

Minutes of Queen Camel Extraordinary Parish Council meeting meeting on Monday 22 June 2026 at 7.30pm, Marples Room, Queen Camel Memorial Hall

Present - Councillors John Brendon, Phillip Jones, Harriet Chappell, Roy Lawrenson, Angus Davidson and Phillip Hall.

Clerk: Kaye Elston

Member of the public: 1

06/01/2026 Public Session

There were no representations.

06/02/2026 To RECEIVE and consider for approval, apologies for absence and update on vacancies

- Councillor D Hewlett. These were accepted.
- Councillor Warne did not attend and there were no apologies sent.
- Vacancy has been advertised publically and there has not been a response or request from the parish to hold an election. The parish council can now fill this vacancy through co-option.

06/03/2026 To RECEIVE Declarations of Interest

There were none.

06/04/2026 Planning

To consider planning applications and **AGREE** to submit comments where appropriate

- **26/00893/LBC Vine House, Englands Lane, Queen Camel, Yeovil BA22 7NN** – Replacement of 9 No. softwood timber framed single glazed windows with painted timber framed double glazed windows. **No objection.**
- **26/01204/FUL Playing Field, Green Lane, Queen Camel, Yeovil** – proposal for cricket nets. Further actions required to submit application and discussion to determine if the parish council wish to proceed.
Councillor Chappell advised that a planning application had been submitted through the National Planning portal and the response has identified what needs to be included with the application. The main requirement is an archeological assessment which would cost in the sum of £800. A bio-diversity net gain assessment was completed but will need to go through a fee paying assessor. But this can be avoided if this application is withdrawn as there is not a requirement for one after the end of July due to changes. In the current proposed position of the cricket nets the archeological survey will need to be completed and a discussion took place to explore if the nets could be positioned in a different place where an assessment would not be required. If a survey is required the cost would be £2845 for an on site watching brief survey or a trial trench evaluation at £3000. Councillor Chappell will make some enquiries about other potential sites for the cricket nets and report back at the next parish council meeting.

ACTION: Councillor Chappell

- Somerset Council 'call for sites', HELAA has been published – there are six documents to view as part of the consultation. Queen Camel is classed as a rural settlement. The parish council is able to submit comments by 24 July 2026. Councillors noted that CPRE are not listed as a strategic partner. To be placed on next agenda in July to agree the comments for submission to the consultation.

ACTION: Clerk

06/05/2026 To RECEIVE end of financial year 2025-26 account and information

- Internal Audit Report – the report has been received and circulated to councilors prior to the meeting. The following have been highlighted as areas of concern:
 - Council credit card – auditor reports that the council holding a credit card is not ideal. All the credit card statements were on the accounting system, Scribe, but the auditor commented that the receipts also needed to be listed on Scribe. Clerk currently receives receipts electronically to check against the statement.
 - Numerical referencing from Scribe for payments needs to be listed alongside the payments in the minutes. Currently listed in Clerk's Report but going forward payments for approval will be on the agenda.
 - Financial Risk Assessment – the parish council needs to put an up to date document in place.
 - Asset Register – clerk opted to use the register on Scribe for the 2025-26 accounts but auditor recommends returning to the original spreadsheet as he does not believe the Scribe asset register provides enough detail. Clerk will return to spreadsheet.

There are other comments on the report which do not relate to the AGAR Internal Audit return which will be placed on the Audit Action Plan

- AGAR approval of Annual Governance Statement 2025-26 and Accounting Statement 2025-26
Councillors were in agreement to approve the Annual Governance Statement with registering a No for item 5 relating to the Internal Audit not having a Financial Risk Assessment.
Councillors were in agreement to approve the Accounting Statement 2025/26.
Proposed: Mr J Brendon
Seconded: Mr R Lawrenson
All councillors present in agreement
- Public Rights Notice to inspect accounts for 2025-26 to be published 29.06.2026.

06/05/2026 Payments for approval

- Parish Online – annual subscription in the sum of £54.00
- SALC Invoice for annual subscription - £385.34
Councillors were in agreement to pay and has been allocated in the budget.
Proposed: Mr P Jones
Seconded: Mr A Davidson
All councillors present in agreement
- Income received from Nextpower Bindwell Limited - £15 000
- Transfer from current account to Instant Access in the sum of £15 000 to ensure the Nextpower donation received interest.

07/05/2026 Date of next meeting Monday 20 July 2026 at 7.30pm

Meeting closed at 9.40pm

