



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11th MARCH 2013 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

Present: Chairman	Patrick Pender-Cudlip (PPC)		
Councillors	Ben Turner (BT)		Steve Millard (SM)
	Dan Hewlett (DH)		Chris Bennett (CB)
	Angus Davidson (AD)		Jean Pilgrim (JP)
	Rosemary Heath-Coleman (RHC)		David Biggart (DB)
Clerk	Les Stevens (LS)		
District Councillor	Mike Lewis (ML)	County Councillor	Bob Little (BL)
Apologies for absence	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 opened the meeting at 19:32.

0313.01 Apologies for Absence – received from PCSO Thelma Mead.

0313.02 Declarations of Interest and details of dispensations requested or granted since the last meeting (Councillors and visiting Councillors) – None.

LS at PPC's request read out the response received from SALC which follows in italics – *Your decision that a dispensation was not appropriate in these circumstances is reasonable - i.e. you have good reasons for coming to the decision that you did. There was no suggestion of a lack of quorum, the value of Grant is probably substantial enough to directly affect the personal liability of a managing trustee.**

LS handed out hard copies of a 'Dispensation Request Form' received from SALC and explained that the notice period of QCPC meetings effectively only allowed 2 working days, Thursday and Friday, for him to seek guidance if necessary and that any future request should be submitted as soon as the notice period commences.

**Amended text from 8th April meeting.*

0313.03 Minutes of last meeting (11/02/12) to be agreed and signed – CB pointed out that two points he had tried to raise under 'Urgent Matters of Report post Agenda' had not been recorded.

LS explained that he hadn't recorded the questions because he had regrettably reacted rather unprofessionally to the nature of the questions and as they now relate to an ongoing employment issue had chosen (with the Chairman's agreement) not to record anything. PPC reminded councillors that minutes should generally be very brief; recording only the act and decision.

However at Queen Camel present and previous clerks have tended to adopt a fuller style which allows people reading the minutes to understand the full sense of the business transacted. CB asked for sight of the paragraph. *Produced below extract from The Local Council Clerk's Guide (3rd Edition) -*

'The minutes are intended to be a formal record of the acts and decisions of the council. They are not intended to be a record of the speeches of councillors. Accordingly, minutes should not normally include details of the reasons for decisions, nor of the discussions which precede the making of decisions, unless a decision cannot be expressed in any other way.'

The minutes were then agreed by all councillors and signed by PPC and LS.

0313.04 Matters of report arising from the last meeting minutes

0712.13 Bush trimming in the Glebe – CB confirmed that Rich Davy of SSDC had been in touch with him and further trimming work had been agreed. He suggested that the action could be closed. **All agreed - closed.**

1112.08 f – Emergency Plan – CB reported that he had spoken with Arthur Thring who believes that the Flood Plan and Emergency Plan should be separate documents. RHC confirmed that this had always been so. CB stated that he no longer wished to be responsible for the Emergency Plan.

AP New owner required (April meeting).

1212.10 e LS to purchase data back-up storage device – received - **Closed.**

0113.08 b Telephone Box future use – CB confirmed that he has talked with John Carnegie who favours fitting an old mechanism (button A/B) and locking the box, effectively making it a ‘museum’. After further discussion PPC asked councillors to re-think potential uses. RHC suggested taking the question to the Annual Village Meeting in May. **Agreed table to AVM – Closed.**

0113.08 b Community Oil Scheme – AD to write an article for Parish Mag and web site – AD confirmed that he had inserted an article in the Camels Mag and would provide an amended version for the web site. - **Closed.**

0313.05 Standing Items of Business –

a. Safety and behaviour – No report.

b. Police Matters – in TM’s absence LS delivered the Police report – which he had just realised was exactly the same as he had received for WCPC the previous Thursday and would check with TM what area comprised the ‘Camelot Ward’ – **AP LS.**

Post meeting note – TM confirms that these are the new stats and no we can't drill down to villages. Camelot ward is West Camel, Queen Camel, Sparkford, Marston Magna, Rimpton, Little Weston, Weston Bampfylde.

CB added that further detail could be seen on the Police web site.

There were 6 Crimes reported in ‘Camelot Ward’ during the period Feb 2013

Criminal damage (2), Violence against the person (2), Shoplifting (1) and Fraud & Forgery (1).

