



Queen Camel Parish Council

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

Present: Councillors **John Brendon (JB)** – Chairman
John Carnegie (JC)
Chris Bennett (CB)
Andrew Hoddinott (AH)
Kate Oram (KO)
Jo Pender-Cudlip (JPC)
Terri Plummer (TP)
Simon Stapely (SS)

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

In attendance: **Patrick Pender-Cudlip (PPC)** - Clerk
Mike Lewis (ML) - County and District Councillor

10 members of the public

Procedural Items

- 1. Welcome and Introduction.** JB welcomed Councillors and members of the public.
- 2. Public session.** Steve Millard, Chairman of the Environment Group, suggested that the Council might wish to send a letter of thanks to Geoff Wilson who has given years of service to the Environment Group but will be moving house shortly. The Council agreed and asked PPC to do this.
ML passed on the sad news that our former County Councillor Bob Little had passed away over the weekend. Councillors expressed their sorrow and asked PPC to send a letter of condolence to Mrs Little on the Council's behalf.
- 3. Apologies.** TM sent apologies for being unable to attend because she was working reduced shifts as she recovered from her knee operation.
- 4. Declarations of interest.** CB and AH declared an interest in item 03.4 and 03.5 as members of the Queen Camel Playing Field Committee (PFC). CB later declared an interest in item 03.1 as a Director of the Queen Camel Community Land Trust (CLT).
- 5. Councillor vacancy.** PPC informed the Council that following the resignation of Councillor Simon Thornewill a *Notice of Vacancy* had been posted on the parish noticeboards and website. **Clerk's note:** On 18th November 2016 the Principal Electoral Services Officer of South Somerset District Council (SSDC) informed PPC that no requests had been received for an election to be held to fill this vacancy and that the Council may therefore now proceed to co-option
- 6. Standing Orders.** PPC was asked to circulate a copy of the Council's Standing Orders with suggested changes shown in 'markup' mode, for Councillors to review.
- 7. Minutes.**

RESOLVED 8-0-0 [For-against-abstained] that the minutes of the meeting held on

10th October 2016 be confirmed and signed as a true and accurate record.

Business Items

01 [1116] Police and Safety report. PPC summarized the recorded crime statistics for Wincanton Rural South area forwarded by TM. CB passed on the latest details for Queen Camel on the Police crime report website. The level of crime in our area is low.

02 [1116] County & District Councillor's report. ML advised residents via the Council that the *Connecting Devon and Somerset* broadband voucher scheme (for broadband users unable to obtain download speeds >2Mbps) would end on 30th November 2016. ML then left the meeting to attend a meeting of another parish council in his division.

03 [1116] Recurrent or outstanding matters.

- 1. Old school site.** CLT Chairman Rosemary Health-Coleman (RHC) drew attention to three items on an update report from the Community Land Trust Working Group (CLTWG) which had been circulated three days previously and JB said he would talk to Somerset County Council (SCC).

RESOLVED 7-0-0 that a joint meeting be arranged between interested Councillors and members of the CLTWG and Wessex Community Land Trust Project (Wessex) to investigate which body should take the lead if it were decided to acquire the old school site (OSS) for the community.

RESOLVED 7-0-0 that the Clerk should put up CLT publicity material on the Parish noticeboards.

RESOLVED 7-0-1 that £1000 be set aside as a contingency should the Council decide to support a bid to acquire the OSS for the community.

- 2. Neighbourhood Plan.** Councillors noted a previously circulated update from the Neighbourhood Plan Steering Group (NPSG).

RESOLVED 8-0-0 that KO be appointed Lead Councillor for the NPSG supported by TP.

RESOLVED 8-0-0 that PPC should ask *Locality* to confirm whether they would be funding a policy review (as previously requested) and ask SSDC whether *Frontrunner* funds previously allocated to Queen Camel could be used to fund the review if the *Locality* funding were refused.

- 3. Possible housing development.** Following the receipt of two emails from a member of the public concerned about the Council meeting on 6th October JB reiterated that the exclusion of the public was perfectly proper in the circumstances, that no deals had been done, and that the Council had responded firmly to suggestions floated about a possible housing development to the south of the school or along the West Camel road.

