



# Queen Camel Parish Council

**MINUTES OF THE MEETING** of the **PARISH COUNCIL**  
held in The Marples Room at the Memorial Hall  
on **Monday 13<sup>th</sup> March 2017** at **7.30pm**

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**Present:** Councillors **John Brendon (JB)** – Chairman  
**Chris Bennett (CB)**  
**Andrew Hoddinott (AH)**  
**Jo Pender-Cudlip (JPC)**  
**Simon Stapely (SS)**

**Present** following co-option onto the Council (Procedural item 5, below):  
Councillors **Bryan Norman (BN)**  
**Zelda Sowerby (ZS)**  
**Kit Stapely (KS)**

**Absent:** **John Carnegie**

**In attendance:** **Patrick Pender-Cudlip (PPC)** - Clerk  
**Mike Lewis (ML)** - County and District Councillor  
**17 members of the public**

## Procedural Items

- 1. Welcome and Introduction:** JB welcomed councillors and members of the public.
- 2. Public session:**
  - The Chairman of the Community Land Trust (CLT), Rosemary Heath-Coleman (RHC), reported that Somerset County Council (SCC) had postponed a meeting scheduled for 13<sup>th</sup> March to consider the CLT's Expression of Interest in acquiring the Old School site (OSS) from SCC via a Community Asset Transfer (CAT). The meeting is now expected to be held in April. **Clerk's note:** RHC subsequently advised that the meeting will be held on 5<sup>th</sup> April.
  - A member of the public revealed that concerns had been expressed about material posted on the website before the Parish Meeting and suggested that the Council consider a policy to determine website content. JB confirmed that communications and the website would be discussed at a future meeting.
  - Two members of the public expressed concern about *Highways England's* proposals for the A303 and the Parish Council's stance. JB confirmed that the Council had not yet decided on its approach but the matter was an agenda item (Business item 04 below).

- Two members of the public expressed concern about HGVs misdirected by satnavs and getting stuck or causing damage to the bridge and lanes in Wales, and about deficiencies in signage. It was agreed to take this matter up with SCC Highways.
- A member of the public asked about the provision of outdoor gym equipment on the playing field (see Business item 10 below) and the possible availability of grants. AH explained that the Playing Field Committee (PFC) had plans to develop such facilities and that once its membership of the Fields in Trust (FIT) scheme came through it would have better access to grant funding.
- A member of the public asked on whose authority draft minutes of the Parish Meeting of 23<sup>rd</sup> February had been published before being approved. PPC explained that in Queen Camel draft minutes are normally published before being approved and that this is quite proper so long as they are clearly marked **draft**.
- There was an inconclusive discussion with a member of the public about the precise position and boundary of Green Lane in the car park behind England's Mead (see also Business item 03.3 below).

**3. Apologies:** No apologies were received.

**4. Declarations of interest:**

CB declared a possible interest in Business item 03.1 (below) as a CLT Director. AH declared a possible interest in an item of correspondence (Business item 10 below) as a member of the PFC.

SS declared a personal and pecuniary interest in planning items 17/00988 & 989 (Business item 05 below).

PPC explained that following advice from the Somerset Association of Local Councils (SALC) he was granting Councillors *en bloc* a dispensation in respect of any apparent personal conflicts of interest in choosing candidates for co-option. Anyone concerned about this dispensation was advised to contact the Monitoring Officer of South Somerset District Council (SSDC).

- 5. Councillor vacancies:** SSDC had informed PPC that since no request had been received for an election the Council was free to fill all three vacancies by co-option. Two members of the public explained why they were adding their names to the two who had put forward their names at the February meeting. After a ballot of Councillors it was **RESOLVED 5-0-0 [For-against-abstained] that Bryan Norman, Zelda Sowerby and Kit Stapely be invited to join the Council.** After signing Declarations of Acceptance of Office they joined the Council.
- 6. Governance review:** After a short discussion Councillors agreed they would consider the usefulness of a self-evaluation review after the summer holidays.
- 7. Administrative review:** It was agreed that PPC and SS would review the Council's administrative procedures over the next two months.
- 8. Minutes:**  
**RESOLVED 5-0-0 that the minutes of the meeting held on 13<sup>th</sup> February 2017 be confirmed and signed as a true and accurate record.**

## Business Items

- 01 [0317] County & District Councillor's report:** ML reported that there would be a 3.99% increase in the SCC element of Council Tax (including 2% for adult social care) plus a precept of £12.84 per property to fund the Somerset Rivers Authority. The Local Government Boundary Commission was reviewing District Council boundaries, including those of South Somerset, in the light of changes in population resulting from new housing developments. SSDC would also be reviewing its Business rates.
- 02 [0317] Crime and Safety:** Councillors were reminded that because of limited resources the Police could no longer attend Council meetings regularly.
- 03 [0317] Outstanding actions:**
- 1. Old school site:** RHC hoped that the CLT business plan would be ready sometime in April although the postponement of SCC's CAT meeting had put things back.
  - 2. Neighbourhood Plan (NP):** In conjunction with Tim Cook of SSDC and RHC as Chairman of the Queen Camel Neighbourhood Planning Steering Group PPC would submit applications to *Locality* and SSDC to fund a professional revision of the NP.
  - 3. Green Lane:** JB thanked the Tennis Club for arranging the resurfacing of the car park and the PFC for co-funding the work. CB said his enquiries into the ownership and boundaries of Green Lane had been inconclusive but he would circulate a summary report of his findings for the Council's April meeting. He hoped that BN with his expertise as a surveyor might be able to help.
- 04 [0317] Highways – plans for upgrading the A303:** CB noted that this was a national infrastructure project beyond the remit or influence of the Parish Council and that it was for individuals to respond directly to the public consultation. The County and District Councillor had adopted a neutral position and PPC reported that West Camel Parish Council was similarly minded but would also be sending a summary of residents' views to *Highways England*. After a short discussion it was **RESOLVED 8-0-0 that residents should be encouraged to respond individually to the *Highways England* consultation and that the Parish Council would adopt a neutral position.**
- 05 [0317] Planning Applications**
- New planning applications:  
**17/00988/FUL (& 989/LBC) The Thatch, High Street –** extension to boundary wall and erection of shed (planning and Listed building consent).  
8.47pm KS and SS left the meeting and room, being interested parties.  
**RESOLVED 7-0-0 to support the application.**  
8.49pm KS and SS returned to the meeting and the room.  
**17/00377/AGI Blackwell Farm, Wales –** erection of a steel-framed agricultural barn for storage of straw.  
**RESOLVED 9-0-0 to support the application.**

