



Queen Camel Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 July 2014 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

Present: Chairman **Rosemary Heath-Coleman (RHC)**
Councillors **Chris Bennett (CB)**
Sue Cole (SC)
David Biggart (DB)
Andrew Hoddinott (AH)
Steve Millard (SM)
Patrick Pender-Cudlip (PPC)
Ben Turner (BT)

In Attendance: County/District Councillor **Mike Lewis (ML)**
PCSO **Thelma Mead (TM)**
Clerk **Laura Paul (LP)**

Members of the public 3

- 1. Welcome and Apologies for absence – Apologies for absence were received from Angus Davidson (AD).**
- 2. Public Session** – A resident commented on the number of overhanging hedgerows around the village making it difficult in some places for pedestrians to walk along footpaths safely.

Meeting opened at 7.36pm

- 3. Declarations of Interest** – PPC declared an interest in planning application 14/01793/FUL due to family connections. PPC declared a personal interest in nuisance parking item 03.2 and AH/PPC also declared an interest due to family connections.
- 4. Appointment of councillors as representatives to parish organisations and allocation of councillors' portfolios** – AD to advise his position regarding Safety portfolio – update in September due to AD's absence. RHC explained the reasons for DB's suggested allocation as support councillor to AH for the school. DB agreed to this and his other allocations which are the same as previously assigned. **LP to notify various organisations of the new councillor contact details.**

0714.01 Minutes of meeting 9 June 2014 to be approved and signed – The minutes, having been already circulated were agreed and signed by RHC as correct.

0714.02 County & District Councillors' reports – ML reported that he sits on the Parrett Internal Drainage Board and that he had concerns for Queen Camel with regards to future maintenance work needing to be planned. He advised the PC to write to Nick Stevens (Clerk to Somerset Drainage Boards Consortium) to ensure the River Cam and River Yeo are considered for future maintenance. **LP to send letter.** ML advised that Broadband works are continuing in the village and surrounding parishes but he had been notified that there was a problem with the exchange at Marston Magna.

0714.03 Police & Safety matters
03.1 Police report –TM reported that this would be the final police report for Camelot Ward

due to changes coming into effect at the end of July and advised that the area she covers will be extended.

Recorded Crime

2014

0 Dwelling Burglary
2 Theft of motor vehicle
1 Theft from vehicle
0 Non Dwelling Burglary
0 Violence against the person
1 Criminal Damage
0 Shoplifting
8 Other

Calls to Force Services Centre

2014

4 Anti-Social Behaviour
4 Crime
8 General
4 Public Safety/Welfare
20 Transport/Traffic

TM reported that Operation Gannex will soon be launched, with Queen Camel second on the list – more details to be released in due course. This is for villages requiring road closures during flooding. Road Closure volunteers are required to be vetted by the police for insurance purposes and full training will be given. RHC advised that Queen Camel now had replacement Road Closure Coordinators: Jamie & Laura Paul. **PPC to place article in the magazine asking for willing volunteers. TM to send Jo Pender-Cudlip the link to the Avon and Somerset Constabulary website for the application form.** TM also advised that the Speed Enforcement motorbike is looking to attend Queen Camel in the near future. The resurrection of SpeedWatch was discussed as it reportedly works well in conjunction with the motorbike, as demonstrated recently in Mudford.

03.2 Safety Group – In AD's absence RHC highlighted the vacancy for a NW Co-ordinator and provided a brief overview of the role and its responsibilities (See Appendix 1). RHC asked SC if she would be willing to take on the role, as SC was willing to do so it was resolved that SC become the NW Co-ordinator.

SID – Update in September.

Nuisance Parking – PPC advised that several parishioners had complained to him about vehicles parking on the pavement in the village creating an obstruction for pedestrians. TM advised that the best way to solve the problem would be to ring 101 where it would be logged and a PCSO would attend. A £30 fine can be issued for such parking. **PPC to place article in village magazine advising that nuisance parking be reported via 101.** PPC also reported that residents have complained that the turning circle in Mildmay Drive is being blocked by cars. **TM to investigate.**

TM left 8.08pm

PPC informed the PC that Queen Camel Medical Centre has raised concerns over the apparent lack of parking provision on the plans for the new school. They have sent a letter to the Chair of School Governors and the Head of Countess Gytha Primary School voicing their concerns. It was resolved that PPC in conjunction with LP write a letter echoing their views and copy this to Carol Bond and Mike Lewis (County Council) as well as ML. **PPC/LP to draft/send letter.**

