



Queen Camel Parish Council

MINUTES OF THE MEETING of the **PARISH COUNCIL** held in the Marples Room, Memorial Hall on **Monday 14th March 2016** at **7.30pm**

Present: Chairman **John Brendon (JB)**
Councillors: **Chris Bennett (CB)**
John Carnegie (JC)
Simon Thornewill (ST)

In Attendance: County / District Councillor **Mike Lewis (ML)**
Clerk **Kathy McCarthy**

Members of the public: 23

1. Welcome & Introduction

The Chairman welcomed Councillors and members of the public to the Meeting

2. Election of Chairman/receive declaration of acceptance of office

Councillor Brendon was confirmed as Chairman and signed the declaration of acceptance of office.

3. Clerk/RFO confirmation of temporary arrangements

Kathy McCarthy was introduced as the acting Clerk for the next three months. It was reported that Patrick Pender-Cudlip is to help on a voluntary basis with the paperwork until a permanent clerk is appointed. Councillor Bennett questioned this appointment (see minute no. 09.02).

4. Public Session

The applicant and architect spoke on behalf of the planning applications for Banksia. The first application 16/00339/S73A has been withdrawn on a technicality. The applicant then explained the background to the second application 16/00644/S19, which is for a varying of conditions, stating that although the planners wanted the application to be for an annex, the building is in fact a stand-alone dwelling and does not affect the amenity of anyone. Councillors were reminded that approval for a dwelling has already been received, as has permission for a separate access.

Residents then spoke out against application number 16/00539/FUL for 1 Tithe Barn. Many objections were put forward as follows:

- The proposed extension would cut out the light from neighbouring properties and would be better situated at the end of the property.
- The integrity of the original design would be compromised, the building originally having had listed status.
- The colour and design is out of keeping with other dwellings in the area.

The owner of 1 Tithe Barn then spoke in support of his application stating that the current sitting room is not large enough for his family's needs and that he would like to increase the light into his property. He believes the current design will not impact on his neighbours light, nor will it be particularly visible from the neighbour's garden because of a high fence in place. Changes made to the property in the 1980's means that the building does not retain its original shape and therefore the applicant feels that the current plans do not change the intrinsic character.

A member of the public spoke of the Environment Group and the Communication Group. Both items are on the agenda.

A question was put regarding the locks on the village notice boards which have proved difficult to open.

- 0316.01 Apologies**
Apologies were received from Andrew Hoddinott.
- 0316.02 Declarations of interest**
Councillor Bennett declared an interest as a Trustee of the playing field.
- 0316.03 Minutes of Meeting – 11th January 2016 & 8th February 2016**
It was proposed and seconded that the Minutes of the meetings held on 11th January 2016 and 8th February 2016 be confirmed as a true and accurate record.
Agreed 4 - 0 - 0 (for - against - abstained)
- 0316.04 County and District Councillor's Report**
County and District Councillor Mike Lewis reported. Apologies were given on behalf of SSDC to all who had been unable to contact the call centre after the announcement of the Council Tax rates for the coming year. Councillor Lewis warned the Council to be vigilant that Queen Camel does not miss out on any flood prevention work on the River Cam when the Rivers Authority is currently emphasising its resources on the Levels.
- 0316.05 To Review Outstanding Actions**
Green Lane Boundaries – CB advised, no further progress.
Electrical testing of phone box - CB advised, a revised quote has been requested and it is hoped to have 2 quotes to bring forward to the next meeting.
PFC Lease - A joint working group will hopefully be formed. Councillors Brendon and Carnegie to be representatives.
Footpath from Glebe to new school – CB reported on correspondence. ST stated that he had spoken to SCC and a drawing is to be prepared and a copy received by the Parish Council as soon as possible. CB stated that as a Right of Way the path can be upgraded by SCC and he would like details of the legal mechanism involved.
- 0316.06 Police and Safety Matters**
6.1 Police Report
There was no police report this time. However CB reported that in the last month up to the end of February 2016 there were two recorded crimes in the village.
- 0316.07 Highway's Matters**
7.1 Culvert on A359 – CB stated that this should be properly reported to Highways.
7.2 Drainage on High Street – This is another to be reported to Highways – CB stated that there is a list of actions.
7.3 West Camel Road closure – It was reported that Highways will have completed the upgrade by 27th May 2016 although the exact start of the closure is not yet known.
7.4 Fly Tipping on Gason Lane, High Street and Sutton Montis Road
It was reported that the fly tipping has now been cleared by Streetscene.
- 0316.08 Planning Applications**
8.1 New Applications
16/00339/S73A – Banksia, High Street – Application withdrawn.
16/00644/S19 – Banksia, High Street – It was considered that the impact on anyone outside of the property is minimal. It was therefore proposed and seconded that Council recommends approval.
Agreed 4-0-0
16/00539/FUL – 1 Tith Barn – CB stated that this application is permitted development and therefore should be accepted. ST stated that although the presumption is on allowing, the Council does represent the views of the village and its answer should reflect the concerns expressed earlier in the meeting. It was therefore proposed and seconded to submit to SSDC the key points from the objections and give observations.
Agreed 4-0-0

