



Queen Camel Parish Council

MINUTES OF THE MEETING of the **PARISH COUNCIL** held in
The Marples Room at the Memorial Hall on **Monday 12th September 2016** at
7.30pm

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

Apologies: Councillors **John Carnegie**
Andrew Hoddinott (AH)

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

8 members of the public

Procedural Items

- Welcome and Introduction:** The Chairman welcomed Councillors and members of the public to the Meeting.
- Public session:** No matters were raised by the public at this point.
- Declarations of interest:** CB declared an interest in an item relating to the Playing Field Committee (PFC) (07.2), CB, KO and TP declared an interest in the Community Land Trust (CLT) (08.1) and JPC declared an interest in an item relating to the Clerk's position (Procedural item 7).
- Vice-Chairman:** After a short discussion it was proposed and seconded that the Council should continue without a Vice-Chairman for a further six months, and that if the Chairman was unable to attend a meeting those Councillors present would elect an acting Chairman for that occasion.

Agreed 7-0-0
[For-Against-Abstained]
- Portfolios/Lead Councillors:** It was proposed and seconded that individual Councillors and the Clerk take the lead in dealings with particular groups and activities as follows:
 - Somerset Association of Local Councils (SALC) – PPC
 - RNAS Yeovilton and Flying Liaison Advisory Group (FLAG) – ST
 - Memorial Hall – PPC
 - PFC – AH
 - CLT – CB
 - Neighbourhood Plan Steering Group (NPSG) – ST

- Environment Group – JPC
- Neighbourhood Watch – PPC
- Flood Committee – PPC
- Highways and transport – PPC
- Communications – PPC
- Community (PCC, School and Medical Centre) - PPC
- Youth – KO & TP
- Parish Council administration and financial monitoring - SS

Agreed 7-0-0

It was further proposed and seconded that in future the Council use the term 'Lead Councillor' in place of 'Portfolio holder'.

Agreed 7-0-0

6. **Clerk's position:** Since this item concerned a confidential employment matter which required the exclusion of the public, the press, the Clerk and a Councillor who had declared an interest it was put back to the end of the meeting (after item 13, below) where it would cause less inconvenience. At this later time it was proposed and seconded that having completed a three month probationary period the Clerk be confirmed in his position.

Agreed 6-0-0

7. **Minutes:** It was proposed and seconded that the minutes of the meetings held on 11th and 25th July and 4th August, 2016 be confirmed and signed as a true and accurate record.

Agreed 7-0-0

Business Items

01 [0916] Police and Safety report: There was no Police and Safety report.

02 [0916] County & District Councillor's report: ML reported that South Somerset District Council (SSDC) had appointed a new Chief Executive who was young, vigorous and full of ideas. He also reported that Somerset County Council (SCC) and SSDC were currently considering their responses to the Government's recently announced revised funding arrangements.

03 [0916] Incoming correspondence: the Council took note of the following items of correspondence received:

Letter from Queen Camel Bowls Club about overgrown hedgerow

Letter & copy email from members of the public about the dangers of cricket balls hit into the Glebe

Letter from South Somerset District Council (SSDC) about registration of the old school site (OSS) as an Asset of Community Value (see items 04.1 and 07.1 below)

Email from member of the public about the wooden train at the old school

Email from Asset Optimal about development and the Neighbourhood Plan (see item 04.2 below)

Email from Highways England about a camera survey of local road use

Email from the National Association of Local Councils about a Housing survey. *Rosemary Heath-Coleman (RHC) kindly agreed to use her specialist knowledge to help the Clerk complete this survey.*

Email from the Flood Committee about Community Contacts for

emergencies. *It was proposed and seconded that the Council confirm the three nominees put forward by the Flood Committee.*

Agreed 7-0-0

Email from Albion Running about a running event in Queen Camel in 2017
 Email from a member of the public about live music at the pub
 Two emails from Somerset Waste Partnership about new rules for householders visiting recycling sites. *From October 3rd householders will require free permits if they wish to take a small van, pick-up or single axle trailer towed by a car to recycling sites. Larger vans and trailers, horse-boxes and trailers towed by pick-ups will not be permitted.*
 Email from Driftin' Dreamers about an open-air or pop-up cinema
 Email from Somerset County Council (SCC) about their new Travel and Transport website
 Email from Grant Thornton about the annual audit
 Two emails from SSDC about a loan application (see 04.1 & 07.1 below)
 Emailed invitation to Somerset Association of Local Councils' AGM.
 Email from SSDC about Neighbourhood Plan funding
 Email from SSDC about HELAA (Housing & Land Availability Assessment) information sessions
 Email of thanks from Queen Camel Playing Field Committee (PFC)
 Email from the Community Land Trust (CLT) about the Council's using their notice board on Roman Way.

