

Minutes of Queen Camel Annual Parish Council meeting and the Ordinary Parish Council meeting on Monday 12 May 2025 at **8:00pm, Marples Room, Queen Camel Memorial Hall**

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Present - Councillors John Brendon, Bryan Norman, Phillip Jones, Harriet Chappell, Daniel Hewlett and Phillip Hall

3 members of the public were in attendance.

**AM2025/01 Election of Chair**

Councillor John Brendon was nominated and agreed to re-stand.

***Proposed: Councillor Dan Hewlett***

***Seconded: Councillor Harriet Chappell***

***All councilors present in agreement***

**AM2025/02 Election of Vice-chair**

Councillor Phil Jones was nominated and agreed to re-stand

***Proposed: Councillor Phil Hall***

***Seconded: Councillor Bryan Norman***

***All councilors present in agreement***

**AM2025/03 Apologies for absence**

Councillor Angus Davidson and Councillor Roy Lawrenson. These apologies were accepted. Councillor John Carnegie, not present and not apologies given.

**AM2025/04 Declarations of interest for the Annual Parish Council Meeting**

There were none.

**AM2025/05 Appointing councilors and members to committees and working groups**

**Finance, Personnel and Risk Committee** (at least three councilors) – Councillor John Brendon (Chair), Councillor Phil Jones (Vice-chair) and Councillor Roy Lawrenson.

**Playing Field Working Group** (at least two councilors) – Councillor Angus Davidson, Councillor Bryan Norman, Councillor Dan Hewlett, Councillor Harriet Chappell, Councillor Philip Hall, Sue Gettings, Marian Davis, Ian Conway, Stewart Willes, Tony Green.

**Flood Working Group** (at least one councilor) – Councillor Roy Lawrenson, Martin Lilley (Chair), Gary Linscot (Vice-chair), Rosemary Heath-Coleman, Daniel Casley, Peter Farror, Steve Millard, Chris Teale and Arthur Thring.

**Neighbourhood Plan Working Group** (at least two councilors) – Councillor Bryan Norman, Councillor John Brendon, Councillor Philip Hall, Councillor Harriet Chappell, Ian Conway, Terri Plummer, Rosemary Heath-Coleman

**Playing Field Development Group** - same members at the Neighbourhood Plan Working Group.

Terms of Reference for these groups to be on the agenda for July meeting. Groups to review.

**ACTION: Clerk to put on agenda.**

**AM2025/06 Appointing Lead Councilors**

**Events** – Councillor Bryan Norman

**Community Communications** – Councillor Phil Jones

**Environment including bins, planters, bus stop, telephone box, noticeboards and**

**Maintenance contract** – vacancy

**Footpaths** - Councillor Phil Hall

**Highways** – Councillor Bryan Norman

- AM2025/07 Appoint Link Councillors**  
**The Somerset Local Authorities Civil Contingencies Partnership (SLACCP)** – Councillors Phil Jones and Dan Hewitt.  
**Memorial Hall Committee** – Councillor Angus Davidson  
**St Barnabas PCC** – Councillor John Brendon  
**Queen Camel Parish Paths** – Councillor Phil Hall  
**Bus Partnership** – vacancy.
- AM2025/08 Adoption of policies**  
**Standing Orders** – this will need to be reviewed as there is a new model policy from NALC but councilors agreed to adopt the current one until a review can be undertaken.  
**Code of Conduct** - councilors agreed to readopt the current code.  
**Financial Regulations (NALC 2024 revision to be reviewed at the next FPRC meeting)** – Councilors agreed to readopt the current regulations until a review has been completed.  
**Health and Safety Policy** – councilors agreed to readopt the current policy.  
**Risk Policy** - councilors agreed to readopt the current policy.  
**Volunteer Policy** – councilors agreed to readopt their current policy.  
***Proposed: Councillor Bryan Norman***  
***Seconded: Councillor Phillip Jones***  
***All councilors present in agreement***  
**ACTION: Clerk to draw up list of policies with review dates**
- AM2025/09 Asset Register and Risk Register**  
**Risk Register** – councilors agreed to review the register in more depth as there are areas in red that they need to be confident they have done everything they can to mitigate the risk.  
**Asset Register** – this has recently been submitted as part of the internal audit and needed to be amended so that the new play equipment was included. Question raised if consultant fees for play equipment should be included on Asset Register. Clerk will ask SALC.  
**ACTION: Clerk**
- AM2025/10 Review of current subscriptions**  
These were presented at the Finance, Personnel and Risk Committee on 30 April 2025 and it was agreed that the following payments would be recommended to the full council to Continue:  
Scribe - £414.72  
PATA (payroll administration) – £269.40 per annum  
SALC payment - £398.51  
Somerset Playing Field Association – £15  
Parish Online - £54  
**Proposed: Councillor Phil Jones**  
**Seconded: Councillor John Brendon**  
**All councilors present in agreement**
- AM2025/11 Review of standing orders and direct debits**  
British Gas – variable amounts for Pavilion  
EDF Energy customer  
Lloyds Bank Corporate for credit cards – variable amounts  
Water 2 – variable amounts for Pavilion  
  
There are no Standing Orders.
- AM2025/12 General Power of Competency**  
Only needs to be stated in election year.

