

AGENDA

The Annual Meeting (and Council Meeting) of Queen Camel Parish Council will be held on Monday 20th May 2024 at 7:30pm, Marples Room, Queen Camel Memorial Hall

All members are summoned to attend.

Annual Meeting

- AM2024/01** To **ELECT** a Chairman of Queen Camel Parish Council for the year 2024/2025 and receive their Declaration of Acceptance of Office. Present Chair (Cllr Brendon) will preside for this item
- AM2024/02** To **ELECT** a Vice Chairman and receive their Declaration of Acceptance of Office
- AM2024/03** To **RECEIVE** and consider for approval, apologies for absence
- AM2024/04** To **APPROVE** as a correct record the minutes of the previous Extraordinary Meeting held on 15/04/2024
- AM2024/05** To **APPOINT** (at least 3) Councillors to the Finance, Personnel and Risk Committee
- AM2024/06** To **APPOINT** (at least 2) Councillors to the Playing field Committee (Working Group) plus named non-councillors as recommended by that group. (Minimum of 5 and maximum of 12 Members in total)
- AM2024/07** To **APPOINT** (at least one) Councillor to the Flood Committee (Working Group) plus named non-councillors as recommended by that group
- AM2024/08** To **APPOINT** (at least two) Councillor to the Neighbourhood Plan Working Group plus named non-councillors as recommended by that group
- AM2024/09** To **APPOINT/CONFIRM** Lead Councillor(s) for the following:
- Events: Annual Village Meeting and Remembrance Day
 - Community Communications
 - Environment including bins, planters, bus stop, telephone box, noticeboards and maintenance contract
 - Footpaths (ROW)
 - Highways
- AM2024/10** To **CONFIRM/APPOINT** the following:
- The Somerset Local Authorities Civil Contingencies Partnership (SLACCP) representatives (Currently Cllrs Phil Jones, Dan Hewlett and Bryan Norman)
 - Link Councillor for Memorial Hall committee member (Currently Cllr Angus Davidson)
 - Link Councillor for St Barnabas PCC committee (Currently Cllr John Brendon)
 - Queen Camel Parish Paths Liaison Officer (vacant)
 - Bus Partnership representative (vacant)
- AM2024/11** To **ADOPT** the following policies:

- Standing Orders (no change)
- Code of Conduct (no change)
- Financial Regulations (NALC 2024 revision to be reviewed at next FPRC meeting)
- Risk Policy (no change)
- Health and Safety policy
- Volunteer policy
- Register of current assets

AM2024/12 To **CONFIRM** dates of meetings (2024-2025) and Annual Village Meeting (2025)

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

05/02 To **RECEIVE** Somerset Councillor Report

05/03 To **RECEIVE** the Clerk's Report of actions taken and updates for information.

05/04 To consider the following planning applications received and **RESOLVE** to submit comments where appropriate

19/01830/OUT Land Part OS 1053 West Camel Road Queen Camel Yeovil

Outline application with all matters reserved except for access for the erection of up to 43 dwellings and associated landscaping and access works

05/05 **Playing field Committee**

a) To **RECEIVE** the minutes of the meeting held 22/04/2024 and any subsequent update

b) To **CONSIDER** if a container is needed for the storage of community equipment

05/06 To **RECEIVE** an update on the new play area project

05/07 **Highways and Traffic**

a) To **RECEIVE** any update or comments on the A303 works

b) To **RECEIVE** an update on the Sutton Farm Working Group

c) To **RECEIVE** an update on which drains, gutters and other highways issues remain a problem and to **RESOLVE** any action required.

05/08 To **RECEIVE** an update from the **Flood Committee (Working Group)** and **RESOLVE** if any further action is needed

05/09 To **RECEIVE** an update from the Annual Village Meeting on 17th May 2024

05/10 To **RECEIVE** an update from the last Local Community Network (LCN) meeting and **RESOLVE** who will attend the next meeting on 13/06/2024 in Wincanton

05/11 To **RESOLVE** a process for recording and monitoring Parish Council community tasks and actions

05/12 To **CONSIDER** what training, if any, councillors should attend to comply with the Code of Conduct

05/13 FINANCIAL AND GOVERNANCE: YEAR ENDED 31 March 2024

To **RECEIVE** the draft minutes of the Finance, Risk and Personnel Committee dated 15th April 2024 and **APPROVE** the following based on their recommendation

- a) To **ACCEPT** the Internal Auditor's report and signed certificate for 2023-2024 financial year
- b) That the Parish Council **APPROVE** the Annual Governance Statement for 2023-2024, including Explanation of Variances **AND** for the chairman and clerk to sign the Annual Governance Statement
- c) That the Parish Council **APPROVE** the Accounting Statements for 2023-2024 **AND** for the chairman to sign the Accounting Statements
- d) To **NOTE** that the Period of public rights and publication of unaudited AGAR will run from Monday 3rd June to Friday 12th July
- e) To **APPROVE** that payments may be made in accordance with the list of recurring payments for 2024-2025
- f) To **NOTE** the reserves statement at end of 2023-2024 and the adjusted Earmarked Reserves position at start of 2024-2025
- g) To **NOTE** the Detailed Financial statements and end of year Budget to Actuals for receipts and payments for 2023-2024 and the actuals to budget spreadsheet.

05/14 Finance and Banking

- a) To **APPROVE** payments since last council meeting as uploaded to the website by the date of this meeting
- b) To **APPROVE** any other payments not previously authorised
- c) To **APPROVE** the renewal annual insurance quote received from Hiscox Insurance Company Limited of £606.96 and **NOTE** to advise insurers both when work on new play area commences and is completed
- d) To **NOTE** the bank balances at end of April 2024 and **APPROVE** that the bank reconciliation for quarter ending 31/03/2024 is signed by the chairman and clerk
- e) To **APPROVE** Cllrs David Lowe and Dan Hewlett as additional Bank signatories

Cherry Toop
Parish Clerk
16th May 2024

Date of next meeting Parish Council meeting 15th July 2024 at 7.30pm in the Marples Room, Memorial Hall