2. Updates on planning applications previously heard:  
**17/00432/TCA Self Realisation Healing Centre, Laurel Lane** - Notification of intent to carry out works on two trees within a Conservation Area. Permitted, with conditions.  
**17/00617/TCA Gatehouse, Church Path** - Notification of intent to fell two trees within a Conservation Area. Permitted, with conditions.

**06 [0317] Councillors' reports and motions** - to table and discuss reports or concerns and propose resolutions as appropriate.

1. **Pedestrian access in the village:** AH reported that a member of the public using a wheeled walking frame had fallen while trying to negotiate the kerb at the bottom of Hill View. He asked the Council to request a dropped kerb there and anywhere else where it might materially improve access for the less able-bodied. JPC reported that the website had received complaints about the dangers and inconvenience for pedestrians - especially pushchair and wheelchair users - when the pavements were obstructed by parked cars and A-Frame signs.

**RESOLVED 8-0-0 to ask Highways to install a dropped kerb on the pavement at the bottom of Hill View.**

**RESOLVED 8-0-0 to insert a notice in the magazine requesting residents not to park on the pavement.**

2. **Annual Village Meeting.** JPC reported that the Mildmay Arms had responded positively to a suggestion that it run a bar at the Annual Village meeting.

**RESOLVED 7-1-0 that the Mildmay Arms be asked to run the bar with a similar budget to that of previous years.**

**07 [0317] Other reports and motions:**

**Flood Committee (FC):** Councillors considered the minutes of the FC meeting of 19<sup>th</sup> January and associated documents. They noted that as a Parish Group under the Council's auspices - not an autonomous organisation in receipt of a Council grant - the FC requires explicit authorization to spend Parish funds and would normally place any orders through the Clerk and Council. Parish Group leaders are notified about Council decisions and resolutions via the Council minutes they receive every month and should not expect additional formal notification via dedicated correspondence.

**08 [0317] Clerk's report:** none

**09 [0317] Finance**

1. **2017-18 Budget:** PPC explained that he wanted to change the format of the budget and make it easier to understand by removing information relating to previous years. CB considered such information useful to Councillors and pointed out that the budget and the accounts should be sent out with the agenda to give Councillors sufficient time to study them properly. PPC apologised for having failed to do so. Parish Groups were reminded that allocated but unspent funds could not be rolled over from one year to another but needed to be reapplied for.

**2. RESOLVED 8-0-0 that the following payments be made:**

£135.63 (US\$167/87)	J.Pender-Cudlip	Website charges (Weebly & McAfee)
£116.99	P.Pender-Cudlip	Purchase of projector
£47.10	" " " "	Sept.16–Jan.17 salary underpayment
£372.12	" " " "	February salary
£372.12	" " " "	March salary (paid early for accounting reasons)
£139.25	" " " "	Preparing VAT returns for 2014/15 & 2015/16 (c.13hrs)

**3. Accounts 2016-17:**

**RESOLVED 8-0-1 that the accounts for the three quarters March-December 2016 be agreed.**

**4. Asset Register:** This will be considered next month.

**5. VAT:** A total of £1431.01 has been reclaimed for 2014-15 & 2015-16

**6. Banking arrangements:** Processing of the arrangements for the new signatories should be completed within a few weeks.

**7. Financial Regulations:** PPC and SS will review the Financial Regulations and bring to the Council's attention any amendments they consider desirable.

**10 [0317] Incoming correspondence:**

- PPC will thank a young resident for a letter suggesting outdoor gym equipment in the playing field and pass it on to the PFC.
- PPC will thank and liaise with a resident proposing a traffic survey.

**11 [0317] Advance Notices:** PFC Annual General Meeting, April 2016.

*(Clerk's note: 27<sup>th</sup> April at 7pm in the Marples room - NB change of venue)*

**12 [0317] Items for next month's Agenda:** Projector screen and seating arrangements for Council meetings, Annual Village Meeting, website and communications, appointment of internal auditor, draft budget 2017-18, asset register.

**13 [0317] Matters arising post-Agenda:** none

**14 [0317] Next meeting** – 7.30pm on 10<sup>th</sup> April, 2017 in The Marples Room

The Meeting concluded at 9.51pm

**Signed:**

**John Brendon  
Chairman**

**Date: 10<sup>th</sup> April, 2017**