



Queen Camel Parish Council

MINUTES of the **PARISH COUNCIL MEETING**
held in The Marples Room at the Memorial Hall
on **Monday 12th June 2017** at **7.30pm**

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

In attendance: **John Calvert (JC)** - Internal Auditor
Patrick Pender-Cudlip (PPC) - Clerk
10 members of the public

Procedural Items

1. JB welcomed Councillors and members of the public.
2. Public session. A resident drew attention to the high levels of pollution caused by the heavy traffic on the High Street, something also noted by traffic survey volunteers (**04.1** below). The Council agreed to raise this matter with the Highways Department of Somerset County Council (SCC).

Three residents expressed great concern about the dangers of the narrow pavement on the corner at the south end of the High Street, especially where pushchairs and wheelchairs which cannot pass each other. On the alternative route, the footpath between The Glebe and the Medical Centre, the all-weather surface which SCC undertook to install last summer has not materialized. SCC say the owners of the field behind the Medical Centre are resisting their land being used for access and the storage of materials but nine months ago the Playing Field Committee (PFC) told SCC they could use the playing field instead. Councillors agreed that a strong letter should be sent to SCC pointing out that residents' lives are being endangered and further delay is unacceptable. Residents could also apply pressure by writing to the landowners concerned and to our MP and County Councillor.

On another matter a resident expressed concern about the possible dangers posed by the large trees on the south side of Mildmay Drive, near the High Street. He had brought this to the attention of SCC who told him they had insufficient funds to deal with it. The Council agreed to raise this matter with SCC Highways.

3. Apologies. No Parish Councillors were absent.
4. Declarations of interest. No Councillors declared an interest in matters on the Agenda.
5. After noting the multifarious nature of Lead Councillor and liaison roles it was **RESOLVED 9-0-0 [For-against-abstained] that a list of Councillors including their areas of responsibility or interest be published on the website and noticeboards.**

- RESOLVED 9-0-0 that JC be asked to take on the role of liaising with schools.**
6. After reviewing meeting dates for the coming year it was **RESOLVED 9-0-0 that Parish Council meetings be held on the second Monday of every month (except August) between July 2017 and June 2018, and that the Annual Parish Meeting be held on 18th May 2018.**
 7. **RESOLVED 8-0-1 that changes to the Communications & Media policy agreed at the May meeting be accepted and the amended policy be adopted.**
 8. Freedom of Information policy. Councillors had no observations of their own and agreed to the Clerk making minor changes for the Council to consider and possibly adopt in July.
 9. *Internal Review of Parish Systems and Records*. PPC reported that he had found the review which Rosemary Heath-Coleman (RHC) had prepared on her own initiative very useful. Two missing documents relating to statutory responsibilities had been replaced and many of the other errors and omissions had been rectified in the normal course of business but the remaining deficiencies did not seem sufficiently serious to merit any more time being spent on them. Councillors decided to defer any response until July so they could consider a short written report which PPC had circulated just before the meeting.
 10. **RESOLVED 9-0-0 that after correcting a time and a date the minutes of the meeting held on 8th May 2017 be confirmed and signed as a true and accurate record.**

Business Items

01 [0617] County and District Councillor's report - none.

02 [0617] Crime and Safety - JC reported a mower stolen from Bindwell Lane and a dubious looking person driving around The Glebe. Everyone was reminded to report all criminal or suspicious matters to the Police by telephoning 101 or via *Crimestoppers* online.

03 [0617] Outstanding actions:

1. **Old school site** - No known new developments had been reported.
2. **The Neighbourhood Plan** – An imminent meeting of the Neighbourhood Plan Steering Group would take matters forward.
3. **Green Lane** - A report was deferred to the next meeting.

04 [0617] Highways:

1. **High Street Traffic Audit.** Peter Farror (PF) reported on his 11th May audit, summarizing its methodology and findings including the following:
 - Almost 7,000 vehicles passed through the village on the day, roughly equal numbers in each direction.
 - This represents an increase of 19% (1082) vehicles compared to figures in a similar survey conducted by SCC Highways in 2001.
 - The rush-hour figures were 750 vehicles (going both ways) 8am-9am and almost 800 5pm-6pm.
 - Heavy Goods Vehicles (HGVs) comprised 1.5% of the traffic.
 - The number of HGVs was 100, only 4% more than the number recorded in 2001 (96 vehicles) before the 7.5t restriction was imposed.
 - The report listed no fewer than 18 categories of heavy commercial vehicles which use and are entitled to use the A359 for local business.

Councillors recognized the survey's value in providing a baseline for future comparison in the light of likely developments in the locality. CB praised the consideration shown to other road users by the drivers of Perrys lorries and ZS

drew attention to the impact of cars ferrying pupils to and from Hazelgrove; JC said he would ask the school authorities to consider possible remedial measures.

