



QUEEN CAMEL PARISH COUNCIL

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Draft Minutes of the Full Parish Council Meeting held in the Marples Room at the Memorial Hall on Monday 11th November 2019 at 7.30pm

Public Question Time

There were 4 members of the public in attendance at the commencement of the meeting. Some comments and questions were raised.

The Chairman opened the meeting at 7.32pm

Present: Chairman Simon Thornewill, together with Councillors Michael Baker, Sue Gettings, Kathy Grainger, John Brendon, Bryan Norman and Jude Coggins.

Also Present: District and County Councillor Mike Lewis
Parish Clerk and RFO Emma Curtis

01/11 Apologies for Absence and approve reasons given: Apologies had been received from Cllr Daniel Hewlett - business meeting. Cllr Brian Hewlett was also absent from the meeting but apologies had not been received.
It was resolved to approve the reason for absence as reported
For 7, Against 0, Abstained 0

02/11 Declarations of Interest: Received from Cllr Sue Gettings, agenda item 07/11/d; *member of the Playing Field Committee*

03/11 To approve as a correct record the minutes of the previous meeting held on 9th September 2019:
It was resolved to approve the minutes of the meeting held on Monday 9th September as an accurate record of the meeting
For 7, Against 0, Abstained 0

04/11 To receive any Police matters: No report received. Cllr Kathy Grainger informed on a recent dog attack against livestock in the village which had been reported to the police.

The Chairman closed the meeting at 7.36pm and reopened the meeting at 7.37pm.

05/11 To receive County and District Councillor reports: Cllr Mike Lewis reported that as he was restricted by purdah he could not report politically. Cllr Sue Gettings asked for an update on the status of Cleaveside House which Cllr Lewis provided stating that meetings had taken place. Cllr Jude Coggins suggested that the Parish Council gain their own professional advice on the situation.

Item 07/11a was moved at the discretion of the Chairman and considered prior to item 06/11

07/11 Council Matters

- a) To consider continued Highways issue at Blackwell Road: Cllr Bryan Norman reported on a meeting he had attended regarding the A303 Traffic Management Plan. Cllr Simon Thornewill reported that the two proposed measures to tackle the Blackwell Road Rat Run were dependent on the A303 reconstruction work and that an approval decision was scheduled for 12th December. The two proposed measures are blocking the Satnav route and access lanes to the A303.

06/11 Planning

- a) To consider the following planning application:

The Chairman closed the meeting at 7.47pm and reopened the meeting at 7.50pm.

Application Number	Proposal	Applicant Details
19/02505/OUT	Outline application with all matters reserved for the erection of an agricultural workers dwelling and formation of internal trackway	Mr James Tabor Windsor Far, Sutton Montis Road, Queen Camel, BA22 7HW
RESOLVED: It was resolved the Parish Council would support and recommend approval of this application site. For 8, Against 0, Abstain 0		

- b) **To note any planning decisions:** There were no decisions to note.

07/11 Council Matters

- b) To consider A303 developments: Cllr Bryan Norman updated Councillors on the status of developments concerning the A303 including the unsatisfactory design of the Hazlegrove junction. Cllr Norman referred Councillors to a draft letter circulated that day and sought a resolution to approve the letter so it could be sent to the Planning Inspectorate. Cllr John Brendon confirmed that it was likely that West Camel and Sparkford Parish Council's would favour the letter being sent.
It was resolved and approved to support the draft letter as presented and to send to the Planning Inspectorate pending support from West Camel and Sparkford Parish Council's
For 7, Against 0, Abstain 0
- c) To receive Footpaths and Environment updates: Cllr Kathy Grainger provided Councillors with a comprehensive update on the status of footpaths within the village reporting that a lot of work had taken place. Cllr Thornewill thanked Cllr Grainger for her continued hard work helping to maintain the footpaths. Cllr Grainger reported on a few environmental issues such as the status of bins within the village and lack of dropped curbs. The ownership status of the "iron box" was discussed and Cllr Baker volunteered to contact the Land Registry to confirm ownership.
- d) To receive an update on the Playing Field Lease Working Group: Councillors were disappointed to learn that there had been no progress made on this matter and no meeting had been convened. Cllr Sue Gettings was tasked with trying to arrange a meeting prior to the December meeting.
- e) To receive an update and consider options for Fingerpost Signs: Cllr Sue Gettings provided a thorough update on the work conducted on this project and provided Councillors with quotations for work. The Clerk/RFO noted that one contractor required payment prior to works commencing and reminded Councillors that this was not feasible as stated in the Financial Regulations. Cllr Michael Baker commented that he thought the quotes were an absurd amount of money to spend on two fingerpost signs. Cllr Gettings was tasked with trying to reduce the quotation and inform the contractor the Council could not pay prior to works being completed. It was agreed to add this item to the December agenda for a final decision to be made.
- f) To receive an update on preparations for a possible VE Day Commemoration: Cllr Sue Gettings reported that she and Cllr Kathy Grainger had met to brainstorm ideas and that they had received interest from the village. Cllr Gettings stated that a meeting would be taking place on Wednesday 27th November to consider the event in further detail.
- g) To consider the village Neighbourhood Watch and Welcome Pack: Cllr Jude Coggins reported that no progress had been made yet as she was waiting to see what decision was made about the community website. Cllr Michael Baker commented that he would like to see the hard copy of the Welcome Pack maintained.

