



AGENDA

The [re-arranged] Annual Meeting (and Council Meeting) of Queen Camel Parish Council will be held on Monday 22nd May 2023 at 7:30pm, Main Hall, Queen Camel Memorial Hall

All members are summoned to attend.

Annual Meeting

AM01: Election of Chairman Present Chair (Cllr Jones) will preside for this item.
To **ELECT** a Chairman of Queen Camel Parish Council for the year 2023/2024.

AM02: To ELECT a Vice Chairman

AM03: to RECEIVE and consider for approval, apologies for absence

AM04: Co-option of new Member (one vacancy)

AM05: Minutes of the previous meeting to be confirmed as correct

To **APPROVE** as a correct record the minutes of the previous meeting held on 20th March 2023.
<https://queencamelpc.org.uk/wp-content/uploads/2023/04/2023-03-20-Draft-Minutes-March.pdf>

AM06: To APPOINT (at least 3) Councillors to the Finance, Personnel and Risk Committee.

AM07: To APPOINT (at least 2) Councillors to the Playing Field Management Committee plus named non-councillors as recommended by that Committee. (Minimum of 5 and maximum of 12 Members in total)

AM08: Flood Committee (Working Group)

- a) To **RESOLVE** to adopt the Terms of Reference for the Flood Group
- b) To **APPOINT** (at least one) Councillor to the Flood Group plus named non-councillors as recommended by that group.

AM09: To APPOINT/ CONFIRM Lead Councillor(s) for the following:

- Events: Annual Village Meeting and Remembrance
- Community Communications
- Environment including bins, planters, bus stop, telephone box, noticeboards and maintenance contract.
- Footpaths (ROW)
- Highways
- Neighbourhood Plan

AM10: To CONFIRM / APPOINT the following:

- The Somerset Local Authorities Civil Contingencies Partnership (SLACCP) representatives to remain as Cllrs. Jones, Dan Hewlett and Cllr Norman.

- Link Councillors for Playing Field Fundraising Club to remain as Cllrs Dan Hewlett and Cllr Norman
- Link Councillor for Memorial Hall is committee member Cllr Davidson
- Link Councillor for St Barnabas PCC is committee member Cllr Brendon
- Queen Camel Parish Paths Liaison Officer (vacant)
- Bus Partnership representative (vacant)

AM11: To ADOPT the following policies

- Standing Orders (change to contract limits)
- Code of Conduct (no change)
- Financial Regulations (change to contract limits)
- Risk Policy (amendments following Finance, Personnel and Risk Committee review)

AM12: To confirm dates of meetings (2023-24) and Annual Village Meeting (2024) - circulated

Council Meeting

The meeting will begin after an opportunity for members of the electorate of the Parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

05/01 To RECEIVE Declarations of Interests

05/02 To RECEIVE Somerset Councillor reports

05/03 (If Required) **To RESOLVE that the press and public shall be excluded from the meeting for Item 05/16** by reason of the staff in confidence nature of the item in accordance with the public Bodies (Admission to Meetings) Act 1960 s1(2).

05/04 To RECEIVE the Clerk's Report of actions taken and updates for information.

05/05 Planning (Monitor circulated) To consider planning applications received and **RESOLVE** to submit comments where appropriate. Applications received following the issue of this agenda will also be considered.

[23/01051/HOU](#) | The erection of single storey rear and side extensions to dwelling and new vehicular access. | 15 Hill View Sparkford Hill Queen Camel Yeovil Somerset BA22 7PE
(Council comments due 30th May 2023)

05/06 Playing Field

a) Playing Field Management Committee

Draft minutes are available and Cllr Jones (Chair) will provide subsequent news as a verbal report.
<https://queencamelpc.org.uk/wp-content/uploads/2023/04/Draft-Minutes-20230403.pdf>

b) Land at Playing Field owned by Somerset Council. To **RECEIVE** an update from Cllr Brendon.

