



Queen Camel Parish Council

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Minutes of the Parish Council Meeting held on Thursday 20th January 2022 at 7:30pm

Public Question Time

Immediately prior to the meeting members of the public were provided with the opportunity to speak. There was 1 member of the public in attendance.

Present: Councillors: John Brendon, Brian Hewlett, Sue Gettings (Chairperson), Kathy Grainger, Phil Jones, Bryan Norman

Also Present: Parish Clerk and RFO, Elaine Owen

01/01 Apologies for Absence

The following apologies were received: County and District Councillor Mike Lewis, due to a clash of meetings. Councillors Mike Baker (holiday), Rachael Malton and Dan Hewlett (another commitment).

01/02 Declarations of Interests

Sue Gettings for playing field matters.

01/03 To RECEIVE County and District Councillor reports

County and District Councillor Mike Lewis, provided updates by email that were discussed at the relevant agenda items. The County Council Tax is likely to increase by 2.99 %. The SSDC tax rise is not confirmed.

01/04 Minutes of the previous meeting to be confirmed as correct

It was RESOLVED to approve the minutes of the parish council meeting held on 20th December 2021 as an accurate record of the meeting.

01/05 Policies and Procedures review (Background Papers)

The updated list of the status of policies and procedures under review was **NOTED**. Cllr Jones has made progress on some policies that will be delivered in draft soon.

01/06 Planning (Background paper)

a) Planning Applications requiring QCPC consultation

The deadline for comments for the Bindwell Lane application 20/00952/FUL is 1/3/2022. Discussion was **DEFERRED** to the next parish council meeting.

b) Planning Application decisions

The result of the decision to approve application 21/03359/HOU (The Cobblers) with conditions was **NOTED**

c) Planning Applications not requiring QCPC consultation

Application 21/03763/HOU (Replacement of existing kitchen extension and conservatory with a Garden Room kitchen and workshop extensions to the garage at 16 The Glebe) was **NOTED**.

01/07 The Old Surgery

The clerk was requested to seek to arrange an in-person site meeting between the SSDC enforcement officer and QCPC (Cllrs. Gettings and Norman) with Mike Lewis County and District Councillor in attendance

01/08 Neighbourhood Plan (Background Paper)

Deferred to next meeting for longer discussion.

01/09 Impact of A303 dualling works

It is noted that the works are progressing to a stage where there will be more impact on the village.

01/10 Queen Camel Traffic Regulation Order (TRO)

The volunteers have been very reliable at putting out the signs day after day and their effort is very much appreciated. Cllr Norman was asked to convey thanks of parish council to the volunteers. It was noted that Roy Lawrenson, Steve Millard and Seth Rowland have their Traffic ID cards.

Progress on the questionnaire was deferred to next meeting.

01/11 Highways

a) Blocked roadside drains were reported to SCC using the online tool, followed up with an email. Some works have taken place and work at Englands Mead is scheduled for late Jan/ early Feb. Cllr Norman is monitoring the progress and outcomes of works and will continue to report where problems remain. It was noted that the gully at entrance to the Memorial Hall road is privately owned (not by the hall).

b) Grace Martin's Lane

Parishioners are concerned about heavy lorries entering the single track Grace Martin's Lane. They are asking for a *No Through Road* sign to be installed at the entrance because are getting stuck. Some damage has been caused and there is potential for accidents.

It was RESOLVED for the parish council Chairperson to write to SCC Traffic Management.

c) Sink Hole Work is ongoing.

d) Pedestrian crossing in the High Street.

Traffic has increased in quantity and speed. Councillors are in favour of improving pedestrian safety with a crossing in the High Street. Opposite the shop looks most ideal, but would result in loss of parking spaces for householders and the shop. A crossing at the pinch point may work but advice is needed.

It was RESOLVED to write to Highways to request that they advise if a pedestrian crossing can be placed on the pinch point

01/12 Speedwatch / Speed Indicator Devices (SIDs)

a) Speedwatch

Setting up a voluntary speed watch scheme has been investigated and sites agreed. Cllr Grainger will report progress to next meeting.

b) Speed Indicator Devices

The cost of ONE SID with solar pack is around £3300 (ex VAT) and is not affordable from parish precept.

It was RESOLVED to complete an application to the Community Benefit Fund to request funding for two SID devices (one at each end of village).

01/13 Noticeboards

The noticeboard in Church Path has been examined. It is sound, but requires cleaning and oiling. Further discussion will be deferred until February.

Council are considering extending the MailChimp delivery facility to deliver information to parishioners as a 'virtual noticeboard'. (In addition to the physical noticeboards) Clerk to report to next meeting.

01/14 Environment and footpaths

Salt Bins Volunteer(s) will move salt into the bins.

Footpath Maintenance

a. Handrail on bridge at the end of Grace Martin's Lane has been repaired /replaced.

b. Stile opposite Eyewell lane, leading over the bridge, has a rotted footstep. (Stile ID: 15974) This has been reported on Roam Somerset (Issue Ref: 65487).

c. Path WN 23/18 which runs alongside Henshall Brook, joining the fields behind the Memorial Hall to Sutton Montis road is always obstructed. This has been reported; Ref: 65488.

d. Path WN 27/2 which runs from the corner of the field opposite tin shed, leads to Issue #57514, where the stile is broken. This was reported on 13/07/2020.

Ownership of grass verge outside church gates

SCC's respond that the path will better managed by volunteers as they are unable to maintain it until such time as over-growth becomes a nuisance to walkers. To be raised at church meeting on 27th January.

Litter / waste bins

A resident has asked if the bin by Mill Cottage (near bus stop by church) can be moved due to its smell in hot weather. It is possible dog mess may be being disposed of wrongly into the bin. SSDC have not responded to enquiries about new bins.

It was RESOLVED that Cllr Gettings will call in person to SSDC waste management depot to discuss.

Wildflower Giveaway

A number of areas were suggested. These need to be identified on a map and a submission made to SSDC to obtain the free seed.

Thermal Imaging trial

The project allows images to be taken of houses to show heat loss. Only one slot remains at end of March. It was agreed to decline the offer.

Environment budget

The list of items was reviewed, but questions remained so approval was deferred (apart from the item required for litter pick) to allow Cllr Malton to answer at the next meeting.

It was RESOLVED to APPROVE purchase of the litter-picking hoops.

01/15 Flood Committee

Meeting was closed to receive report from Flood Committee. It was reported that Environment Agency have been doing river maintenance in the area and that the long term efforts seem to be effective in helping to control flooding. River quality has also improved and no spillages have been reported recently.

01/16 SCC Land at Queen Camel Playing Field

No response has yet been heard from MP David Warburton. Clerk to enquire. [Afternote: response received]

01/17 Neighbourhood Watch

Kelly Frome (Police Community Support Officer) is offering a remote meeting to meet new Police Sergeant Green and to have an informal discussion. An in-person opportunity is preferred. Cllr Jones to respond.

01/18 Queen Camel Playing Field Management Committee

Cllr Jones reports that an Action Plan is being created to refresh the condition of the Pavilion. A working group of volunteers is being set up. A list of expenditure will need to be approved.

An additional Committee Member was requested.

It was RESOLVED to elect Marian Davies to PFMC

a) Playing Field Management Committee Terms of Reference (Background document)

The draft Terms of Reference approval deferred to February to allow for amendments.

b) Electricity and water

- Clerk is awaiting contact from the water company who had arranged to read the meter on 31/12/2020.
- Cllr Jones has set up an account with EDF.

c) Transfer of Assets from the Playing Field Committee to Queen Camel Parish Council

The Playing Field Committee meeting was postponed. An update will be given to the next meeting.

01/19 Playing Field Development Working Party

a) Membership

It was RESOLVED to elect the following Members to the working party: Councillors Sue Gettings, Brian Norman, John Brendon, and Kathy Grainger. Other Members: Rob Hinks, Terri Plummer, Marian Davis, Chris Bennett, Angus Davidson, Ian Conway, Stewart Willes, and Nicola Jones.

The working party will meet on 9th February 2022.

b) Terms of Reference will be drafted for review at the next Council meeting

01/20 Communications

a) Welcome Packs A draft booklet was available for review. The cost for 430 copies will be just over £200.

b) Facebook The Facebook page has 48 likes and 79 followers (127 in total).

c) Website The clerk needs to create a new page for the Playing Field and to update Grants and Donations page. Developer assistance may be required to revise the site navigation. No additional cost is expected.

'Queen Camel Village' Website The Parish Council does not have an interest in this website.

01/21 The Queen's Platinum Jubilee

A meeting will be held on 24th February and a report will follow.

01/22 Solar Farms

It was **NOTED** that the signed corrected DEED has been returned to NextPower and that we still await a new DEED from Downing (which is required before we can invoice them for the grant payment this year)

01/23 Community Benefit Fund (CBF) Panel

a) It was RESOLVED to approve the Terms Of Reference, Application Guidelines, Application Forms and Marking Grid, that have been revised by the clerk to take account of requested changes.

b) Defibrillators: It was **NOTED** that they have been delivered, but cabinets are still awaited.

c) Community Lounge

The Christmas Party could not go ahead due to Covid. However, food, crackers and presents were distributed to those who had been due to attend and morning coffee can take place. Activities planned include a sing-along, an afternoon tea party and a bingo afternoon (Bingo machine and books acquired). To date £395.51 (£337.69 net of VAT) has been spent from the £5,000 grant.

01/24 Financial Reports

a) It was RESOLVED that Cllr Norman may sign the Bank Statement and Reconciliation report Quarter 3.
For 5, Against 0, Abstain 1 (Cllr Norman)

b) Reserves Policy

The reserves policy has been approved by the Finance and Risk Committee. One typo to be corrected.
It was RESOLVED to adopt the Reserves Policy as recommended by the Finance and Risk Committee

c) It was RESOLVED to approve that the Playing Field Electricity Bill may be paid by Direct Debit

d) It was RESOLVED to approve that clerk Home Office Allowance of £33.50 may be paid by Standing Order on the last working day of each month.

e) The following payments have been authorised by the Chairman of the Finance and Risk Committee under delegated authority since 20th December and were **NOTED**.

	Item	Date Paid	VAT	Amount	Authorised
1.	Pata Payroll	21/12/2021	no	£23.85	20/12/2021
2.	Community Lounge - Aldi	23/12/2021	yes	£8.97	21/12/2021
3.	Community Lounge - Tesco	23/12/2021	partial	£74.10	21/12/2021
4.	Memorial Hall	23/12/2021	no	£38.00	21/12/2021
5.	Gallagher - insurance	23/12/2021	no	£85.63	21/12/2021
6.	Community Lounge - Tesco	23/12/2021	partial	£114.50	21/12/2021
7.	Community Lounge - Amazon	23/12/2021	yes	£139.95	21/12/2021
8.	Clerk Home office allowance	31/12/2021	no	£33.50	14/12/2021
9.	Clerk Salary	31/12/2021	no	£391.67	20/12/2021
10	HMRC PAYE	31/12/2021	no	£98.00	20/12/2021
11	Bank Charges	31/12/2021	no	£18.00	21/12/2021

f) **Precept** The QCPC precept of £20,000 has been applied for.

01/26 Dates of meetings

The following dates have been arranged to accommodate bank holidays and election date of 5th May 2022
 Meetings start at 7.30 and are held in the Memorial Hall, Queen Camel.

Public Meeting	Date	Day	Room	Last date for Agenda items
Finance and Risk Committee	7 th February	Monday	Marples	27 th January
Community Benefit Fund Panel	16 th February	Wednesday	Marples	8 th February
Parish Council Meeting	21 st February	Monday	Marples	11 th February
Playing Field Management Committee	3 rd March	Thursday	Marples	24 th February
Finance and Risk Committee	7 th March	Monday	Marples	27 th February
Parish Council Meeting	21 st March	Monday	Marples	11 th March
Parish Council Meeting	21 st April	Thursday	tbc	7 th April
Finance and Risk Committee	4 th May	Wednesday	Marples	25 th April
Parish Council Meeting	16 th May	Monday	Marples	4 th May
Annual Village Meeting	20 th May	Friday	Main Hall	

Elaine Owen
 Parish Clerk

Signed  (Chairman)

Date..... 21/02/22