Meeting closed at 7:55pm

**Councillors moved into the ordinary parish council meeting**

**05/01/2025     Public Session**

**05/02/2025     Declaration of interests in the agenda**

There were none.

**05/03/2025     Somerset Councillor Report**

Nothing to report as Councillor Harry Hobhouse not present.

**05/04/2025     Clerk's Report**

- Handover between clerks completed on 14.04.2025.
- New clerk has prepared all documents for submission to internal auditor for 2024-25 accounts. Report returned by auditor and actions reviewed by the Finance, Personnel and Risk Committee. Clerk confirmed there are no major concerns.
- Application made for clerk to become administrator on Unity Bank.
- Register of interests for councilors – an annual reminder for councilors to review information being held regarding their interests.
- Councillor Carnegie has now not attended for six month and therefore will no longer be a councillor. Clerk to advise him and Somerset Council.

**ACTION: Clerk**

- Review of policies – a programme has been drawn up by the clerk to work through any outstanding reviews.
- Dates for full parish council meetings for 2025-26  
Monday 15 September 2025  
Monday 17 November 2025  
Monday 19 January 2026  
Monday 16 March 2026  
Monday 11 May 2026  
Annual Parish Meeting – Friday 15 May 2026
- Dates for Finance, Personnel and Risk Committee  
Monday 03 November 2025  
Monday 25 April 2026

**05/05/2025     Planning Applications for consideration**

There were none.

**05/06/2025     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.**

**05/07/2025      Update on Playing Field and Carpark and approve any variations**

There have been changes to the detail of the initial work commissioned. The hump which was going to be removed contained good soil and not gravel which was going to be used as material on the planned work. Therefore the soil had to be taken away and gravel had to be brought to site. Councillors Bryan Norman and John Brendon are currently talking to the contractor to ascertain what these additional costs may be. The additional costs for taking the soil away and bringing in gravel have been quoted by the contractor to be £3000 but councillors believe this can be negotiated down to £2000. Councillors agreed to approve an overspend of up to £3000 but hoped that the final figure would come in at £2000.

**Proposed: Councillor John Brendon**

**Seconded: Ms Harriet Chappell**

**All councilors present in agreement**

Councillor John Brendon advised the total cost would be £17 000/£18 000.

Some concerns were raised in terms of the work carried out. Playing Field Working Group will review the situation and report back to the parish council.

**ACTION: Playing Field Working Group**

**05/08/2025      Highways and Traffic**

- Update on A303 – the work is still not complete. Councillor Bryan Norman will ask Peter Farror to do a traffic survey. Councillors do not feel that traffic is quieter in the village since the majority of the work on the A303 has been completed. An offer by the police has been made to put up a data collector and this will happen this week hopefully.
- Sutton Farm Working Group update – this relates to the Hopkins lorries that go through the village. Previous meeting have raised concerns of the excessive use of the A359 for access to Sutton Farm. HGVs can only use the A359 if they are gaining direct access for a delivery. In theory access for Sutton Farm would be via Sutton Montis.

Members of the four parishes working group affected by the Hopkins lorries recently met with four local Somerset Council councillors and a representative from Sarah Dyke's office. Councillor Chappell has explored the legal costs of looking at the legality of Hopkins actions. Initial costs would be approximately £4200 plus VAT and this initial amount could be shared amongst four parish councils. Ideally it would be best for the Environment Agency or Somerset Council to process the legal work with Hopkins but that may not happen. The activities of Hopkins have been reported to the Environment Agency. Councillors agreed in principle to instruct a solicitor for legal advice if other parish councils are in agreement to share the costs. On 7 July there is a review of the dumping extension.

Councillors then discussed approaching the Police and Crime Commissioner as the breaching of the weight restrictions in the village of Queen Camel do not really affect the other parish councils. Councillor Phil Jones will draft a letter to the Police and Crime Commissioner.

**ACTION: Councillor Phil Jones**

- Drains, gutters and other highways issues update – Church Path drainage issue have been marked and other the potholes have also been marked by Somerset Council Highways. Church Path also has some loose cobble stones which need attention.

**05/09/2025      Flood Working Group update**

Monitors are now on the river. No further updates.

**05/10/2025      Playing Fields Working Group updates**

- The field is looking good.

- Dog concerns – there has been an increase in the amount of dog faeces left around the area. There are also more dogs being let off their leads which has been reported to the Dog Warden. Only the Dog Warden has any powers of enforcement in terms of dogs not being on their leads. It was agreed that there should be more signs to advise people that dogs should not be allowed off their leads in the area with the risk of fines up to a cost of £1000. Councillor Phil Jones agreed to order signs.