Council Business**09.01 Report from Working Group Meeting 18th February 2016**

Councillor Brendon reported. The meeting took place to discuss how to improve the working of the Council to the benefit to the village. The Council did not resign so an election will not be required. However it was agreed that more time is needed to be spent to consider the best way forward. Although the opinion was expressed that it was not the right time to recruit new councillors and a clerk, it was also stated that until this was done, the Council would never truly be functional. Comments and advice are welcomed from the public. It was stated that the Parish Council needs to ask itself why it cannot fill the current vacancies and why so many of the Council's Clerks have resigned. It was reported that there are residents who would be prepared to join the Council, but not at this time.

09.02 Temporary Clerk Arrangements

Kathy McCarthy who is the Town Clerk for Bruton has agreed to take meeting minutes and complete the VAT returns until May 2016. Patrick Pender-Cudlip has volunteered to take on all other administrative duties. CB objected to Patrick taking on the administration. However after discussion it was proposed and seconded the above arrangements be approved.

Agreed 3-1-0

09.03 Consider revision to Standing Order 7.4

This item was deferred.

Reports/Motions – to consider from Councillors and village groups**10.1 Reports from Councillors**

New School – Simon Patton reported on behalf of the Governors. Apologies were given on behalf of the Head Teacher Sue English. The school building will be handed over on 8th April 2016 and the portaloos will be taken away and all finishing touches done. There is great excitement at the school and in April and May the furniture will be moved in. The school will close at the end of May 2016 for 3 days to pack up with the last day being 24th May. The new school will open on Wednesday 1st June 2016 and sometime in June or July there are plans to open to the public. As soon as the old building has been vacated, it will be taken over by SCC. Excess furniture may be given to the public and then the site will be up for sale, with local groups being given first option. The Parish Council will be kept informed of events. The new building contains a large hall and kitchen which it is hoped to use for community events. Landscaping on the site will take time to mature and in the meantime it is proposed to use the village field for sports lessons. A resident has offered trees for the site. Security lighting will eventually be reduced. A visit is expected from the Lord Lieutenant. Simon Patton was thanked for his report. County and District Councillor Lewis spoke about the drainage of the playing field and expressed caution in taking over the site from BAM until absolutely certain that appropriate measures are in place.

Community Plan - ST and Rosemary Heath-Coleman reported. The working group has met twice. Updated costings have been prepared for a questionnaire and public consultation to update the plan. A working document should be ready soon and questions are asked for from the Parish Council. It was reported that SSDC has refused an application for funding because of the current problems within the Parish Council although CB questioned this explanation.

A303 Public Consultation – CB reported on timescales. Environment walks will take place in the next few months with a consultation due in 2017. Work is hopefully due to start in 2020.

