



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 13th January 2014 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

Present:

Chairman	Rosemary Heath-Coleman (RHC)
Vice-Chairman	Dan Hewlett (DH)
Councillors	Chris Bennett (CB)
	David Biggart (DB)
	Angus Davidson (AD)
	Andrew Hoddinott (AH)
	Steve Millard (SM)
	Ben Turner (BT)

In Attendance:

County/District Councillor	Mike Lewis (ML)
Clerk	Laura Paul (LP)

Members of the public 3

RHC welcomed everyone to the meeting and informed the public that one application, from Andrew Hoddinott (AH), had been received following the Councillor Casual Vacancy. AH provided an overview of his personal position, his role within the village and the reason he felt that it was the right time to express an interest in joining the PC. Following this SM proposed and DB seconded AH join the PC. A unanimous vote elected AH. LP asked AH to sign a Declaration of Office document which he duly signed and returned enabling him to join the meeting and commence in his role as Parish Councillor.

- 1. Apologies for absence - Patrick Pender-Cudlip (PPC) and Thelma Mead (TM) (PCSO). ML advised he would be leaving at 8pm in order for him to attend another meeting.**
- 2. Public Session** – As no one wished to speak the meeting was opened.

Meeting opened at 7.38pm

- 3. Declarations of Interest** – DH declared an interest in the PFC and Memorial Hall, CB declared an interest in the PFC, AD declared an interest in the PFC, the Memorial Hall and a Disclosable Pecuniary interest in the PCC. AH declared an interest in the PFC and Scouts, BT declared an interest in the Scouts and SM declared an interest in the Memorial Hall.

0114.01 Minutes of meeting 9 December 2013 to be approved and signed – The minutes, having already been circulated were agreed and signed by RHC as correct.

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- 0114.02 County & District Councillors' reports** – ML wished all a Happy New Year and advised that further to the flood on the 4 January if there are aspects of highway maintenance i.e. blocked gullies/drains that the PC would like reported these should be forwarded to Chris Cooper. ML suggested that the works required at Bindwell Lane be highlighted as it has been referred by Highways on a perpetual basis to the next financial year. The District and County Council would welcome views from the parish re any ongoing problems and what can be done to improve the situation for the future.
ML advised that there has been a delay in information from Government to District Council which is affecting the setting of the precept for some Parish Councils.
- 0114.03 Police & Safety matters**
- 03.1 Police report** – No report received.
- 03.2 Safety Group** – AD had nothing to report as he had received no report from Andy Bailes (AB) or TM. DH confirmed that he had spoken to TM re dates for the Safety Group meeting. **TM to provide dates ASAP.** RHC requested that this meeting and the subsequent meeting with all Neighbourhood Watch Co-ordinators takes place before the February PC meeting.
DH advised that the fixing for the SID is still to be re-positioned on the West Camel Road and that until this takes place the SID will not be reinstated.
- 0114.04 Highway's matters**
- 04.1 Drains, Signs & Poles and other Highway matters** – LP advised that she had spoken to Gary Warren (GW) from Highways to discuss all the outstanding work in the village and the timescale for completion. GW confirmed that the work will be programmed in the next financial year with probable commencement being the summer months. **LP to send letter to Chris Cooper following ML's earlier recommendation.**
- 0114.05 Planning Applications**
- 05.1** New applications to consider – none for December
- 05.2** Updates received since last meeting - 12/02094/FUL & 12/03288/COU – Mr N Hopkins Steart Hill Farm, West Camel – Allowed subject to conditions. ML recommended that the PC write to the Planning Officer to register their disappointment at the decision with regards to the effect on traffic through the village as a result of the decision. **LP to send letter.**
- 05.3** Applications ongoing:
13/01697/FUL – for Mr. P. Maclaren on land OS 4200, Sutton Montis Road for Solar PV development and associated works. To include the installation of ground based racking systems, mounted solar panels, power inverter stations, transformer stations, sub station and comms building, fencing, associated gates and tracks, and CCTV security cameras mounted on free standing support poles. This had gone to SSDC Area East Committee but had been deferred – **To be discussed at Area East SSDC Meeting 15 January 2014.** ML recommended that a member of the PC attend the meeting and reiterate their previous concerns with regard to the application. CB advised that he is planning to attend the meeting and will circulate to Councillor's, for their agreement, any questions he wished to raise as a PC representative.

ML left the meeting at 8.03pm.

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0114.06 Parish Group reports

06.1 Communications – Nothing to report.

06.2 Environment –

Additional waste bins – SM advised that he had spoken to Phil Jones who had confirmed that the two relocated bins could be installed, one at the bottom of Traits Lane and one on the Wales triangle. Sue Howman (SH) PEW, has advised that after approaching McDonalds for the provision of an additional bin they have forwarded the request to their management and are awaiting a decision. SM asked that the PC agree the spend on one dog waste and one waste bin to enable work to take place once the response from McDonalds has been received. RHC proposed spend up to £400 and SM seconded. All agreed.