- h) To consider funding the old website as a community asset: Councillors discussed in detail the prospect of having both the new Parish Council website and longstanding community website. It was noted that the licence for the community website would run out in January and that the current webmaster for the community site may wish to stand down from the post. The Welcome Pack and Neighbourhood Watch were discussed with thought given to which site they would have the best web presence. Changing the domain name of the Parish Council website was deliberated.

It was resolved a paper would be prepared to consider the options.

For 7, Against 0, Abstain 0

The Clerk was asked to leave the meeting at this point.

- i) To approve permanent employment of Parish Clerk following three month probationary period: Cllr Simon Thornewill reported that a successful three month meeting with the Clerk and HR representative had taken place and he was proposing the Clerk's employment be made permanent.

It was resolved and approved to offer the Clerk permanent employment.

For 7, Against 0, Abstain 0

The Clerk rejoined the meeting at this point.

- j) To consider SSDC Parish Ranger Scheme: Councillors considered the documentation provided by the Clerk prior to the meeting and the Clerk voiced her experience of using the Ranger in other parishes. Cllr Michael Baker voiced he thought the hourly rate was extortionate. To conclude the Clerk was asked to provide an example job list and schedule of possible jobs the Ranger may perform and report back at the December meeting.
- k) To note circulation of the SSDC Winter Service email and consider the SSDC Snow Warden Initiative: Noted. There were no volunteers for the Snow Warden role.

08/11 Neighbourhood Plan

- a) Cllr Simon Thornewill updated Councillors on two recent meetings held following the Neighbourhood Plan Consultation. Cllr Thornewill listed the main changes being made to the plan and proposed the following:

"The plan (November submission draft, as circulated) be approved in principle for submission to South Somerset District Council (subject to any changes as may be agreed at the Parish Council meeting, and any minor changes as necessary to correct and improve the presentation of the plan without altering its substance)

The Dorset Planning Consultant Ltd be requested to commence with the submission of the submission plan plus all necessary supporting documentation on behalf of the Parish Council as soon as practical

That agreement of the independent examiner's appointment with South Somerset District Council, and any responses to questions that may be made by the Examiner, be undertaken by the working group"

It was resolved and approved to agree to the above proposal and its terms

For 7, Against 0, Abstain 0

09/11 Finance

- a) To receive an update on the Parish Council banking situation and resolve to approve cheque payments to Unity Trust Bank to transfer all funds from the Natwest accounts: The Clerk provided an update on the banking situation and requested Councillors approve a letter to Natwest bank requesting funds are transferred to Unity Trust Bank as soon as current payments have cleared.

It was resolved and approved to sign a letter to Natwest requesting transfer of funds

For 7, Against 0, Abstain 0

- b) To approve the cashbook and bank account reconciliation for the current account to 10th October 2019 and business reserve account to 30th September 2019:

The Clerk provided information about the new accounting system and banking reconciliations. Cllr John Brendon questioned the information provided stating he would not be prepared to sign the reconciliations without further information about opening balances. The Clerk/RFO expressed her frustration with this after spending months compiling the Council's finances and reconciling both accounts. Cllr Michael Baker offered to sign the reconciliations but the Clerk/RFO advised that without Council approval this wasn't possible. Therefore the bank reconciliations were not approved. The Clerk/RFO stated that this was against her advice.

- c) To approve the following accounts for payment and two signatories for cheques:
It was resolved that all payments be approved and that Cllr John Brendon and ex Parish Councillor Christopher Bennett acted as signatories.
For 7, Against 0, Abstain 0

Supplier/Contractor	Narrative	Amount
Staff	September Salary	£501.38
HMRC	PAYE & NI	£65.40
Staff	September Expenses & Mileage	£80.21
Staff	October Salary	£375.70
Staff	October Expenses & Mileage	£33.50
Sue Gettings	Reimbursement for Poppies	£150.00
Sue Gettings	Reimbursement for printing paper	£2.75
SALC	Cllr Essential Training	£195.00
SALC	SALC & NALC Affiliation Fees	£221.70
Viking	Office Supplies	£108.67
PKF Littlejohn LLP	AGAR Fees	£240.00
Milborne Port Computers	Laptop clean, tidy & upgrade	£102.00
ICO	Data Protection Renewal Fee	£40.00
Parish Online	Digital Mapping	£90.00

10/11 Correspondence

- a) To consider letter and proposal from resident regarding 999 responses – It was agreed that Bryan Norman would respond to this letter.
- b) To consider letter regarding traffic calming at Marston Magna – It was agreed that Simon Thornewill would follow up this letter with a telephone call
- c) To consider email from resident regarding the Playing Field – Email considered and it was agreed that no further action would be taken by the Parish Council at this time
- d) To consider email from resident regarding footpath between Wales entrance to joint path - Email noted and contents agreed by Council
- e) To note email from Hastoe Housing Association – Email noted

11/11 Date of next meeting – The next Parish Council meeting will be held on Monday 9th December 2019. All items for inclusion on the agenda must be received by the Clerk by **9.00am on Friday 29th November.**

The meeting closed at 9.30pm.

Signed _____

Date _____