



QUEEN CAMEL PARISH COUNCIL

Clerk: Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

Tel: 07726 245 101

e-mail: clerk@queencamelpc.org.uk **website:** www.queencamelpc.org.uk

AGENDA

The Annual Meeting (and Council Meeting) of Queen Camel Parish Council will be held on Monday 23th May 2022 at 7:30pm, Main Hall, Queen Camel Memorial Hall

All members are summoned to attend.

All elected Councillors: Michael Baker, John Brendon, Sue Gettings, Dan Hewlett, Brian Hewlett, Phil Jones and Bryan Norman must sign a Declaration of Acceptance of Office before the start of this meeting.

Annual Meeting

AM01: Election of Chairman Outgoing Chair (Cllr Gettings) will preside for this item

To **ELECT** a Chairman of Queen Camel Parish Council for the year 2022/2023. The Chairman will be asked to sign the Declaration of Acceptance of Office, the clerk will countersign and then they will take the Chair.

AM02: to RECEIVE and consider for approval, apologies for absence

AM03: Co-option of new Members

Two more Councillors are required to be co-opted by 23rd June 2022.

AM04: Declarations of Acceptance of Office

To CONFIRM that all elected councillors have signed and for any co-opted Members to sign.

AM05: To ELECT a Vice Chairman

AM06: To ADOPT the Standing Orders.

AM07: To ADOPT the revised Code of Conduct (circulated)

AM08: To ADOPT the Financial Regulations (As approved by Finance and Risk Committee)

AM09: To APPOINT (at least 3) Councillors to the Finance & Risk Committee.

AM10: To APPOINT (at least 2) Councillors to the Playing Field Management (sub) Committee plus named non-councillors as recommended by that Committee. (Minimum of 5 and maximum of 12 Members in total)

AM11: To APPOINT (at least 3) Councillors to the new Playing Field Development Committee

AM12: To APPOINT (2) Councillors to the Community Benefit panel and to CONFIRM the other 5 Panel Members.

AM13: To APPONT Lead Councillors for the following topics:

- Highways
- Environment
- Flood

- Neighbourhood Plan
- Neighbourhood Watch
- Annual Village Meeting
- Website

AM14: To confirm dates of meetings (2022-23) and Annual Village Meeting (2023).

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

To register Councillors' interests relating to Agenda items and remind Councillors to complete new Declarations of Interest forms as soon as possible.

05/02 To RECEIVE County and District Councillor reports

05/03 Minutes of the previous meeting to be confirmed as correct

To **APPROVE** as a correct record the minutes of the previous meeting held on 21st April 2022.

<https://queencamelpc.org.uk/wp-content/uploads/2022/05/2022-04-21-Draft-Minutes-April.pdf>

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

05/06 Planning (Background paper) To consider planning applications received and **RESOLVE** to submit comments where appropriate. Any applications received following the issue of this agenda will also be considered.

a) [The erection of single storey extension to replace existing conservatory and a two storey porch atrium. Conversion and extension of existing attached garage and erection of first floor extension and a balcony to the west elevation. Erection of a detached double garage with room in roof. - Maple Tree House Church Path Queen Camel Yeovil Somerset BA22 7PA](#)

Ref. No: 22/01077/HOU | Received date: Thu 07 Apr 2022 | Status: Pending Consideration | Case Type: Planning Application

Comments required by 24th May

b) [Notification of Intent to carry out Tree Surgery Work on No.1 Tree within a Conservation Area. - The Old Smithy High Street Queen Camel Yeovil Somerset BA22 7NG](#)

Ref. No: 22/01364/TCA | Received date: Wed 04 May 2022 | Status: Pending Consideration | Case Type: Planning Application

c) **Two planning applications for land opposite Hazelgrove Lodge, High Street, Sparkford.** These are out of our area but QCPC may choose to comment.

<https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=R6DNAMOWKZ300&activeTab=summary>

<https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=R6BPTQOWKYB00&activeTab=summary>

05/07 Playing Field

a) **Playing Field Management Committee Report**

Draft minutes are available here <https://queencamelpc.org.uk/wp-content/uploads/2022/05/2022-04-25-Draft-minutes-PMFC-april-PJ.pdf>

Cllr Jones (Chair) will provide subsequent news as a verbal report.

b) SCC Land at Queen Camel Playing Field

To **DISCUSS** response from SCC regarding offer of a licence, maintenance of the area and insurance.

c) Play area Fundraising To DISCUSS progress including:

- Recent fundraising events
- Amount raised so far and how funds will be managed
- Lottery / grant applications

05/08 Community Benefit Fund Panel

a) Review of process for Community Benefit Fund Panel To DISCUSS and if required to **RESOLVE** a process to make changes following lessons learned from recent applications.

b) To DISCUSS correspondence received about the application for Solar Panels on the Village Hall

c) To RECEIVE an update about the Community Lounge

d) To RECEIVE an update about installation of the defibrillators

05/09 Neighbourhood Plan

To **DISCUSS** how the Project list in the Plan should be updated with input from the community.

