



QUEEN CAMEL PARISH COUNCIL

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Minutes of the Annual Meeting (and Council Meeting) of Queen Camel Parish Council held on Monday 22nd May 2023 at 7:30pm, Main Hall, Queen Camel Memorial Hall

Annual Meeting

Present: Cllrs. William Beveridge, John Brendon, Angus Davidson, Phil Jones, Dan Hewlett

Also Present: Locum Parish Clerk and RFO, Elaine Owen.

The meeting started with acknowledgment by outgoing Chairman Phil Jones of the loss of Somerset Councillor and Queen Camel resident Mike Lewis who is sadly missed by parish councillors, including at this meeting which he would have attended.

AM01: Election of Chairman

It was RESOLVED that John Brendon be elected Chairman of Queen Camel Parish Council 2023-2024

The Declaration of Office was signed.

AM02: Election of Vice Chairman

It was RESOLVED that Angus Davidson be elected Vice Chairman of Queen Camel Parish Council 2023-2024

AM03: Apologies for absence

It was RESOLVED to accept apologies for absence, for reasons supplied, from Cllrs. Bryan Norman and Mike Baker [Afternote: resignation received from Cllr Brian Hewlett on 23rd May]

AM04: Co-option of new Member no nominations

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

It was RESOLVED to approve the minutes of the previous meeting held on 20th March 2023

<https://queencamelpc.org.uk/wp-content/uploads/2023/05/2023-03-20-signed-Minutes-of-PC-meeting.pdf>

AM06: It was RESOLVED to appoint Cllrs. William Beveridge, John Brendon and Phil Jones to the Finance, Personnel and Risk Committee.

AM07: It was agreed that the Playing Field Management Committee members would be reviewed at next parish council meeting.

AM08: Flood Committee (Working Group)

a) It was RESOLVED to adopt the Terms of Reference for the Flood Group

b) It was RESOLVED to appoint Councillor Norman to the Flood Group. Named non-councillors as recommended by that group will be confirmed at the next parish council meeting.

AM09: Lead Councillor(s) were agreed for the following topics:

- Annual Village Meeting - Bryan Norman
- Community Communications - Cllr Jones

- **Environment** including bins, planters, bus stop, telephone box, noticeboards and maintenance contract – deferred to next meeting
- **Footpaths (ROW)** - Cllr Jones
- **Highways** - Bryan Norman
- **Neighbourhood Plan** - Cllr Brendon

AM10: Councillors were agreed for 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 – Cllr Jones

AM11: It was RESOLVED to adopt the following policies:

- Standing Orders (change to contract limits)
- Code of Conduct (no change)
- Financial Regulations (change to contract limits)
- Risk Policy and Assessment (Red risks to be reviewed at future Council meetings)

AM12: Dates of meetings 2023-24

- The following dates were agreed for parish council meetings; 17th July, 18th July, 20th November, 15th January 2024, 18th March and 20th May.
- The following dates were agreed for Finance, Personnel and Risk Committee meetings; 16th October 2023 and 15th April 2024.

SEPT 

The above dates to be added to the website and publicised permanently on village noticeboards.

Council Meeting

Three members of the public were in attendance. One member of the public reported that there has been more minor vandalism at the church that will result in the church sometimes being closed in the daytime.

05/01 Declarations of Interests Cllr Hewlett declared an interest in the planning application discussed at 05/06 b) and Cllr Jones declared an interest in 05/09 a)

05/02 To RECEIVE Somerset Councillor reports none

05/03 It was **RESOLVED** that the press and public would 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 Clerk's Report no questions arising.

05/06 Planning applications

a) It was resolved that the parish council was in SUPPORT of the following application:

[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



b) Land Part OS 1053 West Camel Road 19/01830/OUT | NNAMS

It was agreed that the parish council had no comment to make in relation to the supplementary information supplied by Somerset Council for the Nutrient Neutrality Assessment & Mitigation Strategy (NNAMS) proposed in relation to the site where 43 houses are expected to be built.

The clerk was asked to make responses on behalf of the parish council for both of the above
[Afternote: done on 24/5/2023]

05/07 Playing Field

a) Playing Field Management Committee

It was suggested that this committee may operate better as a Working Group. This decision will be taken at the next council meeting.

Repairs to machinery costing £185 were paid by debit card.

Cllr Jones reported that there has been a complaint about condition of the play area. Some issues were addressed immediately, but better monitoring may need to be introduced.

Cllr Jones outlined the reasons why a new mower is required.

It was RESOLVED that a new rotary lawnmower to mow play area may be purchased at a cost not exceeding £600 (from playing field earmarked asset reserve fund).

b) Land at Playing Field owned by Somerset Council.

Cllr Brendon confirmed that Heads of Terms have been received from Somerset Council for a 7 year licence at a peppercorn rent for the land. The clerk was asked to request that Somerset Council move to drawing up a lease and to confirm to them that parish council insurance is adequate. (The lease itself will require a resolution and signing at a parish council meeting)

It was noted that a lease would come with responsibility for trees on the land and that a tree safety survey is likely to be required.

05/08 Play area equipment replacement

a) It was RESOLVED to ADOPT the Terms of Reference for the Play Area Tender Board.

B) It was RESOLVED that (in the event of funding for the play equipment being available)

- 1. A professional play area consultant will be engaged to progress the Tender Process for a fixed cost of £3000.**
- 2. A professional play area Consultant will be engaged to project manage the installation new play equipment for a fixed 5% fee.**

If the play area funding is available, then the clerk is authorised to engage the consultant according to the Terms of Engagement previously circulated to Council.

c) Play Area Fundraising Club.

