

Draft minutes of meeting of Queen Camel Parish Council on Monday 20th May 2024 at
7:30pm, Marples Room, Queen Camel Memorial Hall

Present - Councillors John Brendon (JB) Dan Hewlett (DH) Roy Lawrenson (RL) Bryan Norman (BN) Angus Davidson (AD) David Lowe (DL) Phil Jones (PJ)
Four members of the public attended

Annual Meeting

- AM2024/01** JB was **ELECTED** as Chairman of Queen Camel Parish Council for the year 2024/2025 and signed the Declaration of Acceptance of Office
- AM2024/02** PJ was **ELECTED** as Vice Chairman and signed the Declaration of Acceptance of Office
- AM2024/03** Apologies for absence were **RECEIVED** from Cllr Philip Hall; it was **NOTED** that Cllr John Carnegie (JC) was not in attendance
- AM2024/04** The minutes of the previous Extraordinary Meeting held on 15/04/2024 were **APPROVED** as an accurate record and signed by the chairman
- AM2024/05** PJ, JB and RL were **APPOINTED** as Councillors to the Finance, Personnel and Risk Committee
- AM2024/06** RL, AD and JC were **APPOINTED** as Councillors to the Playing Field Committee (Working Group) with Sue Gettings and Ian Conway as named non-councillors until other names are appointed
- AM2024/07** BN was **APPOINTED** as Councillor to the Flood Committee (Working Group) plus named non-councillors as recommended by that group
- AM2024/08** Lead Councillor(s) for the following were **CONFIRMED**:
- Events: Annual Village Meeting and Remembrance Day - BN
 - Community Communications - PJ
 - Environment including bins, planters, bus stop, telephone box, noticeboards and maintenance contract - DH
 - Footpaths (ROW) - PH
 - Highways - BN supported by DH and RL
 - Neighbourhood Plan Working Group – DL, PH and BN
- AM2024/09** The following appointments were **CONFIRMED**:
- The Somerset Local Authorities Civil Contingencies Partnership (SLACCP) representatives – PJ, DH and DL
 - Link Councillor for Memorial Hall committee - AD
 - Link Councillor for St Barnabas PCC - JB
 - Queen Camel Parish Paths Liaison Officer - PH
 - Bus Partnership representative - remains vacant
- AM2024/10** The following policies were **ADOPTED/APPROVED** as noted:
- Standing Orders – readopted, no change
 - Code of Conduct – readopted, no change

- Financial Regulations - readopted no change (noted NALC 2024 revision to be **REVIEWED** at next FPRC meeting)
- Risk Policy – approved no change
- Health and Safety policy – no change
- Volunteer policy - Approved
- Register of current assets - Approved

AM2024/11 Dates of meetings during 2024-2025 were **CONFIRMED** as

15 th July 2024	Full Council
16 th September 2024	Full Council
21 st October 2024	FPRC
18 th November 2024	Full Council
20 th January 2025	Full Council
17 th March 2025	Full Council
21 st April 2025	FPRC
12 th May 2025	Annual and Full Council
16 th May 2025	Annual Village Meeting

Council Meeting

The chairman opened the meeting for public questions and comments

It was **NOTED** that a parishioner was upset by remarks made by Sarah Dyke MP about atrocities which they felt was inappropriate and disproportionate. It was agreed that a note of complaint will be sent with a copy of the parishioner's email to ask for the MP's comments

It was **NOTED** that some of the community groups did not adhere to the allocated 3 minute presentation timeframe. A parishioner was upset and disappointed by the negative comments from residents however the help from others in the community is most welcome and appreciated

05/01 DH declared an interest in agenda item **05/04** relating to a planning application

05/02 The Somerset Councillors were not in attendance to provide a report

05/03 It was agreed to consider the Clerk's Report as separate agenda items as appropriate

05/04 Planning application **19/01830/OUT Land Part OS 1053 West Camel Road Queen Camel Yeovil** was **DISCUSSED** with voting as 5 objections, 1 abstention and 1 no vote (declared interest). It was **RESOLVED** the Clerk should send a letter to the planning team objecting on the grounds that good farm land will be sacrificed to mitigate phosphate issues if the application is approved. The problem of sewage discharges into the River Cam was also noted as a key concern with further development. *(Subsequent to the meeting there has been further correspondence with Somerset Council (SC) regarding the problems raised so that the Parish Council's (PC) position is noted, but does not prevent SC making a decision)*