**ACTION: Councillor Phil Jones**

Suggestion that flyers are put into children's bags at school to remind people to keep their dogs on the lead. The fine from the Dog Warden if they find dogs off their lead or fouling in the area is £1000.

- White lining machine – the Cricket Club use the machine owned by the parish council but it now needs new parts which it is not possible to obtain. Quotes for a replacement liner have been obtained by the Playing Field Working Group which were presented to the parish council. It was agreed to purchase the Bowcam at a cost of £875 and it will come with a free tin of white paint.

**Proposed: Councillor John Brendon**

**Seconded: Councillor Harriet Chappell**

**All councilors present in agreement**

Details to be sent through to the clerk who will order.

**ACTION: Clerk to order**

- Grass cutting – currently the grass is cut by volunteers using parish council equipment that is becoming very old. The tractor is becoming unreliable and is currently valued at £750 and the gang mower is also not in good condition. There are a number of options that need to be considered at this stage from using an outside contractor which would be approximately £5000 per annum, purchasing a robot mower approximately £6000 to £8000, purchasing a new tractor etc. Councillor Brendon asked the Playing Field Working Group to bring a paper to the next meeting with a summary of the options available.

**ACTION: Playing Field Working Group.**

**05/11//2025 Neighbourhood Plan Working Group**

Last meeting held 07.04.2025.

Group needs to progress the review of the current Neighbourhood Plan.

Stoke St Mary Parish Council have invited other parish councils across Somerset to work with them in requesting that parish councils have an insight in to the information that comes back on their 'calls for sites' request to landowners. Councillor Harriet Chappell has volunteered to keep contact with this group.

Councillor John Brendon will arrange a date for the next Neighbourhood Plan Working Group meeting.

**ACTION: Councillor John Brendon**

**05/12/2025 Information for Annual Parish Meeting 16 May 2025**

Agenda has been published.

**05/13/2025 Local Community Network (LCN) Meetings**

The Local Community Network Meetings (LCNs) often have planning matters including national and local developments on their agenda which may provide advice and guidance to local parish councils. The next LCN meeting is on 16 July 2025 in the Village Hall in Queen Camel.

**05/14/2025 Finance and Governance: Year ended 31 March 2025**

The Finance, Risk and Personnel Committee at its recent meeting on 30.04.2025 recommend for approval:

- Internal audit report and signed certificate for financial year 2024-25. Councillors agreed to accept the report. Clerk has drafted an action plan for the recommendations within the report which will be reviewed at parish council meetings.

- Annual Governance Statement in the AGAR (external auditor return) – council approved the Annual Governance Statement 2024-25 and the Chair and Clerk signed the document.  
**Proposed: Councillor John Brendon**  
**Seconded: Councillor Phil Jones**  
**All councillors present in agreement**
- Accounting Statement in the AGAR (external audit return) for financial year 2024-25. Councillors agreed to approve the statement and the Chair and Clerk signed the document.  
**Proposed: Councillor John Brendon**  
**Seconded: Councillor Phil Jones**  
**All councillors present in agreement**
- To note that the Period of Public Rights and publication of unaudited AGAR will from 03.06.2025 to 14.07.2025.
- Variances budget figures from 2023-24 to 2024-25 to be submitted with AGAR.
- To note the Reserves Statement as at 31.03.2025 – this was reviewed at the committee meeting. Recommendation to transfer £1500 from general reserves to earmarked reserves and to move £680 in MUGA reserve to Community Benefit Fund.  
**Proposed: Councillor John Brendon**  
**Seconded: Councillor Phil Jones**  
**All councillors present in agreement**
- End of year finance statement from SCRIBE – recommendation that this is approved.  
**Proposed: Councillor John Brendon**  
**Seconded: Councillor Phil Jones**  
**All councillors present in agreement**

#### **05/15/2024 Finance and Banking**

- Approve payments since last council meeting  
Payments for the carpark which will be detailed at the next meeting once all the invoices have been presented and finalised up to the sum of £18 000.  
Tractor repairs in the sum of £600
- Payments to be presented before the next meeting  
Parts for the Gang mower - £50  
Auditor fee - £295  
Insurance Premium Fee – up to £1100  
Office payment and salary for previous clerk - £12 and £556.54  
Office payments and salary for new clerk - £26 x 2 and £1279  
**Proposed: Councillor Dan Hewlett**  
**Seconded: Councillor Phillip Hall**  
**All councillors present in agreement**
- Note bank balances as at 31.03.2025  

Instant Access Deposit	£64 329.48
Unity Bank	£8455.82
- Approve Kaye Elston as account administer on the Unity Bank Account  
**Proposed: Councillor Bryan Norma**  
**Seconded: Councillor Phillip Hall**  
**All councillors present in agreement**

**05/16/2025 Date of next meeting**  
**Monday 21 July at 7.30pm**

Meeting closed at 940pm

