



## Queen Camel Parish Council

**MINUTES** of the **PARISH COUNCIL MEETING**  
held in The Marples Room at the Memorial Hall  
on **Monday 13<sup>h</sup> November 2017** at **7.30pm**

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**Present:** Councillors **John Brendon (JB)** – Chairman  
**Chris Bennett (CB)**  
**John Carnegie (JC)**  
**Andrew Hoddinott (AH)**  
**Bryan Norman (BN)**  
**Jo Pender-Cudlip (JPC)**  
**Zelda Sowerby (ZS)**  
**Kit Stapely (KS)**  
**Simon Stapely (SS)** – Vice Chairman

**In attendance:** **Patrick Pender-Cudlip (PPC)** - Clerk  
**Mike Lewis (ML)** – District and County Councillor  
**3 members of the public**

### Procedural Items

1. JB welcomed Councillors and members of the public.
  2. A Queen Camel Cricket Club representative reported on the Club's progress and plans and asked for the Council's help [see also 06.2 and 09.6.vi) below].  
An Environment Group representative mentioned public concerns about dangerously slippery stiles which he would be passing on to the Parish Environment Warden.
  3. No Councillors were absent.
  4. Individual Councillors declared individual interests in particular items as follows:  
AH and CB in items 06.1 and 09.6(iii), as members of the Playing Field Committee (PFC).  
AH in items 06.2 and 09.6(vi) as a member of the Cricket Club Committee.  
JPC in Procedural item 7 in respect of a family connection with the Clerk.  
CB in item 09.6(v) as a member of Sparkford Copse Trust.
- [Clerk's note: At this point the Council turned to the Business items on the Agenda, starting with Financial matters, and returned to the remaining Procedural items later in the meeting. For ease of reference these minutes follow the normal Agenda order].**
5. Councillors agreed to defer a review of the running order of Agenda items until the Council meeting in December.
  6. Councillors agreed to defer a discussion of the idea of setting up of Council Committees until the Council meeting in December.
  7. Councillors agreed that AH (Lead Councillor, Human Resources) and PPC should meet to discuss the Clerk's appraisal and report back to the Council.
  8. **RESOLVED 9-0-0 [for-against-abstained] that the minutes of the meeting held on 11<sup>th</sup> October 2017 be confirmed and signed as a true and accurate record**

## **Business Items**

### **01 [1117] County and District Councillor's report:**

1. ML pointed out South Somerset District Council (SSDC)'s Leisure & Recreation team might be able to help that the Cricket Club or PFC access financial support.
2. ML has put up the Sparkford -Mudford section of the A359 for a Somerset County Council (SCC) Small Improvement Scheme, perhaps employing a monitoring system like that used on roads near Hinkley Point to enforce current weight restrictions.
3. ML has urged SCC to fulfil its duty of care by implementing appropriate speed-reduction measures outside the new school, possibly by installing flashing 'wig wag' signs to indicate a part-time 20mph speed limit at either end of the school day.
4. In answer to a question about Highways England (HE) plans for the A303, ML advised that HE could be required to release data under a Freedom of Information request.

**02 [1117] Crime and Safety:** In September 2017 four crimes were reported in Queen Camel: 2 of violence or sexual offence, 1 of theft and 1 of anti-social behavior. Crime reports for our beat area (Wincanton rural south) are not broken down by parish so are of limited use.

### **03 [1117] Updates:**

1. **Green Lane:** update deferred until the Council meeting in December.
2. **Website:** PPC reported that the website takes c.1 hour of his time per week.
3. **Rubbish bins:** CB reported that the PFC would soon decide on the best type of bin(s) for the gateway into the Glebe and then an order would be placed.
4. **Fingerposts:** Councillors supported CB's suggestion to register and seek training & remedial advice from the SCC Fingerpost Restoration Project, keeping funds previously allocated for fingerposts in a ring-fenced reserve until needed.

### **04 [1117] Highways:**

1. **A303:** The Council noted Highways England HE's choice of a route close to the existing A303 and looked forward to receiving more details about HE's plans.
2. **Traffic:**
  - SCC Highways (Highways) is considering warning signs to discourage motorists from using local roads to avoid congestion on the A303.
  - Highways is being urged to limit speeds outside the school, possibly by installing 'wig wag' flashing signs (see 01.3 above).
  - According to SSDC's Environmental Protection Service Queen Camel's air quality is not bad but if the Parish Council wishes to carry out an air quality survey SSDC would happily provide appropriate advice & training.
3. **Engineering:** Highways will be asked to re-check on some drains in Church Path which remain blocked despite its gully clearance programme.
4. **Hazlegrove School car sharing:** Hazlegrove school authorities are asking parents to share school journeys and help reduce traffic on the High Street.
5. **SCC Highways winter service:** Information and advice from Highways on roads safety in winter has been posted on the website and noticeboards. Highways will be giving out road grit and storage bags to the parish.

### **05 [1117] Planning Applications:**

1. New planning applications - none
2. Updates on planning applications previously heard - none

3. Planning applications in neighbouring parishes:  
**14/02554/OUT Primrose Lane, Upper Mudford** – Councillors took note of a report (commissioned by Mudford Parish Council) by LQM Ltd suggesting that the incineration and burial of anthrax-infected cattle at Hillside Farm in the 1960s and 1970s made the Primrose Lane site unsuitable for housing.

