



## Queen Camel Parish Council

**MINUTES OF THE ANNUAL MEETING** of the **PARISH COUNCIL**  
held in the Marples Room, Memorial Hall on **Monday 9<sup>th</sup> May 2016**  
**at 7.30pm**

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**Present:** Chairman **John Brendon (JB)**  
Councillors **Chris Bennett (CB)**  
**Andrew Hoddinott (AH)**  
**Simon Thornewill (ST)**

**In Attendance:** County & District Councillor **Mike Lewis (ML)**

**Apologies:** **John Carnegie, Kathy McCarthy** (Locum Clerk)

Members of the public: 8

- 1. Welcome & Introduction:** The Chairman welcomed Councillors and members of the public to the Meeting.
- 2. Election of Chairman:** JB was proposed and seconded for the role of Chairman. **Agreed 4 - 0 - 0**  
[For-Against-Abstained]  
JB received and signed the Declaration of Acceptance of Office.
- 3. Election of Vice-Chairman:** It was proposed and seconded that the position of Vice-Chairman be left vacant until the Council has a larger number of members. **Agreed 4 - 0 - 0**
- 4. Updating the Register of Members' Interests:** It was proposed and seconded that copies of the existing Register be circulated to Councillors so they can make absolutely certain that they are up to date.  
**Agreed 4 - 0 - 0**
- 5. Councillors' portfolios and frequency of reporting to the Council:** Councillors agreed to carry on in their current roles, viz: Communications & Flight Liaison Advisory Group – ST, Environment – John Carnegie, Finance – JB, Highways & Planning Administration – CB, Human Resources – AH. It was hoped that other Councillor roles would be filled as and when the Council has more members. Councillors further agreed that reports on their portfolios should be a regular monthly agenda item even though on occasion they may have nothing to report.
- 6. Terms of reference of Parish Groups:** Councillors felt that the Parish Group Terms of Reference, Policies and Procedures were more important than urgent and agreed to review them over the coming months.
- 7. Review of Trust deeds and investments in the custody of the Council:** Councillors agreed to review at a future meeting the Council's responsibilities in respect of assets including the Playing Field, the Heritage and Pools Trusts and the Community Benefit payments from the Sutton Road Solar Park, and to ensure that it holds the appropriate documentation.
- 8. Public Session:** a member of the public sought guidance as to how best to deal with the possible problem of excessive noise from Live Music events. Councillors agreed that the best approach would be for individual members of the public or individual Councillors to contact those responsible informally. If there was a persistent nuisance SSDC's Environmental Health office could be asked to take appropriate action.

**0516.01 Apologies**  
Apologies for absence were accepted (see above).

**0516.02 Declarations of interest**  
Councillors Bennett and Hoddinott declared an interest in the Playing Field Lease.

**0516.03 Minutes of Meeting – 11<sup>th</sup> April 2016**  
JB explained that the draft minutes previously circulated contained a small number of typographic errors which had been corrected. It was proposed and seconded that the amended minutes of the meeting held on 11<sup>th</sup> April 2016 be confirmed as a true and accurate record. **Agreed 4 - 0 - 0**

**0516.04 County & District Councillor's Report**  
County & District Councillor Mike Lewis reported on a Somerset County Council press release that Countess Gytha School's first day on its new site would be 8<sup>th</sup> June, the first school day after the half-term break. In answer to a question he confirmed that it was normal for neighbouring parishes to consult on matters of common interest, and further that Councils (and indeed individuals) from any parish could properly comment on planning applications in another parish.  
After ST on behalf of the Parish had thanked and commended SCC engineers for their prompt action in rectifying the nuisance of light pollution ML said he would pass this on to the department concerned.

*ML was thanked for his attendance and left the meeting at 8pm*

**0516.05 To Review Outstanding Actions**  
**Green Lane Boundaries** – CB reported on a meeting with Diane Layzell from SSDC and will be circulating a fuller written report. It was proposed and seconded that CB should examine the definitive map at County Hall, Taunton in the hope that this would provide greater clarity and certainty about the precise position and legal status of the boundaries. **Agreed 4 - 0 - 0**

**Electrical testing of phone box** – CB reported. After a brief discussion as to whether it was worth maintaining the electricity supply to the phone box, or indeed keeping the phone box at all, the Council agreed to abide by its own previous resolutions to keep, maintain and test the electricity supply and the box itself. CB would pass on to the Council the quotation for the job so that the order could be placed.

