



# Queen Camel Parish Council

## MINUTES OF THE MEETING of the PARISH COUNCIL held in The Marples Room at the Memorial Hall on **Monday 10<sup>th</sup> April 2017** at **7.30pm**

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**Present:** Councillors **John Brendon (JB)** – Chairman  
**Bryan Norman (BN)**  
**John Carnegie (JC)**  
**Jo Pender-Cudlip (JPC)**  
**Simon Stapely (SS)**  
**Zelda Sowerby (ZS)**  
**Kit Stapely (KS)**

**Absent:** Councillors **Chris Bennett**  
**Andrew Hoddinott**

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

### Procedural Items

1. JB welcomed Councillors and members of the public.
2. No questions were asked or matters raised at this stage by members of public.
3. Apologies were received from Andrew Hoddinott and Chris Bennett who were unable to attend on account of family commitments. District and County Councillor Mike Lewis had sent apologies that he would be late on account of a District Council meeting.
4. BN and ZS passed on to PPC their completed Declarations of interest [**Clerk's note:** KS did likewise later]. No Councillors declared interests in relation to Agenda items.
5. **Minutes:**  
**RESOLVED 7-0-0 [For-against-abstained] that the minutes of the meeting held on 13<sup>th</sup> March 2017 be confirmed and signed as a true and accurate record.**

### Business Items

- 01 [0417] County & District Councillor's report** [**Clerk's note:** ML was not present at this stage of the meeting and delivered his report later; it is minuted here for convenience]. ML reported that Somerset County Council (SCC) was in 'purdah' and would not be making many important decisions in the run up to the County Council elections on May 4<sup>th</sup>. In the meantime the South Somerset District Council (SSDC) *Transformation* Programme had reduced staffing by 77 full-time equivalent posts. ML suggested that the Parish Council might want to promote computer classes for older residents, especially with more District Council services going on line. Councillors asked PPC to raise the possibility of installing Wi-Fi in the Memorial Hall with the Hall Committee.

**02 [0417] Crime and Safety** – Nothing reported.

**03 [0417] Outstanding actions:**

1. **Old school site** – JB and Rosemary Heath-Coleman (RHC), Chairman of the Community Land Trust (CLT), reported that SCC who currently own the site have notified RHC that a decision on its future has been deferred and also that:
  - 1.1. The SCC Schools Commissioners are now exploring the site's possible use as an educational facility for County Council use.
  - 1.2. The key improvement sought by SCC in the CLT's Expression of Interest (in a Community Asset Transfer) was that the benefits of the activities proposed would reach a significantly larger number of people.
  - 1.3. The minimum price SCC would accept for the site is £200,000.
2. **The Neighbourhood Plan:**
  - 2.1. *Locality* have conditionally agreed a grant of up to £3,500 to employ a professional Planning Consultant to revise the draft Neighbourhood Plan and incorporate possible housing provision. Tim Cook, SSSC Area East Development Team Lead, has been asked if Queen Camel *Frontrunner* funds controlled by SSSC could be used to fund the revision if the *Locality* funding did not come through. [**Clerk's note:** The availability of the *Frontrunner* funding and the *Locality* grant have now both been confirmed]
  - 2.2. PPC reported that RHC as Chairman of the Neighbourhood Planning Steering Group (NPSG) had submitted three requests:
    - 2.2.1. That BN be nominated Lead Councillor for the Neighbourhood Plan. PPC explained that the Lead Councillor roles would be on the agenda of Council's May meeting but in the meantime the NPSG was free to invite BN or anyone else to join it and help it with its work and BN indicated that he was keen to do so.
    - 2.2.2. That the NPSG might want to co-opt an additional Councillor because there was still a great deal of work to be done.
    - 2.2.3. That JB as Chairman confirm that the Council wished the NPSG to continue in its work, thereby renewing the motivation of volunteers. JB confirmed his full support for the continuing work of the NPSG.

**04 [0417] Highways:**

1. **A303 Consultation:** PPC reported that West Camel Parish Council (WCPC) has asked Queen Camel Parish Council to support a request to *Highways England* for the existing A303 to be retained as a relief road whichever route is chosen for the new A303. After a brief discussion it was **RESOLVED 7-0-0 that given its adopted position of strict neutrality in respect of the two options put forward by *Highways England* the Council would not comment further on the details of the two proposals.**
2. **High Street traffic audit and census:** a resident had arranged for this to take place on 11<sup>th</sup> May with a pre-briefing at Wren Cottage on 9<sup>th</sup> May. Anyone wishing to join the team of volunteers would be most welcome.
3. **Speed Indicator Device** reports on traffic speeds monitored over a fortnight in February/March indicated the following:  
West Camel Road: median speed 32mph, 85<sup>th</sup>ile speed 38mph  
Sparkford Hill: median speed 35-36mph, 85<sup>th</sup>ile speed 41-42mph

## 05 [0417] Planning Applications

1. There were no new planning applications.
2. Updates on planning applications previously heard:  
**17/00-988/FUL (& -989/LBC) The Thatch, High Street:** extension to boundary wall and erection of shed. Applications permitted, with conditions  
**17/00377/AGI Blackwell Farm, Wales:** erection of a steel-framed agricultural barn for storage of straw. Application permitted.
3. Updates on relevant planning applications in neighbouring parishes:  
**16/00725/OUT Haynes Publishing, High Street, Sparkford:** application for outline permission for 48 new residential units together with commercial units, associated works and access ways. Application permitted with conditions.  
**14/00254/OUT Primrose Lane, Mudford:** application for outline permission for Sustainable Urban Extension comprising up to 765 dwellings, 65 bed care home, employment land, retail units, primary school, community building and health care facility. Deadline for decision extended to 1<sup>st</sup> September 2017.

