



QUEEN CAMEL PARISH COUNCIL

Clerk: Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

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COVID Advice

“The government expects and recommends that people wear face coverings in crowded and enclosed areas where you come into contact with people you do not normally meet.”

AGENDA

**A Meeting of Queen Camel Parish Council will be held on Monday 15th November 2021
at 7:30pm, Marples Room, 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.

11/01 Apologies for Absence

11/02 Declarations of Interests

11/03 To RECEIVE County and District Councillor reports

11/04 Minutes of the previous meeting to be confirmed as correct

To **APPROVE** as a correct record the minutes of the previous meeting held on 18th October 2021.

11/05 Policies and Procedures review (Background Paper)

To **REVIEW** the list of policies and procedures and receive updates on their status.

11/06 Planning (Background paper)

a) Planning Applications requiring QCPC consultation

To **RESPOND** to any planning applications validated since last meeting.

b) Planning Application decisions

To **NOTE** planning application decisions made by SSDC since last meeting.

c) Planning Applications not requiring QCPC consultation

To **NOTE** Planning Applications about tree works and other minor works.

11/07 The Old Surgery

To **RECEIVE** any update

11/08 Neighbourhood Plan

To **DISCUSS** a proposed timetable for action on Projects.

11/09 Impact of A303 dualling works

a) Meeting between QCPC and SCC Highways 12th November 2021

To **RECEIVE** a report of the meeting from attendees.

b) Other A303 updates

To **RECEIVE** any update on from Councillor D Hewlett and Councillor Norman

11/10 Queen Camel Traffic Regulation Order (TRO)

To **RECEIVE** any updates including about purchase of grit bin and questionnaire.

11/11 Highways

Blocked roadside drains were reported to SCC using the online tool To **RECEIVE** any update from Cllr Norman about this and any other Highways matters.

11/12 Speedwatch / Speed Indicator Devices (SIDs)

To **RECEIVE** any update from Councillors.

11/13 Noticeboards

To **RECEIVE** any update about refurbishment of Church Path noticeboard (for a new board by the shop and refurbishment and moving the shop board to the bus shelter).

11/14 Environment and footpaths

a) Sewage Discharge into River Cam

A letter was sent to Wessex Water on 15/10/2021 about sewage discharge into the River Cam. To **RECEIVE** any update from Cllr. Malton

b) Footpath Maintenance

To **RECEIVE** any update from Councillor Malton

c) Ownership of grass verge outside church gates

A request was made to SSDC on 19/10/2021 to ask that church path is added to SSDC maintenance list.

d) Litter / waste bins

To **RECEIVE** an update from Councillor Malton, including progress on dog bins.

e) Environment budget (Background Paper)

To **DISCUSS** spend from the environment budget and **APPROVE** specific items

11/15 Flood Committee

To **RECEIVE** any update from Councillor Norman.

11/16 SCC Land at Queen Camel Playing Field

- To **RECEIVE** an update from the clerk on SCC land at the north of the Queen Camel Playing Field
- To **DISCUSS** impact of non-ownership on development of the field including installation of new play equipment, MUGA etc.
- To **RESOLVE** what action is to be taken next regarding their portion of the field.

11/17 Queen Camel Playing Field

a) Transition and permissions

- To **RECEIVE** any further general update.
- To **RESOLVE** that permission may be given for the PFC and Cricket Club to store equipment on the land from 1/1/2022.

b) Playing Field Committee Structure

- To **RECEIVE** the response to the proposed Terms of Reference of the PFMC supplied to the existing Playing Field Committee (PFC)
- To **DISCUSS** forming the Committee(s) (Background Paper)

c) Contingency

- To **DISCUSS** what specific contingency is needed for equipment and maintenance from 1/1/2022.

11/18 Neighbourhood Watch

To **RECEIVE** an update from Councillor Jones.

11/19 Communications

- a) To **RECEIVE** any update about the village Welcome Packs
 b) To **RECEIVE** any update about parish council social media, website etc.

11/20 The Queen’s Platinum Jubilee

To **RECEIVE** any update about participating in the celebration (2nd to 5th June 2022).

11/21 Solar Farms

- To **RECEIVE** any update from the clerk.
 To **RESOLVE** to sign a corrected DEED for Bindwell Farm.

11/22 Community Benefit Fund (CBF) Panel

- a) To **DISCUSS** revised draft TOR, application guidelines and application forms and to **RESOLVE** whether the Panel should review all applications for grants and donations, or just those relating to the Community Benefit Fund.
- b) To **RECEIVE** an update from the Panel Meeting of 10th November 2021 including applications for
- Defibrillators
 - Play equipment

11/23 Grant Applications

To **RECEIVE** a further update about Queen Camel Parish Council’s application to the *Opening up Safely and Reconnecting Communities Fund*

11/24 Financial Reports

To **RECEIVE** any update about financial matters including the VAT refund for 2020-2021.

11/25 Accounts for payment

a) To **NOTE** the following payments made since last meeting (already authorised).

	Item	Date paid	VAT	Amount	Minute no.
1	Village meeting printing	1/11/2021	yes	15.36	F11 /10
2	Village meeting catering	1/11/2021	no	£50.00	F11 /10
3	Clerk home office allowance Oct	1/11/2021	no	£33.50	F11 /10
4	Clerk salary	1/11/2021	no	£482.07	F11 /10
5	HMRC PAYE period 6 and 7	1/11/2021	no	£198.80	F11 /10
6	Village meeting refreshments	1/11/2021	yes	£151.85	F11 /10
7	Village meeting sundries	In process	yes	£16.88	F11 /10
8	Clerk Training - SALC	In process	no	£30.00	F11 /10

b) To **NOTE** the following payments made since last meeting that were authorised via delegated authority to Chair of Finance and Risk Committee.

	Item	Date paid	VAT	Amount	Authorised
1	Village Meeting Band	In process	no	£60.00	24/10/2021
2	Village Hall hire for meetings	1/11/2021	no	£98.00	24/10/2021

c) To **RESOLVE** to pay Information Commissioner’s Office Data Protection annual fee by Direct Debit. The fee of £40 is discounted to £35 by choosing this method of payment.

11/26 Election date options 2022 or 2023

At the date of this Agenda the election date was expected to be confirmed shortly.

Date of next meetings

Meetings start at 7.30 and are held in the Marples Room, Memorial Hall, Queen Camel.

- Finance and Risk Committee will meet on Monday 6th December 2021. All items to be considered for the agenda must be received by the Clerk by 9.00am on Wed 24th November.
- The Community Benefit Panel will meet on Wednesday 5th January 2022.
- The Parish Council will meet on Monday 20th December 2021. All items to be considered for the Agenda must be received by Wednesday 8th December.

Elaine Owen
Parish Clerk