



**QUEEN CAMEL PARISH COUNCIL**

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**Minutes of the Parish Council Meeting held on  
Monday 21 November 2022 at 7:30pm**

**Public Question Time**

Immediately prior to the meeting members of the public were provided with the opportunity to speak. Eight members of the public were in attendance.

- A parishioner chose to speak to ask for help to get a meeting with National Highways. Parish Council will write to the MP's Office and National Highways. [Afternote: Done]
- A parishioner asked for PC to promote the Old School Community Living Room (Warm Space). The parish council thanked the Old Schools and will promote on Facebook/Website.

**Present:** Councillors: Mike Baker, John Brendon, Angus Davidson, Dan Hewlett, Phil Jones, Brian Norman, William Beveridge **Also Present:** Parish Clerk and RFO, Elaine Owen

**11/01** It was RESOLVED to accept apologies for absence from Brian Hewlett (away) and County and District Councillor Mike Lewis (clash of meetings)

**11/02** **Declarations of Interests** none

**11/03** **County and District Councillor reports** none

**11/04** It was RESOLVED to approve the minutes of the Parish Council Meeting held on 17<sup>th</sup> October 2022.  
<https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-10-17-signed-Minutes.pdf>  
**For 5, Against 0, Abstained 2 (not present at meeting)**

**11/05** **The Clerks report** This was circulated to Members and public in attendance:

- A clarification was given that the Asset of Community Value application will be for SCC land only.
- Cllr Jones will review the condition of the noticeboard (church path)
- Dog mess will be addressed by the Playing Field Management Committee in the New Year.

**11/06** It was RESOLVED to ADOPT the revised Standing Orders

<https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-11-21-Adopted-QCPC-Standing-Orders-based-on-NALC-revised-2020.pdf>

**11/07** **Casual Vacancy**

No expressions of interest have been received by the clerk to date.

**11/08** **Election of Officers**

The following roles will be agreed at the January 2023 meeting:

- Vice Chair
- Chair of Playing Field Management Committee (Cllr Jones shall remain Chair until then)
- Rights of Way / Environment (Cllr Jones to coordinate a review of Parish Footpaths for the next meeting)

It was noted that a Parish Path Liaison Officer needs to be appointed and that this does not have to be a parish councillor. Details can be found here: <https://assemblevolunteers.somerset.gov.uk/opportunities/30629-parish-path-liaison-officer-parish-path-liaison-officer-2022-04-13>

## 11/09 Planning

No planning applications required Parish Council comment.

Cllr Norman has made a comment to Planning about heavy lorry movements through the parish in relation to a development outside of the village.

## 11/10 Storage container for village assets

The assets that require storage have been reviewed. At the moment the items can be accommodated within existing spaces and the significant investment required for a storage container cannot presently be justified.

## 11/11 Playing Field

### a) Playing Field Management Committee Report

- Cllr Jones reported the Playing Field Committee Charity is now closed.
- The Platinum Jubilee Committee have offered a bench in celebration which is very much appreciated. The purchase will be made shortly.
- The Defibrillator heater on playing field is back in use, but a fault will be reported to the supplier. (this does not affect its usability)

### b) Playing Field Development Committee and management of Play Area Equipment Replacement

The introduction of a committee (for long term planning) will be deferred to at least May 2023. Overall management of the replacement Play Area will therefore remain with Council (with consultation with the Play Area Fund Raising Club).

### **c) It was RESOLVED that the responsibilities and the process for applying for grants and managing the tender process between QCPC and the Queen Camel Play Area Fundraising Club shall be as follows:**

- QCPC is responsible for selecting which grants to apply to. (The Fundraising Club are welcome to bring opportunities to the attention of Council)
- QCPC is responsible for some initial completion of the application forms. These will be supplied to the Fundraising Club for further input. Application forms are legally required to be submitted by the clerk on behalf of QCPC.
- The Fundraising Club is invited to recommend the specification of individual equipment items, and to indicate which are of highest priority when funds are limited. Selection for procurement will be agreed at a Council meeting.
- Procurement is required to be by QCPC via a Tender Board organised by the Clerk. The process is set out in [Standing Orders \(item 18\)](#). The Board will consist of the clerk and 3 Members. The Fundraising Club will be invited to nominate one and the other two will be parish councillors.

### d) Play area replacement fundraising

The total amount earmarked for replacing the play equipment was £ 30412 at 31/10/2022. Some of the funds must be spent on specific items. The full breakdown is in the Reserves Statement shown at this link. <https://queencamelpc.org.uk/your-council/meetings/agendas-and-minutes-2022/>.