Permission for planters for triangle – SM reported that he is still querying the cost of the licence for the planters and that ML is now involved.

Report following flood 4 January – A Flood Committee meeting was held on 7 January which SM was unable to attend. Following the meeting SM has been advised the Western Gazette had printed an inaccurate level for the flood in their published article. Arthur Thring (AT) (Chairman of the Flood Committee) has sent a letter to Police Chief Constable re the lack of Police support and advised that as a Parish we will enforce the road closure although the training has still not been received by the Flood Committee. The waves created by traffic going through the flood water had been an issue and it has been suggested that a vehicle block the bridge to discourage cars from entering the flood. DH offered to help at this point in the village. LP and Jamie Paul will act as road closure co-ordinators and would ensure the traffic calming by the Mildmay is blocked off to ensure traffic cannot get through. The block would be moved for access by emergency vehicles. AH enquired if West Camel had also written to the Police and if Queen Camel link with Marston Magna to work together, RHC advised Queen Camel had previously worked closely with West Camel but so far not with Marston Magna. **SM to ask AT about linking with Marston Magna as well as with West Camel.** TM had reported to DH that the Flood Committee worked well in West Camel and was disappointed by the letter from AT as she felt the Flood Committee had been more at fault than the Police. AH asked who had blocked the bridge on the 4 January and if he had been thanked, RHC confirmed he had received thanks for his efforts and these had undoubtedly discouraged more drivers from going through.

Post Box – RHC asked LP the latest on the post box maintenance. LP confirmed that it had been logged with Royal Mail who would forward to their contractors but had received no further update. **LP to chase.**

06.3 Fronrunner – RHC to provide a report in February.

1213.07 Other reports

07.1 CLT – RHC advised in December that the Section 106 was sealed but the Certificate was still awaited. This was issued on the 20th December thus allowing the Planning Approval to become effective, which in turn allowed the legal transactions in respect of the field to be completed. Therefore, on 20th December 2013, the CLT became the freehold owner of the field (called Butts on existing plans) on the West Camel Road, and Hastoe Housing Association became the lease holder of the majority of that field. There is an area at the far end, similar in size to the green in The Glebe, which has been retained by the CLT as an open community space. Hastoe has contracted with Halsall Construction to build the 20 houses, which will include 25% natural stone and will be built to a very high specification of energy efficiency. Activity on the site itself cannot start until (some of) the Conditions attached to the Planning Approval have been met, specifically

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those relating to tree preservation and archaeology. Paul Holbrook, as CLT nominee, has been invited to attend a “pre-start” meeting at Hastoe’s office in Dorchester on 15 January when the Conditions etc. will be an item on their agenda.

07.2 Telephone Kiosk – CB advised that he had forwarded the breakdown of costs for the phone box to all Councillors and that they were within the agreed budget. The internal light has now been fixed and CB has spoken to Reeves Builders about an Electrical Safety check. SM queried how often the check should take place and if indeed we need a light. CB clarified that the PC receives no charge for electricity supply which has always been in place and that removing the light could potentially be more problematic than keeping and maintaining it. CB confirmed the ongoing replacement of the vandalised glass panels and that he was hopeful it would not be targeted again by vandals.

07.3 PFC Lease – BT read through a report he had prepared following Pete Naylor’s letter re the lease renewal for the playing field. This had been produced following consultation with RHC/DH and then SSDC solicitor Rachel Saltonstall (RS) and sets out the options and recommendations from the PC to the PFC re the term of lease. The document outlined 5 options i) 50 Year Lease ii) 50 Year Lease with Break Clauses iii) 21 Year Lease in line with 54 Act rights iv) Shorter Lease v) No Lease, for the lease renewal and briefly summarised each option. Both DB and AH commented on the structure and clarity of the report. BT advised that following recent conversations with RS he is of the opinion that the PFC lease does not fall within the Landlord and Tenant Act 1954 due to the playing field not being a “business”. DH questioned the 5th option of no lease and stated he was not aware of that being a recommendation. AD stated that if no lease agreement was in place the PFC would not work as it does now and asked if this was an option offered with unanimous agreement from the sub-group. DH confirmed this was not the case. CB asked BT for further clarification of the break clause. AH stated that he would like to understand in greater detail how the land was purchased from the County Council and how it is held by the PC. AH also asked that the term ‘probably’ be defined in a statement from Rachel with regards to whether the 54 Act applied and DH asked that the clarification be in writing. It was agreed that when the position on the 54 Act is clarified the options could be properly discussed. **RHC asked DH to obtain details of the grants that have been rejected due to the length of term of the lease. BT to obtain official written statement on PFC and its position in regards to the 54 Act.**

