



QUEEN CAMEL PARISH COUNCIL

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

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**Minutes of the Parish Council Meeting held on
Monday 17 October 2022 at 7:30pm**

Public Question Time

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

- One person chose to speak on the topic of impact of A303 on local farm. Chair will ask Cllr Norman to get in touch with parishioner.
- One spoke about speeding <https://speedcamanywhere.com/> This is an app to monitor speed. PC will look into it.
- Vegetation in River Cam starting to clog up the river, concern about flooding. [Afternote: This was raised by Parish Council with Environment Agency on 18/10/2022]
- It was requested that there should be a budget provided for the ring-fenced funds and it was asked for this to be on a future Agenda. [Afternote: The published annual parish budget document will cover this]
- 'Wales' sign has disappeared. Clerk replied that this can be reported directly to Somerset County Council using their online tool. <https://www.somerset.gov.uk/roads-and-transport/report-a-problem-on-the-road/>

Present: Councillors: Mike Baker, Angus Davidson, Brian Hewlett, Dan Hewlett, Phil Jones, William Beveridge

Also Present: Parish Clerk and RFO, Elaine Owen, County and District Councillor Mike Lewis.

10/01 Election of Chairman

It was RESOLVED that Cllr Jones was elected chair for the remainder of the year.

Cllr Jones signed the Declaration of Office to accept the Chair

10/02 It was RESOLVED to accept apologies for absence from John Brendon (away) and Bryan Norman (clash of meetings)

10/03 To RECEIVE Declarations of Interests: Cllr Hewlett provided his Register of Interests to the clerk.

10/04 To RECEIVE County and District Councillor reports

- Mike Lewis talked about road closures affecting Queen Camel. (Chairman mentioned that a response had been submitted with some suggestions about mitigations for Queen Camel)
- Other general updates relating to Somerset were provided about possibility of a new Gravity fund and health matters.

10/05 It was RESOLVED to approve the minutes of the Parish Council Meeting held on 18th July 2022.

<https://queencamelpc.org.uk/wp-content/uploads/2022/10/2022-07-18-signed-Minutes-July.pdf>

10/06 The Clerks report This was circulated to Members and public in attendance. A question was raised about Cleaveside House. District and County Councillor Mike Lewis was able to say that it is understood that the conclusion of a legal case is due. After that the boards on the windows may come down.

10/07 Casual Vacancy

The vacancy has arisen due to the resignation of Cllr Sue Gettings on 7th October 2022. A statutory period of notice will expire on 25th October, after which Council may fill the vacancy by co-option. An advertisement is ready for publication on the 26th October with the potential for co-option on 21st November.

Council paid tribute to Sue Gettings long-standing service on the parish council and said how much her insight and contributions would be missed. Sue remains very active on all sorts of village projects.

10/08 Election of Officers

After discussion it was agreed to defer the appointments below to the November meeting when other Councillors will be present. In the meantime the responsibilities will be more clearly defined.

- Vice Chair
- Lead councillor for Environment and Footpaths – defer to define the responsibilities involved.
- Chair of Playing Field Management Committee

10/09 Policies

a) It was RESOLVED to sign the civility and respect Pledge which will be added to the website

4 For, 0 Against, 2 Abstain

It was RESOLVED to adopt the following policies

b) Equality and Diversity Policy

c) Dignity at Work Policy

d) Grievance Policy

e) Disciplinary Policy

10/10 Grants Policy

It was RESOLVED to approve the revised Grants Policy, including the Application Form and Marking Grid

The clerk will add these to the website, after which grant applications can be accepted.

10/11 Planning No action required.

10/12 Next steps for obtaining storage container for village assets

Cllr Baker will provide details of the container size and fittings, delivery and installation, a proposal for siting and an indicative cost of the entire project for below for November Council meeting to agree.

10/13 Playing Field

a) A REPORT was RECEIVED report from Playing Field Management Committee (PMFC).

b) It was To RESOLVED to APPROVE that the Chair of the PFMC shall have delegated authority to move money between the budgeted sub-headings for the playing field, provided that the budget as a whole is not exceeded.

c) It was RESOLVED to APPROVE purchase of a leaf-blower for a cost not exceeding £400

d) It was RESOLVED to APPROVE revised Terms of Reference for the PMFC

e) It was RESOLVED to APPROVE the following PMFC decisions on fees:

- Hire charges generally to rise by 10% from 1/1/2023
- Football pitch fees to rise again from June 2023 to £38.50 to £40 for new season
- Cricket pitch fees to be held the same for the 2023 season.

5 For, 0 Against, 1 Abstain (not in room)

f) Report about fundraising

A Progress Report from Queen Camel Play Area Fundraising Club dated 3rd October 2022 was handed to the clerk. A draft constitution has been circulated. This latter item includes matters that are in the remit of the parish council to progress as landowner. The parish council is very keen to work together with members of the club to progress the installation of new equipment at speed, so the division of responsibilities needs to be agreed between the two organisations.

