



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, 13th June 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. Clerk & RFO – to report on the appointment of a new Clerk & Responsible Financial Officer
6. Vice-Chairman – to elect a Vice-Chairman
7. Portfolios – to assign unassigned portfolios to Councillors
8. Councillors – to arrange the co-option of up to four new Councillors
9. Parish Council meetings – to agree dates for the remainder of 2016-17
10. Minutes – to confirm as correct the minutes of the meetings held on 9th and 23rd of May, 2016

Business Items

- 01.0616 County & District Councillor's report** – to hear and ask questions
- 02.0616 Outstanding actions** – to review matters previously discussed but unresolved.
1. PFC lease (JB)
 2. Location of litter bins (CB)
 3. Green lane boundaries (CB)
 4. Electrical testing of phone box (CB)
 5. Terms of Reference of Parish Groups (JB)
 6. Documentation of Trust deeds and investments (JB)
 7. SSDC Monitoring Officer response to letter of 16th January 2016 (JB)
- 03.0616 Police and safety report** – to hear and comment
- 04.0616 Highways** – to decide on response to SCC/NPS proposals for footpath (CB)
- 05.0616 Planning Applications**
1. to hear and respond to new planning applications
16/02086/AGN Blackwell Farm, Wales – notification of intent to erect a barn for storage of hay and straw
 2. to receive updates on planning applications previously heard
16/01654/FUL Windsor Farm, Sutton Montis road – change of use and construction of private manège. Permitted, with conditions.
16/01711/FUL Rectory Farm House – erection of greenhouse. Ongoing.
16/01660/FUL 1 Tithe Barn – single storey rear extension. Ongoing.
16/01233/FUL Banksia – conversion of outbuilding to form dwelling house. Permitted with conditions.

3. to hear about recent planning applications in neighbouring parishes (for information) **16/01059/COU Sparkford Hall** – change of use from C3 (dwellinghouses) to mixed C1 (hotels & hostels), C2 (residential institutions) and C3. Permitted with conditions **16/00725/OUT Haynes Publishing, High Street, Sparkford** – to develop a 2.2ha. site for a mixture of residential (c.48 dwellings) and commercial (0.45ha.) use.

06.0616 Councillors’ reports and motions

1. **Parish Council meetings** – to consider whether to change the order of business set out in the Standing Orders (CB)
2. **Old School site** – to register as an Asset of Community Value (JB)
3. **Speed limits** – to consider the effects of the school’s move to a new site (JB)
4. **Footpath across playing field** – to consider proposals by SCC & NPS (CB)
5. **Neighbourhood Plan** – to consider whether or how to proceed (JB)
6. **Community Plan and questionnaire** - to consider whether or how to proceed (ST)
7. **Accounting Software** – to consider whether to switch from an Excel-based system to an accredited Accounts package (JB)
8. **Heritage Trust** - to review and consider its relationship with the Council (JB)
9. **Poors Trust** - to review and appoint new Trustees (JB)

07.0616 Incoming correspondence - to note the contents of letters and emails received

Old School site – email from Morwenna Ford, letter from Sue Howman

Fingerposts – email from Colin Fletcher (SCC Highways)

Footpath across playing field – emails (including copy emails) from Carol Bond (SCC), Chris Bouchard (NPS) and Pete Naylor (PFC)

Alpha Finance Software – email from Carol Buckland about accounts software

Speed limits – emails from Rosemary Heath-Coleman and Mike Lewis

Sparkford Scouts – email of thanks for donation

Sparkford Copse Trust – letter of thanks for donation

08.0616 Other reports and motions

1. **Review of Parish systems and records** – to hear and consider RHC’s report (JB)
2. **Annual Village Meeting** - to hear and consider RHC’s report and fix a date for next AVM (ST)

09.0616 Clerk’s report - to hear and respond to information or recommendations

10.0616 Finance

1. **Receipts:** None
2. **Payments made:** All as previously approved
3. **Payments to be approved:**

SALC	SALC/NALC affiliation fees	£211.86
Memorial Hall	Hire of Hall (for AVM) and Marples Room	£64.00
Supply Stores	Drink for AVM (sale or return)	£187.54
Jo Pender-Cudlip	Food for AVM	£46.31
Parochial Church Council	Printing for AVM	£5.00
Rosemary Heath-Coleman	Stationery for Parish Groups and AVM	£34.29
Steve Millard	Compost for planters (Environment Group)	£16.00

- 4. Accounts** - to approve income & expenditure account to 31st March, 2016
- 5. Audit** - to receive John Calvert's report following his internal audit
 - to approve Annual Return for external audit

11.0616 Advance Notices

12.0616 Items for next month's Agenda

13.0616 Matters arising post-Agenda – for information only

14.0616 Next meeting – 7.30pm on 11th Jul, 2016 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.

Patrick Pender-Cudlip
Clerk and Responsible Financial Officer
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Signed:

Date: 7th June, 2016