

Draft Minutes of Queen Camel Annual Parish Council meeting on Thursday 07 May
2026 at **7:30pm, Marples Room, Queen Camel Memorial Hall**

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

3 members of the public were in attendance.

AM2026/01 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

Councillor Brendon signed Declaration.

AM2026/02 Election of Vice-chair

Councillor Phil Jones was nominated and agreed to re-stand

Proposed: Councillor John Brendon

Seconded: Councillor Harriet Norman

All councilors present in agreement

AM2026/03 Apologies for absence

Councillor Angus Davidson and Councillor Roy Lawrenson. These apologies were accepted.

AM2026/04 Declarations of interest for the Annual Parish Council Meeting

There were none.

AM2026/05 To RECEIVE resignation of Councillor B Norman

Councillor Norman advised he has really enjoyed being a councillor but there are aspects of Interactions with Somerset Council, in particular around planning, that he has not enjoyed. Clerk advised that the vacancy will be notified to Somerset Council and a notice will be published to ask the parishioners of Queen Camel. Unless ten electors within the parish gave notice within 14 days from the notice date requesting an election be held then the vacancy will be filled by co-option.

AM2026/06 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) – Councillors Chappell and Jones, Marina Jones, Ian Conway, Tony Green and Paul Worton.

Flood Working Group (at least one councillor) – Councillor Roy Lawrenson, Martin Lilley (Chair), Gary Linscot (Vice-chair), Rosemary Heath-Coleman and Steve Millard.

Neighbourhood Plan Working Group (at least two councilors) – Councillors Brendon, Hall and Chappell, Bryan Norman, Terry Plumber, Rosemary Heath-Coleman and Ian Connway.

AM2026/07 Appointing Lead Councillors

Events including Annual Village Meeting – Councillor Jones

Community Communications – Councillor Jones

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

Maintenance contract – adhoc

Footpaths - Councillor Phil Hall

Highways – Councillor Hall

- AM2026/08 Appoint Link Councillors**
The Somerset Local Authorities Civil Contingencies Partnership (SLACCP) – decided to remove this requirement.
Memorial Hall Committee – Councillor Angus Davidson
St Barnabas PCC – Councillor John Brendon
Queen Camel Parish Paths – Councillor Phil Hall
Bus Partnership – vacancy.
- AM2026/09 To ADOPT Asset Register and Risk Register**
- Asset Register – this has been downloaded from SCRIBE and there was a discussion in relation to putting the carpark costs onto the register. Clerk has asked for advice from auditor who is confirmed that only things that can be picked up and taken away should be placed on an asset register.
 - Risk Register – this has been completed for the Playing Field.
- Proposed: Councillor Hewlett**
Seconded: Councillor Jones
All councilors present in agreement
- AM2026/10 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
PATA (payroll administration) – £269.40 per annum
Insurance - £1061.86
SALC payment - £385.34
Somerset Playing Field Association – £15
Parish Online - £54
Email service - £30
Website hosting - £102
Proposed: Councillor Phil Jones
Seconded: Councillor John Brendon
All councilors present in agreement
- AM2026/11 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
Clerk Office allowance (SO) - £26 per month
- AM2026/12 Dates of meetings 2026-27 and Annual Parish Meeting 2027**
Dates circulated and will be confirmed on website.

Meeting closed at 7:55pm