

**Minutes of Meeting of
Queen Camel Flood Committee (FC)**
held 7.30 p.m. on Wednesday, 29th March 2023
at Mill House.


17/2/24

Present: Peter Farror (PF) Steve Millard (SM)
Rosemary Heath-Coleman (RHC) Arthur Thring (AT)
Martin Lilley (ML - Chairman) Andy Voysey (AV)
Gary Linscott (GL)

In Attendance: Bryan Norman (BN - for PC)

Apologies: Daniel Casley (DC) Christine Richardson (CR)
John Brendon (JB – for PC)

1. Introductions

- 1.1 *Welcome & Apologies* - ML welcomed everyone especially the two new members, AV for the Old School and PF as AV's back-up, and apologised for the time lapse since the last meeting (on zoom). ML also recorded the above apologies and thanked RHC for hosting the meeting.
- 1.2 *Election of Chairman and Vice Chairman:* In accordance with the Terms of Reference, the Chairman had to be elected on an annual basis; the FC had also always had a Vice Chairman. RHC proposed, AT seconded that ML continued as Chairman and GL continued as Vice Chairman. This was unanimously agreed and ML and GL both accepted their continuing roles.
- 1.3 *Review of Roles of FC members and appointment of a representative for Wales.* See **Attachment 1** for members and responsibilities. SM agreed to pursue a representative for Wales. **Action SM**

2. Minutes of Meeting of 25th November 2020: it was agreed unanimously by those who had attended that meeting that the Minutes were a true reflection of the meeting.

3. FC Terms of Reference:

- 3.1 BN agreed that appointment of FC members should be in accordance with the finally agreed Terms of Reference.
- 3.2 *Terms of Reference* were reviewed in detail. See **Attachment 2** for the draft to be forwarded to the PC for ratification. It was agreed that irrespective of terminology within the PC, the group wished to continue to use the title Flood Committee as this had been its name since it was formed now many years ago. **Action RHC**
It was also agreed that pending clarification of the roles and responsibilities required by the Environment Agency for a Flood Warden for Queen Camel this position will remain vacant.
- 3.3 *PC's Volunteer Policy* was accepted in principle except the use of the term 'supervisor', which the FC did not accept. FC members were asked to complete the form, except the boxes relating to supervisor, and to reflect the information on Attachment 1. It was also noted that no volunteer should do anything to put themselves in harm's way. Completed forms to be returned to RHC for onward transfer to the PC Clerk. **Action All**



4. Flood Risks & Mitigation

Parish Strategic Flood Risk Assessment: ML had updated this in January 2023 and it was on the website through the PC Clerk. The links/titles to other website would need updating when the new links/titles were known.

Action ML/GL

5. Parish Council Related Matters:

ML observed that there was never any feedback from the PC. This included the following items where there were outstanding actions on the PC. BN agreed to pursue with the PC: **Action BN**

5.1 SLACCU (previously recorded under item 3): GL and SM had been nominated previously as SLACCU representatives as well as Chris Bennett (CB). It was noted that this role was not limited to floods but covered any public emergency and the replacement for CB was still outstanding with the PC.

5.2 *Drains:* b/f from previous minutes - still not cleared.

5.3 *Culvert under A359* – b/f from previous minutes: RHC agreed to circulate e-mail correspondence in which Mike Lewis had advised that this work would be done. (*Post meeting* – e-mail threads circulated 31st March).

5.4 *Road Closure/Operation Gannex*

At the previous zoom meeting, the then Clerk (SH) had been awaiting a response from the Police in respect of the future of Operation Gannex, which had ceased to operate. It was noted that the equipment in the top cupboard in the Marples Room, owned by the PC, was no longer required for road closure and BN was asked to confirm with the PC that this equipment could be transferred to the FC and added to the FC's inventory on the FC page of the website. The FC did not wish to have the flood shed that was behind the Memorial Hall.

5.5 *Bridge (Grade II listed) over River Cam* – weight limit 7.5 tons.

Concern was expressed about the size of HGVs, some 41-tons and some of which had been followed into Yeovil, therefore not on permitted business. BN understood that the weight limit had been lifted but this might be a misunderstanding; the sign had not been removed or amended. BN was asked to seek reassurance from the PC that the structural integrity of the bridge was sound.

5.6 *Flip-down flood signs* – It was noted that the sign had been removed from the post on the A359, Sparkford Hill, and the sign on entry to the village at the Yeovil end was now broken. The PC was asked through BN to have these replaced.

6. Flood Help Team

It was agreed that an annual trial run should be reintroduced. ML stated that he would communicate with CR regarding (a) the current names on the Help Team, and (b) a plan for a trial run.

Action ML

7. Flood Plan

See **Attachment 3** for Flood Plan at date of meeting (The contact details are confidential under GDPR regulations so must not be put onto the website or circulated further). All FC members were asked to review their own and cascade details and advise DC of any changes. RHC would also cover AV and PF.

Action ALL



8. AOB – In response to a question of a FC budget, it was noted there was no current budget. Previously the PC had asked the FC to submit any budget request on an annual basis.

9. Date of next Meeting – Wednesday, 18th October, 7.30 p.m.

Meeting closed at approximately 8.55 p.m.

Rosemary Heath-Coleman
2nd April 2023

To: Flood Committee members and PC
liaison representatives
Cc: Parish Clerk – for remainder of PC
County & District Councillor, Mike Lewis
All names on the Flood Plan cascade –
action with DC.