



## Queen Camel Parish Council

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11<sup>th</sup> JUNE 2012 AT 7.30 PM IN THE MARPLES ROOM OF THE MEMORIAL HALL

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Councillors Present:

David Biggart	Steve Millard
Chris Bennett	Patrick Pender-Cudlip
Rosemary Heath-Coleman	Jean Pilgrim
Dan Hewlett	

In attendance: Jane Crozier (Clerk); Mike Lewis (District Councillor)

6 members of the public, including, as invitee, Les Stevens (LS) as the next Clerk to QCPC and current Clerk to West Camel Parish Council.

PPC welcomed everyone to the meeting and asked the public if they had any questions or issues.

Two residents of Green Lane (north) voiced their complaint about those residents of Englands Mead who persistently park on the corner of Green Lane with Englands Lane. This meant that the woman whose house is on that corner had serious difficulties in driving her car in or out of her garage on Green Lane. It was explained that Green Lane is a private road with vehicular access for residents and Wessex Water only. It is also a public footpath on the Leyland Trail. The residents considered that a large 'No Parking' or 'Private Road' sign would act as a deterrent. It was suggested that the Council contact Eve Wynn, SCC Footpath Warden for the Queen Camel area, about this problem. PPC said that the matter would be investigated.

Another resident thanked all Councillors involved with the Jubilee celebrations for helping to make the Jubilee such a success.

1. **APOLOGIES FOR ABSENCE:** Cll. Angus Davidson; County Councillor, Bob Little; PCSO Thelma Mead.

2. **DECLARATIONS OF INTEREST**  
None

3. **SAFETY AND BEHAVIOUR:**

- CB asked if PCSO TM's monthly Police Report could be sent to him as well as to the Clerk. *After note: actioned 13.06.12.*
- There was a discussion about fly-tipping: it was suggested that incidents of fly-tipping should be reported to the police as a matter of course. Councillors could also ask Sue Howman, Parish Environment Warden, to request SSDC to remove the rubbish.  
**Action: PPC to mention in the Camels Magazine.**
- CB noted that the litter bin, opposite the mini-roundabout at the south end of the village, has had its top cut off.
- CB also reported that various items had been missing since the pavilion was used for the Jubilee.

#### 4. POLICE MATTERS

JC read PCSO TM's report:

Since the last PC meeting

##### **17 calls to the service Centre**

2 alarms

3 traffic

1 driver under the influence

2 miscellaneous

1 domestic

3 ANPR

3 theft

1 burglary

1 admin.

##### **6 crimes reported**

3 theft – under investigation

1 burglary

1 'other offence' under investigation

1 malicious communication

- TM also reported that she would attend the Village Cafe the following day and that she would be delivering information on bogus callers to residents of Cleaveside Close.
- DB reported that his wife's car had been scraped while parked on the High Street. It was recommended that he report this to PCSO T Mead, or call 101, as this was a criminal act.

#### 5. ADVANCE NOTICES

- South Somerset Together AGM, 6.00 – 8.00pm, 13th June, SSDC Offices, Brympton Way, Yeovil
- SSDC Area East Community Forum, from 6.00pm, Tuesday 17<sup>th</sup> July, Ansford Academy. *RHC will attend and possibly CB.*

#### 0612.01 MINUTES OF THE MEETING HELD ON 2011

The Minutes, having been circulated and agreed, were signed by PPC as a true record.

#### 0612.02 REPORTS

##### 1. Annual Village Meeting (01.06.12): PPC reported on the success of the AVM

- Approximately 180 people had attended. It had been popular probably because held at the start of the Jubilee weekend and in a marquee, with a hog roast available.
- The quality and volume of information on the displays meant that official talk could be minimized.
- The marquee offered the luxury of space to enable people to circulate comfortably.
- PPC explained why some representatives of groups had not, after all, made their presentations.
- No contentious questions were raised, possibly because of the holiday atmosphere.

