



Queen Camel Parish Council

MINUTES OF THE ANNUAL MEETING of the **PARISH COUNCIL**
held in The Marples Room at the Memorial Hall
on **Monday 8th May 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: **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. Election of Chairman. JB and AH were proposed for the position of chairman but AH declined to stand. It was then
RESOLVED 9-0-0 [For-against-abstained] that JB be elected chairman.
JB signed an Acceptance of Office form and took up office as chairman.
3. Election of a Vice Chairman. CB was proposed for the position of vice chairman but declined to stand. SS was then proposed and it was
RESOLVED 9-0-0 that SS be elected vice chairman.
JB signed an Acceptance of Office form and took up office as vice chairman.
4. Apologies. ML regretted that he would have to leave the meeting early in order to attend another Parish Council meeting. JB congratulated him on his re-election as county councillor and invited him to deliver his report at this point in the proceedings. He did so but for the sake of clarity his report is minuted in its usual place below.
5. On behalf of the Council JB expressed sadness at the death of Sue English. It was agreed to send a message of condolence to her family and Countess Gytha School.
6. Public session. No members of the public had questions or comments at this stage.
7. JB and SS agreed to attend a SALC Chairman's Training Course.
8. Declarations of interest. Councillors were reminded to check that their Declarations of Interest lodged with South Somerset District Council (SSDC) were up to date. AH and CB declared an interest as members of the Playing Field Committee (PFC) in 06.1 and CB declared an interest as a CLT Director in 03.1, both below.

9. **RESOLVED 9-0-0 that the roles of Lead Councillor be filled as follows:**

- **CB: Highways, Community Land Trust (CLT), Road closure, floods & emergencies**
- **AH: Human resources, Playing Field**
- **SS: Finance & Administration**
- **JPC: Environment**
- **BN: Neighbourhood Plan (NP)**

Councillors would take on any other liaison roles suggested by circumstances.

10. After a discussion about possible conflicts of interest between membership of the CLT Board and membership of the Neighbourhood Plan Steering Group (NPSG) it was **RESOLVED 6-3-0 that the NPSG Terms of Reference be approved.**

11. Councillors asked PPC to revise clauses in the Communications & Media policy relating to Councillor email addresses and website moderators and also discussed the running of the website (minuted under 06.3 below).

12. **RESOLVED 9-0-0 that the minutes of the meeting held on 10th April 2017 be confirmed and signed as a true and accurate record.**

Business Items

01 [0517] District and County Councillor's report: [*Clerk's note:* ML delivered his report earlier in the meeting because he had to leave for another parish council meeting but his report is minuted here for the sake of clarity]. ML thanked Councillors for their congratulations on his reelection to Somerset County Council (SCC). He reported that SSDC was in discussion with BT and contractors and was releasing funds to expedite the provision of Superfast Broadband across the District.

02 [0517] Crime and Safety – JC reported that some scrap metal had been stolen from the back of his Landrover. CB noted that it is much quicker to report non-urgent crimes online [*Clerk's note:* via *Crimestoppers*] rather than by telephoning 101.

03 [0517] Outstanding actions:

1. **Old school site:** Having seen the minutes of the CLT meeting on 20th April and a subsequent exchange of emails Councillors agreed that little would happen until SCC decided (probably on 26th June) how it would proceed. It was **RESOLVED 8-0-0 that the Council would require more evidence of community support and details of a business plan before it could consider seeking authority to borrow money in support of any scheme to acquire the site for the community.**
2. **The Neighbourhood Plan** – *Locality* had provided £3.5k. in funding for a Planning Consultant to revise the NP. On the recommendation of the Planning Consultant PPC had obtained a free 30-day trial of the *Getmapping Parish OnLine* application so that it could be evaluated by the NPSG.
3. **Green Lane** –CB reported that his researches into boundaries and maintenance responsibilities were inconclusive and BN offered to help.

04 [0517] Highways:

1. **Report** - PPC would liaise with CB & circulate a list of matters under discussion
2. **High St. traffic census** - planned for 11th May with a briefing on 9th May.

