

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

**Minutes of the Parish Council Meeting held on
Monday 16th January 2023 at 7:30pm**

Public Question Time

Immediately prior to the meeting members of the public were provided with the opportunity to speak. Five members of the public were in attendance.

A parishioner spoke about holes in road in Wales and water running down the road by Wales House. These items are covered under 01/15 below.

Present: Councillors Mike Baker, John Brendon, Angus Davidson, Brian Hewlett, Dan Hewlett, Phil Jones, Brian Norman

01/01 It was RESOLVED to accept apologies for absence from William Beveridge (unwell) and County and District Councillor Mike Lewis (clash of meetings)

01/02 **Declarations of Interests** Cllr Norman for 01/10b planning application. Cllr Davidson as a member of the Play Area Fundraising Club

01/03 **County and District Councillor reports** In the absence of County and District Councillor Mike Lewis the clerk was able to give the news that Queen Camel parish council has been allocated to Somerset Council Local Community Network 10 (Wincanton). The official announcement is expected on 18th January.

01/04 It was RESOLVED to approve the minutes of the Parish Council Meeting held on 21st November 2022.
<https://queencamelpc.org.uk/wp-content/uploads/2023/01/2022-11-21-November-signed-minutes.pdf>

01/05 It was RESOLVED that the press and public would be excluded from the meeting for Item 01/18 by reason of the Staff-in-Confidence nature of the item (Public Bodies (Admission to Meetings) Act 1960 s 1(2)).

01/06 **Clerk report** This was circulated to Members and public in attendance:

- Clerk reported that the 2023 risk assessment for flooding has now been added to the website
- Cllr Jones reported that the Church path noticeboard will soon be removed for repair

01/07 **Reserves Policy**

It was **RESOLVED** to re-adopt the Reserves Policy with minor changes. The updated version is available here
<https://queencamelpc.org.uk/wp-content/uploads/2023/01/2023-01-16-Adopted-Queen-Camel-Parish-Council-Reserves-Policy.pdf>

01/08 No applications have been received for the Casual Vacancy. More visible information about the vacancy for a parish councillor will be made available in the café as soon as it opens.

01/09 **Community Roles**

Cllr Jones reported that some footpaths have been systematically walked to assess their condition and request that this item be on the next Agenda. A Parish Paths Liaison Officer has not yet been identified.

Similarly a Somerset Bus Partnership Bus Champion has not yet been found. This item will be moved to the watch list on the Clerk report while efforts continue.

01/10 Planning

a) 22/00243/OUT Land Opposite Hazelgrove Lodge High Street Sparkford Yeovil Somerset Outline application for three Drive Thru units associated parking, servicing, landscaping and infrastructure <https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=makeComment&keyVal=R6BPTQOWKYB00>

The new Landscape & Visual Appraisal documents for the application were briefly discussed.

It was RESOLVED that the clerk should submit a further OBJECTION on behalf of QCPC by email referring to previous reasons given for objection

b) 23/03456/HOU | Replacement of detached garage with new ancillary accommodation to the main dwelling | Fern Cottage Church Lane Queen Camel Yeovil Somerset BA22 7NX <https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RMSE5EOWICJ00>

It was RESOLVED that the clerk should submit that QCPC SUPPORT the application with the additional comment for the development to be in keeping with local environment.

For 6, Against 0, Abstain 1 (declaration of interest)

01/11 Playing Field

a) A playing field report had been circulated along with the draft minutes of the meeting of 9th January 2023. Resolutions arising will be added to the next parish council agenda.

- Thanks were given to Cllr Hewlett for cutting perimeter hedge.
- A 'showcase' event is being considered to promote wider use of the field sometime in June.

b) Land at Playing Field owned by Somerset County Council (SCC) Cllr Norman and Brendon talked at the meeting at which the petition was presented. An undertaking by email was given by SCC that the land would be transferred to Queen Camel after July 2026. A formal letter has been requested which will be suitable to present to grant givers.

01/12 Play area equipment replacement management

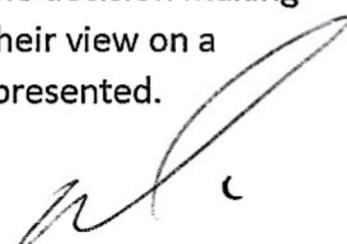
1. It is legally necessary for the parish council to:

- Make any decisions in relation to the play equipment that relate to where it is sited on the land.
- Be the lead body for grant applications.
- Organise quotes from suppliers in accordance with financial regulations (include using a tender board process for all purchases over £25,000).

Parish Council monies earmarked for the play area replacement are ring-fenced and the amount is published with the minutes of each meeting in the Reserves Statement on the website. At present £30,416 is earmarked and the parish council has just been successful in obtaining the offer of a grant of £9808 from National Highways for purchase of specific items of equipment for early years play.

The Play Area Fundraising Club are an independent village group who hold monies raised for the play area in their own bank account. As well as raising funds, the club members represent community views about play equipment, and have experience in applying for grants and obtaining play equipment quotes. The Club will have its own constitution relating to the activities it can deliver.

The Parish Council and the Play Area Fundraising Club agree the need to work together in a way that will satisfy the legal duties of the Parish Council whilst bringing members of the club into the decision making process. Members of the Club were present at the meeting and were invited to give their view on a proposal that there should be parish council working group on which they could be represented.



After discussion, a hybrid option was agreed (to obviate the need for a new group) with two councillors to attend the Club meetings, not as active members, but to provide a direct liaison for the parish council to take the views of the Club on board.

In answer to a question it was confirmed that the parish council had already agreed (2022 minute 11/11c) that the tender board members would be two councillors plus one representative from the Club.

