



# 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> June 2016** at **7.30pm**

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**Present:** Councillors **John Brendon (JB)** – Chairman  
**Chris Bennett (CB)**  
**John Carnegie (JC)**  
**Andrew Hoddinott (AH)**  
**Simon Thornevill (ST)**

**In attendance:** **Patrick Pender-Cudlip (PPC)** - Clerk  
**Mike Lewis (ML)** – County and District Councillor  
**John Calvert (JCa)** – Independent Examiner (Internal Auditor)

**8 members of the public**

**Apologies:** **Thelma Mead (TM)**

## Procedural Items

- 1. Welcome and Introduction:** The Chairman welcomed Councillors and members of the public to the Meeting.
- 2. Public session:** Members of the public raised concerns about the lack of provision for young people in the parish, the lack of bridleways in the west of the parish and consequent dangers for horse-riders, the narrowness of the footway by the old school site and the status of the Neighbourhood and Community Plans.
- 3. Apologies:** No Councillors were absent.
- 4. Declarations of interest:** CB and AH both declared interests in the Playing Field Committee (02.0616.1) and the Heritage Trust (06.0616.6).
- 5. Clerk & RFO:** JB reported on the recommendation of the selection panel and the subsequent decision of the Extraordinary Parish Council meeting of 23<sup>rd</sup> May to appoint Patrick Pender-Cudlip as Parish Clerk & Responsible Financial Officer.
- 6. Vice-Chairman:** it was agreed to defer the election of a Vice-Chairman until there were more members on the Council.
- 7. Portfolios:** it was agreed to defer the assignment of unassigned portfolios until there were more members on the Council.
- 8. Councillors:** It was proposed and seconded that two residents who had put their names forward be co-opted onto the Council.

**Agreed 5-0-0**

[For-Against-Abstained]

**[Afternote:** Simon Stapely subsequently signed an *Acceptance of Office* form and became a Councillor while the other resident declined the offer of co-option]

Two residents attending the meeting also put forward their names for co-option. As working mothers with young families, and living in outlying parts of the parish, they believed they could bring fresh perspectives and greater diversity to the Council, representing and giving a voice to sections of the population whose views and interests were sometimes overlooked. It was proposed and seconded that Terri Plummer (TP) and Kate Oram (KO) be co-opted onto the Council.

**Agreed 5-0-0**

Having signed *Acceptance of Office* forms TP and KO joined the Council.

9. **Parish Council meetings:** It was proposed and seconded that the Council meet on the second Monday of every month except August until 8<sup>th</sup> May 2017, and that the next Annual Village Meeting be on 19<sup>th</sup> May 2017. **Agreed 7-0-0**

10. **Minutes:** It was proposed and seconded that the minutes of the meetings held on 9<sup>th</sup> and 23<sup>rd</sup> of May, 2016 be confirmed as a true and accurate record. **Agreed 4-0-0**

### **Business Items**

**01 (0616) County & District Councillor's report:** ML reported that the old school site had been put up for auction precipitately without informing the Parish Council, the District Council or the Divisional member (himself), and much sooner than any of them had been led to believe. He would be writing to the Department concerned expressing his annoyance at the discourtesy.

Regarding the planters which the Environment Group (EG) had installed on the triangle by the Church to celebrate the Queen's 90<sup>th</sup> birthday, ML explained that SCC Highways were legally obliged to ensure that any such structures were licensed and did not pose a danger to road users, and that the compliance costs were normally borne by the applicants. It was proposed and resolved that PPC in conjunction with the EG should investigate the legal position further. **Agreed 7-0-0**

