



QUEEN CAMEL PARISH COUNCIL

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AGENDA

A Meeting of Queen Camel Parish Council will be held on Monday 21st November 2022 at 7:30pm, Main Hall, Queen Camel Memorial Hall

All members are summoned to attend.

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.

11/01 To **RECEIVE**, and consider for approval, apologies for absence

11/02 To **RECEIVE** Declarations of Interests

11/03 To **RECEIVE** County and District Councillor reports

11/04 To **APPROVE** as a correct record the minutes of the Parish Council Meeting held on 17th October 2022.
<https://queencamelpc.org.uk/wp-content/uploads/2022/10/2022-10-17-Draft-PC-minutes.pdf>

11/05 To **RECEIVE the Clerk's Report** – circulated

11/06 **Policies**

To **RESOLVE to ADOPT** revised Standing Orders (updated to NALC 2020 template) – circulated

11/07 To **RECEIVE** any update about applications for the **Casual Vacancy** (None at date of Agenda)

11/08 **Election of Officers**

Following deferral at the last meeting, more details about the roles have been provided. Appointments due:

- Vice Chair
- Chair of Playing Field Management Committee
- Lead councillor for Rights of Way / Environment

11/09 **Planning** 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. NOTE: No new applications received at date of Agenda.

11/10 **Storage container for village assets**

To **RECEIVE** a report from Cllr Jones

11/11 **Playing Field**

a) Playing Field Management Committee Report -circulated

To **RECEIVE** the report from Cllr Jones.

b) Playing Field Development Committee and management of Play Area Equipment Replacement

The Terms of Reference for this Committee were reviewed by the Finance and Risk Committee. However, due to the priority required for revising the Neighbourhood Plan Council are asked to **NOTE** that the introduction of this committee (for long term planning) will be deferred to at least May 2023.

The short term requirement for overseeing the planning and development of the replacement Play Area therefore remains with Council (with consultation with the Play Area Fund Raising Club).

To **RESOLVE** the **RESPONSIBILITY** for applying for grants and managing the tender process between QCPC and the Queen Camel Play Area Fundraising Club.

- Responsibility for selecting grants to apply for.
- Responsibility for completing and submitting the application forms.
- Recommending the specification of the equipment, and decisions.
- How the tender board will be run.

d) Play area replacement fundraising

Funds earmarked by the parish council for play area replacement are shown in the Reserves statement <https://queencamelpc.org.uk/your-council/meetings/agendas-and-minutes-2022/>. Also to **RECEIVE** any official report from the Queen Camel Play Area Fundraising Club (none at date of Agenda)

e) Land at Playing Field owned by Somerset County Council (SCC)

To **RESOLVE** for QCPC to write a further letter to SCC re the Playing Field Land in parallel to the submission of the Public Petition.

11/12 Neighbourhood Plan (NP)

a) Terms of Reference for Working party for revision of the Plan

To **APPROVE** the Terms of Reference for the working party (circulated, with report from Cllr Brendon)

b) To RESOLVE to APPROVE that the NPWG may immediately begin to research the following:

- A firm quote for the planning consultant and overall budget for the Revision of the Neighbourhood Plan.
- The availability of grants to offset the above costs.

11/13 Highways and Traffic: To RECEIVE a report from Cllr Norman

a) Correspondence from Highways: The Temporary Traffic Order is to be made permanent.

To **RECEIVE** further details about the impact of this decision

b) Speed Indicator Devices (SIDs) and Community Speedwatch

To **RECEIVE** an update from Cllr Jones following a review of the process required.

c) Correspondence: A303

c1 To **RECEIVE** a summary report about the road closure on 13-14 November 2022

c2 To **RECEIVE** an update about when the site visit offered will take place.

d) Correspondence from Somerset Bus Partnership: Queen Camel has a bus service but no Bus Champion. A Parish Councillor OR bus user is sought for Queen Camel to be able to join a few Zoom meetings a year.

e) Road repair To **RECEIVE** a report from Cllr Norman.

11/14 Footpath WN23/21 (requested by Cllr Norman)

One of the footpath gates has been moved. QCPC was notified in February 2022 by the ROW officer. This item was deferred from October.

11/15 Neighbourhood Watch

Correspondence: A parishioner does not accept that Neighbourhood Watch is not a function of the parish council. To **RECEIVE** an update from Cllr Jones.

11/16 Flood Committee

- a) To **RECEIVE** information about updating the Flood Committee Terms of Reference (TOR) and information on the website.
- b) **Correspondence** from Somerset Local Authorities' Civil Contingencies Unit has been received requesting that QCPC nominate 3 trusted people to be the local emergency contacts. To **RESOLVE** the nominations.

11/17 To RECEIVE a report from the Chair of the Finance and Risk Committee

- a) Amongst other items the meeting on the 24th October 2022 included a report on progress against the internal auditors report

<https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-10-24-draft-minutes-fin-and-risk.pdf>

- b) To **RESOLVE** to **APPROVE** responsibility for Personnel to this Committee and to **APPROVE** revised Terms of Reference (circulated)

In order to properly manage that role of the clerk/RFO it is deemed appropriate for a parish council to have a Personnel Committee that can meet when required. The Finance and Risk Committee can fulfil this purpose through becoming the Finance, Personnel and Risk Committee with extended Terms of Reference.

- c) To **NOTE** that the Finance, Personnel and Risk Committee will meet on 22nd November 2022 in private session to discuss the clerk contract, hours and annual review.

11/18 Budget for precept 2023 to 2024

- a) **Correspondence:** To note the content of the letter from Somerset County Council dated 1st November 2022 in which advice is given to parish councils about precept setting and payment

- b) To **RECEIVE** the Budget proposal for 2023-2024 and to **RESOLVE** to maintain the precept at £20,000.

11/19 Banking and Finance

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

- b) To **RESOLVE** to approve any payments not previously authorised.

Cleaveside Close Social Club

To **RESOLVE** to **APPROVE** that the residual funds earmarked for *Opening Up Safely* may now be transferred by to the Cleaveside Close Social Club. Finance and Risk Committee are content to recommend approval subject to the matters in an email to the Social Club on 25th October 2022 (circulated) having been attended to. The funds to be transferred will be the balance unspent of the original £5,000 grant at the date the transfer is made.



Elaine Owen

Parish Clerk