

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Emma Curtis, 14 Everlanes Close, Milborne Port, Sherborne, DT9 5FT**Tel:** 01963 250015**e-mail:** [clerk@queencamelpc.org.uk](mailto:clerk@queencamelpc.org.uk)[www.queencamelpc.org.uk](http://www.queencamelpc.org.uk)**Draft Minutes of the Full Parish Council Meeting held in the Marples Room at the Memorial Hall on Monday 13<sup>th</sup> January at 7.30pm****Public Question Time**

There were 6 members of the public in attendance at the commencement of the meeting. Some comments were made including a report on the Playing Field Management Committee. It was noted by Cllr Michael Baker that the Playing Field Committee should become incorporated.

**The Chairman opened the meeting at 7.34pm.**

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

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

**01/01 Apologies for Absence:** None received

**02/01 Declarations of Interest:** None received

**03/01 To approve as a correct record the minutes of the previous meetings held on 11<sup>th</sup> November 2019 and 9<sup>th</sup> December 2019:**  
**It was resolved to approve the minutes of the meeting held on Monday 11<sup>th</sup> November and Monday 9<sup>th</sup> December 2019 as an accurate record of the meeting**  
**For 9, Against 0, Abstained 0**

**04/01 To receive any Police matters:** Jude Coggins reported progress is being made with Neighbourhood Watch with a page on the new website and article in the magazine.

**05/01 To receive County and District Councillor reports:** Cllr Mike Lewis reported he is still awaiting news on the Council rate support allocation of funds for both Somerset County Council and South Somerset District Council which is delaying preparation of budgets. Cllr Lewis commented that the Unitary Authority debate is ongoing and considerations include abolishing the County Council and four District Councils. He commented that consultations will be undertaken to engage the public and mentioned possible timescales.

**06/01 Planning**

- a) **To consider any planning applications:** None
- b) **To note any planning decisions:** None

**07/01 Council Matters**

- a) To receive information on Local Council website and accessibility requirements and update regarding website security: The Clerk updated on progress being made in regard to the new website accessibility requirements and stated she was preparing an accessibility statement for the new website. The Clerk also reported on the security of the new website and provided feedback from the website supplier following a query at the last meeting. Cllr Kathy Grainger asked that the website address be updated in the Parish Magazine as it still showed the old address.
- b) To receive Footpaths and Environment updates and consider village tidy up: Cllr Kathy

Grainger reported not much work had been undertaken over the Christmas period but requested that Council support a small budget for equipment. Cllr Grainger commented she was liaising with Somerset County Council about new gates and stated that gates were more accessible than stiles for those with disabilities. The Clerk stated she would try and arrange a meeting with Eve Wynn from Somerset County Council to discuss the footpaths within Queen Camel. Cllr Grainger suggested the Council revisit and Ranger Scheme and stated that she and the Clerk would meet to prepare a specification. Cllr Grainger asked that the Clerk chase up information on the pollinator and environment warden.

