 6

Before leaving the meeting TM also spoke on Flood Shed, recorded under 03.2 below.

03.2 Safety Group – *Portfolio remains vacant*

- **NW Update** – Full report in April from SC, awaiting return of two forms (DB and Dan Hewlett in respect of Ringmaster authorisation).
- **SID** – CB had evaluated the email dated 2 March 2015 from Dave Grabham, Traffic Engineer, SCC. CB suggested caution was exercised over proceeding with the offer as it would be an expensive solution given the very short periods of use. Direct purchase from the manufacturers might be a better option. It was agreed that in the first instance CB would work with the Clerk to contact other local parishes regarding their plans.
- **Flood Shed:** TM advised that the size should be similar to that of West Camel and, in response to a suggestion that the shed could be used to store other PC equipment, stated it should store only the flood safety equipment. **Unanimously agreed** that a shed 8' x 4' would be purchased (Argos item 705/3232 at £159.99 + £8.95).

Action CR with CB

Action CR with RHC

1215.04 Highway's Matters

04.1 Drains, Signs & Poles and other Highway matters – SM confirmed that some of the surplus poles had been removed.

CB stated that a 'wobbly kerb' outside the Supply Stores had been reported.

Action CR to investigate and pursue with Highways

04.2 Ownership, boundary, classification and legal rights of way to the 'rough' car park adjacent to the playing field and Green Lane north and south.

Action: CR investigating with the support of BT/SM

1214.05 Planning Applications

05.1 New applications to consider –

15/00788/R3C – Application to change timing requirements of the submission of further details by varying conditions 6, 7, 8 and 9 of planning permission 14/04945/R3C – construction of new school. There were **no objections to the variations in timing**. A motion was put forward by CB that the PC response should however include that *'the PC be consulted in a reasonable period (8 weeks) prior to respective elements'*. This was seconded by SM. PC voted four in favour, three against. **The motion was carried.**

RHC read from a report from Carol Bond, SCC (circulated and attached as Appendix). This cleared CB's agenda item.

05.2 Updates received since last meeting
15/00303/FUL – retention until September 2018 of one portacabin classroom at Hazlegrove Preparatory School – **permitted with conditions.**

05.3 Applications ongoing –
For information: 14/00215/FUL – Land at Southfield Farm, Yeovilton. Status is ‘pending consideration’ with a target date of 21 April 2014’. **Ongoing**

1314.06 Parish Group reports

06.1 Communications – Report in April - RHC

06.2 Environment – Report in April – SM.

SM reported that the drains near the new school site were blocked. He suggested that an inspection of the drains would be advantageous.

Action: CR to contact Highways in conjunction with CB

06.3 Frontrunner – Report in April - RHC

1214.07 Other Reports

07.1 CLT – RHC reported that there had been a very successful archaeological presentation at the Memorial Hall in February.

07.2 PFC Lease

- **Execution of Lease by PFC when it is agreed:** AH confirmed advice in e-mail from Peter Naylor that there would be three signatories: the Chairman (currently AD), Secretary (currently Peter Naylor) and Oliver Jones.
- **Response from SSDC to enquiry re legal support** – e-mail circulated 25 February advising, with reasons, that additional support could not be made available.
- **Discussion and resolution on amendments requested to Lease 23/1/15,** received from PFC via Secretary, Peter Naylor and circulated 28th February. AH stated that there also remained a fundamental issue regarding the 1954 Act and that this related to a gap (missing notice) in the Lease as tabled. He also noted that the Plan with boundaries needed to be included on the Lease.

AH & AD left the room. CB remained in the room and was resolute about not leaving. TP supported the view that CB should leave the room and that by staying he could discredit any decisions made. CB stated that he wished to review the comments from IC (see under 3 above) and meanwhile refused to leave the room. RHC stated that the item would, therefore, be deferred. TP advised that should the PC be in ‘purdah’ in April major decisions should probably not be made, thus possibly further delaying the Lease.

BT asked that the PFC’s updated MDP (Management & Development Plan) be submitted by April meeting (see February Minutes).

AH & AD returned to the room.

07.3 Queen Camel Solar Park – RHC advised the solicitor for the new company was pursuing the Deed.

Action to pursue screen planting with Planning Officer with CR

07.4 Cleaveside – Report in April – RHC

07.5 Election - TP read out the timetable for the Election (see PC Notice Boards). He advised that:

- If the PC was not quorate after the Election (less than three Counsellors) an additional election would be arranged by SSDC. If quorate but less than nine, the Council will need to co-opt and can do so following its first meeting in May.
- Publication of election results would be on SSDC website on 8th May, and should then be posted on PC notice boards and website.
- Nomination forms are available from the Clerk; these to be witnessed by two electorates – who can be family members.

- The present Council will be dissolved from Monday, 11 May, except the Chairman (and Vice Chairman if there is one) who remain in office until the Chairman is appointed at the Annual Meeting of the Parish Council.
RHC proposed, CB seconded, **unanimously resolved that this Annual Meeting of the Parish Council would be on Monday, 18 May 2015.** All Councillors have to sign a legal Declaration of Acceptance of Office before or at the start of this meeting.
- Register of Interests for all Councillors needed to be submitted to SSDC by 8 June 2015.

Further promotion of Election to take place in form of a poster on notice boards, website and in magazine, and CR to create Facebook page and prepare a pack for prospective Counsellors.

