



QUEEN CAMEL PARISH COUNCIL

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**Minutes of the Parish Council Meeting held on
Monday 20th June 2022 at 7:30pm**

Public Question Time

Immediately prior to the meeting members of the public were provided with the opportunity to speak. Six members of the public were in attendance. One member of the public asked if the Play Area Fundraising Group was under control of the parish council. It was confirmed that it is not.

Present: Councillors: Mike Baker, John Brendon, Sue Gettings (Chairperson), Bryan Norman. New Councillors (from item 06/06 onwards) William Beveridge and Angus Davidson

Also Present: Parish Clerk and RFO, Elaine Owen, County and District Councillors Mike Lewis and Henry Hobhouse

06/01 It was RESOLVED to accept advance apologies for absence from Cllr Jones & Cllr Brian Hewlett (away).

Cllr D Hewlett provided apologies after the meeting (staff training)

06/02 To RECEIVE Declarations of Interests Church matters, Cllr Brendon

06/03 To RECEIVE County and District Councillor reports

Cllr Hobhouse gave an update on SCC council finances. 10% Inflation will mean that less can be done with the money in the budget. County is currently £28m short.

Cllr Hobhouse announced that he is the Armed Forces Liaison Officer for the County Council and that there is to be an Open Day in Taunton on Saturday.

Cllr Hobhouse understands that the rights of way notice received by the parish council on 14th June relating to WN23/15 (upgrade of footpath to bridleway) was not notified to a landowner and will have to be re-submitted. QCPC should still provide their comments. (This will be on July Agenda)

Cllr Mike Lewis. No more Waste and recycling calendars will be issued for the time being. The new Highways contact for 'signs and lines' is Andrew Barron. Andrew is replacing Gary Warren.

Cllr Lewis explained that SSDC had received a grant to decarbonise three of their leisure centres.

06/04 It was RESOLVED to approve the minutes of the Annual Meeting and Parish Council Meeting held on 23rd May 2022 with the addition of handwritten amendment initialled by Chair <https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-05-23-Signed-PC-minutes-May.pdf>

06/05 Co-option of new Members

It was RESOLVED to co-opt William Beveridge and Angus Davidson as councillors

Both signed the Declaration of Office and joined the meeting.

06/06 It was RESOLVED to adopt the Freedom of Information Publication Scheme For 4, Abstain 2 (new Cllrs), Against 0

06/07 It was RESOLVED To APPOINT Cllrs Jones, and Mike Baker to the Playing Field Management (sub) Committee. It was NOTED that Rob Hinks and Terri Plummer remain Community members and the club representatives are Angus Davidson and Marian Davis (Tennis) and Ian Conway and Stuart Willes (Cricket). Other Members include Cllr Gettings. Representative(s) from football club will be added in due course.

06/08 It was RESOLVED that Finance and Risk Committee meetings shall be reduced to 2 per year, dates to be agreed.

5 For, Against 1, Abstain 0

It was RESOLVED to APPOINT Cllr Brendon, Cllr Jones and Cllr Beveridge as Members

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

It was noted that the auditor's recommendation was not to have a separate Panel to review grant applications. The auditor also advised that QCPC Donations are simply small Grants and that one application form should suffice. <https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-06-13-Audit-Report-Queen-Camel-IAS-2022.pdf>

The existing Guidance and Application Forms were approved by parish council on 20th January 2022 and therefore there will be no change to these until at least September. During the interim period the existing guidance will stand. The parish council will resolve what changes are to be made to the process at a future meeting.

It was RESOLVED to dispense with the Community Benefit Panel as soon as it can be done.

For 4, Against 0, Abstain 2

06/10 It was RESOLVED to appoint Lead Councillors as follows:

- Highways: Cllr Norman
- Environment: Cllr Gettings
- Flood: Cllr Norman
- Neighbourhood Plan: Cllr Brendon
- Neighbourhood Watch: Cllr Davidson
- Annual Village Meeting: Cllr Norman

06/11 **The Clerk's Report** – circulated and with copies available at the meeting

This report detailed actions taken by the clerk requested in previous minutes and other minor updates. There were no questions.

