

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Emma Curtis, 14 Everlanes Close, Milborne Port, Sherborne, DT9 5FT**Tel:** 01963 250925**e-mail:** [queencamel.clerk@gmail.com](mailto:queencamel.clerk@gmail.com)[www.queen-camel.co.uk](http://www.queen-camel.co.uk)**Draft Minutes of the Full Parish Council Meeting held in the Marples Room at the Memorial Hall on Monday 8<sup>th</sup> July 2019 at 7.30pm****Public Question Time**

There were 9 members of the public in attendance at the commencement of the meeting. Some comments and questions were raised.

**The Chairman opened the meeting at 7.45pm**

**Present:** Chairman Simon Thornewill, together with Councillors Michael Baker, Sue Gettings, Kathy Grainger, Brian Hewlett, Daniel Hewlett, John Brendon, Bryan Norman and Jude Coggins.

**Also Present:** District and County Councillor Mike Lewis  
Parish Clerk and RFO Emma Curtis

- 01/07 To received Apologies for Absence and approve the reasons given:** None received
- 02/07 Declarations of Interest:** Received from Cllr Bryan Norman, agenda items 09/07 – member of NPSG and 10/07/c – pecuniary interest.
- 03/07 To approve as a correct record the minutes of the previous meeting held on 10<sup>th</sup> June 2019:** Cllr Dan Hewlett queried why Cllr Bryan Norman did not declare an interest at the last meeting in relation to the NPSG. It was agreed that moving forward Cllrs must declare interests. Cllr Kathy Grainger queried the approval of the minutes from the meeting held in May prior to the appointment of the new Clerk stating that a number of items and resolutions appeared to be missing. Cllrs resolved that moving forward the minutes would show when voting – For, Against and Abstained. **It was resolved to sign the minutes of the meeting held on 10<sup>th</sup> June 2019 as a true and accurate record of the meeting.**  
**For 9, Against 0, Abstained 0**
- 04/07 To approve as a correct record the minutes of the previous meeting Finance and Risk Committee Meeting held on 29<sup>th</sup> April 2019:** As Cllr John Brendon was the only current Cllr in attendance at the meeting it was resolved by Council that he would approve the minutes. **It was resolved that Cllr John Brendon would sign the minutes as a true and accurate record of the meeting.**  
**For 9, Against 0, Abstained 0**
- 05/07 To receive any Police matters:** No report received from the Police. It was resolved that the Clerk would make contact with PCSO Thelma Mead. Cllr Kathy Grainger reported that a child had recently been followed home from the local school and a garage burgled.
- The Chairman closed the meeting at 7.55pm** – A member of the public reported there had been 4 crimes in the parish in the last month.
- The Chairman reopened the meeting at 7.56pm** – It was resolved that Cllr Jude Coggins would become the Parish Council Police Liaison.
- 06/07 To receive County and District Councillor reports:** Cllr Lewis stated that he would wait until the relevant agenda item to discuss Blackwell Lane. Cllr Lewis reported that he had been in contact with Martin Woods at SSDC regarding the old doctor's surgery and the possibility of issuing them with a S215 notice. Cllr Lewis commented that he would report back once he

had an update from SSDC. Cllr Lewis reported that Streetscene were going to undertake some grasscutting on the overgrown patch outside the surgery. To conclude Cllr Lewis asked for feedback on SSDC's telephone and email systems.

## 07/07 Planning

- a) To consider any planning applications: None
- b) To note any planning approvals: None
- c) To note the following Agricultural Notification:  
**19/01712/AGN Windsor Farm, Sutton Montis Road – Prior notification for proposed cow tracks Noted.**

Cllr John Brendon suggested that the Council monitor the England's Mead application.

**The Chairman closed the meeting at 8.04pm:** A member of the public commented that it taken six weeks to try to contact the SSDC Planning Department. The Clerk said she would assist this with him.

**The Chairman reopened the meeting at 8.05pm**

## 08/07 Council Matters

- a) To consider speed bumps and speeding towards Roman Way: Cllr Michael Baker reported that he had received complaints about speeding in this area and suggested that measures be implemented. **It was resolved that the Clerk would make contact with Highways and and request a site meeting. For 9, Against 0, Abstained 0.**
- b) To receive Footpaths and Environment updates: Cllr Kathy Grainger reported that the new gates had been delayed but should be installed the following week. She reported that an old gate between two houses was dangerous and rotten and that she would be meeting with Eve Wynn shortly from SCC Rights of Way. Cllr Grainger continued that the Neighbourhood Watch team required some new signs which the Clerk said she would look for. To conclude the possibility of a village defibrillator and commemoration of VE day in 2020 was considered. It was proposed that a Working Group be formulated to discuss these ideas. **It was resolved Cllrs Kathy Grainger, Sue Gettings and the Clerk would form a Working Group. For 9, Against 0, Abstained 0.**
- c) To receive an update from the Playing Fields Lease Working Group: No update received as no meeting taking place. It was mentioned that the Fields in Trust documentation had not been received. **It was resolved that the Playing Fields Committee and Parish Council Working Group arrange a date for a meeting. For 9, Against 0, Abstained 0.**
- d) To consider quotation and dates for Cllr Essentials Training from SALC: **It was resolved to accept the quotation of £195 for Councillor training and request the date of 12<sup>th</sup> August for training to be completed. For 9, Against 0, Abstained 0.**
- e) To receive and discuss any Highways matters and ongoing issue at Blackwell Lane: Cllr Mike Lewis reported that it may be possible to close Blackwell Lane temporarily and was waiting for a meeting with Highways to resolve the issue. Other Highways issues were discussed and options considered.
- f) To receive an update and consider options for Fingerpost Signs: Cllr Sue Gettings provided an update on the options available. **It was resolved to add the item to the September meeting For 9, Against 0, Abstained 0**
- g) To consider purchasing a Parish Council financial software package and consider quote: The Clerk provided information on the three quotations provided and the reasoning to purchase an adequate accounting software package. **It was resolved to purchase the Scribe accounting package. For 9, Against 0, Abstained 0.**
- h) To consider purchasing a new Parish Council website and consider quotation: The Clerk provided detail about the quotation received for the production of a new Parish Council website stating that the Council should adhere to the Transparency Code and Model Publication Scheme. **It was resolved to accept the quotation for the design and production of a new Parish Council website. For 9, Against 0, Abstained 0.**

