



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY
10th SEPTEMBER 2012 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

Present: Chairman **Patrick Pender-Cudlip (PPC)**
 Councillors **Rosemary Heath-Coleman (RHC)** **David Biggart (DB)**
 Dan Hewlett (DH) **Chris Bennett (CB)**
 Angus Davidson (AD) **Jean Pilgrim (JP)**
 Steve Millard (SM) **Ben Turner (BT)**

Clerk **Les Stevens (LS)**

District Councillor Mike Lewis

Apologies for absence Bob Little (SCC Councillor) and PCSO Thelma Mead

Members of the public - 4

PPC welcomed everyone to the meeting and asked if any members of the public wished to speak. As no one wished to speak, PPC referred to a note he had received regarding the lack of planning permission at the old Heath Centre. He explained that this was broadly speaking a District Council matter and he was in close liaison with ML. Latest information was that matters are progressing towards submission of a planning application and that current delays are beyond the control of the owner. ML had no further update.

PPC formally opened the meeting at 19:35 hrs.

0912.01 To welcome new Councillor Ben Turner and sign Declaration of Acceptance of office PPC welcomed Ben Turner to the meeting and invited him to formally become a Parish Councillor by signing a Declaration of Acceptance of Office form. This was duly signed and witnessed by LS.

0912.02 Apologies for Absence – received from Councillor Bob Little and PCSO Thelma Mead.

0912.03 – Planning (part) 12/02934/FUL Anchorage Farm England Lane – PPC (with the Council's agreement) brought this planning application forward in the agenda to allow the applicant Mr. Crang to speak and answer any questions. After brief discussion PPC proposed, seconded by DB and agreed by ALL that the Council had **No Objection** to this application. **AP LS to respond.**

0912.04 To adopt a new Code of Conduct (NALC or Somerset Model). After some discussion it was proposed by PPC, seconded by DB and agreed by ALL that Queen Camel Parish Council adopt the NALC model Code of Conduct. There was further debate regarding the definition of a 'co-opted member' and LS was asked to strike through the wording alluding to co-opted members of Working Groups being treated as Councillors for declaration of interest purposes, proposed CB, seconded DB and agreed ALL. **AP LS to advise SSDC Monitoring officer and affix a notice in Council Notice Boards advising adoption of a new code of conduct. LS to edit NALC model and circulate a copy for**

retention by all Councillors.

0912.05 To agree changes to Standing Orders (ref Code of Conduct changes only) – LS outlined the purpose behind the recommended NALC/SALC changes to Standing Orders. RHC proposed, seconded SM and agreed ALL to adopt the changes. **AP LS to make necessary amendments and circulate copies for retention by all councillors.**

0912.06 Declarations of Interest and details of dispensations requested / granted since the last meeting (Councillors and visiting Councillors) – there were none.

0912.07 Safety and Behaviour – CB stated that only one NHW report had been received since the last meeting (July) and that was the broken window in the Marples Room (where meeting was taking place). There had been no 'Ringmaster' System reports received. CB mentioned a trip to visit Police Headquarters in Portishead in the coming months, anyone interested to contact him directly.

There had been a repeat incidence of fly tipping in Gason Lane, now cleared, and minor damage to a 5 a-side goal posts on the playing field which was easily repairable.

0912.08 Police Matters – in TM's absence CB delivered the police report –
5 Crimes reported and dealt with July 2012 - Sept 2012 consisting of -
3 x Making off without payment
1 x Other Criminal damage has been updated and filed
1 x Theft of motor vehicle has been found and filed

There were 16 Calls to the force service centre July 2012 - Sept 2012 -

2 X Suspicious/wanted, 3 x Disturbance/Nuisance, 2 x Assist other services, 1 x Attempt Burglary

1 x Public Services, 2 x Traffic, 3 x Theft, 1 x Driver Under Influence & 1 x ANPR Camel Hill

Report - I am on annual leave / looking after a poorly husband after a back operation from the 9th Sept - 2nd Oct 2012.

Advance notice of SIXTY PLUS. Driving safer for longer 10th October 2012 10am - 13.00 to be held in The Memorial Hall, High Street, Queen Camel.

I have heard rumours regarding a seat to be place next door to the Post Office. This will encourage the youths to congregate and could well cause problem as did the Bus Shelter, increase in litter possible antisocial behaviour. Could you please keep me posted

0912.09 Advanced Notices

- SALC AGM/Area Meeting 29th September – attendees? **AP - CB to check agenda before committing to attend. LS to send agenda to CB.**
- Recycle Event – 29th September Bridgewater – no councillors available. **AP LS to send apologies.**

0912.10 Minutes of last meeting (09/07/12) to be agreed and signed – The minutes were agreed by all councillors and signed by PPC and LS.