To facilitate this it was agreed that the draft Terms of Reference (TOR) for the Parish Council Playing Field Development Committee should be reviewed by Finance and Risk Committee next week, after which they can be shared with the Fundraising Club for overlaps to be discussed.

National Lottery applications

Feedback has been received on the national lottery application which confirms that the funding proposal 'fits with the priorities and approach we are looking for'. This goes on to give a list of additional evidence required before the application can be presented to a Decision Panel.

10/14 Land owned by SCC at north end of Queen Camel Playing Field

a) It is noted that the community are intending to send in a petition to SCC.

b) It was RESOLVED to request the clerk to apply for registration of the land owned by Somerset County Council at the north end of Queen Camel Playing Field as an Asset of Community Value.

10/15 Highways and Traffic:

a) It was RESOLVED to approve the Temporary Traffic Order Questionnaire. Cllr Dan Hewlett agreed to take responsibility for organisation of delivery and collection of the questionnaire.

b) Correspondence about traffic issues in Queen Camel High Street

Vehicle speed and weight

Chair has been in touch with PCSO about HGV's in village that might be taking a short-cut (there is a camera at Sparkford roundabout). Chair will write in relation to enforcement. [Afternote: this has been done]

The clerks report explains that Speed Indicator Devices are under consideration, and that required approval is being sought from SCC before purchase can be made.

Parking at Camelot Court

Councillors were provided with correspondence to show that this issue (lack of visibility for vehicles exiting the court) has been ongoing since February. Further extension of the 'H' is a possibility, but residents are not convinced this will help. Responsibility for offering other options to residents remains with SCC Highways.

The neighbourhood Plan will need to be reviewed shortly and it was noted that traffic matters like the two examples above should be included as a topic within that revision.

10/16 Environment and footpaths:

a) Correspondence regarding the A303 ancient tree. A protest to save the tree was not successful. A letter from National Highways was read out to the meeting.

b) 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. It was agreed to refer this to next meeting

10/17 Neighbourhood Watch The clerk has investigated the history and found that the PC is not responsible for the NW scheme which is designed to be a community led initiative. Councillors previously involved were volunteers. Cllr Davidson agreed to provide the list of contacts to the clerk who will write and ask what role (if any) the Scheme members want the PC to have.



10/18 Cost of Living Crisis

Somerset County Council sent a questionnaire the PC asking for it to be completed with details from community spaces who may be able to offer Warm Spaces this winter. The Old School have responded and that has been forwarded to SCC.

[Afternote: Funding can be applied for via <https://www.somersetcf.org.uk/warm-somerset-spaces>]

10/19 Banking and Finance

a) It was agreed that present approval processes (via Chair of Finance and Risk Committee) will be adequate for continued support of the Community Lounge through the *Opening up Safely* fund

b) It was RESOLVED to APPROVE that the Bank reconciliation for the end of Quarter 2 30/9/2022 may be signed at the Financial and Risk Committee meeting on 24th October 2022.

c) It was RESOLVED to transfer £120 from the Playing Field Management Committee running cost budget to the earmarked fund for the play equipment in recognition of the community group purchase of the fridge.

d) Details of payments and receipts since last council meeting on 18th July 2022 have been uploaded to the website, together with the latest Reserves Statement. Other reports included a spreadsheet showing expenditure against budget for Quarter 2 and a detailed cost centre analysis.

e) It was RESOLVED to move ring-fenced reserves as follows:

- **It was RESOLVED to move the £1,200 that has been earmarked for Playing Field for some years to the earmarked Play Equipment fund**
- **It was RESOLVED to move the £847 earmarked for Youth Council for some years to move to the Youth Shelter fund.**

Key financial information

Bank balance as at 5/10/2022	£93,411
Community Benefit Fund	£32,002
Balance of funds ring-fenced from precept for grants	£5,00
Earmarked for Youth	£857
Remaining <i>Opening Up Safely</i> Grant	£1,766
Balance of ring-fenced fund for playing field running costs this year	£4,030
Earmarked capital fund for the playing field	£6,880
Earmarked for new play area (Includes £10,945 for MUGA)	£28,239
Earmarked reserve playing field – previous years	£1,200
Earmarked for legal fees	£1,000
Balance in General Reserve	£10,162
Available for other budgeted spending	£5,445

Elaine Owen
Parish Clerk

Date of next meeting: 21st November 2022 at 7.30pm, Marples Room, Memorial Hall, Queen Camel
Dates of all meetings are available at <https://queencamelpc.org.uk/meetings/>

Signed  (Chairman)

Date.....21/11/22.....