RESOLVED 9-0-0 to thank Peter Farror for his Report, to adopt it and to submit it to Highways England, SCC, South Somerset District Council (SSDC), David Warburton MP and County Councillor Mike Lewis.

[*Clerk's note*: at this point Councillors considered item 09.1 (Finance, Annual Return 2016-17) but the item is minuted in its proper place for the sake of clarity and convenience].

2. **Report on outstanding Highways matters**: deferred to the July meeting.
3. **Pedestrian safety**: see Procedural item 2, paragraph two.

05 [0617] Planning Applications - no new applications or updates had been received.

06 [0617] Councillors' reports and motions:

1. **Annual Village Meeting (AVM)**: JPC reported that reactions had been overwhelmingly positive apart from the Community Land Trust, members of the Environment Group and one or two individuals who had voiced similar complaints: it did not feel like a community event because it was not structured, information was insufficient, most Parish Councillors were invisible and there were no nibbles. [*Clerk's note*: more detailed feedback will be posted on the website]. Councillors discussed a number of practical steps to improve the event for next year and agreed to discuss items in the AVM Suggestions box at the July meeting.
2. **Website**. In the absence of offers to take on the role of webmaster JPC agreed to carry on for a further month. After a short discussion it was agreed that JPC and PPC would look into how responsibility for different parts of the website might be shared between contributing organisations and the Clerk.

07 [0617] Rubbish and dog bins: Councillors considered a resident's letter of complaint about the nuisance caused by dog waste dumped in the rubbish bin between The Glebe and the Playing field. Councillors agreed that a dog waste bin might solve the problem and PPC was asked to liaise accordingly with the authorities and other interested parties.

08 [0617] Clerk's report: Chairman & Councillor training sessions have been arranged.

09 [0617] Finance:

1. **Annual return for 2016-17**:

- i. **Internal audit report**: John Calvert, the Internal Auditor appointed by the Council, reported that the accounting records appeared entirely in order and he was happy to sign the report. He noted that the VAT for 2014-15 and 2015-16 had been reclaimed and that a VAT claim for 2016-17 had been submitted. He welcomed the adoption of receipts and payments accounting and the writing off of all Council assets (apart from land) within the year. Councillors thanked John Calvert for his audit and report.
- ii. **Annual Governance Statement**: Councillors considered each clause of the Annual Governance Statement in turn. It was **RESOLVED 9-0-0 that the Annual Governance Statement for 2016-17 be approved**. JB then signed the Annual Governance Statement.
- iii. **Accounting statements**: After considering the Accounting statements it was **RESOLVED 9-0-0 that the Accounting statements for 2016-17 be approved**. JB then signed the Accounting statements.

Councillors agreed that since the RFO was now preparing the Accounting statements and supporting schedules digitally in future they should be circulated to Councillors before the meeting where the Annual Return was to be approved.

2. **RESOLVED 9-0-0 that the following payments be agreed:**

£250.00 Mildmay Arms AVM
£375.86 P.Pender-Cudlip May Salary

3. **Payment confirmed:** £377.17 Came & Co, insurance premium
4. **Memorial Hall refrigerator:** Councillors agreed to consider this in July.
5. **VAT claim for 2016-17:** PPC reported that a claim had been submitted to HMRC
6. **Asset Register:** PPC reported that this is under constant revision.
7. **Financial regulations (2017):**
RESOLVED 8-0-1 that the revised Financial regulations be adopted.
8. **Online banking arrangements** will be considered at the July meeting.

10 [0617] Incoming correspondence from SCC SEND Strategy Officer, SCC Performing Arts Library and the SSDC Housing Development Officer. Queen Camel Guides sent their thanks to the Council for its donation, they intend to raise their profile at the next AVM and they enquired whether they might possibly get help to store equipment in Queen Camel. CB reported that the Community Land Trust (CLT) had already put storage for the Guides onto their wish-list if CLT plans for the Old School site go ahead.

11 [0617] Advance Notices: Sparkford Copse Trust AGM, 6th July

12 [0617] Agenda items for next month's meeting: Freedom of Information policy, Review of Parish Systems and Records, Highways matters, Green Lane, AVM Suggestion Box submissions, website, waste bins and dog bins, Dorset Planning Consultant, Memorial Hall refrigerator,

13 [0617] Matters arising post-Agenda - no matters were raised.

14 [0617] Next meeting - 7.30pm on 10^h July, 2017 in The Marples Room

The Meeting concluded at 10.13pm

Signed:

John Brendon
Chairman

Date: [10th July, 2017]