- 4. Fields in Trust scheme (FIT).** Having received further details about FIT Councillors reaffirmed their support for an application on behalf of the PFC.

- 5. Mower.** Following the purchase of the mower and transfer to the PFC it was **RESOLVED 6-0-0 that PPC write to the PFC confirming the gift of the mower and the expectation that it would be made available for the use of other parish organisations subject to appropriate insurance, training and legal compliance.**

- 6. Green Lane.** CB and JB would continue looking into who owned it.

- 7. Phone box.** JLS Heating and Electric Ltd have been asked to carry out the

work necessary to make the phone box conform to current regulations.

Clerk's note: JLS subsequently confirmed that the work will be done on Thursday 8th December.

CB remarked that a BT notice disclaiming any legal liability for the phone box had been removed. It was agreed that a notice should be displayed explaining that the phone box had been adopted by the Council.

04 [1116] Highways

1. **Safety on the West Camel road:** KO described the dangers faced by pedestrians including children and other road users on the West Camel road. Councillors noted that SCC Highways were sympathetic to the idea of extending the 20mph speed limit the entire length of the High Street plus the built-up area of the West Camel road and ML would be asked whether the work might be funded via an SCC Small Improvement Grant.
2. **Weight limits:** CB would arrange a meeting with SCC Highways to discuss inconsistencies and discrepancies in weight limit signage; West Camel Parish Council would be informed in case they wanted to attend.
3. **Topsoil:** KO noted that Highways would have top soil to dispose of when they upgrade the new path from the Glebe and that the school might have a use for it, creating allotments for the children. It was agreed that PPC would pass on the information to the school.

05 [1116] Planning Applications

1. New planning applications:
 - 16/04701/TCA 2 Tithe Barn, High Street** – remedial works on a hawthorn tree and 2 crab apple trees within a conservation area. Noted.
 - 16/04556/TCA Hayley Cottage, High Street** – pruning three trees within a conservation area. Application withdrawn.
 - 16/04361/FUL Camel Farm, Marston road** – Erection of timber stable block and horse arena.
RESOLVED 8-0-0 that this application be supported.
2. Updates on planning applications previously heard
 - 16/03873/FUL 31 The Glebe** – The erection of a single storey extension for an elderly family member. Permitted, with conditions.
 - 16/03752/TPO Rockleaze House, Wales** – Tree surgery works. Permitted, with conditions.
3. Recent planning applications in neighbouring parishes
 - 16/03738/FUL West Farm, Mudford** Retention of enlarged site for use as haulier's yard, office & concrete manufacture. Application refused.
 - 16/03580/COL West Farm, Mudford** Certificate of Lawfulness for use of site as general industrial workshop & haulier's yard. Application permitted.

06 [1116] Councillors' reports and motions.

1. **Road closure coordinator, Somerset Emergency Community Contacts (SECC) and Somerset Local Authorities Civil Contingencies Partnership (SLACCU).** CB informed the Council that he had taken on the role of Road Closure coordinator after Laura Paul had stepped down and he was also prepared to consider becoming an SECC contact under the SLACCU scheme once he had learnt more about it. A member of the Flood Committee confirmed that, as noted in the report of their meeting of 3rd November

(circulated on 11th November), the other two SECC contacts were Alan Cole and Gary Linscott.

2. **Revision of Standing Orders.** See Procedural item 6, above
3. **Website:** JPC noted that in compliance with the Transparency Code for Smaller Authorities a large number of documents relating to the Council and its activities were now on the website. She also pointed out that were the Council to adopt on-line banking, then paying for website hosting, the domain name and internet security would become much more straightforward, as would charging for advertising should the Council ever decide so to do.

