



Queen Camel Parish Council

MINUTES OF THE MEETING of the **PARISH COUNCIL** held in the Marples Room, Memorial Hall on **Monday, 14th September 2015 at 7.30pm**

Present: Chairman **Angus Davidson (AD)**
Councillors **Chris Bennett (CB)** – also Acting Clerk
John Carnegie (JC)
Simon Thornewell (ST)

In Attendance: **Mike Lewis (ML)**
PCSO Thelma Mead

Members of the public: 9

1. Welcome & Introduction

AD welcomed Councillors and members of the public to the Meeting.

2. Public Session (Opened to the Public: 7.31pm)

Two members of the public raised concerns about the roses and brambles at Banksia overhanging the pavement, worried about safety risk given the house is next to the school. Other member of public, who lives next door to Banksia, volunteered to speak to owner and help to get them cut back, councillors agreed this was best course of action. (Closed to the Public: 7.34pm)

3. Election of Vice Chairman

Election of Vice Chairman to be deferred until September PC Meeting or later. **AD proposed**
Agreed 4 – 0 – 0 (for – against – abstained)

4. Co-option of Councillors to fill Casual Vacancies

Discussion to be deferred until September PC Meeting or later. **AD proposed** **Agreed 4 – 0 – 0**

5. Recruitment of Clerk/RFO and confirmation of temporary arrangements

- Clerk stated post has been advertised, with one formal application and one expression of interest received, still ten days till closing date and hope to receive more applications.

- Clerk advised that council needed to form an HR working group to oversee recruitment, AD informed meeting that AH was happy to lead this as he has HR portfolio, ST and JC volunteered to join working group. Vote taken to approve group, **CB proposed** **Agreed 4 – 0 – 0**

- AD explained that CB is now Acting Clerk instead of assistant; given SALC have advised that the Chairman should not be acting clerk, due to potential clash of interests. This was accepted by all Councillors present.

0915.01 Apologies - Were accepted from John Brendon (JB) and Andrew Hoddinott (AH).

0915.02 Declarations of Interest None declared

0915.03 Minutes

Minutes of 13th July meeting to be confirmed as a true record and signed, **AD proposed**
Agreed 4 – 0 – 0

Notes from 5th August ad-hoc meeting about Neighbourhood Plan to be accepted,
CB proposed **Agreed 4 – 0 – 0**

0915.04 County & District Councillor's Report

ML reminded council of availability of grants from Health & Wellbeing Fund, open till 31st January. ML also explained about devolution of tasks from the District and County councils that could happen by the end of the year, likely to lead to SSDC providing joint services with other councils, but unlikely to affect PC.

0915.05 To Review Outstanding Actions

- CB report on Green Lane, complex issue going back over 10 years, deferred to next meeting.
- CB stated that he is due to be contacted 15/09 to organize electrical testing of phone box.
- AD said that lease for playing field had been prepared and passed on to PFC, awaiting response after PFC's next meeting.
- AH report on discipline procedure deferred to next meeting.
- Action was for JC to review health & safety policy but policy does not exist, JC agreed to lead on creation of health & safety policy, vote taken to approve change of action.

CB proposed

Agreed 4 – 0 – 0

- AD explained that there was no further information regarding Cleaveside House

0915.06 Police & Safety Matters

06.1

Police Report – TM stated one crime reported: group of travelers classed as 'unauthorised campers' adjacent to QC Medical Centre, who moved themselves on after several days. Nine calls made to the Force Service Centre: 1 x road related incident, 1 x missing person, 1 x other, 2 x harassment/threats, 2 x anti-social behaviour, 1 x criminal damage, 1 x drugs. Figures are for the QC parish only / part of Wincanton rural south area AE030. TM reminded attendees to call 101, not her mobile number, as she is now on flexible retirement and may be unavailable for 6 days at a time. TM raised the idea of youth shelter with lighting on the playing field to help prevent anti-social behaviour and crime. AD states that PFC are independent committee and would be their decision, PC to suggest that PFC invite TM to attend their next meeting to discuss idea.

06.2

Safety Group – CB stated, members of Neighbourhood Watch Group are receiving regular e-mails, nothing more to report.

0915.07 Highway's Matters

07.1

Ownership of ditches at Wales – Query from SSDC, CB to deal with as Clerk

07.2

Hedge Cutting in Gason Lane – Clerk to contact Somerset Highways

07.3

'Pot Holes' in Church Path – On list for new clerk, when appointed

0915.08 Planning Applications

15/03941/FUL & 15/03940/LBC, Nightingale House, Englands Lane – Vote taken for applications to be passed on with no comment, **ST proposed** **Agreed 4 – 0 – 0**

5/03766/FUL & 15/03763/FUL, Forty Acres Farm, Babcary Road – Vote taken for applications to be passed on with no comment, **AD proposed** **Agreed 4 – 0 – 0**

15/03631/FUL, Rectory Farm, West Camel Road – Vote taken for application to be passed on with no comment, **ST proposed, JC seconded** **Agreed 4 – 0 – 0**

15/03993/TCA, The Thatch, High Street, Queen Camel – Application permitted, ex committee by SSDC 9th September 2015.