04 [0916] **Outstanding actions** – to review matters previously discussed but unresolved and table resolutions as appropriate.

1. **The Old School site:** this was discussed under item 07.1 below.
2. **The Neighbourhood Plan:** this was discussed under item 08.2 below.
3. **Green Lane boundaries:** CB reported that he had inspected the definitive Rights of Way map for the area in County Hall as well as looking at historic maps at Somerset Heritage Centre in Taunton but had not yet found conclusive evidence about the boundaries of Green Lane
4. **Phone box safety test:** PPC reported that the agreed electrician was expected to carry out this work shortly. **Clerk's note:** The electrician in question subsequently confirmed he would be carrying out the work on October 6th.
5. **Parish groups:** It was agreed that Groups like the Environment Group, the Flood Committee and the NPSG (along with its precursors, the Front Runner Steering Group and the Planning and Development Group) had been highly effective and it was hoped that they would keep up their valuable work on behalf of the community but some Councillors felt the Parish Group structure was over-complicated. The Council thought it would be useful to find out from members of the Groups themselves how they could operate most effectively and the Clerk was therefore asked to request reports from the various Groups on what would work best for them.
6. **The Poors and Heritage Trusts:** PPC reported that the Poors Trust was being wound up following the transfer of its assets to the Parish Council as a contribution to the purchase of a motor mower.
 PPC read out a letter from the Chairman of the Heritage Trust, Angus Davidson (AD). This confirmed that the Trust has assets of c.£5,400, was in the process of appointing new trustees and would be meeting in October to review the actions previously agreed and plan how the Trust should move

forward. It also stated that the Parish Council had no right or duty to review or oversee the workings of the Trust. CB, speaking as Clerk to the Heritage Trust, confirmed that the Council had the right to nominate three of the Trustees for a term of four years but these appointees did not themselves have to be Councillors. The current Trustees were AD, AH and Dan Hewlett and they would be in place until 2018.

05 [0916] Highways

1. **Speed limits:** PPC was waiting to hear from SCC Highways. **Clerk's note:** *Colin Fletcher of SCC Highways subsequently confirmed that he would support a request to extend the existing 20mph limit to cover the entire length of the High Street plus the West Camel road past the new school and South View. He suggested applying to ML for a SCC Small Improvement Scheme grant.*
2. Church Path: PPC was waiting to hear from SCC Highways about repairing the displaced cobbles and blocked drain. **Clerk's note:** *Colin Fletcher of SCC Highways subsequently undertook to investigate and deal with the blocked drain and suggested that it was worth asking Highways to repair the cobbles.*

06 [0916] Planning Applications

1. New planning applications
 - 16/03752/TPO Rockleaze House, Wales** – Tree surgery works. Pending consideration.
 - 16/03577/TCA The Lodge, Laurel Lane** – To fell a tree within a Conservation Area. Permitted.
2. Updates on planning applications previously heard
 - 16/02682/FUL Olway Cottage, High Street** – erection of porch, two storey extension and rear conservatory, plus loft conversion and internal alterations. Permitted, with conditions.
 - 16/02853/FUL 31 The Glebe, Queen Camel** – erection of single storey side extension. Permitted, with conditions.
 - 16/02965/CPO Camel Hill Farm, Queen Camel** – S.73 variation of conditions 21 & 22, to allow waste stone to be used within the holding for maintenance & development. Pending consideration.
 - 16/03149/LBC Camelot House, High Street, Queen Camel** - reversionary works to reinstate original ceiling heights, replace non-consented windows and minor internal alterations. Awaiting decision. **Clerk's note:** *Subsequently permitted with conditions.*
 - 16/03197/FUL Caerlyon, High Street, Queen Camel** - erection of a porch. Permitted, with conditions.
3. Planning applications in neighbouring parishes of interest to Queen Camel
 - 16/02909-13/FUL & ADV, McDonalds Restaurant, Sparkford** – refurbishment & extension of restaurant, erection of new signage, relocation of existing signage. Pending consideration.
 - 16/00725/OUT Haynes Publishing (Sparkford)** - mixed use redevelopment (outline). The Area East Committee approved this application on 13th July but according to the SSDC website the application is still pending consideration.
 - 14/02554/OUT – Primrose Lane (Mudford)** - development of Sustainable Urban Extension (outline). Pending consideration.