### **02 (0616) Outstanding Actions**

1. **PFC lease:** JB reported on a meeting of a working group of Councillors and PFC members. It had made real progress towards establishing a legal structure and working relationship between the two bodies. Members of the PFC had the knowledge, experience, commitment and expertise to manage the playing field, developing its facilities and looking out for possible sources of funding, while the Council with its statutory authority and permanent, corporate status and was in the better position to apply for and underwrite grants and projects. AH would be tabling a more detailed report of the discussions in due course.
2. **Litter bins:** PPC will ask SSDC for a list of all the litter bins in the parish.
3. **Green lane:** CB reported that he will examine SCC's definitive footpath map in Taunton in his quest to establish details of its ownership.
4. **The phone box:** PPC will ask Jesse Spencer to carry out an electrical safety test as previously agreed by the Council.
5. **Terms of Reference of Parish Groups:** It was agreed to defer a review to a later meeting.
6. **Trust deeds and investments:** It was agreed to defer a review of the documentation to a later meeting.

**7. Response to letter of 16<sup>th</sup> January 2016:** no formal response has been received from the SSDC Monitoring Officer.

**03 (0616) Police report:** PPC explained that at the Council's May meeting TM's apologies and April report had not been received by the Council because illness had prevented the locum Clerk from attending. He had expressed his regrets to TM. He summarized her written April and May reports to the Council.

**04 (0616) Highways:** It was proposed and seconded that SCC's detailed proposals for a footpath along the edge the playing field from the Glebe towards the Medical Centre be accepted. **Agreed 7-0-0**

**05 (0616) Planning Applications:** Council took note of the following applications:

1. New planning applications  
**16/02086/AGN Blackwell Farm, Wales** – notification of intent to erect a barn for storage of hay and straw
2. Updates on planning applications previously heard  
**16/01654/FUL Windsor Farm, Sutton Montis road** – change of use and construction of private manège. Permitted, with conditions.  
**16/01711/FUL Rectory Farm House** – erection of greenhouse. Ongoing.  
**16/01660/FUL 1 Tithe Barn** – single storey rear extension. Ongoing.  
**16/01233/FUL Banksia** – conversion of outbuilding to form dwelling house. Permitted with conditions.
3. Recent planning applications in neighbouring parishes  
**16/01059/COU Sparkford Hall** – change of use from C3 (dwellinghouses) to mixed C1 (hotels & hostels), C2 (residential institutions) and C3. Permitted with conditions  
**16/00725/OUT Haynes Publishing, High Street, Sparkford** – to develop a 2.2ha. site for a mixture of residential (c.48 dwellings) and commercial (0.45ha.) use.

## **06 (0616) Councillors' reports and motions**

1. **Parish Council meetings:** It was proposed and seconded that Standing Order 7 (order of business at Council meetings) be suspended for three months so as to find out whether a slight change in the order of business might improve the flow of meetings. **Agreed 7-0-0**
2. **Old school site, Neighbourhood Plan, Community Plan and questionnaire:** After a discussion about how to respond to SCC's marketing of the old school site and about the advantages and disadvantages of the different types of plan and questionnaire it was proposed and seconded that:
  - i. PPC should draft a short questionnaire focusing on the old school site, housing and the development of the playing field.
  - ii. The Council should nominate the old school as an asset to be recorded on the SSDC *Register of Assets of Community Value*.
  - iii. An Extraordinary Parish Council Meeting should be called on 29<sup>th</sup> June 2016 to discuss possible community uses for the old school site and to review the draft questionnaire, with residents

encouraged to attend and put forward their own views at the public session immediately preceding the meeting.

All three clauses **Agreed 7-0-0**

3. **Speed limits:** It was proposed and seconded that SCC Highways be asked to impose a 20mph limit on the West Camel Road either side of the school, and to keep in place the 20mph limit on the bridge and the north end of the High Street. **Agreed 7-0-0**
4. **Footpath across playing field** – see **04 (0616)** above.
5. **Accounting Software:** It was decided to defer consideration of whether to switch to an accredited Accounts package.
6. **Heritage Trust:** It was hoped that the Trust would look for ways to use their funds for the benefit of the community.
7. **Poors Trust:** It was noted that neither of the two Trustees were members of the Parish Council and it was proposed and seconded that ST and Rosemary Heath-Coleman (RHC) be appointed Trustees in their place.