There were 32 calls to the force service centre in the period Feb 2013

Crime (6), General (10), Public safety/welfare (7), Antisocial behaviour (1) and Transport / Traffic (8).

c. Highways Drains / Signage – DH reported that he believed some works have taken place.

LS added that John Nicholson (Acting Assistant Highways Maintenance Manager) had told him that jetting works had been completed outside Rectory Barns and along Cleaveside Close although he wouldn’t have details for another two weeks. LS has requested this detail be copied to him. Gason Lane and Blackwell Lane will follow in a later programme.

d. Community Transfer of playing field land between SCC and QCPC – LS reported that SCC Legal Services had responded and placed the matter with a James Stubbs. He added that the transfer was likely to be coincident with the provision of the new school playing field facilities. **Ongoing LS.**

e. Broadband for MM Exchange – BT reported that the group had arranged to meet with David Hall the SCC Councillor with portfolio for BB provision on 28th March and asked if the group could use the clerk’s services. LS responded that he was willing to support but would, to save setting a dangerous precedent require the additional hours to be paid. After some debate it was suggested that perhaps a member of the group could act as clerk instead. **AP PPC to attend on behalf of QCPC.**

f. Additional Dog Poo Bin – LS reported that he had spoken at length with Chris Cooper (SSDC) and the position was that Chris didn’t want to increase the number of bins in QC. He had provided LS with a map showing the location of all litter and dog-poo bins in QC which SM volunteered to verify. **AP SM to verify plan and suggest relocating a bin to the ‘dog field’ site.**

0313.06 Advanced Notices

a. Councillor / Chairman Training – Chairman 18th June Edgar Hall, Councillors 25th April Woolavington, 20th May West Camel - £25/place (4th one free). Attendees – agreed 1 councillor place at WC for BT and one Chairman place for PPC – Prop PPC, seconded DB agreed ALL. - **AP LS to book.**

b. SSDC Area East Meeting 13th March – Steart Hill Farm – CB to attend if free. **AP CB.**

- c. SCC Community Youth Club Hand Book Launch 18th March 6:00pm Taunton Library – it was felt that QC lacked *any parent willing** to create a youth club etc. No action.
- d. Free First Aid Course – Second course Sunday 14th April 3:00pm – 6:00pm Davis Hall West Camel (6 spare places remaining). -
- e. South Somerset Together (LSP) – Monday 8th April Yeovil College (QCPC Meet) – noted.

**Amended text from 8th April meeting.*

0313.07 Correspondence / Reports / Other matters requiring action –

- a. **PFC Status and Role (ref email from AD 5th Feb)** - AD reprised the contents of his email circulated to all councillors and the clerk on 5th Feb in order to dispel any misunderstanding of the status of the PFC. Namely, that since 1999 the PFC have been an independent charitable body and that the PFC Committee Members are the Trustees of the scheme, rather than Queen Camel Parish Council.
RHC pointed out that while the PFC are trustees of the *scheme*, the PC hold the land in trust for the community and as such are trustees of the *land*. JP suggested that the PFC and PC should work together to ensure that both bodies hold identical copies of formal paperwork to avoid any future misunderstanding. JP also pointed out that under the terms of the current (1994) lease (rule 2f) the PFC were obliged to seek PC approval for any changes to their rules. PPC thanked AD for clarifying the position.
- b. **To reallocate portfolio lead roles from CB** – it was agreed that DH would take on portfolio lead for the PFC supported by AD. AD agreed to take on the portfolio lead for Safety and Behaviour, liaison with police, NHW and Traffic / Speed-watch, backed by SM. Emergency Plan lead role outstanding – **AP LS to agenda to April meeting.**
- c. **Jo Drake email 26th Feb (Youth Group Registration)** – DH reported that he and CB have discussed request and will respond directly to Jo Drake cc Clerk for info.
- d. **Review of Parish Plan Groups terms of reference (from Feb meeting)** – RHC stated that she would endeavor to review before the April meeting. **AP LS to table to May meeting.**
- e. **Cornish Mutual – Community South West Awards (circulated)** – no action.
- f. **Letter received from the ‘Public Gallery’ after February meeting** – PPC explained that as the contents of the letter made reference to an employment issue this letter would be dealt with under closed session towards the end of the meeting.