14/04945/R3C, conditions 5 to 8, Countess Gytha New School – Schemes approved ex-committee by SCC 15th July 2015. CB stated that the school is very likely to have a feature in local stone near the entrance and an area for a possible future swimming pool is still reserved.

0915.09 Council Business None

0915.10 Reports/Motions

10.1 Reports from Councillors – ST reported on Neighbourhood Plan, praised plan but raised red flags in relation to Policies 1, 2 and 7, hoped to finalise council’s comments and meet with Rosemary Heath-Coleman (RHC) before next meeting.

Opened to the public: 8.41pm

RHC said she is willing to meet with ST in advance of next PC meeting

Closed to the public: 8.43pm

Councillors agree to send their comments to ST in next week so that he can carry this out. CB reported on councilor portfolios, advised most will be deferred to when there are more councillors but some priority portfolios need to be dealt with: CB to take highways, ST FLAG, JC environment, CB to cover communications as acting clerk, no volunteers for parish or Neighbourhood plans. Vote taken to approve allocation of portfolios,

CB proposed, JC seconded

Agreed 3 – 1 – 0

CB & AD reported on meeting with SALC, PC has adopted SALC’s suggestions for temporary arrangements, guidance on structure and reporting of PC committees/groups is ongoing.

10.2 Parish Group Reports – Report from Communications Group, minutes from September 15th meeting and leaflet e-mailed by RHC, not all councillors seen report so clerk to re-circulate and councillors to send their comments individually to RHC.

Opened to the public: 8.57pm

RHC advises that item 9 from report, regarding date of AVM, needs to be approved by PC and gave information about limitations on possible date

Closed to the public: 8.58pm

Date of AVM to be an agenda item for next PC meeting.

Environment Group; situation report from Steve Millard 8th Sept, had been circulated to all Councillors, no comments made, Councilors to respond individually to SM if they wish to.

10.3 Other Reports - None

0915.11 Finance

11.1 Receipts – None

11.2 Payments Made – None since 15th June 2015

11.3 Payments to be approved –

Memorial Hall – Marples room x 3, up to 15/05/15	01372	£50.00
S Holland Welding – seat frames x 4	01373	£240.00
A C Powder Coating – seat frames x 4	01374	£72.00
SALC – Good Councillor Guides (£25.45) & training x 4 (£80)	01375	£105.45

Clerk / RFO asked for vote to be taken and cheques to be signed that evening, **JC proposed, AD seconded** **Agreed 3 – 1 – 0**

11.4 Banking – Receipts and Payments up to 30th June 2015 circulated to Councillors prior to meeting, to be presented to Oct meeting when JB is present.

11.5 External Audit 2014/15 – Clerk / RFO advised that the external audit by Grant Thornton was now closed. There were major errors found in the Annual Return but now resolved. These errors did mean the audit required additional time and PC will be surcharged approx. £100 in addition to standard fee of £100. The Annual Audit Return will be circulated to Councillors and put on the website, once returned.

CB also stated that under the new DCLG scheme on transparency for small councils, this external audit may be the last required.

0915.12 Incoming Correspondence

12.1 SSDC consultation on Local Council Tax Support – e-mail circulated on 24th July, no comments from councilors.

12.2 SCC Health & Wellbeing, JSNG consultation – e-mail circulated on 11th September, no comments from councilors.

0915.13 Advance Notices

SALC AGM, 26th September, at Edgar Hall, Somerton, AD agreed he will attend.

Environment Group meeting on 21st September'

Avon & Somerset PCC, open day on 17th September at Westlands Leisure Centre.

Somerset Choices, event on 25th Sept in Yeovil town centre.

Youth meeting, on skate park petition Weds 16th Sept on Playingfield.

0915.14 Matters for Report or Next Agenda

AD requested that additional signatories be added to the October agenda.

CB said he wanted a discussion on changes to dispensation process as documented in SO and CofC, in line with recent SALC guidance.

Clerk will contact local groups regarding grant applications for 2016-17 financial year.

SALC guidance on new transparency requirements for small councils and funding to aid compliance expected in September / to be on Oct agenda.

0915.15 Date of Next Meeting

Confirmed by Clerk and AD as Monday 12th October at 7.30pm

AD thanked everyone for attending.

The meeting closed at 9.18 pm

Signed:

Date:

October 2015