05/05 **Playing Field Committee**

a) It was reported following the meeting on 22/04/2024 that no treasurer has been appointed and there is a need for more committee members. The PC's position is that someone needs to monitor the finances and oversee the budget but it does not need to be a Treasurer

It was **RESOLVED** that AD will obtain 3 quotes for a replacement strimmer and forward to the Clerk to purchase

As refurbishment of the new play area will soon be underway it was **RESOLVED** to cancel the SPFA inspection for this year

b) It was agreed to **DEFER** discussion on the need for a community storage container pending clarification from JC on what needs to be stored, size of container required and where it will be sited. It was **NOTED** that the gang mowers need to be covered with one way access as they cannot easily be reversed

05/06 A pre-commissioning meeting with HAGS, the appointed provider of the new play area has been arranged for 11/06/2024 with JB and PJ. It is intended for work to start asap

05/07 Highways and Traffic

a)

1. A303 works are likely to complete in Spring 2025
2. Potholes need to be regularly reported to SC
3. A schedule for gully emptying will be requested from SC

b) A letter signed by the Chairman of Sparkford, Queen Camel, Corton Denham and South Cadbury & Sutton Montis parish councils has been sent to SC Planning Specialist, Kevin Perry by the Sutton Farm Working Group with a deadline to respond by 1st June regarding the ongoing HGV and non-farming concerns at Sutton Farm. The Clerk will request that the Sutton Montis Road is resurfaced at the same time as the road closure

c) There has been no response from SC in resolving the gully in Church Path that floods during wet weather. As the drainage gully problem is exacerbated by leaves falling from trees, residents can help by maintaining storm drains near their properties. The Clerk will ask Dr Paul Elliston to walk around the village to inspect the blocked drains contributing to flooding and keep the pressure on John Nicholson at SC and Galliford Try

05/08 The **Flood Committee (Working Group)** reported early warning monitors are being installed and it will maintain pressure for the need of attenuation ponds

05/09 The **Annual Village Meeting** on 17th May 2024 was well attended. The format will be changed for next year to limit timings and note what the parish council has achieved

05/10 The next Local Community Network (LCN) meeting is the AGM in Wincanton on 13/06/2024. The Clerk will ask for an update on BN's suggestion for volunteers to maintain the Leyland Trail

05/11 It was **RESOLVED** that PJ will have responsibility for recording and monitoring Parish Council community tasks and actions

05/12 All councillors were encouraged to undertake regular training to comply with the Code of Conduct

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

The draft minutes of the Finance, Risk and Personnel Committee dated 15th April 2024 were **RECEIVED** and the following recommendations **APPROVED**;

a) To **ACCEPT** the Internal Auditor's report and signed certificate for 2023-2024 financial year
The need for the FPRC was discussed and it was **RESOLVED** that the committee should remain

- b) To **ACCEPT** The Annual Governance Statement for 2023-2024, including Explanation of Variances. The statement was signed by the chairman and clerk
- c) To **APPROVE** the Accounting Statements for 2023-2024. The Statements were signed by the chairman
- d) It was **NOTED** that the Period of public rights and publication of unaudited AGAR will run from Monday 3rd June to Friday 12th July
- e) The list of recurring payments for 2024-2025 was **APPROVED**
- f) The reserves statement at end of 2023-2024 and the adjusted Earmarked Reserves position at start of 2024-2025 was **NOTED**
- g) The Detailed Financial statements and end of year Budget to Actuals for receipts and payments for 2023-2024 and the actuals to budget spreadsheet were **NOTED**

05/14 Finance and Banking

- a) All payments since the last council meeting were APPROVED. It was RESOLVED to await resurfacing of the Triangle by the Church before the new planters are installed
- b) There were no unauthorised payments to approve
- c) The renewal annual insurance quote received from Hiscox Insurance Company Limited of £606.96 was APPROVED. The Clerk will advise the insurers both when work on new play area commences and is complete.
- d) The bank balances at end of April 2024 were **NOTED** and the bank reconciliation for quarter ending 31/03/2024 was APPROVED for signing by the chairman. The clerk was **INSTRUCTED** to transfer £20000 to transfer to deposit . *(Subsequent to the meeting £15000 was transferred to allow a higher balance on current account for likely short term expenses)*
- e) Cllrs David Lowe and Dan Hewlett were **APPROVED** as additional Bank signatories

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

Signed

Date

Chairman