**06 [1117] Councillors' reports and motions:**

1. **Playing Field:** AH reported that the PFC would be asking residents for their views on new equipment and facilities and would also consider what lease arrangements would be most beneficial.
2. **Queen Camel Cricket Club:** A Club representative reported on ambitious plans to get an even larger number of residents playing cricket, especially children and young people, and expressed the hope that the Council might help the Club replace some of its very old maintenance equipment.
3. **Devon and Somerset Fire & Rescue Authority Draft Integrated Risk Management Plan Consultation and South Somerset District Council Local Plan review:** No Council response is required but individual councillors were encouraged to taken an interest.

**07 [1117] Other reports and motions:**

**Neighbourhood Plan:** The Council took note of a report on the Neighbourhood Plan Steering Group (NPSG) meeting of 17<sup>th</sup> October; it also heard about an informal meeting of some Parish Councilors and NPSG members on 30<sup>th</sup> October and about the Neighbourhood Plan Drop-in sessions on 10<sup>th</sup>/11<sup>th</sup> November. Regrettably attendance at the Drop-in sessions was poor, especially among the generations under the age of forty.

- 08 [1117] Clerk's report:** PPC reported that in answer to an enquiry the Memorial Hall Committee did not see any real demand for a pull-down screen in the Marples Room, but if the Council wanted one and was prepared to fund it the Committee was minded to respond sympathetically. Councillors asked PPC to pursue this with the Committee.

**09 [1117] Finance:**

1. **RESOLVED 9-0-0 that the following payments be agreed:**

£339.20	Gary Linscott (Flood Committee)	Flood mitigation equipment
£288.78	Dorset Planning Consultant	Fees & expenses for meeting, 30/11/17
£80.31	CartridgeWyse	Ink cartridges, envelopes
£35.00	Information Commissioners Office	Registration fee 2017-18
£187.93	P.Pender-Cudlip	Website administration (4 months)
£375.86	P.Pender-Cudlip	October salary

2. It was noted that a cashback payment of £50 had been received in respect of the HP OfficeJet Pro 8730 All-in-one printer purchased in September.
3. **RESOLVED 9-0-0 that the following transfers be agreed:**  
Current ac. ->Deposit ac. £13,582.91: unspent balance from previous years  
Deposit ac. ->Current ac. £155.00: to purchase the printer  
Ring-fenced PC Printer reserve -> General reserves £210.01: unspent balance
4. **RESOLVED 7-0-0 that the outstanding balance of the Playing Field revenue grant for 2017/18 (£925) be paid to the PFC.**
5. **2017/18 accounts**, first two quarters: Councillors suggested some presentational improvements and the accounts will be re-presented at the December meeting.

6. **2018/19 budget.** After considerable discussion it was agreed that the following grants and donations for 2018/19 be granted provisionally, subject to confirmation in January when other budgetary demands have been taken into account:
  - i. **RESOLVED 9-0-0 to grant £1620 to the Memorial Hall Committee to upgrade electrical installations in the Hall building.**
  - ii. **RESOLVED 7-2-0 to grant £2285 to the Parochial Church Council.**
  - iii. **RESOLVED 7-0-0 to grant £3950 to the Playing Field Committee.**
  - iv. **RESOLVED 9-0-0 to donate £250 to Queen Camel Guides.**
  - v. **RESOLVED 7-1-0 to donate £150 to Sparkford Copse Trust, with a request for more active management of Ridge Copse.**
  - vi. **RESOLVED 8-0-0 to consider Queen Camel Cricket Club's revised donation application at the Council meeting in December.**
  - vii. No application was received from Sparkford Scouts.
  - viii. Funding requests from the Parish Council's Flood Committee (£500) and Environment Group (£200) will be considered at the December meeting.
7. **Online banking:** After receiving advice from Natwest about how Councillor signatories can have view-only access to the Council's accounts PPC submitted an application to Natwest Business Banking Online for digital and direct banking.
8. **2017/18 audit arrangements** – PPC has been in touch with the newly appointed external auditors, PKF Littlejohn LLP, about the 2017/18 Annual Return.
9. **Financial regulations** - Councillors agreed to defer a discussion of possible revisions to Financial regulations until the Council meeting in December.
10. **Jubilee account** - Councillors agreed to defer consideration of the fund's future until the Council meeting in December.

**10 [1117] Incoming correspondence:** The Council took note of a report from Somerset Rivers Authority and a briefing from Somerset Waste Partnership (SWP).

**11 [1117] Advance Notices** SWP Open Day 25<sup>th</sup> November, SCC Highways depot Open Day 25<sup>th</sup> November, SSDC Local Plan Review Consultation sessions on 22<sup>nd</sup> November (Wincanton) and 4<sup>th</sup> December (Yeovil).

**12 [1117] Agenda items for next meeting:** running order of Agenda items, establishing Council Committees, Clerk's appraisal, Green Lane, rubbish bins, A303 dualling scheme, road signage, 2017-18 accounts, Cricket Club donation, Flood Committee and Environment Group funding requests, consolidated budget 2018-19, review of Financial regulations, future of the Jubilee account.

**13 [1117] Matters arising post-Agenda** - for information only.

**14 [1117] Next meeting** - 7.30pm on 11<sup>th</sup> December, 2017 in The Marples Room

The meeting concluded at 9.51pm

**Signed:**

**John Brendon**

**Chairman**

**[Date: 11<sup>th</sup> December, 2017]**