0714.04 Highway's matters

04.1 Drains, Signs & Poles and other Highway matters – LP reported that she had spoken to Gary Warren (GW) and he had advised that the outstanding signs and poles works should be complete by the end of September. LP advised that she had discussed the process and costs for the iron signpost refurbishment: a contractor completes the work on behalf of SCC and the PC then reimburse SCC. GW has provided LP with examples of costs and the PC now need to establish what is required for each post. PPC proposed, SC seconded that if the work is within the previously agreed amount it should be authorised. 7 in favour, 1 abstention. **SM to determine work required on each post to enable final cost to be calculated.** LP advised that following the question raised at the AVM regarding a mirror being positioned opposite the entrance to Church Path to increase visibility, she had been informed by GW that mirrors were not permitted Highway's street furniture. A 'concealed entrance' sign is also classed as unauthorised signage. Where mirrors are fitted they are done so privately.

ML/PPC left 8.30pm

0714.05 Planning Applications

05.1 New applications to consider –

14/02813/FUL – Fern Cottage, Church Path - Erection of a rear single storey extension to dwelling house and demolition of existing garage and erection of replacement garage – **NB: Planning application not available at meeting, with AD. BT, therefore, abstained from voting as he had not seen the plans. One objection to the plans on the grounds of the materials for the extension thought not to be in keeping with the original and neighbouring properties, and the aspect on view not being in keeping with the design of other properties on Church Path. CB proposed, SM seconded and the remaining councillors agreed in support of the application but proposed that conditions be put in place to ensure the stone used is matched with that of the original property.**

Just received – 14/02835/FUL – Forty Acres Farm, Babcary Road, South Barrow – Erection of outbuilding for use as an annex to the main house (Retrospective) – PPC declared an interest in this application due to family connections. Due to the fact that this application had only been received on the 14 July and with the deadline for PC observations being 31 July RHC/LP proposed the documents were circulated and viewed and any comments forwarded to LP for submission to the Planning Officer. It was observed that although this was a retrospective application for a building differing from that of the one originally granted planning permission, the role of the PC was to judge the plans in hand and not the method of seeking permission.

05.2 Updates received since last meeting –

14/02018/FUL – 5 Orchard Close, Demolition of existing garage and erection of two storey and single storey extension – **Permitted with conditions**

14/01793/FUL – Land OS 4200, Sutton Montis Road, Queen Camel – Underground cable and associated works between solar farm boundary and existing overhead electricity lines – **Permitted with conditions**

14/01434/FUL – NeXXCom C/o Arquiva Ltd, Eyewell Lane, Wales – Installation of 2 transmission dishes on existing 30m Communications tower and replace existing redundant cabinet – **Permitted with conditions**

For information – 13/01192 FUL – Land at Southfield Farm, Yeovilton – Appeal on previous application for Solar Park – **Application withdrawn**

05.3 Applications ongoing – For information – 14/00215/FUL – Land at Southfield Farm, Yeovilton – Revised Scheme for Solar Park.

0714.06 Parish Group reports

06.1 Communications – RHC reported that a proposal for the use of the telephone kiosk had been received from a resident. The suggestion was to use it as a charity collection/drop off point, the charity being 'Count the kicks'. CB proposed, SM seconded and all agreed that this should be trialled for a year with conditions of use being agreed to before commencement. **LP to advise insurers of the intention and to send a letter outlining terms for agreement.** Welcome Packs are being distributed throughout the village by the NW representatives. Recommendations for next year's AVM, including date, to be carried forward to September or October PC meeting.

06.2 Environment – The Glow Worm hunt held on 11 July proved to be a very successful event. 19 adults plus children were split into 7 groups: 17 glow worms were spotted this side of the A303 and recorded on maps provided by SSDC for which the organisers, Jenny Phillips and Jane Crozier were very grateful. BT reported 11 sightings on the other side of the A303. The issue of hedgerows overhanging and protruding onto footpaths was raised as had previously been mentioned during the public session. An article will be included in the PC section of the magazine asking home/land owners to consider pedestrians and cut back hedges where necessary. **PPC to action.** LP advised that McDonalds had recently agreed to pay for a replacement bin at the mini-roundabout and this has now been delivered with installation due in the next couple of weeks. A new bin has been ordered for Wales and the dog waste bin opposite the tin shed is to be relocated along Blackwell Road. **PPC to inform the parish of the donated bin and thank**

McDonalds in the magazine article. RHC advised that the bin but not lid had disappeared from its fixing next to the Old Post Office.