06/12 **Planning** no actions required, including on last minute application 22/01577/FUL 'cover on slurry tank'

06/13 **Playing Field**

a) Playing Field Management Committee Report

An update from the Chair was circulated from which the following items were discussed / noted

- Machinery repairs have been carried out.
- PCSO Beata Marcelino has taken action on anti-social behaviour and this has had a positive effect.
- It was announced that a Yeovil football club will be hiring the ground. Details to follow.

b) Storage of village assets including options for storage.

The option of a storage container on the Playing Field has been suggested. Other village organisations also have storage problems so it may be possible to share a facility.

Clerk to send request to organisations to respond to Cllr Baker with need.

It was RESOLVED that Cllr Baker should collate information about village assets and their present locations into one list in order to estimate the size of storage required and that the clerk should email village organisations to advise Cllr Baker if they have requirement for storage.

c) CORRESPONDENCE from Charity Commission - circulated

Following closure of the Playing Field Charity the Commission are requesting some information from the parish council. Cllrs to provide any documents to clerk.

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.

This was deferred so that Cllr Brendon can request SSDC to provide an update on the Local Plan.

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

It was RESOLVED that the Annual Monitor be set up as proposed in the paper and provided to Council. Cllr Brendon to assist the clerk with finding the information.

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

It was RESOLVED that the Project List be locally managed through council meetings from now on using the proposed format.

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

This was deferred until item a) is resolved.

06/15 Highways and Traffic

All of the defects known have been reported and a number have still not been resolved.

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

a) Collapsing wall at the entrance to England's Lane is to be reported to SSDC online portal under 'dangerous buildings and structures'

b) Footpaths. A number have been cut, but some problems remain. Cllr Gettings to follow up.

c) Controlling weeds on kerbsides. Cllr Gettings to follow up.

d) A short discussion was held about hazardous pavements and paths e.g. a loose kerbstone
Cllr Norman to follow up.

06/17 Audit and Annual Governance Returns

a) It was RESOLVED to ACCEPT the Internal Auditor's report and signed certificate for 2021-2022.

b) It was RESOLVED that the Chair may approve and sign the Annual Governance Statement for 2021-2022

Chair and clerk signed the Annual Governance Statement

c) It was RESOLVED that the Chair may approves and sign the Accounting Statements

The Chair signed the Accounting Statements

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

It was NOTED 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) It was RESOLVED that Cllr Beveridge should be added to the list of bank signatories

b) It was RESOLVED that Cllr Brendon may close the dormant NatWest Bank Account, but the PC open a Unity Trust deposit account

06/19 To RECEIVE reports from RFO - circulated

Details of payments and receipts since last council meeting on 23rd May 2022 were provided as a print-out from the SCRIBE accounting system. There were no receipts. All payments pending have already been approved as regular payments or via delegated authority.

As there are too many payments to list on the minutes these will now be provided as a report from the SCRIBE accounting system.

A summary spreadsheet was also provided showing the following figures at 31st May 2022, including the below information:

Bank balance	£101,539
Community Benefit Fund	£32,002
Balance of funds ring-fenced from precept for grants	£2,100
Earmarked for Youth	£857
Remaining <i>Opening Up Safely</i> Grant	£3,654
Balance of ring-fenced fund for playing field running costs this year	£5,307
Earmarked capital fund for the playing field	£6,880
Earmarked for new play area (Includes £10,945 for MUGA)	£27,779
Earmarked reserve playing field – previous years	£1,200
Earmarked for legal fees	£1,000
Balance in General Reserve	£10,007
Available for budgeted spending	£10,403

To maintain transparency, it was agreed that copies of expenditure and the reserve report provided to councillors will be posted with the minutes on the website.

<https://queencamelpc.org.uk/meetings/agendas-and-minutes-2022/>

Elaine Owen
Parish Clerk

Date of next meeting: 18th July at 7.30pm, Marples Room, Memorial Hall, Queen Camel
Dates of all meetings are available at <https://queencamelpc.org.uk/meetings/>

Signed  (Chairman)

Date..... 

