



QUEEN CAMEL PARISH COUNCIL

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AGENDA

A Meeting of Queen Camel Parish Council will be held on Monday 20th June 2022 at 7:30pm, Main Hall, Queen Camel Memorial Hall

All members are summoned to attend.

The meeting will begin after an opportunity for members of the electorate of the Parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

06/01 To RECEIVE, and consider for approval, apologies for absence

06/02 To RECEIVE Declarations of Interests

06/03 To RECEIVE County and District Councillor reports

06/04 To APPROVE as a correct record the minutes of the Annual Meeting and Parish Council Meeting held on 23rd May 2022. <https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-05-23-DRAFT-Minutes-May.pdf>

06/05 Co-option of new Members

To consider the applications received and to RESOLVE to appoint two councillors.

06/06 To ADOPT the new Publication Scheme circulated – (Based on Information Commissioners Office model)

06/07 To APPOINT (at least 2) Councillors to the Playing Field Management (sub) Committee, plus named non-councillors as recommended by that Committee (minimum 5 and maximum 12 Members in total)

06/08 To RESOLVE the requirement for a Finance and Risk Committee If required at least 3 Councillors must be appointed)

06/09 To RESOLVE the requirement for the Community Benefit Fund Panel

- **If not required to RESOLVE timescale for amending the Grant application process** (noting TOR and grant application process were approved on 20/01/22)
- **If required to APPOINT (2) Councillors to the Panel and to CONFIRM the other 5 Panel Members**

06/10 To APPONT Lead Councillors for the following topics:

- Highways
- Environment
- Flood
- Neighbourhood Plan
- Neighbourhood Watch
- Annual Village Meeting
- Website

06/11 To RECEIVE the Clerk's Report – circulated

06/12 Planning To consider planning applications received and **RESOLVE** to submit comments where appropriate. Any applications received following the issue of this agenda will also be considered.

- No new applications received at date of Agenda. Circulated paper summarising Queen Camel applications is for information only.

06/13 Playing Field

a) Playing Field Management Committee Report - report for information to be circulated by Chair

b) To RESOLVE responsibility for reviewing village assets including options for storage. The option of a storage container on the Playing Field has been suggested.

c) CORRESPONDENCE from Charity Commission - circulated

Following closure of the Playing Field Charity the Commission are requesting some information from the parish council.

06/14 Monitoring and updating the Neighbourhood Plan (NP) – circulated report

a) To RESOLVE when full revision of the NP should take place taking into account advice from the Planning Consultant.

b) To RESOLVE the format and delivery time for the proposed Annual Monitor

c) To RESOLVE whether to locally manage the Project List through council meetings and AGREE the format of the proposed document

d) To RESOLVE how the community may be engaged with updating the Project List

06/15 Highways and Traffic

To **RECEIVE** any updates on Highways matters from Cllr Brendon.

06/16 Environment and footpaths: To RESOLVE what action is required for the following:

a) Collapsing wall at the entrance to England's Lane.

b) Footpaths e.g. Laurel Lane, overgrown stiles and a broken footpath gate.

c) Controlling weeds on kerbsides

d) Hazardous pavements and paths e.g. loose kerbstone near telephone box, the bridge sink-hole covering, pathways (The Glebe to playing field, Glebe to England's Lane)

06/17 Audit and Annual Governance Returns

a) To RESOLVE to ACCEPT the Internal Auditor's report (circulated) and signed certificate for 2021-2022 financial year

b) To RESOLVE that Queen Camel Parish Council approves and signs the Annual Governance Statement for 2021-2022

- Chair and clerk to sign the Annual Governance Statement

c) To RESOLVE that Queen Camel Parish Council approves and signs the Accounting Statements

- The Chair will sign the Accounting Statements

d) Notice of Public Rights and Publication of Governance and Accountability Return

To **NOTE** that the period of public rights will be announced on 22th June and will commence on 23rd June and end on 4th August 2022.

06/18 Banking

a) To RESOLVE replacing bank signatories

b) To RESOLVE closing the dormant NatWest Bank Account

06/19 To RECEIVE reports from RFO - circulated

a) To RESOLVE that the Bank Reconciliation may be signed for end of Quarter 1

b) To RECEIVE financial reports for Quarter 1

c) To RECEIVE details of payments and receipts since last council meeting on 23rd May 2022

A handwritten signature in black ink, appearing to read 'Elaine Owen', written in a cursive style.

Elaine Owen

Parish Clerk