06.3 Frontrunner – RHC reported that Planning Aid is preparing planning policies to be inserted into the draft Neighbourhood Plan. A Steering Group meeting is to be held hopefully before the end of July with the intention that an updated draft is ready to present at the September or October PC meeting.

0714.07 Other reports

07.1 CLT – RHC reported that the roadways are now constructed and the first eight houses, starting from the back, have their foundations prepared. Brick delivery has started and the local stone is in process - house number 4 has three walls in natural stone.

07.2 Telephone Kiosk – CB to hand materials over to SM and offer guidance on how to replace the glass. SM to arrange a working party with PPC/AH with the aim to plan the work required and get a quote for cost of the project.

07.3 PFC Lease – LP provided an update – A meeting was held between PC/PFC representatives on 3 July with Rachel Saltonstall (RS), LP and Pete Naylor (PN) also present. The draft lease was reviewed with two main topics for consideration these being length of term for the new lease and terms for a break clause. The agreement being a 99 year period for the lease with a break clause that would be triggered if the village wished to use the field for another purpose. There would however have to be an alternative site offered for the playing field and the village would hold a vote to decide on the change of use. RS has redrafted the lease to include these points and others which were discussed and this has been circulated with the minutes of the meeting to all attendees asking for available dates to arrange the next meeting where the lease can be reviewed and agreed. The working group are then to produce a report with recommendations for circulation to the PC ahead of the next meeting to enable a final vote to take place.

07.4 Policies and Procedures – To be drafted for council final review in September.

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)

Council’s Complaint Procedure

Council’s Social Media Policy

07.5 Asset Register – Dan Hewlett is storing a gate and some fence posts which belong to the PC. RHC proposed that these be collected and all agreed that if the PFC wished they could be used to replace the broken gate by the tennis courts. Gate and posts to be put on asset register. **LP to action. SM to establish size of gate and inform AH.** CB raised the fact that the strimmer owned by the Environment Group is not on the asset register. **SM to forward details to LP.**

0714.08 Financial matters

08.1 Payments received -

Interest	£2.66
----------	-------

08.2 Payments made -

	Cheque No.	Amount
Kingfisher Direct Ltd – Litter Bin	001254	£90.65

08.3 Payments approved -

Memorial Hall – Room hire – April - July	001255	£62.00
AVM Expenses – Supply Stores	001256	£199.54
RHC Expenses – stationery for AVM	001257	£45.46
LP Expenses – stationery supplies	001258	£39.06
2 x Councillor Training @ £25.00	001259	£50.00

08.4 Banking – Nothing to report.

08.5 Budget variance report, bank reconciliation and Income and Expenditure report – CB confirmed that in his role as financial portfolio holder he had reviewed the Income and Expenditure report and had signed as a correct record. Councillors were asked if there were any matters to be raised from the circulated reports. With no matters to address it was resolved that RHC sign the Income and Expenditure report.

08.6 External Audit – LP advised that the audit by Grant Thornton is now complete with no additional fee incurred and that the Audit Completion Notice is displayed on the noticeboard as required.

0714.09 Incoming Correspondence - not included above

11/06/14 – Letter from Sparkford Scout Group thanking PC for donation

16/06/14 – Letter from Queen Camel Guides thanking PC for donation

08/07/14 – Email from McDonalds re Love where you Live Scheme – Circulated with agenda. All agreed that LP should respond to McDonalds to thank them for the offer and to advise that appropriate tasks are being identified and will be communicated in due course. **LP to email McDonalds. SM to liaise with BT re list of tasks and the possibility of Sparkford Scouts being involved.**

03/07/14 – Email from Susan Wescombe re memorial for Clem Tabor – Circulated with agenda. It was agreed to reply advising that the PC are considering an appropriate memorial, possibly a bench with a plaque, and identifying an appropriate site and will be in contact again once this has been decided. **RHC to action.**

0714.10 Advance Notices - of external and Parish meetings

17/07/14 – Councillor Training QC Memorial Hall

0714.11 Matters for report or for the next agenda

0714.12 Date and time of next meeting - Monday 8 September 2014 at 7.30 pm, Marples Room.

RHC thanked everyone for attending and declared the meeting closed at 9.54pm.

Signed:

Date: