



# Queen Camel Parish Council

**MINUTES OF THE MEETING** of the **PARISH COUNCIL** held in the Marples Room, Memorial Hall on **Monday, 12<sup>th</sup> October 2015 at 7.30pm**

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**Present:** Chairman **Angus Davidson (AD)**  
Councillors **Chris Bennett (CB) – also Acting Clerk**  
**Andrew Hoddinott (AH)**  
**John Brendon (JB)**  
**Simon Thornewell (ST)**

**In Attendance:** **Mike Lewis (ML)**  
**Apologies for Absence:** **John Carnegie (JC)**  
**PCSO Thelma Mead**  
**Minute Taker:** **Peter Naylor**

**Members of the public: 10**

## 1. Welcome & Introduction

AD welcomed Councillors and members of the public to the Meeting.

## 2. Public Session (Opened to the Public: 7.34pm)

- i. A complaint about the lack of action on the Old Health Centre. – ML stated that he had had correspondence with the owner, but a legal dispute about a right of access across the car park was preventing the owner from formalising the layout of the outside of the property. ML stated that once this is resolved, renovation of the outside should proceed (he reported that internal work had already commenced). AD reported that the PC and SSDC are applying all the pressure they can.
- ii. Environment Group - Steve Millard stated that the latest report had been sent to JC for circulation to the PC, (however, due to JC's absence, this had not happened.) CB asked that in future, reports be copied to the clerk for circulation to the PC. Litter Picking by McDonald's would appear to have ceased, It was suggested that the PC write to McD to remind them that this was a condition of their Planning Consent. It was also reported that progress on repainting / repairing the finger posts had gone full circle with Highways now refusing to allow the PC to commission the necessary work themselves.
- iii. ST reported that he had received a message from RHC that evening, requesting he raise certain points on her behalf. ST suggested that the document be considered at the next PC meeting.
- iv. AH Reported that the infant slide on the Playing Field had been vandalised and that some of the PFC's reserves will have to be used to replace the item.
- v. Mr Case reported that the electric fence around his field to the west of the playing field had been knocked down on a number of occasions recently. CB advised that he report the incidents on-line on the Avon and Somerset Police's web site.

**(Closed to the Public: 7.50pm)**

## 3. Election of Vice Chairman & 4. Co-option of Councillors to fill Casual Vacancies

As there had been no further expressions of interest by the general public in becoming councillors, AD proposed that these items be deferred to a later PC Meeting and that everyone should use their best endeavours to encourage take-up by Parishioners. AD proposed, CB seconded.

**Agreed 5 – 0 – 0 (for – against – abstained)**

## 5. Recruitment of Clerk/RFO and confirmation of temporary arrangements

AD noted that there had been 3 applicants for the role of clerk / RFO, all from outside the parish and that interviews would take place on Thursday 15<sup>th</sup> Oct. In the absence of JC, ST proposed that the HR team be made up of AH, ST and JB. Seconded AH.

**Agreed 5 - 0 - 0**

AD suggested that the PC should confirm the acting Clerk (proper officer) and RFO role by a public vote, CB was proposed by JB, seconded by AD. **Agreed 5 - 0 - 0**

AD proposed that while the PC is without a clerk that a payment of £50 be made to the stand-in person taking and preparing the minutes, AH asked that an invoice be submitted. JB seconded.

**Agreed 5 - 0 - 0**

The acting Clerk suggested that the PC's publish a summary of the PC minutes in the Parish Magazine, to include a reference to the full minutes, as available on the PC Notice Boards and web-site. ST did not agree and was in favour of Patrick Pender-Cudlips's current homily. Discussion ensued. It was proposed that a brief factual summary should be produced by the clerk and put out under the chairman's name. Proposed AH, seconded CB. **Agreed 4 - 1 - 0**

**1015.01 Apologies** Were accepted from John Carnegie (JC).

**1015.02 Declarations of Interest** None declared

**1015.03 Minutes**

Minutes of 14<sup>th</sup> September meeting were confirmed as a true record, agreed by the meeting and signed by AD.

**1015.04 County & District Councillor's Report**

ML reported that 'Connecting Devon and Somerset' had secured funding to provide 95% coverage of the two counties. The District Council is looking at taking a 30 year lease on the Westland Leisure Centre complex from Finmecannica (the owners of AgustaWestland) to ensure that the sporting and leisure facilities remain available to the broader community. (It was noted that the complex needs £2.7m in repairs and refurbishments). Also, SSDC is looking at pooling services and resources with other District Councils (Mendip was mentioned).

**1015.05 To Review Outstanding Actions**

- CB reported on Green Lane, - he is collecting evidence from the Land Registry and other local sources, ML suggested that Diana Layzell at SSDC may be able to assist. AH stated that he did not want this issue to delay the offer of a lease to the PFC.
- CB stated that he had received two quotes for work on the BT box, but as the scope of the work quoted differed, he was going back to the two contractors with a common specification.
- AD said that a lease for the playing field had been prepared and passed on to PFC, awaiting response after PFC's next meeting on 22<sup>nd</sup> Oct.
- AH report he was working on incorporating the latest guidance notes into a 'Discipline Procedure'
- JC leading creation of health & safety policy,
- AD explained that the PC was applying pressure on SSDC, who are leading the resolution of issues with the appearance of Cleaveside House.

**1015.06 Police & Safety Matters**

**06.1 Police Report** – the report from PCSO Thelma Mead covering the Wincanton rural south area (AE030) had been circulated to councilors before the meeting. Figures for September were; 3 x criminal damage, 1 x non dwelling burglary, 1 x shoplifting and 9 x other offences. Calls to the Force Services Centre (total 170): 20 x ASB, 19 x crime, 27 x general, 43 x public safety / welfare and 61 x transport. CB noted that figures were for the whole of the beat area, but that more local data was available from the websites – [www.police.co.uk](http://www.police.co.uk) – and - [www.crime-statistics.co.uk](http://www.crime-statistics.co.uk) - . CB noted the recent spate of vandalism on the playing field including; damage to cricket nets, goalposts and a slide.

**06.2 Safety Group** – The Road Closure Team has applied for a grant for equipment and a training session has been arranged for this Thursday.

**1015.07 Highway Matters**

**07.1 Ownership of ditches at Wales** – The Clerk has replied to SCC with the information they requested, and Highways have contacted the landowners asking them to maintain the ditches.

- 1015.08 Planning Applications**  
**08.1 New Applications**  
**15/04448/Full & 15/04449/LBC – Banksia, High Street**  
 JB asked about the applicants request for a new vehicle access onto the High Street, by the ‘Mile Stone.’ He noted that visibility in both directions was good. CB noted that SCC highways response was that ‘standard conditions applied.’ PC to support application but to comment on visibility and need for suitable dropped kerb.  
 Proposed AH, Seconded CB. **Agreed 4 – 0 – 0**
- 15/04333/LBC – Lantern Cottage, High St.**  
 Accepted, Listed Building Officer will oversee work. **Agreed 4 – 0 – 0**
- Wren Cottage, High St.**  
 Fitting Dormer roof & window to rear property. **Agreed 4 – 0 – 0**
- 08.2 Updates received since last meeting**  
**15/03941/FUL & 15/03940/LBC, Nightingale House, Englands Lane – no decision yet recorded, target date 22<sup>nd</sup> / 23<sup>rd</sup> October 2015.**  
**5/03766/FUL & 15/03763/FUL, Forty Acres Farm, Babcary Road – permission granted on 18<sup>th</sup> Sept 2015.**  
**15/03631/FUL, Rectory Farm, West Camel Road – no decision yet recorded, target date 27<sup>th</sup> October 2015.**
- 1015.09 Council Business**  
**09.1 Transparency**  
 CB reported that he and AD had attended the SALC AGM on Saturday 26<sup>th</sup> August, and raised the need for an instruction from the PC for the clerk to publish information on the village web site as required by DCLG guidance document, Transparency for small councils. Proposed by JB, Seconded by AD. **Agreed 5 – 0 – 0**
- 1015.10 Reports/Motions**  
**10.1 Reports from Councillors –** ST reported on meeting with RHC and Tim Cook (SSDC) to discuss the Neighbourhood Plan. The NP is written in such a way, so as to ensure that it will stand up to review by a Planning Inspector. Our plan is subservient to the District Councils Local Plan. A workshop to progress the NP with TC, RHC and the planning consultant was proposed for 1<sup>st</sup> week in November, councilors to let ST know their availability so that arrangements can be finalised.  
**(9.05 AH left the meeting)**  
**Councillors’ Portfolios / Council’s Asset Register / Timetable to Financial Regulations –** all previously emailed to Councillors. CB as acting Clerk asked if any Councillors had queries with the new documents, none were raised. CB also noted that the Timetable dates had not been met in recent years and should be reviewed by the new Clerk.
- 10.2 Parish Group Reports –**  
**Communications Group –** Date for next year’s Annual Village Meeting proposed by CB as Friday 20<sup>th</sup> May, seconded by ST. **Agreed 4 – 0 – 0**  
**Environment Group –**  
 As reported above (2.ii.), SM to email report to Clerk for circulation to all Councillors. CB suggested that the PC request the Environment Group to consider placing a Dog Bin in the playing field by the gate from the Glebe. See also 1015.14.  
 Acting Clerk to contact both groups to request their planned budgets for 2016-17.
- 1015.11 Finance**  
**11.1 Receipts – None**  
**11.2 Payments to be approved –**
- |   |       |                |
|---|-------|----------------|
| CB expenses, as Acting Clerk – miles to SALC, paper & printer ink | 01376 | <b>£85.84</b>  |
| CB expenses, benches x 2 for The Glebe – wood & fasteners         | 01377 | <b>£140.07</b> |
| QC Memorial Hall, charges June – 5 <sup>th</sup> Aug 2015         | 01378 | <b>£36</b>     |
| Grant Thornton external audit fee £150 + vat                      | 01379 | <b>£180.00</b> |

The acting Clerk / RFO asked for vote to be taken to authorize all 4 payments, with cheques to be signed the following day, JB proposed, ST seconded. **Agreed 4 – 0 – 0**

**11.3 Banking** - AD proposed that a 4<sup>th</sup> signature be added to the account, after some discussion it was agreed that this was not necessary at present.

**11.4 Accounts** - for the 1<sup>st</sup> quarter up to 30<sup>th</sup> June were accepted, proposed JB, seconded AD. **Agreed 4 - 0 – 0**

Accounts for the quarter up to 30<sup>th</sup> Sept will be circulated when the relevant bank statement has been received.

**11.5 External / Internal Audit 2014/15** – acting Clerk / RFO advised that the external audit by Grant Thornton had incurred an additional £50.00 charge and that under the new DCLG scheme on transparency for small councils, the 2016 audit would be the last required. Acting Clerk notified the PC that the external audits results had been posted on the Church Path noticeboard and would be available for the public to view 10:00 to 12:00 on the next two Mondays. JB offered to chase-up a copy of the internal audit report. CB, as acting Clerk thanked Jo Pender-Cudlip for her help in putting the data on the web-site.

**1015.12 Incoming Correspondence**

**SCC Highways** – 16/09/2015 email confirming planned zebra crossing outside the new school as per recommendations from planning application.

**SCC Highways** – email 16/09/2015 notifying closure of Traits Lane for 2 days commencing 20th October.

**Devon (& South Somerset) 2 wheels to work scooter scheme** - posters on PC Noticeboards.

**1015.13 Advance Notices**

SSDC - Area East Mtg planning and related topics, 09:00 Weds 14<sup>th</sup> Oct at Wincanton offices

SSVCA – Voluntary & Community fair, Tues 27<sup>th</sup> Oct at Yeovil College

Somerset Community Council – Digital Village training (free), 13:30 on Thurs 5<sup>th</sup> Nov at Stoke St Gregory village hall

**1015.14 Matters for Report or Next Agenda**

CB – Environment group report and Dog Bin

**1015.15 Date of Next Meeting**

Confirmed by Clerk and AD as Monday 9<sup>th</sup> November at 7.30pm

**AD thanked everyone for attending.**

**The meeting closed at 9.25 pm**

**Signed:**

**Date:**

November 2015