## 06 [0417] Councillors' reports and motions:

1. **Annual Village Meeting:** JPC confirmed The Mildmay Arms (bar) and Sarah Bailey (cartoons) plus a free-flowing format to encourage members of Parish groups and organisations to engage with the public directly. Further details will be given next month. [**Clerk's note:** David Warburton's office has confirmed that notwithstanding the election campaign he will still be attending the AVM]
2. **Website and Communications:** Councillors reviewed the *Communication and Media Policy* and considered it generally satisfactory apart from a few anomalous clauses for which amendments would be suggested.

## 07 [0417] Other reports and motions: none were presented.

**08 [0417] Clerk's report:** PPC and SS were reviewing the Council's Financial Regulations and administration and hoped to present their recommendations at the May meeting. Councillors asked PPC to approach the Memorial Committee about the possibility of installing an electrically operated retractable screen in the Marples room.

## 09 [0417] Finance:

1. **2017-18 Budget:** after a short discussion it was **RESOLVED 7-0-0 that the 2017-18 budget be approved.**
2. **Receipts noted:** Solar Park (£6658), VAT (£1431.01), Playing Field rent (£1) [**Clerk's note:** the 2017-18 precept (£16,181) was received on 7-4-2017].
3. **Payments agreed:**

**RESOLVED 7-0-0 that the following payments be agreed:**

|         |                          |                              |
|---------|--------------------------|------------------------------|
| £250.00 | Queen Camel Guides       | Donation                     |
| £250.00 | Queen Camel Cricket Club | Donation                     |
| £250.00 | Sparkford Scouts         | Donation                     |
| £150.00 | Sparkford Copse Trust    | Donation                     |
| £30.00  | Memorial Hall            | Use of Marples Room and Hall |
| £23.41  | P.Pender-Cudlip          | Office supplies              |

**RESOLVED 6-1-0 that the following payments be agreed with two thirds being paid immediately and the balance later:**

|          |                          |                         |
|----------|--------------------------|-------------------------|
| £2258.00 | Parochial Church Council | Grant                   |
| £2725.00 | Playing Field Committee  | Grant (revenue support) |

4. **Asset Register:** PPC presented a draft of the Council's revised asset register which will be completed for the Annual Return.
5. **Banking arrangements**
  - 5.1. **Account signatories:** CB, SS and PPC were now accredited along with JB and AH. Any other former signatories will be removed.
  - 5.2. **On line banking:** After a brief discussion about different systems it was **RESOLVED 7-0-0 that** PPC produce a briefing paper about On line banking for the Council to consider at its May meeting.
6. **Internal audit:** It was **RESOLVED 7-0-0 that John Calvert be asked to act as internal auditor for the purposes of the 2016-17 Annual Return.**

**10 [0417] Incoming correspondence:** Councillors took note of Civic Voice's housing survey and Heart of Wessex Local Action Group meeting at East Coker on 28<sup>th</sup> June.

**11 [0417] Advance Notices:** Councillors took note of SSDC's Area East meeting on 12<sup>th</sup> April, SCC elections on 4<sup>th</sup> May, the Queen Camel Traffic Survey on 11<sup>th</sup> May (see 04.2 above) and the Heart of Wessex meeting (see 10 above).

**12 [0417] Agenda items noted for the Council's Annual meeting next month:**

Election of a Chairman

Election of a Vice Chairman

Review of Declarations of interest

Review of Lead Councillor roles and responsibilities

Review of Parish Group Terms of Reference.

Review of deeds and trust investments in the custody of the Council

Review the Council's policies and procedures

Review of Highways actions

Green Lane report

Playing Field report including the Fields in Trust application

Arrangements for the Annual Village Meeting

2016-17 Full Year accounts, Annual Return, VAT return

Review of Financial Regulations, Online banking, Council administration

**13 [0417] Matters arising post-Agenda:** none

**14 [0417] Next meetings:**

**Annual Meeting of the Parish Council** - 7.30pm on 8<sup>th</sup> May, 2017 in The Marples Room

**Annual Meeting of the Parish (AVM)** - 7.00pm on 19<sup>th</sup> May, 2017 in the Memorial Hall.

The Meeting concluded at 9.32pm

**Signed:**

**John Brendon**  
**Chairman**

**Date: 8<sup>th</sup> May, 2017**