### e) Land at Playing Field owned by Somerset County Council (SCC)

The petition from parishioners will be discussed by Somerset County Council shortly. **It was RESOLVED for QCPC to write a further letter to SCC re the Playing Field Land**



## 11/12 Neighbourhood Plan (NP)

**a) It was RESOLVED to Adopt the Terms of Reference for the Neighbourhood Plan Working Group (NPWG) for revision of the Neighbourhood Plan**

**b) It was RESOLVED to APPROVE that the NPWG may immediately obtain the necessary quote from the planning consultant and seek grants to offset the costs of the NP revision.**

**For 6, Against 0, Abstained 1**

## 11/13 Highways and Traffic: To RECEIVE a report from Cllr Norman

**a) The Experimental Temporary Traffic Order used to close roads at weekends is to be made permanent.** QCPC need to understand if volunteers will still be needed and will ask for clarification from Traffic Management.

### **b) Speed Indicator Devices (SIDs) and Community Speedwatch**

A review has been conducted of the process. This should start with data being collected on whether vehicles are speeding. Community Speedwatch was previously looked at by the parish council, but there were insufficient volunteers. A request will be made to Traffic Management for installation of rubber tube monitoring in the High Street. If proof is received of speeding vehicles there may be a grant available for installation of a SID.

A new 20mph sign has been installed near the school in one direction.

### **c) Correspondence: A303**

c1 A report about the road closure on 13-14 November 2022 was read out.

c2 A site visit has been offered will take and will take place at Cobham Hall for up to 8 people on 8<sup>th</sup> December. Cllr Norman is organising attendance.

**d) Somerset Bus Partnership Bus Champion.** A bus user is sought for Queen Camel to be able to join a few Zoom meetings a year. Cllr Jones will seek a volunteer.

**e) Cllr Norman reported that road inspections have taken place and both Sutton Montis Road (triangle) and Church path require work. However, SCC say there is no budget for this at present.**

Cllr Norman will also report the loose bridge parapet stones.

**11/14 Footpath WN23/21 requested by Cllr Norman** One of the footpath gates has been moved. QCPC was notified of this in February by the ROW officer. The re-routing of the path back to its proper position may mean it becomes impassable in winter. However, that is a separate matter which the land owner would be asked to address.

## 11/15 Neighbourhood Watch

Cllr Jones will provide an engagement plan for January meeting. This will include a recommendation on how Neighbourhood Watch might be run, how people are welcomed to the village and how communication is made with parishioners.

## 11/16 Flood Committee

**a) The Flood Committee Terms of Reference (TOR) and information on the website is out of date. The Chair of the Committee is aware and will review as soon as possible.**

**b) It was RESOLVED that Dan Hewlett, Cllr Jones and Cllr Norman will be the Civil Contingencies contacts registered with Somerset County Council.**



**11/17 To RECEIVE a report from the Chair of the Finance and Risk Committee**

a) Amongst other items the meeting on the 24th October 2022 included a report on progress against the internal auditors report. Everything is either attended to (or will be done at the appropriate time of year), apart from the Risk Register which will come to Council for approval in January 2023.

**b) It was RESOLVED that responsibility for Personnel may be added to the Finance and Risk Committee so that it becomes the Finance, Personnel and Risk Committee and that the revised Terms of Reference are adopted** <https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-11-21-ADOPTEDQueen-Camel-Parish-Council-Finance-Risk-and-Personnel-Committee-ToR-1.pdf>

c) The Finance, Personnel and Risk Committee will meet on 22nd November 2022 in confidential session to discuss the clerk contract, hours and annual review.

**11/18 Budget for precept 2023 to 2024**

a) The letter from Somerset County Council dated 1st November 2022 giving advice to parish councils about precept setting and payment was noted.

**b) It was RESOLVED to accept the Budget proposal for 2023-2024 that will maintain the precept at £20,000** <https://queencamelpc.org.uk/your-council/finance/>

**11/19 Banking and Finance**

a) Details of PAYMENTS since last council meeting were noted these are published on this page together with the Earmarked Reserves statement for 31/10/2022 <https://queencamelpc.org.uk/your-council/meetings/agendas-and-minutes-2022/>

**b) It was RESOLVED that the residual funds earmarked for *Opening Up Safely* may be transferred by to the Cleaveside Close Social Club.** This will be in the region of £1200, minus pending approved payments.

**For 6, Against 0, Abstained 1**

**Bank Balances**

It was previously agreed to move £50,000 to the new interest bearing instant savings account. At date of meeting a portion of this has been moved with the rest due for transfer shortly.

Bank balance at date of meeting	£71,817.82
Instant savings account at date of meeting	£20,000.00
Total	£91,817.82

Elaine Owen  
Parish Clerk

Date of next meeting: 16th January 2023 at 7.30pm, Marples Room, Memorial Hall, Queen Camel  
Dates of all meetings are available at <https://queencamelpc.org.uk/meetings/>

Signed .....  ..... (Chairman)

Date..... 16/1/23 .....