**Agreed 6-1-0**

**07 (0616) Incoming correspondence:** note was taken of letters and emails received **Old School site** – ideas put forward by Morwenna Ford and Sue Howman would be considered at the meeting on 29<sup>th</sup> June.

**Fingerposts** – an email from Colin Fletcher (SCC Highways) describing the steps parishes can take to restore traditional fingerposts has been passed on to the EG.

**Footpath across playing field** – emails from SCC, NPS (contractors) and the PFC informed the Council resolution noted above (**04 (0616)**)

**Alpha Finance Software** – see **06 (0616) 5**, above.

**Speed limits** – emails from (RHC) and Mike Lewis informed the Council resolution noted above (**06 (0616) 3**).

**Sparkford Scouts** – email of thanks for donation

**Sparkford Copse Trust** – letter of thanks for donation

#### **08 (0616) Other reports**

1. **Review of Parish systems and records:** RHC was thanked for her extensive and detailed pre-audit report which was very helpful to the Independent Inspector in carrying out his internal audit and would also be of great assistance the Council and Clerk in the future and help them to improve its systems and record keeping (see also **10 (0616) 5**, below).

2. **Annual Village Meeting:** RHC was thanked for her review and it was agreed that the next AVM would take place on 19<sup>th</sup> May 2017 (see **Procedural item 9** above).

**09 (0616) Clerk's report:** there was nothing to report.

#### **10 (0616) Finance**

1. **Receipts:** There were none
2. **Payments made:** All as previously approved
3. **Payments approved:** The following were approved and paid:

SALC	SALC/NALC affiliation fees	£211.86
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Memorial Hall	Hire of Hall (for AVM) and Marples Room	£64.00
Supply Stores	Drink for AVM (sale or return)	£187.54
Jo Pender-Cudlip	Food for AVM	£46.31
Parochial Church Council	Printing for AVM	£5.00
Rosemary Heath-Coleman	Stationery for Parish Groups and AVM	£34.29
Steve Millard	Compost for planters (Environment Group)	£16.00

**4. Accounts:** It was proposed and seconded that the income and expenditure account for the year to 31<sup>st</sup> March 2016 be accepted. **Agreed 5-0-0**

**5. Audit for the year to 31<sup>st</sup> March 2016:**

**i. Internal Audit:** JCa, the Independent Examiner (Internal Auditor), presented his Report. He noted that the high turnover of Clerks and the months when there was no substantive Clerk and Responsible Financial Officer in place had adversely affected the Council's book-keeping. There were some serious deficiencies in the recording of receipts and payments, notably in relation to payments received from the operators of the Sutton Road Solar Park, but there was no evidence of malpractice and JCa confirmed that the accounting system was robust. He suggested a number of measures which should be taken by the Clerk/ RFO to improve the quality of the accounts. He expressed his gratitude to RHC for the immense amount of work she had done tracking down and sorting out the paperwork as part of her Review of the Council's systems and records, without which his job would have been impossible. It was proposed and seconded that his report be accepted. **Agreed 3-2-0**

**[Afternote:** Following the meeting PPC obtained replacements for most of the missing documents, notably those relating to the Sutton Road Solar Park]

**ii. Annual Return:** After reviewing the Annual governance statement, Accounting statements and Annual internal audit report it was proposed and seconded that the Annual Return be approved. **Agreed 5-0-0**

**11 (0616) Advance Notices:** none

**12 (0616) Items for next month's Agenda:** none

**13 (0616) Matters arising post-Agenda:** none

**14 (0616) Date of next meeting – 7.30pm on 11<sup>th</sup> Jul, 2016 in The Marples Room**

**Signed:**

**John Brendon  
Chairman**

**Date: 28th June, 2016**