05 [0517] Planning Applications:

1. **17/0889/TCA The Thatch, High Street:** Notification of intent to fell a tree within a Conservation Area. Granted.
2. Updates on planning applications previously heard - none.
3. Recent planning applications in neighbouring parishes - none.

06 [0517] Councillors' reports and motions:

1. **Playing Field** – AH reported that following recent discussions with *Fields in Trust* (FIT) the adoption process was almost complete. The PFC hoped that FIT would help with the development of the playing field and facilities and also promote a closer working relationship with the Parish Council.
2. **Annual Village Meeting (AVM)** – JPC reported on arrangements for the meeting including invitations and the suggestion box. Councillors discussed their role. Most or all of the parliamentary candidates were expected to be in attendance. PPC reported on the legal requirements and Agenda of the statutory Annual Parish Meeting along with its relationship to the informal AVM of which it formed part.
3. **Website:** JPC reported that after many years running the Parish website she felt it was time to step down. The role did not require great technical expertise but with enquiries coming in constantly it was quite time consuming: she spent perhaps five hours a week running and maintaining the website. PPC added that under the 2014 Transparency Code the Council was obliged to publish certain documents on the parish website and the Parish Clerk was responsible for doing this. Councillors agreed to advertise for a volunteer in the Camels Magazine, on the parish noticeboards and on the website.

07 [0517] Other reports and motions: none

08 [0517] Clerk's report: PPC reported that he had obtained a Public Sector Mapping Agreement (PSMA) licence giving the Council authority to access and share Ordnance Survey digital maps and data.

09 [0517] Finance:

1. **RESOLVED 9-0-0 that the full year accounts for 2016-17 be approved.**
2. **Receipts:** £3500 received from Groundwork UK on behalf of *Locality* to pay for the revision of the draft NP by the Planning Consultant retained by the NPSG.
3. **RESOLVED 7-0-1 that the following payment be agreed:**

£758.00	Parochial Church Council	Grant (balance)
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RESOLVED 9-0-0 that the following payments be agreed:

£1000.00	Queen Camel Tennis Club	Grant
<£380	Came & Co or Zurich Municipal	Insurance premium*
£57.60	<i>Getmapping</i> On Line	Mapping service for NP
£375.86	P.Pender-Cudlip	April Salary

* **Clerk's note:** a premium of £377.17 was paid to Came & Co

4. **VAT claim for 2016-17:** this has not yet been submitted
5. **Asset Register:** the figures are now complete but details are being revised.
6. **Financial regulations:** Councillors were asked to consider the suggested

amendments in the hope that the revised regulations can be approved in June.

7. Banking arrangements:

On line banking – After a discussion about the advantages and disadvantages of online banking, the systems offered by Natwest and the Unity Trust Bank, the advice offered by SALC and Grant Thornton (the Council's auditors) and the most appropriate ways of exercising proper financial control it was

RESOLVED 9-0-0 to go over to online banking and to stay with Natwest.

10 [0517] Incoming correspondence from Somerset Rivers Authority, ReefTV, Crystal Clear Consulting, Justin Robinson and the parliamentary candidates David Warburton and Mark Blackburn was reviewed. [**Clerk's note:** after the meeting correspondence was received from parliamentary candidates Theo Simon, Sean Dromgoole and Richard Hadwin. All five parliamentary candidates subsequently attended the AVM]

11 [0517] Advance Notices: QC Traffic Survey 11th May; Heart of Wessex LAG meeting (East Coker) 28th June.

12 [0517] Agenda items for next month's meeting: To review deeds and trust investments in the custody of the Council; administrative review; Green Lane; annual return 2016-17; VAT claim 2016-17; asset register; financial regulations; online banking;

13 [0517] Matters arising post-Agenda - for information only

14 [0517] Next meeting - 7.30pm on 12^h June, 2017 in The Marples Room

The Meeting concluded at 9.43pm

Signed:

**John Brendon
Chairman**

Date: 12th June, 2017