- 1. It was RESOLVED 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.**

Cllr Jones will create the necessary hirers agreement for the Play Area Fundraising Club.



It was noted that QCPC insurance requires a circuit breaker to be in place for the bouncy castles and that this would be for hirers to organise.

2. A request for the parish council to provide a grant to pay for a one year insurance policy for the Play Area Fundraising Club (so that they can satisfy the required public liability requirements applying to all Hirers of the Field) was deferred to the next meeting for the following reasons.

It was felt that the grant should be applied for as per the normal process.

Presently the sole purpose of the club is to raise funds for the play equipment. The money (unknown amount) will need to be transferred to the parish council to contribute to the bill. Therefore the parish council would like the club to:

- Commit to making public the entire amount held, shortly after the Village Fayre.
- Confirm the criteria under which the funds will be released to the parish council.
- Confirm what the future of the club will be once the play area has been funded.

05/09 Highways and Traffic

a) Heavy Goods operators licence

It was noted that another parish council has questioned whether the owner should have had Change of Use from Agricultural to Commercial Use in place before the operator licence was granted and whether. If so there may have been a breach of planning. The matter will be kept under review.

b) Signs and lines

Some outstanding work has been completed as follows:

- White lines by Old Camelot Inn and the Old Vicarage

The clerk was asked to advise Highways that only one No Through road sign is needed for Grace Martin's Lane (to be needs to be affixed to the church wall)

c) A303: no further update

d) Drains and Gutters:

This topic was deferred to allow Cllr Norman to report at the next meeting.

05/10 Flood Committee (Working Group)

a) Flooding event on 9th May 2023.

Due to the Annual Village Meeting preceding the parish council meeting additional time was dedicated to the subject. Sarah Dyke Somerset Council lead for environment attended the Village meeting and has confirmed that an investigation will be led by Somerset Council that will take around 9 months to complete.

The emergency response could also be reviewed in terms of how the Parish Council could support the community. This topic will be added to the next agenda.

b) Report of a meeting with Environment Agency (this took place before the flooding regarding reducing risk of flooding at Cam Bridge). This item was deferred to allow Cllr Norman to report at the next meeting.

c) **The bridge in Queen Camel** was inspected by engineers after the flood and found to be sound. The bridge in Wales is closed indefinitely. Clerk to enquire about the Wales bridge and to copy in Somerset Cllr Henry Hobhouse. [Afternote: done 24/5/2023]

Clerk was also asked to enquire about progress on the Dark Lane (pack horse) footbridge [Afternote: done]

d) **Flip-down flood signs.** One is operational the other is not. Cllr Jones will use the online reporting tool to report their condition to Somerset Council

05/11 Communications – Camel Alerts

Camel Alerts *WhatsApp* group was only started on the Saturday before the flood on Tuesday 9th May so not many people had signed up. It quickly proved its worth and by midday on Wednesday there were 64 users. Feedback was very positive.

Using an App will never suit everyone, but age itself is not a barrier as most people find it easy to use once they have been shown how. It was suggested that some training sessions could take place at community venues and events.

05/12 Coronation planters

It was RESOLVED for the clerk to purchase new planters within the budget of £500. Cllr Hewlett and clerk to source options for review by Councillors by email.

05/13 Annual Village Meeting

This was well attended with around 80 people. Organisations kindly reduce their input time to allow for more discussion of the flood. It was agreed to maintain a similar format next year (date to be agreed).

05/14 End of Year Finance

Cllr Brendon as Chair of Finance, Risk and Personnel Committee recommended approval of the annual returns which had been examined by that committee in detail.

a) Internal Audit: It was RESOLVED to ACCEPT the Internal Auditor's report and signed certificate for 2022-23 financial year.

b) Annual Governance Statement

It was RESOLVED that Queen Camel Parish Council APPROVED and the Annual Governance Statement for 2022-2023

Chair and clerk signed the Annual Governance Statement.

c) Accounting Statements

It was RESOLVED that Queen Camel Parish Council APPROVED the Accounting Statements for 2022-2023

Chairman signed the Accounting Statements.

d) Period of public rights and publication of unaudited AGAR

It was noted that the period will run from Monday 5th June to Friday 14th July.



e) Recurring payments

It was RESOLVED to APPROVE payments may be made in accordance with the list of recurring payments and conditions listed. An additional item for SLCC membership for the clerk notified to the meeting was also approved.

f) Reserves

The reserves statement at end of 2022-2023 and the adjusted Earmarked Reserves position at start of 2023-2024 were noted.

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

Detailed statements for receipts and payments for 2022-2023 and the actuals to budget spreadsheet supplied to councillors were also noted.

05/15 Finance and Banking

a) Details of payments since last council meeting were noted.

b) No other payments required approval

c) The bank balances at 30 April 2023 were:

Bank Balance	£41,544.76
Instant Access Account	£65,464.78
Total	£107,009.54

d) It was RESOLVED that Cllr Hewlett and Cllr Davidson would be added as Bank signatories

05/16 Clerk employment matters

Cherry Toop was appointed as the new clerk with a start date of 9th June 2023.



**Elaine Owen
Locum Parish Clerk**

Date of next meeting: Parish Council meeting 17th July 2023 at 7.30pm in the Marples Room, Memorial Hall

Signed  Chairman 17.7.23 Date