

## Minutes of meeting of Queen Camel Parish Council on Monday 20<sup>th</sup> November 2023 at 7:30pm, Marples Room, Queen Camel Memorial Hall

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Present: Cllrs John Brendon (JB), Bryan Norman (BN), Phil Jones (PJ), Angus Davidson (AD), Roy Lawrenson (RL), Dan Hewlett (DH), John Carnegie (JC) and Philip Hall (PH)

Also present Clerk, Cherry Toop and Somerset Councillor Henry Hobhouse who joined at 11/03

Three members of the public were in attendance including Philip Hall who joined as councillor at 11/06  
Open session – no matters were raised

### 11/01 Apologies for absence

No apologies were received

### 11/02 Declarations of Interests

JB declared an interest in agenda item 11/16 4 and DH for 11/09 1.

11/03 The minutes of the EGM held on 2<sup>nd</sup> October 2023 were **APPROVED** and signed as an accurate record by the Chairman

11/04 It was **RESOLVED** that the press and public shall be excluded from the meeting for **11/17 -7**. by reason of the Staff-in-Confidence nature of the item in accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2).

### 11/05 1) Somerset Councillor report and formation of River Cam flood warning action group

It was **RESOLVED** to support the River Cam flood warning action group which aims to have additional flood warning monitors along the River Cam to ensure there is an adequate warning system in place for all villages affected by flooding. It was **NOTED** there is a need to work with various authorities to increase flood attenuation areas. BN and Martin Lilley were nominated as village representatives for the group working closely with the Queen Camel Flood Committee

2) The letter received from the Leader of Somerset Council regarding devolution of assets and services was **CONSIDERED** with no further action at this time

### 11/06 Casual Vacancy

One application was received from Phillip Hall who was invited by the Chairman to give a short presentation to support his application and answer any questions from Councillors. It was **RESOLVED** to co-opt PH who joined the meeting as a councillor

### 11/07 To RECEIVE the Clerk's Report – circulated

The following amendments were **NOTED**

1. Remembrance item to be removed
2. Dropped kerbs and gang mower servicing to be added
3. Youth Shelter and adult outdoor training equipment on hold

Dan confirmed the grit bin has now been delivered

It was **APPROVED** for DH to purchase 2 planters with bench between at a cost of £235 +VAT each.

The Clerk will contact BN about flood map and census information

### 11/08 Highways and Traffic

1. A303 update

BN meeting with Sam Lanrigan from Galliford Try next to discuss what arrangements can be put in place to prevent the problems experienced last year. A painted yellow line is needed to stop cars parking in peak periods

Footpath from Traits Lane to Gason Lane will be fenced in on lower side of the MOD field. The footpath is on land in settlement with no permission for a bridleway. Cllr Hobhouse will send the plan for footpath and bridleways

2. **Drains and Gutters**

Waiting to hear when agreed works will be carried out

3. **Road conditions in and around the village**

BN to be notified of any problems needing reporting

**11/09 Planning** the following planning applications were **CONSIDERED**

1. **23/01965/OUT** Outline application with all matters reserved save for access for the erection of 5 No. dwellings Land OS 0081 Land At Manor Farm Howell Hill West Camel Yeovil Somerset BA22 7QX

It was **RESOLVED** to support this application subject to no objection from West Camel Parish Council

2. **23/02715/LBC** Internal alterations to replace floor boards with ceramic tiles in office room of the dwelling (partly implemented) Old Wales Farmhouse Church Path Wales Queen Camel Yeovil Somerset BA22 7PA

It was **RESOLVED** to make no comment on this application

**11/10 Playing Field**

1. **Update and minutes from the PFMC meeting on 02/10/2023**

AD provided an update. It was queried who is responsible as Chairman between meetings if a query arises. AD confirmed the elected Chairman for the next meeting is responsible