**Highways: drains, culvert, flood prevention** – CB passed on confirmation from John Nicholson (SCC) that Highways engineers have inspected the Henshallbrook culvert (which passes under the A359 and old school playground, near the bridge) and found it to be reasonably clear and unobstructed. CB would help find a list of Highways actions (including drains requiring attention) on the Clerk's laptop so that it can be updated before the next meeting.

**PFC Lease** – A Working Group comprising members of the PFC and the Parish Council is to meet on 19<sup>th</sup> May. There was a short discussion about the position of individuals who are members of both bodies and the possible perception of a conflict of interest. ST agreed to join JB and JC in representing the Council, AH and CB (with others) would represent the PFC, and all would represent the village.

**New School lighting** – see **0516.03** above.

**0516.06 Police & Safety Matters**  
06.1 **Police Report**

This month's report was delivered in writing. Councillors appreciate regular crime reports but they expressed the view that crime figures for the whole of the Wincanton Rural South Area do not accurately reflect the situation in Queen Camel where the incidence of crime tends to be lower than in some other parts of the Area. CB pointed out that crime figures for Queen Camel are readily available on line where the most recent incident listed occurred in February 2016.

## 06.2 Vandalism

CB reported that recent damage to the doors of the flood shed was reparable and he would liaise with the Environment Group to fit a more robust lock.

## 0516.07

### Planning Applications

#### 07.1 New Applications

**16/01654/FUL** – Windsor Farm, Sutton Montis Road. Change of Use and construction of a private manège. It was proposed and seconded that Council recommends approval so long as the Planning Authority is satisfied that the public footpath next to the site is not obstructed. **Agreed 4 - 0 - 0**

**16/01660/FUL** – 1 Tithe Barn, High Street. Construction of a single storey extension. Councillors felt that the impact of the proposed extension would be similar to that of the extension previously applied for and subsequently withdrawn. It was therefore proposed and seconded that the Council submit to SSDC the key objections and observations previously made. **Agreed 4 - 0 - 0**

**16/01711/FUL** – Rectory Farm House, High Street. Erection of a timber greenhouse. It was proposed and seconded that Council recommends approval. **Agreed 4 - 0 - 0**

#### 07.2 Updates received since last meeting

**16/00817/FUL** – Brooklands: application for single storey extension to rear. Application permitted with conditions.

**16/0879/LBC** – Rectory Farm House, High Street: application for single storey extension to rear. Application permitted with conditions.

**16/01058/FUL** – Rectory Farm House, High Street: application for single storey extension to rear. Application permitted with conditions.

**16/01059/COU** – Sparkford Hall – No observations.

**16/01294/TCA** – Jasmine Cottage. Removal of trees. Application permitted.

**16/00644/S19** – Banksia, High Street: S19 Application to vary approved plans to facilitate use of the barn as a separate dwelling. Application permitted with conditions.

## 0516.08

### Council Business

#### 08.01 Co-option of Councillors

JB reported that several parishioners had shown interest in applying for co-option and one parishioner had expressed such interest in writing. JB added that during his address at the Annual Village Meeting he would urge others to step forward so that the Council could become more representative of members of the parish as a whole.

#### 08.02 Recruitment of Clerk/RFO

JB reported that there had been two applications for the post and one expression of interest. An interviewing panel comprising JB, AH and ST expects to interview the candidates later this month with a view to making an appointment in time for it to take effect from 1<sup>st</sup> June.

## 0516.09

### Reports to consider from Councillors and village groups

#### 09.1 Reports from Councilors

**Community Plan** – ST felt that the draft questionnaire (prepared by the Communications Group and circulated to Councillors) could with advantage be shorn of extraneous detail so that it would focus more directly on parishioners' aspirations and ambitions for the Parish. ST would circulate his detailed recommendations to fellow Councillors for comment and would give the Communications Group a summary of Councillors' views by 15<sup>th</sup> May. Parishioners attending the Annual Village Meeting on 20<sup>th</sup> May would be encouraged to put forward their own views about what to include in the questionnaire. There was some discussion about whether the Community Plan might in due course lead to a revival of the shelved Neighbourhood Plan.

