



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9th September 2013 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

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

In Attendance: Clerk **Laura Paul (LP)**
PCSO **Thelma Mead (TM)**

Members of the public 4, also Mary Martin (Marston Magna Parish Clerk)

RHC welcomed everyone to the meeting and introduced Laura Paul as the new clerk and thanked Mary Martin for attending to support the clerk for her first meeting.

- 1. Apologies for absence - Jean Pilgrim (JP), David Biggart (DB), Mike Lewis (ML)**
- 2. Public Session -** A resident read a statement, attached at Annex 1, to which TM and other residents attending concurred.
- 3. Declarations of Interest -** DH declared an interest in item 0913.03.3

0913.01 Minutes of meeting 16th July 2013 to be approved and signed - The minutes, having been circulated and agreed, were signed by RHC as correct.

0913.02 County & District Councillors' reports - None

0913.03 Police & Safety matters

03.1 Police report - by TM for August 2013 - Camelot Ward

Recorded Crime

1 Non Dwelling Burglary

1 Criminal Damage

Calls to Force Services Centre

2 Anti-Social Behaviour

5 Crime

8 General

5 Public Safety/Welfare

6 Transport/Traffic

Inils.....

Chairman

Camelot Ward covers Little Weston, Weston Bampfylde, Sparkford, Queen Camel, West Camel, Marston Magna and Rimpleton. TM raised the concern by residents for a gentleman riding his Mobility Scooter on the main A359. TM has tried on various occasions to speak with the gentleman without success. TM has printed information regarding the dangers of doing so and will update when contact has been made. Another incident involved dog walkers, footpaths and cows. TM advised that this incident should have been reported on 101 so that the Dog Warden is made aware of the incident. TM thanked Lucy Clarke for putting up the warning signage. TM asked that any issue should be logged by contacting 101 rather than her direct. 101 keeps a log of incidents so if there are further problems the logs can be checked to see the extent of the problem. The Police have carried out several operations in the past year to deal with Bogus and Rogue Traders working in the area and due to the close proximity to the A303 Queen Camel could be a prime target. The elderly and vulnerable are at risk. She asked that if anyone saw anything suspicious to please report on 101. If they are causing alarm and distress the number to ring is 999. TM raised the parking issue currently being experienced around the school grounds. There have been a number of cars dangerously parked. TM has met with Sue English (Head of Countess Gytha) and a parking fine system will be introduced for cars parked unsafely.

03.2 Safety Group - AD had not received a report from Andy Bailes (AB). AD to contact AB for an update.

The Safety Group Terms of Reference were endorsed by the PC by unanimous decision. See Annex 2.

Mudford PC traffic initiative – DH attended meeting where a broad range of issues were discussed. A petition has been forwarded for village circulation. Following discussion, CB proposed this should be forwarded to AB, DH seconded and this was agreed by the remaining 5 councillors. **LP to forward to AB/AD.**

Update on SID – DH reported that the SID was in the wrong position and is to be moved to ensure the correct capture of data for the 30mph zone.

03.3 DH asked TM to clarify if signage is required for field if cattle are in situ. TM to investigate and update DH.

0913.04 Highway's matters

RHC clarified that in future all contact with the Highways should be via the Clerk. In the first instance to John Nicholson and then to Scott Davis with a copy to ML.

04.1 Drains - No drain update received from ML. RHC recorded the successful action by temporary Clerk, Philip Horsington, who following the July meeting contacted Wessex Water re Mildmay drain situation. They attended within four hours and found the blockage was a broken off rod or rods.

04.2 Signs & Poles - The overdue action in respect of surplus signs and poles (report dated 21/11/12, site meeting with Colin Fletcher 7/11/12) should now be pursued through Scott Davis. LP to pursue.

The issue of tarmac being placed around the road narrowings was raised. **LP to check with highways.**

Inils.....

Chairman

0913.05 Planning Applications

05.1 New applications to consider - none for September.

05.2 Updates received since last meeting:

13/01897/COU - for Mr Peter Oxley, at Land & buildings to the east of Queen Camel House, High Street for change of use of buildings and land to Equestrian for continued use of racehorse training on a commercial basis - **Granted**

13/02308/FUL for Mr. R. Chivers at 4, Church Path for the demolition of existing ground floor bathroom extension and replacement with new Shower room and bedroom extension and internal alterations to first floor accommodation – **Granted**

13/02014/FUL at Hazelgrove Preparatory School for erection of an extension to existing Grounds Department storage building to incorporate Maintenance Department – **Granted**

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 SSDC Area East Committee but had been deferred - **waiting for MOD response.**

0913.06 Parish Group reports

06.1 Communications – report in October. RHC commented on state of noticeboard at the top of Church Path. **SM agreed to refurbish.** PPC proposed and SM seconded a budget of £30. All agreed.