Councillors' Portfolios and Responsibilities – after discussion the following was agreed:

Environment Group – John Carnegie

Planning – All to be involved
 Planning Administration – Chris Bennett
 Finance – John Brendon. CB, who has prepared the accounts since earlier in the year, will check with the acting clerk as to who should continue until the financial year end. Internal and external audits need to be prepared.
 HR Matters – Andrew Hoddinott
 Community Plan and Communications Group – Simon Thornewell
 Highways – Chris Bennett to work with Patrick Pender-Cudlip

10.2 Parish Group Reports

Communications Group – The Community Plan has already been reported under 10.1 above.

Environment Group – It was reported that Lucy Clark has resigned with Jo Pender-Cudlip being confirmed as her replacement. The Parish Council will send a letter of thanks to Lucy.

A second bin has been removed from the Wales triangle area and a replacement bin that can be fastened to the ground has been requested. A second bin is requested for the children's play area. County and District Councillor Lewis stated that MacDonalds had provided bins in Sparkford and this could perhaps be considered in Queen Camel. These items will be on the next agenda in April.

The environment group has funding for finger posts and would like to action but ST stated that Highways would need to give authority which has so far not been given.

Safety Group/Flood Committee – there was nothing to report this time.

0316.11 Finance

11.1 Receipts – None	£0.00
11.2 Payments made – none since 8 February	
11.3 Payments – to be approved	
S. Millard – expense claim re Post Hole digger	£79.23
N. Howman – expense claim re flood protection materials	£320.57
SALC – Invoice for insurance and risk assessment course	£25.00
G. Linscott – expense claim, incl. VAT, re flood equipment covered by CRISP grant	£1517.65
Jo Pender-Cudlip - Website/security/UK2 renewal	£153.83

Councillor Bennett expressed his concern over the authorisation of payments to N. Howman and G. Linscott, stating that financial regulations had been ignored. Councillor Bennett requested that his objections be minuted. It was then proposed and seconded that the payments be approved.

Agreed 3 - 1 - 0

11.4 Accounts – Receipts and Payments to 31st December 2016

It was proposed and seconded that the December accounts, signed off by CB and JB, be approved.

Agreed

4-0-0

It was proposed and seconded that authority be given, with two signatures, to transfer up to £9,000 from the current account to the reserve account to reflect sums held for ring fenced activities.

Agreed 4 - 0 - 0

It was proposed and seconded that the acting clerk Kathy McCarthy bring the VAT returns and refunds up-to-date.

Agreed 4-0-0

The Chairman reminded Councillor Thornewill that his signature is still required on the mandate.

- 11.5** Internal Audit Arrangements are still to be confirmed. However the Chair, together with Rosemary Heath-Coleman, will investigate and prepare the records for internal audit.

Agreed 3-1-0

- 11.6** Patrick Pender-Cudlip will arrange for the grant/donation letters to be distributed.

0316.12 Incoming Correspondence

- Letter of 16 Jan from S Millard, R Heath-Coleman and G Linscott – awaiting info from SSDC.
- E-mail of 9 Feb from SSDC re Consultation on Community Levy Draft Charging Schedule – no benefit to Queen Camel.
- E-mails of 10 and 19 Feb from SSDC re West Camel road closure.
- E-mail from Tim Cook, SSDC re funding for Community Plan of 16 Feb.
- E-mail of 21 Feb from Avon & Somerset Police re road closure equipment.
- E-mail of 27 Feb/letter of 22 Feb from Gillian Dobson re 1 Tithe Barn planning application.
- E-mail of 4 March from Gary Linscott re flood and road closure equipment.
- E-mail of 4 March from SSDC re Money & Debt Advice Service – to be put on notice boards.

0316.13 Advance Notices

There were none.

0316.14 Matters for Report or Next Agenda

Status of Cleaveside House – Litigation is still continuing – nothing further to report.
Somerset Day 11 May or 14/15 May
Annual Village Meeting 20 May 2016 - arrangements to be advised
Any other matters – printing of footpath maps to be organised by Environment Committee.

0316.15 Date of Next Meeting

The next meeting will be Monday 11th April 2016.

Kathy McCarthy

queencamel.clerk@gmail.com

Signed:

Date: 30-3-2016