**Old School Site** – After some discussion about the merits and risks of the Asset of Community Value procedure it was proposed and seconded that subject to ML’s advice the Parish Council should apply forthwith to SSDC to have the Old School site declared an Asset of Community Value.

**Agreed 4 - 0 - 0**

**Cleaveside House** - JB will ask ML whether there have been any recent developments which can be reported to the Annual Village Meeting.

## 09.2 **Parish Group Reports**

### **Communications Group**

- Draft of Community Plan questionnaire discussed above (09.1)
- Annual Village Meeting. It was proposed and seconded that up to £50 be allocated to the Communications Group for the purchase of snacks to be served at the AVM.

**Agreed 3 – 0 – 1**

### **Environment Group**

- Finger posts. SCC Highways have not found any records of recent communications with Queen Camel. According to local press reports they cannot give a high priority to maintain finger posts themselves but are encouraging Parish Councils to get involved. It was agreed that Highways should be asked to allow Queen Camel Parish Council to buy and install finger posts itself.
- Stiles. On behalf of the EG Steve Millard (SM) reported that he was still waiting for the report from the Parish Ranger.
- Litter bins. After some discussion SM clarified that one of the two bins agreed at April’s meeting was being ordered shortly and would be located at Traits Lane; the other would be ordered once the PFC had decided where on the playing field they wanted it to be located. CB and AH reported that the PFC had been expecting two new bins for the playing field (as implied by imprecise phrasing in an early draft of the April minutes): the PFC wanted one to be located close to the Play Area and the other by the (soon to be upgraded) footpath between the Playing Field and the field next to the Medical Centre. The Environment Group will produce a list of all existing bins so that the Parish Council can review current provision and determine how best to provide for the future.
- Path between the Glebe and the Medical Centre. The Council is concerned at the lack of information about the required easement and will ask Carol Bond (SCC) to report on progress.

### **Safety Group**

- The Council noted the damage to the Flood Shed (0516.06.2, above). After a short discussion about insurance risks Councillors took the view that existing insurances provide requisite cover.
- CB confirmed that the Road Closure Team had now been trained and accredited by the Police and that some of the Team’s more perishable equipment (eg Hi viz jackets) were currently being stored in cupboards in the Marples Room. Gary Linscott and Nick Howman will be asked for an inventory.

**Annual Village Meeting** – Rosemary Heath-Coleman (RHC) reported on progress.

## **0516.10**

### **Finance**

#### **10.1 Receipts**

##### **Precept/Grant**

£15,757.53

#### **10.2 Payments made – none**

#### **10.3 Payments proposed and seconded:**

- Salary for Acting Clerk (Kathy McCarthy)
- Insurance premium (Came and Company)

£160

£361.52

**Both payments Agreed 4 - 0 - 0**

#### 10.4 Accounts

JB confirmed that the list of receipts and payments for the 4<sup>th</sup> quarter was nearly finalized subject to the final bank statement being received.

JB also confirmed that RHC has almost completed her pre-audit of the Council's paperwork so the accounts would be ready for audit by 25<sup>th</sup> May and for approval at the Parish Council's next meeting on 13<sup>th</sup> June. This would meet the revised timetable for submission to Grant Thornton (auditors) by 17<sup>th</sup> June.

#### 0516.11 Incoming Correspondence

- Notice of 29<sup>th</sup> April 2016 from SCC Highways regarding West Camel Road closure. It was noted that at times the road has been closed either side of the Medical Centre.
- Email of 14<sup>th</sup> April 2016 from Claire Harper (CH) regarding developments at Sparkford. It was agreed that CH should be thanked for bringing this to Council's attention and that CB should investigate ways of making sure that the Council is kept informed about relevant developments in neighbouring parishes.
- Letter of 9th March 2016 from N. Howman (NH). JB had discussed the matter with NH.
- Letter of 16 January 2016 from G. Linscott, R. Heath-Coleman & S. Millard – Ian Clark, SSDC Monitoring Officer, is dealing with this matter.

#### 0516.12 Advance Notices

None

#### 0516.13 Matters for Report or Next Agenda

None

**0516.14 Date of Next Meeting** Monday 13<sup>th</sup> June 2016 at 7.30pm.

**John Brendon**  
Chairman

[queencamel.clerk@gmail.com](mailto:queencamel.clerk@gmail.com)

**Signed:**

**Date: 16-5-2016**