Cllr Jones will forward a memorandum of understanding in relation to the above to the club for review.

It was RESOLVED for Cllrs Norman and Cllr Dan Hewlett should be the lead councillors to attend Play Area Fundraising Club to provide a conduit for communication between them and the parish council For 6, Against 0, Abstain 1 (Declaration of interest)

2. Alternative location (wholly on parish council owned land) for replacement play equipment if SCC land cannot be obtained on suitable terms

It is hoped that the National Lottery will be able to accept the assurance provided by SCC/Somerset Council that they will transfer ownership of the land to Queen Camel Parish Council in 2026 (when the 10 year restriction on use of the former school playing field ends). However, the National Lottery terms and conditions do say that there must either be freehold ownership, or a lease with a break clause not sooner than 5 years.

Councillors were asked to approve that, in the above situation, the play equipment would be relocated to land in the entire freehold ownership of the parish council. This would require the loss of one of the two football pitches. (Only one is in use.)

It was RESOLVED that, if the National Lottery are not able to provide funding due to the land ownership being with SCC then QCPC will relocate the play area on land wholly owned by the parish council so that the grant can be provided.

3. Application for Community Benefit Fund for play equipment replacement.

The total cost of the replacement play equipment is expected to be over £120,000. Should the National Lottery application be unsuccessful then the parish council will need to find alternative funds and may need to phase installation so that children can benefit from some new equipment in 2023.

It would be possible to allocate further money from the Community Benefit Fund, but this is limited to £10,000 per year per organisation. An application therefore needs to be approved before 31/3/2023 for this year. (This could be approved on a conditional basis i.e. for the money to be drawn down only if the Lottery application is unsuccessful, or yields an insufficient amount).

It was RESOLVED that the parish council shall submit an application to the Community Benefit Fund for an additional £10,000 for (or before) the March Council meeting For 6, Against 1, Abstain 1

4. Engagement of solicitors (required by The National Lottery).

The National Lottery require the parish council to provide the details of their solicitor. Several solicitors were suggested and it was felt that Battens previous knowledge of the playing field would be an advantage.

It was RESOLVED to appoint Battens Solicitors to represent QCPC for the National Lottery application and playing field matters.



01/13 Grant Applications

a) Coronation coins for Countess Gytha school pupils (Section 137 spending)

The school had previously received a similar amount for Jubilee coins in this financial year. Therefore any grant from precept would have to be given from 2023-2024 funds.

It was RESOLVED to APPROVE the application for a grant from the school of £276.60 from precept funds in April 2023 being 50% of the cost of coins for every child to celebrate the Coronation.

b) Village Hall grant application for floor repairs £2000

This application is being reviewed and will be on the next Agenda.

01/14 Neighbourhood Plan (NP)

Dorset Planning Consultant's advice is to pause updating the Queen Camel Neighbourhood Plan in the expectation that the consultation (which will conclude at 31/3/2023) will result in a change of the effective period of the Neighbourhood Plans to 5 years instead of 2. This would mean the Queen Camel Plan will be given full weight until May 2026.

It was RESOLVED to pause the Neighbourhood Plan update and for Cllr Brendon to RESPOND to the consultation

01/15 Highways and Traffic:

a) Highways

- Cllr Norman agreed to continue to press for repair of reported issues at Wales
- As agreed under delegated authority by email clerk can purchase a salt bin for the pavements near the school. Cllr Dan Hewlett will provide What3Words location for the grit bin for approval by SCC Highways and will take delivery of the bin.
- The temporary experimental traffic order will be made permanent in February and Parish Council will be told when signage will be installed so that volunteers may be stood down.

b) Speed Indicator Device

Data to prove that there is a speed problem must be obtained before SIDS will be permitted. The police are trying to coordinate data gathering in association with Parish Council. If that does not prove possible the only alternative will be to revisit having a community speed-watch to be run by parishioners.

c) A303 site visit: Several councillors joined the A303 site visit on 8th December 2022. National Highways say they are on target for the completion time. However, it is expected that there will need to be more temporary road closures than first expected. QCPC will be kept informed

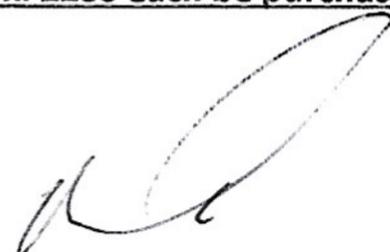
01/16 Neighbourhood Watch: Deferred to be 'on watch' in the clerks report until requested for a future agenda.

01/17 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) Payments for authorisation

It was RESOLVED that two plastic football posts/ rugby posts at approx. £200 each be purchased for the playing field



c) Bank balances are as follows including £112.27 interest received on the instant access savings account.

Bank Balance at date of meeting	£13,651.50
Instant Access savings account at date of meeting	£75,112.27
Total	£88,763.77

d) Financial reports for Quarter 3 including the comparison to budget

There were no questions.

e) It was RESOLVED that the bank reconciliation for 31st December may be signed.

All members of the public and the clerk left the meeting.

01/18 Staff-in-confidence: Matters relating to clerk employment and recruitment of replacement clerk

It was RESOLVED that the Finance, Personnel and Risk Committee would interview candidates in the week commencing 30 January 2023.

(Minute provided by Cllr Brendon)

Date of next meeting: 20th February 2023 at 7.30pm, Marples Room, Memorial Hall, Queen Camel
Dates of all meetings are available at <https://queencamelpc.org.uk/meetings/>

Elaine Owen
Parish clerk

Signed (Chairman)

Date 20/02/2023