2. **PFMC membership**

It was **RESOLVED** to appoint JC who will work with AD

3. **Update on new play area**

A copy of the 7 year Licence has been sent to the National Lottery. Feedback questionnaires for the play equipment have been published on What's App and in the Camels magazine. Site visit with play consultant arranged for 29/11/2023. PJ will find out when announcement can be made

It has been agreed that Ilchester Football Club can use the playing field at weekends due to theirs being flooded. It is uncertain how many games are being played, who is in charge of ensuring pitch is managed and collecting payment of fees in advance of matches. It was **RESOLVED** that PJ will email AD with what is needed

**11/11 Q-Community Action Team**

1. Membership of the working group was **DEFERRED** as currently there are insufficient numbers for it to work effectively. PJ will continue to pick up volunteer aspects in the village and help voluntary groups to ensure they do it properly to ensure there are covered by the parish council's insurance
2. Terms of Reference also **DEFERRED**

### 11/12 Neighbourhood Plan

The Terms of Reference for the Working Group was **DEFERRED** as not previously circulated. It was **APPROVED** that PH be appointed an additional councillor member of the NPWG. It was noted it is not necessary to do a full review of the Neighbourhood Plan at present  
Two expressions of interest have been received for the tree donations

### 11/13 Local Community Network

JB will consider who should attend the next meeting on 06/12/2023 at 6.30 pm in Wincanton

### 11/14 New website and councillor email addresses

The Clerk asked councillors not to use their parish council email accounts until further notice to enable migration to the new website to take place. It was **RESOLVED** that Councillors will take responsibility for checking for emails on a regular basis but a What's App group will be set up by the Clerk to advise of anything urgent needing attention

### 11/15 SALC

1. Attendance at the SALC AGM was discussed but agreed it is not necessary to attend
2. It was agreed the Clerk will respond to the letter received from the SALC Chairman regarding how SALC can better serve the county to feedback that training, advice and support is good

### 11/16 Finance, Personnel & Risk Committee

1. JB provided an update from the meeting on 06/11/2023
2. It was **APPROVED** for all signatories who are not current councillors be removed as signatory from the UTB bank account and replaced with RL and DH
3. It was **RESOLVED** to **RE-ADOPT** the Terms of Reference amending 2.5 'To monitor and report half yearly to the Council on actual expenditure compared to budget'
4. The £650 grant application received from Queen Camel PCC for clock maintenance and lighting and mower servicing for 2024/2025 was **APPROVED** with £150 reserved for suitable grant funding for the Camels Magazine when the costs were determined
5. The draft budget proposal was **APPROVED** subject to any further changes being agreed by all Committee Members prior to the 15 January 2024 Council meeting

### 11/17 Finance

1. The retrospective reimbursement of £29.99 to Mr Phillips for bus shelter new book shelf was **APPROVED** but noted expenses should be authorised in advance of purchase
2. It was agreed that PJ will advise if a fixed or variable price electricity tariff is the best option for the Pavilion
3. It was **RESOLVED** to change to monthly direct debit subscription for Dropbox when plan expires in July 2024
4. It was **APPROVED** to change payroll provider to Natural Numbers. The Clerk will check quote includes VAT and check notice required to terminate contract with PATA
5. It was **APPROVED** to reappoint Do The Numbers as internal auditor for 2023/2024 subject to reasonable fee quote being received
6. It was **RESOLVED** to continue with current banking arrangements as no better interest rate is available
7. It was **APPROVED** to implement the National Salary Pay Scales agreed for 2023/2024 and award back payment of clerk salary from 01/04/2023
8. Payments since last council meeting were **NOTED**
9. It was **APPROVED** to reimburse Sue Gettings £25.98 subject to a proper invoice/receipt being received

The meeting closed 9.20 pm

**Date of next meetings:**

Playing Field Management Committee meeting 8<sup>th</sup> January 2024 at 7.30pm in the Marples Room, Memorial Hall

Parish Council meeting 15<sup>th</sup> January 2024 at 7.30pm in the Marples Room, Memorial Hall