0912.11 Matters of report arising from the last meeting minutes

0712.09 Relationship between parish groups flow chart – now posted on the web site – **comp.**

0712.10 Steart Hill Farm Planning Application – limited response unable to formally respond on behalf of QCPC – PPC asked councillors to respond in future even if 'nil response' – **closed.**

0712.13 Bush trimming in the Glebe – no action to date. **AP LS to chase Street Scene – ongoing**

0912.12 Correspondence / Reports / Other matters requiring action.

- a. SSDC Area East Forum – PPC gave a brief report on this meeting.
- b. QEII Fields in Trust – CB asked for this matter to be moved to October. **AP LS.**
- c. Parish Plan Update – RHC mentioned that the **Safety Group** required 'terms of reference' which after some discussion CB and RHC agreed to develop over the next month and review at October's meeting. **AP RHC/CB to develop terms of reference for Safety group to present to the Council in October. LS to agenda.**

Planning and Development Group – no actions

Environment Group – SM added that 3 stiles had been repaired. LS was asked to write to McDonalds thanking them for their litter picking service and asking if they would be prepared to supply 10-20 waste bag hoops – **AP LS.**

SM also mentioned that the EG had chased SCC on trimming in Green Ln. and Dark Ln. which they confirmed is part of their scheduled works.

CB offered to share plans showing land ownership around the new Health Centre to help settle an ongoing debate on maintenance responsibility.

Communications Group – PC authorisation requested for £50 donation to obtain a further supply of Gordon Moore's book to accompany welcome packs along with £25 for printing previously agreed in budget setting. The CG recommended that a large print (14 font) version of Council minutes be added to the web site each month and a hard copy provided in the PPC's porch. Also could LS place a copy of the minutes on the Memorial Hall NB – **AP LS.**

Telephone box – could a lock be provided and a notice placed in the Parish Mag and on the web site inviting suggestions as to future use? (see item (e) below).

Community Social and Leisure – Jubilee charities each received £1500 leaving a balance of around £900 (*PPC closed the meeting at 20:48 to allow John Calvert to comment on the Jubilee Group balance – meeting reopened at 20:50*). Tea towels would not be financed out of the JG group balance and any profit shared equally between the two charities. Any suggestions regarding spend on commemorative items from the JG balance to be placed before full council at a future date.
- d. CLT Update Report – RHC read a brief 1 page report outlining progress to date (details available on the QC CLT website). PPC thanked RHC for all her hard work compiling these reports and keeping the Parish Council, District Council and community updated.
- e. Telephone Box – after some discussion the following actions were agreed/endorsed –

Insurance – Proposed PPC, seconded CB agreed ALL to insure against accidental damage at a premium this year of £25 (minimum change fee). **AP LS to arrange.**

A lock was agreed to be unnecessary at this time. Notices to be placed in the Parish Mag and web site inviting suggestions for future use. **AP Comms Group.**
- f. Green Lane – CB reported that having examined the definitive maps, the designation of Green Lane remains unclear. He will pursue and update the Council if/when progress is made.
- g. Jubilee Celebrations – missing sports equipment. After some debate it was proposed that the missing skittles balls be replaced (CB to double check with Mildmay Manager Ben) and replacement darts be purchased at a cost of approx. £20. Proposed DH, seconded CB and agreed ALL. **AP CB to purchase replacement darts and liaise with Ben).**
- h. Electronic Payments by Parish Councils – LS précised the government consultation paper which proposes to repeal existing legislation requiring two signatures on PC cheques. This would clear the way for electronic banking but didn't introduce new guidelines. These will come from NALC/SLCC but will require PC internal financial