06.2 Environment – report in October. Sue Howman (SH), PEW, reported via RHC that dog fouling continues to be an issue. There have been recent examples along Henshallbrook and in the gateway beside the children’s play area. Signs from Streetscene are now on each of the PC boards. Any further incidents should be reported to SH on 851158.

06.3 Frontrunner – RHC delivered an update report. AD and CB raised concerns over the wording within the document. **RHC to amend to reflect that the Survey Archaeologist did not support the SCC Archaeologist’s view that the site was of national importance.**

0913.07 Other reports

07.1 Chairman’s Training – ‘Tea & Bun’ After much discussion about the content of this event DH proposed, PPC seconded and all agreed the Recommendations on the report attached at Annex 3. **LP to organise date.**

07.2 Annual update on Poor’s Charity - PPC to provide in October.

07.3 Telephone Kiosk - CB to ask John Carnegie if budgeted replacement windows will be completed by Christmas.

0913.08 Financial matters

08.1 Payments received - none

08.2 Payments made -

| | |
|--|-----------------------|
| PC World for Clerk’s laptop and associated software and protection | £499.08 |
| VAT | <u>£ 99.81</u> |
| | <u>£598.89</u> |

08.3 Payments approved -

P.T. Horsington, temporary clerk June/July (£500 plus travel of £63)

£563.00

10 copies of Good Councillor’s Guide

£ 20.00

Inils.....

Chairman

RHC expenses in respect of Clerk's office **£175.45**
Grant Thornton covering external audit **£100+ VAT**
All agreed that the fee of £100 +VAT be paid and the penalty of £25 be withheld as it is being contested. **LP to resolve with Grant Thornton.**
CB questioned where the payments to SALC and RHC had been previously authorised.

08.4 Audit completion - notice of satisfactory audit completion displayed on noticeboard for due period.

Next month will include outstanding matters in respect of 2013/14 grant requests (PCC and PFC).

0913.09 Incoming Correspondence - not included above
There was no incoming correspondence.

0913.10 Advance Notices - of external and Parish meetings
A one-day conference for Parish & Town Councillors, 19 October – CB stated he was unlikely to attend, DH to make decision.

0913.11 Matters for report or for the next agenda

There being no further business, RHC thanked everyone for attending and declared the meeting closed at 9.10pm.

Date and time of next meeting: **Monday 14 October 2013 at 7.30 pm, Marples Room.**

Signed:

Date:

Inils.....

Chairman

Annex 1

As ex chairman I feel most disappointed and somewhat disheartened by behaviour of some councillors.

Queen Camel Council is a frontrunner, and should be setting an example, yet it is being brought into disrepute in the village, and probably further afield by its constant bickering and bullying.

Two excellent clerks and one councillor have resigned, due in part, I have no doubt, to the behaviour of some councillors, and now two councillors are seriously ill. I visited one, Jean Pilgrim last week; she said that the situation had gradually worsened over the past few years, and that the atmosphere was now so poisonous; she dreaded each council meeting.

This is an appeal to all of you to work for the good of the whole community, and forget your own ambitions. It is very possible to disagree with the views of others without being confrontational.

We now have a new clerk, and I wish her the very best of good wishes, so please think before you speak, and consider carefully what effect your words can have on other people.

Thank you Chairman

Inils.....

Chairman

SAFETY GROUP TERMS OF REFERENCE

Awaiting Endorsement by the Parish Council

Vision

That Queen Camel is a community that is proud of its heritage and Values, and looks to constantly advance, its rural and residential Safety and to reduce crime for the safety of villagers and visitors equally .