07 [1116] Other reports and motions

1. **Parish Group reports:** JB noted that, as indicated on the Agenda, reports had been received from a number of Parish Groups (Communications, Environment, Flood Committee and Neighbourhood Watch). However in the short period since their receipt Councillors had not had sufficient time to give them the attention they deserved. It was therefore agreed that they would be reviewed at the next Council meeting, on 12th December.
2. **Documents supporting the Agenda:** It was agreed that so as to enable the Agenda to be properly set and to allow Councillors time to give due consideration to matters under discussion, in future the Council would not normally discuss documents circulated after the Agenda had gone out. In practice this means that the Clerk needs to receive any such documents on or before the Sunday eight days before the normal Monday meeting.

08 [1116] Clerk's report: PPC apologized for the delay in getting every document required by the Transparency Code onto the website and explained why and how he had simplified some of the Council's application forms. He also noted that printing hard copies of the many, often lengthy documents supporting the Agenda consumed much time and materials and suggested using a projector at meetings instead.

RESOLVED 8-0-0 that for a three-month trial period relevant documents supporting the Agenda should be displayed via a projector at Council meetings.

09 [1116] Finance

1. **Budget 2017-18:** The following requests were received, noted and will be considered when the Council's overall budget is discussed at next month's meeting:
 - i. **Grant requests** (2016-17 figure in brackets):
 - Parochial Church Council - £2258.00 (£1458)
 - Playing Field Committee - £4350.00 (£2725)
 - Memorial Hall Committee – nil (£800)
 - Tennis Club - £1000 (£0)
 - ii. **Donation requests** (2016-17 figure in brackets):
 - Queen Camel Cricket Club - £250 (£250)
 - Camel Guides - £150 (£150). It was agreed that PPC write to the Guides inviting them to increase their donation request to £250, bringing it in line with the donation requested by the Scouts.
 - Sparkford Scouts - £250 (£250)
 - Sparkford Copse Trust - £150 (£150)

2. RESOLVED that the following payments be made:

£66.00	Jesse Spencer	Electrical safety test of phone box
£334.38	Glasdon UK	Rubbish bin
£23.85	John Brendon	Mileage (Training, Temporary Clerk)
£250.00	Grant Thornton	External audit fee
£30.00	B.Peachey	Plants for planter (Environment Group)
£ 362.70	P.Pender-Cudlip	October salary
£124.08	P.Pender-Cudlip	Questionnaire report
£15.68	P.Pender-Cudlip	Expenses (stationery, keys, batteries)

3. The accounts for the first half year would be reviewed at December's meeting.

4. The asset Register would be reviewed at December's meeting.

5. VAT claims would be reviewed at December's meeting.

6. Banking arrangements:

1. **Online banking:** JP pointed out that some Parish Councils banked online and suggested it was worth looking into. It was agreed that SS would do so.

2. **RESOLVED 7-0-0 that CB be added as a bank account signatory.**

10 [1116] Incoming correspondence:

Two emails which had been received from a parishioner who was concerned about the closed meeting on 6th October were discussed earlier, under item 03.3 (above).

RESOLVED 8-0-0 that in the opinion of the Council this matter had been handled in an appropriate manner in accordance with the law.

An email was received from Sue Howman explaining her resignation as Parish Environment Warden.

11 [1116] Advance Notices. CB drew attention to:

1. A workshop on the Community Infrastructure Levy organised by the Community Council for Somerset: 23rd November, 1.30-4.30pm, West Monkton Village Hall.

2. Queen Camel Memorial Hall AGM: 28th November, 7.30pm, Marples room.

12 [1116] Items for next month's Agenda.

1. Reports from the Communications and Environment Groups, Flood Committee and Neighbourhood Watch (07.1 above)

2. Grant requests from the Playing Field Committee, Parochial Church Council, Playing Field Committee and Tennis Club (09.1.i above).

3. Donation requests from Sparkford Copse Trust, Sparkford Scouts, Camel Guides and Queen Camel Cricket Club (09.1.ii above)

4. The first half-year accounts, asset register and VAT claims (09.3-5 above)

13 [1116] Matters arising post-Agenda. None

14 [1116] Next meeting – 7.30pm on 12th December, 2016 in The Marples Room

The meeting concluded at 9.41pm

John Brendon
Chairman

Date: (12th December, 2016)