0313.08 Planning.

New Applications –

13/00288/FUL - The construction of an all-weather canter track 1.5m x 350m for private use horse yard only, and change of use from agricultural to equestrian. Mr Peter Oxley. – after discussion it was agreed to **Not Object** but to request the insertion of a condition in any planning permission granted requiring that **‘the applicant take reasonable steps to ensure the safety of people using the public footpath that runs adjacent to a section of the canter track’**.

Updates – none.

0313.09 Financial Matters

- a. Receipts – LS reported that he had received the 2013 peppercorn rent from the PFC at the last meeting.
- b. Review of Power Syringe purchase – DH had re-raised a question (originally asked by CB at the February meeting), which suggested that this business had not been recorded correctly. PPC had asked that this email request to be formally tabled as an agenda item. LS gave a full account of all the actions he had taken on behalf of the council in placing an order for the syringes, taking delivery and arranging an informal presentation and publicity. He read extracts from the Dec and Jan Agendas and previously adopted minutes that recorded these actions and acknowledged that he had forgotten to make a retrospective agenda / minute recording authorisation of the cheque post event in January (although permission to spend was implicit in the Dec minute 1212.08 b). He

felt he had 'gone the extra mile' for the PC in expediting and regretted the inference that in so doing he had acted improperly.

c. Cheques to approve –

PFC Remaining Grant 2012/13	£1,000
Memorial Hall hire charges	£24.00
L Stevens – purchase of 64mb back up USB stick.	£12.99
L Stevens – Clerk's Quarterly Fixed Expenses	£100.50

0313.10 Urgent Matters of Report- Post Agenda (At Chairman's discretion).

a. Other Matters of report –

I. RHC advised that there was a NHW scheme meeting on Tue 30th April at 7:30 in Yeovil Police Station.

II. LS advised receipt of a poster for Area East Community Forum which he would circulate via email.

III. SCC / NHS Joint Strategic Needs Assessment (JNSA) – no action.

IV. Andy Bailes (Lord Bailes) has offered to head up a Community Speed-watch Team.

V. SM wished to record his thanks to Jennie Phillips for organising a village litter pick on 2nd March.

VI. DH said he had a list of pot holes in Wales that he would pass to the clerk for reporting. He also wished to record his thanks to Keith Birch for restoring the grass triangle at the entrance to Wales off the West Camel road after HGV tyre damage.

b. Matters for future business – none.

At this juncture PPC suspended the meeting and explained that council were about to discuss a confidential employment issue, before asking that all members of the public vacate the room.

PPC suggested that ML be asked to stay for the closed session and asked whether any councillor objected – no objections were raised.

0313.11 To appoint a Grievance Hearing Panel and to give necessary instructions to that panel.

PPC advised that both parties had the right to leave the room or remain for the duration of this item of business. Both parties elected to remain in the room. CB requested that any vote taken under this item be recorded in accordance with Standing Orders 5.2 (recorded named voting).

DB proposed that BT and SM be appointed to form a Grievance Hearing Panel supporting him as portfolio lead for employment; seconded by JP; those in favour – BT, DB, JP, PPC, RHC, SM (6); against AD & DH (2); abstention CB.

DB then outlined the process advised by SALC to all councillors; namely that the panel would a) hear both parties, b) make a recommendation to full council in April and c) any appeal by either party be heard by full council in April. DB proposed adopting this process, seconded by JP; those in favour – BT, DB, JP, PPC, RHC, SM (6); against AD & DH (2); abstention CB.

CB stated that he considered the proposed grievance process to be flawed and whilst acknowledging the council's right to hold such a hearing he would take no part in the proceedings.

PPC stated that the contents of the letter received from a member of the public gallery after the February meeting, could if heard, be prejudicial to the recommendation of the Grievance Hearing Panel and therefore, declined to reveal its contents until after the panel had reported back to full council in April.

0313.12 Date of next Parish Council Meeting – Monday 8th April 2013 at 7:30 pm in the Marples Room of the Memorial Hall.

0313.13 PPC thanked everyone and closed the meeting at 21:30

Signed.....
Chairman
Date 8th April 2013

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Clerk
Date 8th April 2013