05/07 Play area equipment replacement

a) To **RESOLVE to ADOPT** the Terms of Reference for the Play Area Tender Board (circulated).

b) To **RECEIVE** the Draft Minutes of the Play Area Tender Board (circulated) and to **RESOLVE that (in the event of funding for the play equipment being available)**

1. A professional play area consultant be engaged to progress the Tender Process for a fixed cost
 2. A professional play area Consultant be engaged to project manage the installation new play equipment for a fixed % fee.
- (information circulated for both)

c) To **RECEIVE** an update from Cllrs Dan Hewlett and Norman from the Play Area Fundraising Committee and

1. To **RESOLVE** whether to upgrade electrics at the Playing Field Pavilion (specifically so that two bouncy castles may be run from the electricity supply) at an estimated total cost of £75.
2. To **RESOLVE** contribution(s) to support PAFC by providing a grant to pay for their insurance policy for one year so that they can satisfy the required public liability requirements applying to all Hirers of the Field [*Powers: Local Government (Misc. provision) Act 1976, s19 /Local Government Act 1972 s137*]

05/08 Highways and Traffic

a) Heavy Goods operators licence

To **RECEIVE** any further update, and to **NOTE** that the parish council is unable to object to operators licences as, under the legislation, parish councils are excluded from the organisations listed who may object (unless a parish council owns land adjacent to the premises). Objections can be made by a higher tier council.

b) Signs and lines

A short report (circulated) was provided by Somerset Cllr Mike Lewis. To **RECEIVE** any further update.

c) **A303**: To **RECEIVE** any update or comments on the A303 works.

d) **Drains and Gutters**: To **RECEIVE** an update on which drains and gutters (if any) remain a problem and to **RESOLVE** any action required.

05/09 Flood Committee (Working Group)

To **RECEIVE** the minutes of the Flood Committee 29th March 2023 (circulated) and any further update, including the items below and any other matters that require to be **RESOLVED**.

- a) To **RECEIVE** a report about the recent flooding event on 9th May 2023.
- b) To **RECEIVE** a report of a meeting with Environment Agency regarding reducing risk of flooding at Cam Bridge.
- b) To **RESOLVE** if the parish council should take action to have the bridge structurally inspected.
- d) To **RESOLVE** action to replace the broken flip-down signs.

05/10 Communications – Camel Alerts

To **DISCUSS** the proposed emergency messaging system (via WhatsApp) and to **APPROVE** the Communication Plan (circulated) and **RESOLVE** that it may be launched to the community.

[Powers: Local Government and Rating Act 1997, S31 Crime Prevention measure and Local Government Act 1972 S137 (in interests of inhabitants) and S142 (to provide information)]

05/11 Coronation planters

To **RESOLVE** to purchase new planters in celebration of the Coronation.

05/12 Annual Village Meeting

To **RECEIVE** an **UPDATE** about the Annual Village Meeting on 19th May from Cllr Jones.

05/13 End of Year Finance

To **RECEIVE** the draft minutes of the Finance, Risk and Personnel Committee dated 17th April 2023 <https://queencamelpc.org.uk/wp-content/uploads/2023/05/2023-04-17-DRAFT-Minutes-Fin-and-Risk-April.pdf> and

RESOLVE the following based on their recommendation to approve:

a) Internal Audit: To **RESOLVE** to **ACCEPT** the Internal Auditor's report and signed certificate for 2022-23 financial year. (circulated)

b) Annual Governance Statement

To **RESOLVE** that Queen Camel Parish Council **APPROVES** and the Annual Governance Statement for 2022-2023 (circulated)

- Chair and clerk to sign the Annual Governance Statement

c) Accounting Statements

To **RESOLVE** that Queen Camel Parish Council **APPROVES** and signs the Accounting Statements for 2022-2023 (circulated)

- The Chair will sign the Accounting Statements

d) Period of public rights and publication of unaudited AGAR

To **NOTE** that the period will run from Monday 5th June to Friday 14th July

e) Recurring payments: To **RESOLVE** to **APPROVE** recurring payments may be made in accordance with the list of recurring payments (circulated).

f) Reserves

To **NOTE** the reserves statement at end of 2022-2023 and the adjusted Earmarked Reserves position at start of 2023-2024 (circulated)

g) Detailed Financial statements and end of year Budget to Actuals (circulated)

To **NOTE** the detailed statements for receipts and payments for 2022-2023 and the actuals to budget spreadsheet.

05/14 Finance and Banking

a) Banking and Finance

a) Details of **PAYMENTS** since last council meeting will have been uploaded to the website by the date of the meeting. <https://queencamelpc.org.uk/your-council/meetings/agendas-and-minutes-2022/>

b) To **RESOLVE** to **APPROVE** any other payments not previously authorised.

c) To **NOTE** the bank balances at end of April.

d) To **DISCUSS** requirement for additional Bank signatory.

05/15 Clerk employment

To **RESOLVE** to appoint a new parish clerk and **CONFIRM** date.



Elaine Owen

Locum Parish Clerk

Date of next meeting:

Parish Council meeting 19th June 2023 at 7.30pm in the Marples Room, Memorial Hall