Others commented on the uncertainty about the start time for the presentations, as the invitations had stated 6.00pm for the start of the whole evening event but presentations were actually scheduled to begin at 7.00pm

- ##### 2. Jubilee celebrations:
- RHC said that a full written report on all the events would be circulated in due course. In the meantime, she highlighted some key features of a successful weekend. £2,500 had been collected to split between the two nominated charities. RHC asked the PC to write and thank McDonalds,

Hazlegrove School, the PFC, the captain of the bell ringers, the Mildmay Arms, the Corbetts, and the PC Communications Group. PPC added that RHC herself should receive a letter of thanks for her work in coordinating the Jubilee weekend.

**Action: JC to write letters of thanks.**

**3. The Front Runner (FR) scheme: affordable housing and the new school:**

RHC outlined developments in the FR project with reference to her report *circulated earlier*. PPC read out a report on FR from AD who could not be present.

Questions were asked about:

- The nature and relationship of the various group: NDP, CLT, HA, FR. It was thought that not only the public was confused, but some Councillors too, partly because of the cross-over of roles and membership.
- The expected referendum
- The £20,000 fund from Government for this FR project.

RHC and DB explained that once the NDP was complete the parish would have to hold a referendum organized by SSDC to decide whether or not to adopt it. Every resident would be invited to participate. The result would be based on the number of votes. A 50% vote in favour of the scheme was necessary in order to proceed with the plan. RHC was not certain how much of the £20,000 had been spent so far. A referendum was not required for the Affordable Housing. RHC acknowledged that there was need for further discussion on the subject of the FR and affordable housing.

It was confirmed that the school was waiting for confirmation of the purchase of land before getting involved in the design of the school and that it should be possible for the school PTA to raise money for a swimming pool once the school project was approved. JC suggested that a graphic representation of the different groups – possibly in the form of a flow chart - would aid public understanding. Mrs. Pender-Cudlip (in the public area) indicated that she would attempt this.

ML agreed that there was confusion about the referendum and advised the Council to be clear about the issue before informing the electorate.

4. **Countess Gytha Primary School:** JP reported the success of the school in the recent OFSTED inspection. The categories of Achievement of Pupils; Standards of Teaching; Behaviour; Leadership and Management had all received the grade GOOD with several indicators of 'outstanding' or 'excellent' features. The OFSTED report would be available to read online soon.

**Action: JC to write and congratulate the children and staff of the school.**

5. **Arrangements for new Parish Clerk:** following discussion, it was **agreed** by a majority of members **to defer this item till the end of the meeting**, after the public had left the meeting. *See p5 below.*

*8.50pm: ML left the meeting in order to attend the Sparkford PC meeting.*

## **0612.03 PROGRESS FROM PREVIOUS MINUTES**

### **Outstanding Actions**

1. **QEII Field Challenge application:** CB asked for this item to be deferred to the July meeting, after the matter had been discussed by the PFC.
2. **Cooption of new councillor:** JC explained that there were two public notices running concurrently, both advertising the vacancy on Queen Camel Parish

Council: i) one, in accordance with the 1972 Local Government Act, gave a 14 days' opportunity for 10 electors to write to SSDC to request an election – deadline 28<sup>th</sup> June ii) the other invited expressions of interest from individuals who might like to join the Council – deadline 30<sup>th</sup> June. JC had so far received one expression of interest, from Ben Turner, who was present at this meeting as a member of the public. Following discussion about the procedure for co-opting a new member (if and when SSDC reports that there is no call for an election): **it was agreed to dispense with a statement of support from a co-optee. Members would seek to offer a place on the Council to a suitable candidate at the next meeting, 9<sup>th</sup> July** After note: *Statement of Eligibility for Election received from Mr Turner 13.06.12.*

**3. Clarification of roles of councillors as representatives of parish groups:** RHC proposed including a paragraph at the head of the list of QCPC Councillors' Portfolios (*emailed in advance and also tabled*):

In order to promote efficient governance and communication individual Councillors take responsibility for particular aspects of the Council's activities and for liaising with various parish groups and outside bodies. This informal, two-way channel of communication helps to ensure an efficient, effective and coordinated approach across the parish. Below are listed a number of parish groups, outside bodies and activities together with the Councillors responsible for liaising with them.