1. The Safety Group (SG) is a parish group and as such will report directly to the Parish Council (PC), normally through a nominated Parish Councillor.
2. The SG may liaise directly with other parish groups and the village organisations and externally with the Avon and Somerset Constabulary and other authorities/agencies/ organisations in order to fulfil its responsibilities.
3. As a parish group, the activities of the SG will be covered by PC's insurance.
4. The SG will meet the requirements of section 18 of the PC standing orders, and all financial matters shall be administered and controlled in accordance with the PC's financial regulations
5. The SG will have a Safety Coordinator, which is a voluntary post.
6. Neighbourhood Watch, Farm Watch, Speed Watch and HGV Watch will be sub groups and their representatives will report through the SG and will normally be members of the SG.

Terms of Reference

1. To review the needs identified and the recommendations made in the Queen Camel Community Plan 2005 (the Parish Plan) and to plan and, after endorsement by the PC, to carry out actions that will meet the needs and our vision.
2. To plan safety and crime reduction activities, some that can involve the community and, after endorsement by the PC, to organise them. These would typically include looking out for and reporting suspicious activity.
3. To consider initiatives and to report and to make recommendations to the PC, and where funding is required to consider and seek external funding sources.
4. To submit budget applications to the PC when precept money is required in accordance with the PC's financial regulations.
5. To be aware of regulations in respect of the safety and report these to the PC if and when internal and/or external actions are required.
6. To keep villagers informed of activities(including at the Annual Village Meeting), and to invite them to help as and where appropriate

Inils.....

Chairman

Councillors 'Tea & Bun' Meeting

Extract from Report tabled at July PC meeting

'Tea and Bun' – We were told that it is OK for a Parish Council to hold a meeting of the Councillors (e.g. for social, training, the setting of goals and objectives) without the need for a public announcement, public attendance, an agenda and minutes, which are all basic requirements for a Parish Council Meeting.

Your Chairman and Vice Chairman are considering holding a 'tea and bun' meeting of the Councillors in September or October for the purpose of:

- Introducing our new Clerk
- Providing some training for the whole Council, specifically to cover our Code of Conduct but also any other key matters thought to be of value.
- Setting Council goals and objectives.

Subsequent communications:

- **RHC e-mail to all, sent 23 August**, informing of brief visit from Justin Robinson (*previously Bruton Town Council and now Peter Lacey's replacement at SALC, Taunton*) on the evening of Friday, 9th August and that:
 - Justin was reviewing Clerks' training in total and had registered the need for our new Clerk - this will probably be in November.
 - He was reviewing all other training organised by or through SALC and thought the idea of a 'tea and bun' meeting was good and that he could arrange a training session as a part of this at a very reasonable charge – **since advised charge will be £10/person.**
 - I would ask Councillors to let me know if there were any specific matters on which they would like to have greater knowledge, having already told him we wanted better understanding of the new **Code of Conduct, specifically in the area relating to DPIs and dispensations.**
- **PPC e-mail to all, sent 23 August**, advising three areas where Justin might be able to help:
 1. DPIs, dispensations etc as you suggest.
 2. Guidance as to the respective roles and competencies of Chairman (and other Councillors) and Clerk respectively. There is wide variation between Parish Councils and within the same Council at different times. ... Justin might be able to help us recognise how far we can go one way or the other before running into difficulties.
 3. Confirmation that we can treat advice from SALC, NALC and District or County Council officers as 'professional' advice even though we do not pay for it (apart from our annual SALC sub which would only buy us a few minutes' of a lawyer's time).
- **CB e-mail to all, sent 28 August**, agreeing on C of C - and suggesting we include elements of our Standing Orders and Financial Regs where these are linked – and Dispensations. Also:
 4. Reclaiming VAT.
 5. Control over grants made to other bodies - including release from Contingency and where money is raised as part of the precept for a specific purpose or other body.

Additionally:

In respect of 5, is there a need for evidence of spends, e.g. copy invoices – what is usual to support PC payments to bodies receiving grants?

6. The need or otherwise for discussion on grants to be in a closed sessions because grant seekers have provided copies of their income and expenditure and other accounting documents.
7. Role of Councillor portfolio covering finance
8. Declarations of Interest – clarification in respect of trustees as part of the DPI/Dispensation module.

Recommendation:

Councillors endorse

- A). holding a 'tea & bun' meeting as described in box above before the next PC meeting in October, with a budget of £100 plus cost of hiring Marples Room (and to include invitation to attend to Mike Lewis);
- B) Laura to arrange the date/time of meeting using Doodle, and to liaise with Justin in respect of the training part of the evening, which will include the above items 1 to 8.

Inils.....

Chairman