- c) To receive an update and consider options for Fingerpost Signs: Cllr Sue Gettings reported that the contractor has possession of the posts and restoration is ready to take place with a lead time of 4-6 weeks. Cllr Gettings confirmed the total cost as £3624 inc VAT and proposed that the Council support the price increase as one post had piece of metal totally disintegrated.  
**It was resolved to approve the price increase and restoration of both Fingerpost Signs For 9, Against 0, Abstained 0**
- d) To adopt new Standing Orders:  
**It was resolved to approve and adopt the amended Standing Orders as presented For 9, Against 0, Abstained 0**
- e) To adopt new Financial Regulations based on the updated NALC model dated July 2019: It was agreed to defer this item to the February 2020 meeting to enable online payment procedures to be incorporated into document.
- f) To receive update on Cleveside House: Cllr Simon Thornewill updated Cllrs on a meeting which had taken place with the owner of Cleveside House and SSDC stating that another meeting was due shortly. Cllr Jude Coggins suggested the Parish Council keep on top of the situation to ensure progress is made. Cllr Thornewill suggested that Cllr Mike Lewis keep the Parish Council informed.
- g) To consider the SSDC Great Parish Tree Giveaway: The Council Agreed to apply for a pack of trees with Cllr Jude Coggins suggesting the landowners take responsibility for trees as once planted. Cllr Bryan Norman mentioned that some trees within the parish may benefit from a TPO and it was suggested he speak with a local tree specialist and report back at the Parish Council meeting in May.
- h) To note flooding at Church gate and report to Highways: Cllr Sue Gettings reported she had been approached by the churchwardens about flooding in front of church gates commenting that the drain is not in the correct location and is blocked. The Clerk was requested to report to Highways. Cllr Bryan Norman reported that there is still flooding in Church Path and requested this be reported at the same time.
- i) To consider upkeep of Green Lane: The condition and upkeep of Green Lane was considered by Councillors including its possible ownership. Cllr Bryan Norman proposed that the Parish Council write to Somerset County Council requesting that the lane be transferred to Parish Council ownership along with section of Playing Field.  
**It was resolved that the Clerk write to Somerset County Council to investigate possible transfer of Green Lane For 9, Against 0, Abstained 0**
- j) To receive an update on the preparations for the 75th VE Day Commemorations: Cllr Kathy Grainger reported that the Playing Field Management Committee had donated the field for use on the Saturday and that she had asked the Memorial Hall to waive fees and is awaiting a response. Cllr Sue Gettings reported that lots of village support had been received and a meeting was taking place that week to decide on the plan of events. Cllr Gettings stated that fundraising was underway and a schedule of events would be reported at the February meeting. Cllr Simon Thornewill confirmed a jazz band had been arranged for the Saturday evening.
- k) To receive an update on A303 developments: Cllr Bryan Norman reported that there had been no response from Highways England but that due to the election the timeframe had been extended with no new date being released for the Ministers decision. Cllr Norman commented that the Secretary of State has asked damning questions of Highways England and that his report was sent by Highways England to the Minister.

**08/01** To receive an update on the Neighbourhood Plan and consider suitable location for siting during six week consultation: Cllr Simon Thornewill reported that the Neighbourhood Plan was still with SSDC who are deciding on where to locate the plan within the village. Cllr Sue Gettings stated that the plan is likely to be located in the Marples Room at the Memorial Hall and open for viewing at certain times.

**09/01 Finance**

- a) To receive an update on the Parish Council banking situation: The Clerk provided an update on the banking situation and stated that most funds were now with Unity Trust Bank and online banking procedures could be implemented.
- b) To note receipt of current financial documentation: The Clerk provided an update on the current financial situation and referred to documents circulated prior to the meeting.
- c) To approve the cashbook and bank account reconciliations for the year to date:  
**It was resolved that Cllr John Brendon would approve and sign the cashbook and account reconciliations to date**  
**For 9, Against 0, Abstained 0**
- d) To consider budget for the 2020/21 financial year and complete Precept Request Form: Councillors considered the draft budget and proposed 3% precept increase.  
**It was resolved to accept the budget as presented and request a 3% precept increase of £17,819**  
**For 8, Against 0, Abstained 1**
- e) To approve the following accounts for payment and two signatories for cheques:

Supplier/Contractor	Narrative	Amount
Staff	December Salary	£375.70
HMRC	PAYE & NI	£17.00
Staff	December Expenses & Mileage	£57.80

**It was resolved to approve the above payments as presented**  
**For 9, Against 0, Abstained 0**

**10/01 Correspondence**

- a) To note January 2020 Briefing Note from the Leader of Somerset County Council: Noted

**11/01 Date of next meeting** – The next Parish Council will be held on Monday 10th February 2020. All items for inclusion on the agenda must be received by the Clerk by **9.00am on Friday 31<sup>st</sup> January.**

**The meeting closed at 8.33pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_