**This amendment was agreed.**

**It was further agreed, with a majority in favour, to retain the term 'Portfolios' rather than change it to 'Roles'.**

**0612.04 PLANNING APPLICATIONS**

12/00198/CPO	Camel Hill Farm: extraction of stone – revised plans	<b>Approved at the meeting</b> * see below
12/02120/FUL	Hazlegrove School: erection of single storey building	<b>Approved at the meeting</b>
12/01092/S73	Forty Acres Farm: application to vary condition 2	To be considered at Area East Council Committee, 13 <sup>th</sup> June, 10.30am, Wincanton
12/00452/S73A	Stear Hill Farm: application to remove condition 4 – revised plans	In West Camel parish, but see correspondence circulated in advance ** see below

\*It was agreed that the amended application for a quarry reflected the efforts of the applicant to minimise the impact of the quarrying on the residents of Blue Haze and therefore met with the full approval of the Council (rather than the modified approval given to the previous application, 14.02.12). LS was invited to give the view of West Camel Parish Council. He confirmed that WCPC had decided that day to withdraw its objections.

\*\*LS also said that WCPC maintained its strong objection to developments at Steart Hill Farm. QCPC continued to be concerned about the implications for increased heavy traffic on roads in the parish if Hopkins' application for the removal of condition 4 was successful.

**0612.05 CORRESPONDENCE**

- 10.05.12: letter from the Audit Commission seeking approval for the appointment of Grant Thornton as auditor for QCPC annual accounts from September 2012.  
**No objections were raised.**

## 0612.06 FINANCIAL MATTERS

- JP proposed, DB seconded the proposal that JC could purchase the QCPC printer with photocopier for £30. **This was agreed.** Les Stevens had confirmed that he did not need another printer.
- **The following cheques were approved and signed at the meeting:**

To Lucy Clark: purchase of materials for fencing (Environment Group)	£37.41
To Queen Camel Memorial Hall: hire of Marples Room, March – June	£24.00
To HMRC: PAYE payment on the clerk's salary for April – June 2012	£177.60
To Jane Crozier: fixed expenses April – June 2012	£130.50
stationery, ink cartridges, stamps etc	£23.66
To Patrick Pender-Cudlip: for card for printing invitations to Jubilee and other events	£37.76
To Collins Marquees Ltd: to supply and erect marquee, 1 <sup>st</sup> – 3 <sup>rd</sup> June	£1,483.55

### 0612.02(5) Arrangements for new Parish Clerk:

Once all other business had been concluded, PPC asked the public to leave – as recommended by SALC and as agreed earlier in the meeting *see p.3 above*.

Following full discussion about the proposed handover period and about salary, terms and conditions of employment for Les Stevens as the newly appointed Parish Clerk, the following decisions were made:

- **CB proposed, RHC seconded the proposal that JC should receive her usual monthly salary for the period 15<sup>th</sup> June – 15<sup>th</sup> July, after which the standing order would be cancelled. This was agreed.**
- It was further **agreed that LS**, with his approval, **would be paid an hourly rate for work done in the handover period which would begin at any point after this meeting and end when his contract of employment and salaried post commenced on 15<sup>th</sup> July.**
- **CB proposed, PPC seconded the proposal that LS should be paid 32 hours per calendar month at the same rate and on the same incremental scale (scale 20) as in his current post as Clerk to West Camel Parish Council. This was unanimously agreed.**
- It was further **unanimously agreed that PPC, as Chairman, with DB, as councillor with portfolio for employment, would work with LS to agree the contract, including an agreement on Clerk's expenses, and the Job Description for this post.**

### 0612.07 URGENT MATTERS - POST AGENDA (at the chairman's discretion)

PPC thanked JC for her professionalism and care as retiring Clerk to QCPC. JC responded with her thanks and farewells to her colleagues on the Council.

There being no further business, PPC declared the meeting closed at 9.55.  
Date and time of next meeting: **Monday 9<sup>th</sup> July 2012 at 7.30 pm, Memorial Hall.**

Signed.....  
Chairman  
Date 9<sup>th</sup> July 2012

.....  
Clerk  
Date 9<sup>th</sup> July 2012