05/10 Highways and Traffic

a) A303 Dualling: To **RECEIVE** a report following the meeting with Galliford Try.

b) Temporary Traffic Regulation Order. To **RESOLVE** when to distribute the questionnaire into its effectiveness and how this will be resourced.

c) Highways To **RECEIVE** any update on the list of Highways issues listed in previous minutes.

05/11 Environment This item is deferred until the next meeting

05/12 News and Communications

a) Annual Village Meeting To **RECEIVE** an update

b) Neighbourhood Watch To **RECEIVE** the crime report and any other updates.

05/13 Financial Reports and Accounting

a) Insurance: To **RESOLVE** to approve accepting the quote for parish council insurance for £567.49 per year for 3 years (subject to index linking for asset values)

b) Payroll: To **RESOLVE** to approve that PATA Payroll may be confirmed as our payroll provider and that the Chair may sign the Agreement.

c) Bank signatories: To **DISCUSS** replacing bank signatories

d) To RECEIVE reports from RFO

- New report to show bank balance and changes to earmarked reserves (circulated)
- To **RESOLVE** to **APPROVE** the end of year (2021-2022) bank reconciliation (circulated)

e) To **RECEIVE** an update from the Chair of the Finance and Risk Committee if there are items to report in addition to the minutes of the meeting of 4th May 2022 (to be available online by this meeting).

f) To **NOTE** that the following payments have been made since the last parish council meeting on 21st April, that were already authorised / in the budget.

	Item	Date paid	VAT	Amount	authority
1	Clerk Salary (inc Overtime and back pay for pay award)	29/4/2022	no	£625.03	03/24/c
2	SALC Election Training	29/4/2022	no	£20.00	
3	SLR Outdoor – church Grant	29/4/2022	yes	£2280	04/20/1.2
4	HMRC PAYE/ NI	29/4/2022	no	£159.70	03/24/c
5	Clerk Home office Allowance	30/4/2022	no	£33.50	Standing order
6	Cicla Course fee	10/5/2022	yes	£250	Email 3/3/2022
7	Agenda and Minutes training clerk	10/5/2022	yes	£60.00	Email 3/3/2022
8	Memorial Hall Hire	13/5/2022	no	£34.00	
9	Countess Gytha School donation	13/5/2022	no	£224.25	04/20/1.1

g) To **NOTE** the payments made via delegated authority by Cllr Gettings from the Opening Up safely Grant

	Item	Date	VAT	Amount
1	CDs	29/4/2022	no	£2.00
2	First Aid Kit	29/4/2022	no	£11.99
3	Memorial Hall goods	29/4/2022	no	£31.02
4	Golden Oldies	29/4/2022	no	£45.00

h) To **NOTE** the following payments were made via delegate authority by Cllr Jones for playing field

		Date Paid	VAT	Amount
1	Electricity	29/4/2022	yes	£10.22
2	Toolstation sundries	29/4/2022	yes	£3.98
3	Argos – venetian blind	29/4/2022	yes	£18.00
4	Toolstation equipment	29/4/2022	yes	£15.98
5	Screwfix materials	29/4/2022	yes	£14.43
6	Toolstation	29/4/2022	yes	£23.98
7	Amazon pull cords	29/4/2022	yes	£2.87
8	R Marton leak repair	29/4/2022	no	£38.00
9	Screwfix sanding paper	13/5/2022	yes	£3.69
10	Timpson - key	13/5/2022	yes	£29.50
11	B and Q	13/5/2022	yes	£26.52
12	Hazelgrove fuel	13/5/2022	yes	£17.76
13	Halfords	13/5/2022	yes	£3.00

i) To **RESOLVE** to Approve the following payments that are not in the budget or are over the £500 limit for delegated authority

	Item	VAT	Amount
1.	Purchase of BBQ from Opening up Safely Grant	yes	£644
2	Installation of defibrillator and other electrical works for Playing Field pavilion	On material not labour	£536.88
3	Overtime for clerk (April) 12.15 hours	no	£140 (est. inc. PAYE)

j) To **NOTE** the following monies have been received (ring fenced for play area)

	Item	Date Banked	Amount
1	Vintage Fair income (£20 per entry)	various	£140
2	Vintage Fair income (£20 per entry)	Held as cash	£40
3	Vintage Fair income (£20 per entry)	Cheque in processing	£20



Elaine Owen Parish Clerk