

AGENDA

The Annual Meeting (and Council Meeting) of Queen Camel Parish Council will be held on Monday 12th May 2025 at 7:30pm, Marples Room, Queen Camel Memorial Hall

All members are summoned to attend.

Annual Parish Council Meeting Agenda

- AM2025/01** To **ELECT** a Chairman of Queen Camel Parish Council for the year 2025/2026 and receive their Declaration of Acceptance of Office. Present Chair (Cllr Brendon) will preside for this item
- AM2025/02** To **ELECT** a Vice Chairman and receive their Declaration of Acceptance of Office
- AM2025/03** To **RECEIVE** and consider for approval, apologies for absence
- AM2025/04** To **RECEIVE** any declarations of interest for the Annual Parish Council Meeting
- AM2025/05** To **APPOINT** councillors and members to committees and working groups
- Councillors to the **Finance, Personnel and Risk Committee** (at least 3 councillors)
 - Councillors to the **Playing field Committee (Working Group)** (at least 2 councillors) plus named non-councillors as recommended by that group. (Minimum of 5 and maximum of 12 Members in total)
 - At least one councillor to the **Flood Committee (Working Group)** plus non-councillors as recommended by that group.
 - Councillors to the **Neighbourhood Plan Working Group** (at last 2) plus named non-councillors as recommended by that group.
- AM2025/06** 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
- AM2025/07** 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 (Currently Cllr John Brendon)
 - Queen Camel Parish Paths Liaison Officer (currently Cllr Phillip Hall)
 - Bus Partnership representative (vacant)
- AM2025/08** 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

- AM2025/09** To **ADOPT** Asset Register and Risk Register
- AM2025/10** To **REVIEW** current subscriptions
- AM2025/11** To **REVIEW** current bank standing orders and direct debits
- AM2025/12** To **CONFIRM** General Power of Competency position
- AM2025/13** To **CONFIRM** dates of meetings (2025-2026) and Annual Parish Meeting (2026)

Council Meeting

- 05/01/25** Public Session – this is 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.
- 05/02/25** To **RECEIVE** Declarations of Interests the parish council meeting.
- 05/03/25** To **RECEIVE** Somerset Councillor Report
- 05/04/25** To **RECEIVE** the Clerk’s Report of actions taken and updates for information.
- 05/05/25** To **CONSIDER** the following planning applications received and **RESOLVE** to submit comments where appropriate
- There were none at the time of agenda publication
- 05/06/25** To **RECEIVE** approved planning applications
- 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. **Permitted with conditions.**
- 05/07/25** To **RECEIVE** an update on the Playing Field and carpark and **APPROVE** any variations
- 05/08/25** **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.
- 05/09/25** To **RECEIVE** an update from the **Flood Committee (Working Group)** and **RESOLVE** if any further action is needed
- 05/10/25** To **RECEIVE** an update from the Playing Fields Working Group and include options for cutting the grass.
- 05/11/25** To **RECEIVE** an update from the Neighbourhood Plan Working Group who met on 07.04.2025

- 05/12/25** To **CONFIRM** any information for the Annual Parish Meeting on 16th May 2025
- 05/13/25** To **RECEIVE** an update from the last Local Community Network (LCN) meeting and **RESOLVE** who will attend the next meeting
- 05/14/25** **FINANCIAL AND GOVERNANCE: YEAR ENDED 31 March 2025**
- To **RECEIVE** the draft minutes of the Finance, Risk and Personnel Committee dated 30 April 2025 and **APPROVE** the following based on their recommendation
- a) To **ACCEPT** the Internal Auditor's report and signed certificate for 2024-2025 financial year
 - b) That the Parish Council **APPROVE** the Annual Governance Statement for 2024-2025, 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 2024-2025 **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 2nd June to Friday 11th 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 2024-2025 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 2024-2025 and the actuals to budget spreadsheet.
- 05/15/25** **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 after reviewing the quotes
 - d) To **NOTE** the bank balances at end of April 2025 and **APPROVE** that the bank reconciliation for quarter ending 31.03.2025 is signed by the chairman and clerk
 - e) To **APPROVE** clerk Kaye Elston is added as the account administrator for the parish council accounts at Unity Trust Bank

Kaye Elston
Parish Clerk
6th May 2025

Date of next meeting Parish Council meeting 21th July 2025 at 7.30pm in the Marples Room, Memorial Hall