0114.08 Financial matters

08.1 Payments received – Interest £3.14

08.2 Payments made – None

08.3 Payments approved:

Clerk’s salary adjustment £42.40

Clerk’s expenses £21.96

Purchase of Arnold Baker Local Council Administration Book £63.00

08.4 **Budget 2014/15 including Grant requests from PFC, PCC and Memorial Hall and Donation requests from QC Guides, Sparkford Scouts, Sparkford Copse Trust and Somerset Community Justice Panel. Precept 2014/15 –**

Precept 2014/15 - LP confirmed she had received an email from SSDC advising that the Parish tax base (number of houses paying council tax) has increased slightly for 2014/2015 and that the central government grant has decreased. With this in mind rather than have a minor decrease of 79 pence in the equivalent Band D charge and a shortfall in precept of £248 the RFO recommendation is for the

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precept to remain the same as in 2013/14 which represents a 0% change to the taxpayer.

RFO Recommendation maintain Band D charge at 13/14 level i.e. 0% increase

14/15 Equivalent Band D Charge	£41.34
Tax Base 14/15	315.56
Giving a precept of	£13045.25
Allocation of Grant from Central Government	£880.00
Total 'Precept' income 2014/15	£13,925.25

DB proposed the 0% option was agreed, DH seconded and all agreed.

Budget – The budget breakdown was reviewed (minus grant and donation requests) item by item following last month's review with much debate over figures but with eventual agreement on them. Due to the number of Councillor's with interests in grant applications, it was decided to review donation applications first.

Donations:

Scouts – RHC proposed, DH seconded and 6 Councillor's (2 abstentions due to declared interests) agreed to donate the requested sum of £250 to the 3rd Sparkford Scout Group.

Guides – RHC proposed, DB seconded and it was unanimously agreed to donate the requested sum of £100 to Queen Camel Guides.

Sparkford Copse Trust – RHC proposed, DH seconded and all unanimously agreed to donate the requested sum of £100 to the Trust.

Somerset Community Justice Panel – Following debate as to the merits of the Panel and its likely use within the Parish DB proposed that on this occasion the donation request is declined, DH seconded 7 voted in favour with 1 abstention.

Grants:

PFC – CB gave a run through of the figures attached in the Grant application supporting paperwork with SM and BT seeking clarification on insurance fees and fees charged to football/cricket teams.

10.11pm – CB, AH, AD, DH left the room

After much discussion it was decided that a grant of £2490 would be paid to the PFC, and an additional amount of £500 (groundsman honorarium) be placed into Contingency until the groundsman is appointed. It was also agreed that an amount of £1000 be placed into Ring Fenced Reserves towards the purchase of Youth/Infant equipment (£500 each). RHC proposed, BT seconded and all voted in favour. (4 PFC member abstentions).

10.20pm – CB and AH returned to the room

Memorial Hall – SM gave a brief overview of the grant request and advised that the Hall Committee would be looking to fund the cost of damp repairs out of their funds and asked that the PC considered the cost of £3922 towards new flooring in the hall, kitchen and toilets.

10.23pm – SM left the room

Following discussion it was decided that if the Memorial Hall Committee paid for the damp repairs then upon completion, and RHC reiterated the comment on the budget paper when the future of the hall was clearer, the PC would require 3

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quotes for the new flooring and would need to place and pay for it in order to reclaim VAT. Until the damp issue has been resolved the requested funds of £3922 will be held in Contingency. RHC proposed, BT seconded and all agreed. (3 abstentions due to declared interests).

10.40pm – SM and DH returned to the room

PCC – The PCC Grant request was submitted without the supporting Income/Expenditure report. It was accepted that the figure should be agreed as it remains the same amount as the 2013/14 total. DB proposed that the requested funds of £1458 remain in Contingency pending Income/Expenditure information, DH seconded 6 agreed (2 abstentions).

10.48 – AD returned to the room

RHC advised all Councillor's of the grant decisions.

08.5 Banking – Nothing to report

0114.09 Incoming Correspondence - not included above

20 December 2013 - Letter from J Slade re Short Mat Bowling Equipment – **DH to forward to QC Bowls Club.**

8 December 2013 - Email from P Naylor re Historical Minute Books with reply from RHC – No comments were made on the emails.

0114.10 Advance Notices - of external and Parish meetings

Area East SSDC Meeting 15 January 2014 – CB to attend

Area East SSDC Annual Meeting 28 January 2014 – RHC to attend

0114.11 Matters for report or for the next agenda

Council's Grievance and Disciplinary Procedure

Council's Health and Safety Policy

Council's Equal Opportunity Policy

Council's Data Protection Policy (DPA 1998)

Council's Freedom of Information Policy (2000)

Heritage Trust – review by PC of Trustees

0114.12 Date and time of next meeting - Monday 10 February 2014 at 7.30 pm, Marples Room.

RHC thanked everyone for attending and declared the public meeting closed at 11.10pm.

Signed:

Date:

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