



## Queen Camel Parish Council

**COUNCILLORS:** You are **SUMMONED** to attend a **MEETING** of the **PARISH COUNCIL** to be held in the Marples Room of the Memorial Hall on **Monday, 12<sup>th</sup> December 2016 at 7.30pm**

### **AGENDA**

#### **Procedural Items**

1. Welcome and Introduction
2. Public session – to listen to members of the public and answer their questions
3. Apologies – to note those Councillors unable to attend
4. Declarations of interest – to register Councillors' interests relating to Agenda items
5. Councillor vacancy – to co-opt a new Councillor
6. Standing Orders – to review Standing Orders
7. Minutes – to confirm as correct the minutes of the meeting held on 14<sup>th</sup> November, 2016.

#### **Business Items**

**01 [1216] Police and Safety report** – to hear, comment and ask questions as appropriate.

**02 [1216] County & District Councillor's report** – to hear, comment and ask questions.

**03 [1216] Outstanding actions** – to review matters previously discussed but unresolved and table resolutions as appropriate.

1. **Old school site** - email from Rosemary Heath-Coleman (RHC) with attached reports from Alison Ward and Diane Moore (circulated [>] 29/11/16), Community Land Trust Working Group (CLTWG) update (>11/11/16), Somerset County Council (SCC) Community Asset Transfer policy.
2. **Neighbourhood Plan** – Neighbourhood Plan Steering Group update (8/11/16), funding of Policy review
3. **Fields in Trust** application (email >1/11/16)
4. **Phone box**
5. **Emergency Community Contact**

**04 [1216] Highways**

1. **Traffic audit:** letter from a member of the public (>7/12/16)
2. **Speed Indicator Device:** email from SCC Highways (>7/12/16)
3. **Drains, pavements**

**05 [1216] Planning Applications**

1. To hear and respond to new planning applications. None
2. To receive updates on planning applications previously heard
  - 16/04701/TCA 2 Tithe Barn, High Street** – Notification of intent to carry out remedial works to a hawthorne and 2 crab apple trees within a conservation area. Permitted.
  - 16/04556/TCA Hayley Cottage, High Street** – Notification of intent to prune 3. trees in a conservation area. Permitted.
  - 16/04361/FUL Camel Farm, Marston road** – Erection of timber stable block and horse arena. Permitted, with conditions

3. to hear about recent planning applications in neighbouring parishes
  - 16/04746/COL Steart Road Garage, West Camel** - Certificate of Lawfulness for existing use of garage to carry out repairs and MOTs.
  - 16/05094/FUL West Farm, Mudford (resubmission)** Retention of enlarged site for concrete manufacture, office space & aggregate storage.

**06 [1216] Councillors' reports and motions** - to table and discuss reports or concerns and propose resolutions as appropriate. None, other than listed elsewhere

**07 [1216] Other reports and motions**

1. **Parish Council & Parish Groups:** email from three Group leaders (>20/11/2016)
2. **Communications Group:** report (>1/11/16)
3. **Environment Group:** report & emails (>11/11/16, >5/12/16, 13/11/16)
4. **Flood Committee:** minutes (>11/11/16), emails (>2/12/16, 4/12/16)
5. **Safety Group and Neighbourhood Watch** report (>26/11/16, 2/11/16)
6. **Community Plan (CP):** updating the 2005 CP (email from RHC >7/12/16)
7. **Survey '16** – Questionnaire results (>29/11/16)
8. **Shredding of Christmas trees** (email from SSDC Streetscene >7/12/16)
9. **Parish Environment Warden** (email >6/11/16)
10. **Clerk's hours and salary**

**08 [1216] Clerk's report:**

**09 [1216] Finance**

1. **Budget** – to consider 2017-18 budget including grant & donation requests
  - i. **Grant requests** (2016-17 figure in brackets):
    - Parochial Church Council - £2258.00 (£1458)
    - Playing Field Committee - £4350.00 (£2725)
    - Memorial Hall Committee – nil (£800)
    - Tennis Club - £1000 (£0)
  - ii. **Donation requests** (2016-17 figure in brackets):
    - Sparkford Copse Trust - £150 (£150)
    - Camel Guides – £250 (£150)
    - Cricket Club - £250 (£250)
    - Sparkford Scouts - £250 (£250)
  - iii. **Parish Group allocation requests** (2016-17 figure in brackets):
    - Environment Group – £690 (£811) See also 07.3 above
    - Flood Committee - £3000 (£1000). See also 07.4 above
    - Neighbourhood Watch - 100 (£0)

**2. Payments to be agreed:**

£35.00	ICO	Annual registration fee (data protection)
£16.85	Bob Holland	Primer for phone box
c.£110.00	?	Fingerposts – price increase
£ 362.70	P.Pender-Cudlip	November salary

3. **Accounts:** first half year 2016-17 (>7/12/16)
4. **Asset Register review:** (draft >7/12/16)
5. **VAT**
6. **Banking arrangements:**
  1. Account signatories
  2. Online banking

**10 [1216] Incoming correspondence – not dealt with elsewhere on the agenda.**

Email from SSDC Scrutiny Manager re Street Trading Policy (>7/12/16)

Schedule of MP's surgeries (>7/12/16)

**11 [1216] Advance Notices**

**12 [1216] Items for next month's Agenda**

**13 [1216] Matters arising post-Agenda – for information only**

**14 [1216] Next meeting – 7.30pm on 9<sup>th</sup> January, 2017 in The Marples Room**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual discrimination, marital status, and disability) Crime and Disorder, Health and Safety and Human Rights. Members are reminded that any significant interests over £25 must be registered.

**Signed:**

**Patrick Pender-Cudlip**

**Clerk and Responsible Financial Officer**

[queencamel.clerk@gmail.com](mailto:queencamel.clerk@gmail.com)

**Date: 6<sup>th</sup> December, 2016**