- processes to be rigorous. Agreed no action at this time.
- i. Health and Wellbeing – monies given by central government to County Councils who will in future be responsible for this area. In the absence of BL it was agreed to table to the October meeting and LS offered to find out more details – **AP LS to table and investigate.**
 - j. SCC Community Fund – again in the absence of BL it was agreed to table to the October meeting – **AP LS to table.**
 - k. SSDC Gold Star Awards – in confirmation of an earlier email debate it was confirmed that there were no suitable nominations Proposed CB, seconded SM agreed ALL.
 - l. Threat to Local Council Tax base – LS reported on a meeting he had attended at SSDC offices that pm. Looks likely that Parish and Town councils will be excluded and that a reduction in central government funding will be passed on to recipients of Council Tax Benefit.
 - m. Code of Conduct Training in October – it was agreed not to fund further training.
 - n. Grant Funding requests – LS listed several requests he had received from organisations outside the parish. It was agreed to adhere to existing grant award policy of supporting only local parish organisations.
 - o. Western Gazette ‘Young Star’ awards – as in item (k) above it was agreed that no suitable nomination could be made from the PC. **JP to mention scheme to Queen Camel School.**
 - p. Visit of Village Agent to October meeting – after some discussion it was agreed to invite Andrea de Berker (Village Agent) to the next meeting. **AP LS.**
 - q. Request for a provision of a bench in High Street near the Post Office – CB outlined a request made to him by an elderly resident. CB offered to investigate further and talk with Paul Price, residents in Cleaveside and Tracy Harris (SCC Highways). **AP CB.**
 - r. Flooding in road outside Rectory Barn. – LS stated that he had reported this item to SCC Highways some weeks previously following a request from ML. DH recalled that the drain may well be blocked. **AP LS to chase with SCC Highways.**
 - s. New Clerk’s probationary period ends 14th September. PPC pointed out that on Friday 14th September LS would have been clerk for 13 weeks (the contractual probationary period) and the Council was required to make a decision. *(at this juncture LS was asked to leave the room while councillors discussed the matter).* SM recorded in LS’ absence that the council were unanimous in their decision to offer LS a contract of employment.
(LS was asked to return to the room and resume recording the meeting).

0912.13 Planning.

12/02879/FUL – Alderley House Englands Lane – alteration and extension of detached garage etc. Dealt with under Standing Orders provision 26 – **Decision – no objection.**

12/02812/FUL – Sutton Farm retrospective completion and retention of landscaping screen (Corton Denham Parish). Dealt with under Standing Orders provision 26. **Decision – strongly object.**

LS reported that a revised plans notice had recently been received without plans. The SSDC Planning website was malfunctioning and he had been unable to download plans. The small version plan he had been able to obtain from SSDC via email was unclear. After brief debate councillors agreed to maintain their earlier decision to **Strongly Object. AP LS to respond.**

12/03084/FUL – Windsor Farm – single storey extension. Dealt with under Standing Orders provision 26 – **Decision – no objection.**

12/03206/COU – The Repair Shop Bridge Barn Sparkford Hill – Change of Use - (plans circulated). **Majority Decision to Object on grounds of parking/traffic safety issues. AP LS to draft response.**

12/02934/FUL - Anchorage Farm Englands Lane – Conversion of attached outbuilding and incorporation into existing dwelling. (Plans Circulated). **Decision – see 0912.03 above.**

Updates

12/02120/FUL – Erection of a single storey building to McCreery Building at Hazelgrove Preparatory School – **SSDC – Permission granted with conditions.**

0912.14 Financial Matters

- a. To review latest budget/performance – LS apologised that he had been unable to complete this piece of work but would present at the October meeting.
- b. Interim Balance check – RHC signed off an interim balance check.
- c. Approve payment for joint share in WCPC Laptop computer – funded by a reduction in computing allowance paid to the clerk. LS also outlined his process for sharing computing/printing consumables – split by volume usage.
- d. Cheques to approve –

Jane Crozier – July salary (Nat West cancelled standing order early)	£236.80
SALC – Code of Conduct Training (1 place)	£20.00
L Stevens – July salary (handover period - actual hours worked 27.5)	£211.00
L Stevens - stamps	£15.25
West Camel Parish Council (half share in laptop computer)	£171.45
QC PCC – copies of booklet for Welcome Pack (Com Group Budget)	£50.00

PPC proposed approval of purchase of half share in WCPC laptop computer and other cheques, seconded by DB and agreed ALL.

0912.15 Urgent Matters of Report- Post Agenda (At Chairman's discretion).

- a. Other Matters of report –
 - I. The Audit Commission have appointed Grant Thornton UK LLP as our auditor for the next 5 years commencing 1st September 2012. Fees to be frozen at £100 (provided turnover doesn't exceed £25,000).
- b. Matters for future business –
 - I. Endorse Comms Group suggestion of holding the Annual Village Meeting on 17th May 2013.

0912.16 Date of next Parish Council Meeting – Monday 8th October 2012 at 7:30 pm in the Marples Room of the Memorial Hall

0912.17 There being no further business, PPC thanked everyone for attending and declared the meeting closed at 22:40.