07 [0916] Councillors' reports and motions:

- 1. The Old School Site (OSS):** After hearing a report from the Community Land Trust Working Group (CLTWG, see 08.1 below) it was proposed and seconded that the Parish Council should register an interest as a potential bidder for the Old School site. **Agreed 6-1-0**
It was further proposed and seconded that the letter registering the Council's interest should be written by the Chairman. **Agreed 7-0-0**
Clerk's note: SSDC subsequently registered the Council's interest and now any eligible community interest group (including but not limited to the Parish Council) has until 17th February 2017 to submit an offer to the owner to purchase the property.
- 2. Fields in Trust:** JB reported on a meeting between the PFC and Fields in Trust, an organization formed to protect recreational land through Deeds of Dedication. It was proposed and seconded that the Council as landlord of the Playing Field should apply to Fields in Trust for such protection. **Agreed 7-0-0**

08 [0916] Other reports and motions

- 1. The CLT and the OSS:** RHC tabled a report (Appendix 1) from the CLTWG with details of its Terms of Reference including its composition, channels of communication and input from Wessex Community Assets. She described the feasibility study work packages undertaken by members of the Group, a funding application to SSDC and the possibility of applying to the Parish Council for further funding. Councillors emphasized that any feasibility study had to be demonstrably independent of any vested interests and stressed that concrete proposals including a business plan would need to be in place by the middle of January 2017 to have any chance of success.
- 2. Neighbourhood Planning:** It was proposed and seconded that the Council should apply to SSDC for Locality funding in support of the Neighbourhood Planning process. **Agreed 7-0-0**
RHC tabled a report (Appendix 2) on the NPSG's review of the draft Neighbourhood Plan, including details of suggested amendments and the updated plan itself. Councillors deferred detailed discussion until they had more time to study the updated plan.
JB reported on an approach from Assetoptimal Ltd, rural property consultants representing a local landowner, regarding a possible housing development. Councillors agreed it would be useful to hear from and exchange information with the consultant and after a short discussion it was proposed and seconded that an Extraordinary Council meeting be held for this purpose, with the public and press excluded because of the confidential nature of the information. **Agreed 7-0-0**

09 [0916] Clerk's report:

- 1. The Parish questionnaire:** PPC reported that the Part B ('open') questions yielded answers similar to those generated by the Part A answers already published, but with supporting details and arguments. He reminded the Council that the questionnaire should be regarded as indicative rather than definitive but Councillors differed on how much weight should be attached to its findings.

- 2. Standing Orders:** Councillors agreed with PPC's suggestion that he circulate copies of the Council's current standing orders for review.

10 [0916] Finance

1. Receipts:

£932.37	Poors Trust	Contribution to the Parish Council's intended purchase of a motor mower.
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2. Payments:

£24.88	Angus Davidson	Printer cartridges (for Clerk's printer)
£145.86	Steve Millard	Materials for kissing gate and planter
£649.00	John Lewis	Fridge and wine cooler for Memorial Hall
£165.00	SALC	Training for four Councillors and Clerk
£57.29	P.Pender-Cudlip	Clerk's stationery and stamps
£725.40	P.Pender-Cudlip	Clerk's salary, July and August 2016

Agreed 7-0-0

3. Accounts 2016-17, first quarter: PPC apologized for not completing the accounts in time and said he was confident that with SS's help the accounts for the first two quarters would be tabled at the meeting on October 10th.

4. Banking arrangements: The new signatories were expected to be authorized in time for the meeting on October 10th.

11 [0916] Advance Notices: none

12 [0916] Items for next month's Agenda: CB noted that a member of the public habitually recorded Council meetings. When such a recording was used to challenge the official minutes the Clerk was put in a difficult position so he suggested that the Clerk should consider recording the meetings too, not in order to write the minutes but simply as a safeguard.

13 [0916] Matters arising post-Agenda: none.

14 [0916] Next meeting – 7.30pm on 10th October, 2016 in The Marples Room

The Meeting concluded at 9.47pm

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual discrimination, marital status, and disability) Crime and Disorder, Health and Safety and Human Rights. Members are reminded that any significant interests over £25 must be registered.

Signed:

**John Brendon
Chairman**

Date: 10th October, 2016