Action CR with RHC

- 07.6 Voice Recorder** – CB proposed that recordings should be made of each PC meeting and retained until the minutes were finalised. CB Proposed, RHC Seconded. **Resolved unanimously.**

TP suggested a policy on audio and visual recording could be found helpful. RHC noted that the Standing Orders had been amended to allow for recordings to take place following the change in law, but fell short on detail.

Action: CR to pursue

0315.08 Financial Matters

08.1 Payments received - None

08.2 Payments made – None

08.3 Payments approved –

Expenses claim from SC		£1.72
Underpayment to JPC from expenses claim in February (PPC declared interest)		£4.35

The payments above were approved (PPC abstaining in respect of payment to JPC).

08.4 Banking – CR confirmed that both new Standing Orders (Clerk's salary and fixed expenses) were in place at NatWest Bank.

08.5 PC Income and Expenditure – year end to be presented at April meeting - CB as portfolio holder to carry out his routine internal audit beforehand.

1315.09 Incoming Correspondence

Letter received relating to Leisure Play/Youth Strategy Meeting on Monday 30 March 2015. CB offered to attend on behalf of PC.

1315.10 Advance Notices - of external and Parish meetings

- Communications Group Meeting on Saturday 21 March.
- Environment Group Meeting – before April PC meeting, date TBC
- Clerk/RFO Training with SALC, 2nd, 9th and 14th April. RHC proposed that as the Clerk will not have completed her training until after the April meeting and the May meeting will have a lot of legal matters to complete TP should attend these next two meetings. PPC Seconded. **Resolved unanimously.**

0315.11 Matters for report or for the next agenda – None.

0315.12 Date and time of next meeting - Monday 13 April at 7.30 pm, Marples Room.

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

Signed:

Date:

Report on Replacement School at Queen Camel
 from Carol Bond, Senior Client Lead Officer, Property Client,
 Business Development, Somerset County Council

The purchase completed on 18th February 2015, so the County Council is now the owner of the proposed school site. The stock proof fencing to secure the site has been installed at Mr Case's request and the hedge has been removed prior to the start of the bird nesting season (a planning condition). The next step is the relocation of the overhead power cable; a date for those works is still to be confirmed.

A Section 73 application has been submitted to our County Planners. This application purely relates to the varying of wording to a number of planning conditions to align them to the construction programme. Please see the table below which sets out the details of the current Section 73 application and the changes we are seeking.

With regard to the car parking on the proposed school site, I can confirm that we are proceeding with the additional area of hard standing near the exit of the proposed school site and have the necessary permission to do so. For some reason the plan that was presented at Regulation Committee did not show this additional area.

In regard to the external render colour, we have a meeting with the architects on the 25th March 2015 to discuss the external materials. I will come back to you following that meeting.

Proposed adjustment to Condition Wording	Current Condition Wording
<p>Condition 06 - Subsequent approval of Materials Before commencement of external envelope of the development hereby permitted, details and samples of the materials to be used for the external walls and roofs shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance of the approved details and maintained as such for the duration of the development hereby permitted.</p>	<p>Condition 06 - Subsequent approval of Materials Before the commencement of the <u>development</u> hereby permitted details and samples of the materials to be used for the external walls and roofs shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance with the approved details and maintained as such for the duration of the development hereby permitted.</p>
<p>Condition 07 - Subsequent approval of Materials Before the installation of the electrical sub-station of the development hereby permitted details for the design (including colour) and materials for the electricity substation shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance with the approved details and maintained as such for the duration of the development hereby permitted.</p>	<p>Condition 07 - Subsequent approval of Materials Before the commencement of the <u>development</u> hereby permitted details for the design (including colour) and materials for the electricity substation shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance with the approved details and maintained as such for the duration of the development hereby permitted.</p>
<p>Condition 08 - Landscape Planting / Boundary Treatment Before the commencement of the hard and soft landscaping of the development hereby permitted a landscape planting scheme to include details of soft landscaping along the site boundaries, including the school frontage to include the use of native plant species shall be submitted to and approved in writing by the County Planning Authority. The approved scheme shall be implemented in full within the first planting season following the development first being brought into use. For a period of five years following their planting the trees and shrubs shall be protected and maintained, and any trees or shrubs which die, or become seriously damaged or diseased shall be replaced in the following planting season with others of similar size and species.</p>	<p>Condition 08 - Landscape Planting / Boundary Treatment Before the commencement <u>of the development</u> hereby permitted a landscape planting scheme to include details of soft landscaping along the site boundaries, including the school frontage to include the use of native plant species shall be submitted to and approved in writing by the County Planning Authority. The approved scheme shall be implemented in full within the first planting season following the development first being brought into use. For a period of five years following their planting the trees and shrubs shall be protected and maintained, and any trees or shrubs which die, or become seriously damaged or diseased shall be replaced in the following planting season with others of similar size and species.</p>
<p>Condition 09 - Lighting Before the commencement of installation of any external lighting of the development hereby permitted an external lighting plan shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance</p>	<p>Condition 09 - Lighting Before the commencement <u>of the development</u> hereby permitted an external lighting plan shall be submitted to and approved in writing by the County Planning Authority. Development hereby permitted shall be carried out in strict accordance with the approved</p>

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