



# 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> June 2017 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. To determine the dates of Parish Council Meetings and Parish Meetings 2017-18.
6. To adopt a revised Council policy: *Media & Communications* (2017).
7. To review Council policies: *Freedom of Information* (2014), *Transparency Code* (2014)
8. To review administrative audit of May 2016.
9. To review deeds and trust investments in the custody of the Council.
10. Minutes - to confirm as correct the minutes of the meeting held on 8<sup>th</sup> May, 2017.

### Business Items

- 01 [0617] County and District Councillor's report** - to hear and question as appropriate.
- 02 [0617] Crime and Safety** - to report, consider and take action as appropriate.
- 03 [0617] Outstanding actions** - to review matters previously discussed but unresolved and table resolutions as appropriate:
1. **Old school site** - To note any developments since the last meeting.
  2. **The Neighbourhood Plan (NP)** - To progress since the last meeting.
  3. **Green Lane** - Report (CB, BN)
- 04 [0617] Highways:**
1. **Report on High Street traffic census**
  2. **Report on outstanding matters** (PPC)
  3. **Pedestrian safety:** footpath on playing field, pavement on High Street (PPC)
- 05 [0617] Planning Applications:**
1. To hear and respond to new planning applications - none.
  2. To receive updates on planning applications previously heard - none.
  3. To hear about recent planning applications in neighbouring parishes - none.
- 06 [0617] Councillors' reports and motions** - to table and discuss reports or concerns and propose resolutions as appropriate:
1. **Annual Village Meeting** - feedback (JPC)
  2. **Website** - update (JPC)
- 07 [0617] Other reports and motions - litter bins** (PPC)

**08 [0617] Clerk's report: Training**

**09 [0617] Finance:**

1. **Annual return for 2016-17:**

- **Internal audit report**
- **Annual governance statements**
- **Accounting statements**

2. **Payments to be agreed:**

£250.00	Mildmay Arms	AVM
£375.86	P.Pender-Cudlip	May Salary

3. **Payment confirmed:** £377.17 Came & Co, insurance premium
4. **Grant item for consideration:** Memorial Hall refrigerator
5. **VAT claim for 2016-17** - report
6. **Asset Register** - update
7. **Financial regulations** - to adopt
8. **Banking arrangements** - Online banking update

**10 [0617] Incoming correspondence** not dealt with elsewhere on the agenda:

Memorial Hall, Queen Camel Guides, SCC SEND Strategy Officer, SCC Performing Arts Library, SSDC Housing Development Officer.

**11 [0617] Advance Notices:** Sparkford Copse Trust AGM, 6<sup>th</sup> July

**12 [0617] Agenda items for next month's meeting:**

**13 [0617] Matters arising post-Agenda** - for information only.

**14 [0617] Next meeting** - 7.30pm on 10<sup>h</sup> July, 2017 in The Marples Room

**Signed:**

**Patrick Pender-Cudlip**  
**Clerk and Responsible Financial Officer**  
[queencamel.clerk@gmail.com](mailto:queencamel.clerk@gmail.com)

**Date: 6<sup>th</sup> May, 2017**

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.