- i) To consider improving the image of Queen Camel: Cllr Sue Gettings reported that she was disappointed with how the village currently looked as it used to be pretty and clean but is now overgrown with shrubs, nettles and brambles. Options on how to improve the village were considered. **It was resolved that Cllrs Kathy Grainger and Sue Gettings along with the Clerk would form a working party to consider options on improving the village.**  
For 9, Against 0, Abstained 0

#### 09/07 Neighbourhood Plan

- a) To confirm circulation of the Neighbourhood Plan summary: Circulation of the Neighbourhood Plan summary was confirmed. However, Cllr John Brendon and a member of the public stated they had not received a copy.
- b) To confirm remuneration for the production of the Neighbourhood Plan summary: Cllr Simon Thornewill stated that a total of 11.5hours had been spent producing the document which at £30 an hour totaled £345. It was proposed that this was figure be paid, with all members voting in favour with one abstention.  
**It was resolved to pay £345 and raise at cheque at the September meeting.**  
For 8, Against 0, Abstained 1
- c) To consider extending the Neighbourhood Plan Consultation period: A long discussion took place and many opinions were shared regarding the recent village meeting, the extension period and the format of analysing consultation responses.  
**The Chairman closed the meeting at 9.14pm:** A representative from the NPSG commented that the group were impartial and all evidence was fact based and collated without prejudice. She commented that she had not received a copy of the summary. **The Chairman reopened the meeting at 9.18pm.**  
**It was resolved that three members of the Parish Council would work with three members of the steering group with the planning consultation to collate and analyse Consultation responses. It was agreed that Cllrs John Brendon, Simon Thornewill and Sue Gettings would be the Parish Council representatives. It was also resolved to extend the consultation period until Sunday 28<sup>th</sup> July 2019.**  
For 8, Against 0, Abstained 1

#### 10/07 Finance

- a) To receive an update on the Parish Council banking situation and sign letter to Natwest: The Clerk provided an update on the banking situation. **It was resolved that the Clerk and Cllr Brendon visit Natwest with a letter confirming transfer of funds, requesting latest bank statements, removal of signatories and change of address.**  
For 9, Against 0, Abstained 0
- b) To approve out of committee approval for the signing of a cheque in August for the Clerks August salary and expenses due to there being no meeting: **It was resolved to sign a cheque out of committee for the Clerk's salary and expenses.**  
For 9, Against 0, Abstained 0
- c) To consider invoice received from Fairhurst and whether the Parish Council are obliged to pay: **It was resolved that the Council would pay a third of the invoice and a cheque for payment would be raised at the September meeting.**
- d) To note the submission of the 2018/19 Annual Governance and Accountability Return: **Noted.**
- e) To note the Councils reapplication to register with HMRC for PAYE and NI payments: **Noted.**
- f) To approve the following accounts for payment and two signatories for cheques: **It was resolved to approve the following payments:**

Supplier/Contractor	Narrative	Amount
Staff	June Salary	£482.46
Staff	June Expenses & Mileage	£94.04
South Somerset District Council	Parish Council Elections	£259.32
Came and Company	Parish Council Insurance	£437.55
SALC	Chairman Training	£60.00
Milborne Port Computers	Wireless Adapter and Call Out	£42.00

Supply Stores Queen Camel	Annual Village Meeting Supplies	£149.43
B Hewlett	Cheese for Annual Village Meeting	£14.64
S Stapely	Annual Village Meeting Expenses	£12.00
Bernie Peachy	Plants on Triangle	£61.88

**11/07 Correspondence**

- a) To note circulation of the Service Delivery Operating Model Proposal from Devon and Somerset Fire & Rescue Service: **Noted**
- b) To note circulation of an email from the Environment Agency regarding the Neighbourhood Plan: **Noted**
- c) To note email from Asset Sphere: **Noted**
- d) To note email from SSDC regarding Review of South Somerset Local Plan: **Noted**
- e) To consider email from SSDC regarding Environment Strategy – Issues and Opportunities: **Noted.**

**12/07 Date of next meeting** – The next Parish Council meeting will be held on Monday 9<sup>th</sup> September 2019. All items for inclusion on the agenda must be received by the Clerk by **9.00am on Thursday 29<sup>th</sup> August.**

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