

## Queen Camel Parish Council

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### Minutes of the Parish Council Meeting held on Monday 15<sup>th</sup> November 2021 at 7:30pm

#### Public Question Time

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

**Present:** Councillors: Michael Baker, Kathy Grainger, Sue Gettings (Chairperson) Phil Jones, Rachael Malton and Bryan Norman.

**Also present:** Parish Clerk and RFO, Elaine Owen

#### 11/01 Apologies for Absence

The following apologies were received: John Brendon (prior appointment) Brian Hewlett (abroad) and Dan Hewlett (staff shortages). County and District Councillor Mike Lewis (clash of meetings).

#### 11/02 Declarations of Interests

Mike Baker, Sue Gettings, Kathy Grainger and Phil Jones declared an interest in the Playing Field Committee items.

#### 11/03 To RECEIVE County and District Councillor reports

None

#### 11/04 Minutes of previous meetings to be confirmed as correct

**It was RESOLVED to approve the minutes of the parish council meeting held on 18th October 2021 as an accurate record of the meeting.**

#### 11/05 Policies and Procedures review (Background Paper)

The list of policies reviewed. There were some updates since the previous month. This paper will be a standing Agenda item until the policies are up-to-date.

#### 11/06 Planning (Background paper)

- a) No Planning Applications requiring QCPC consultation have been validated since last meeting.
- b) No Planning Application decisions have occurred since the last meeting. However it was noted that some applications have had their decision date extended.
- c) Planning Applications for tree works, not requiring QCPC consultation, were **NOTED**.

#### 11/07 The Old Surgery

**It was RESOLVED for the clerk to ask Mike Lewis District and County Councillor to set up a meeting between the enforcement officer, himself and representatives from the Parish Council.**

#### 11/08 Neighbourhood Plan

A spreadsheet of Projects extracted from the Neighbourhood Plan was circulated. It was noted that many of these are already under discussion and some are on this Agenda.

*Getting About*, Project 5 relates to a footpath and bridleway. Cllr Malton offered to research the options for this and to report back to Council.

## 11/09 Impact of A303 dualling works - Meeting between QCPC and SCC Highways

A meeting was held with National Highways and Galliford Try and attended by Cllr Norman and District and County Councillor Mike Lewis. Minutes have been supplied. The main results were;

- National Highways agreed a deadline of December 2021 for repairing Camel Bridge sink hole and to check its structural capability.
- Camel Hill vulnerability to fly-tipping is outside the A303 scheme.
- Mattia Diner is remaining and the road will become a slip road with a dead end off the roundabout.
- National Highways to explore if land near Mattia Diner might be gifted to Sparkford Copse Trust.
- Gasons Lane and Blackwell Road are not permitted routes for construction traffic. Any seen should be reported to 07874-863803, preferably with reg. number / name of company.
- Galliford Try will provide two Road Closed A-frame signs.

• *THE TEXAS GARAGE MIGHT BE USED AS A HIGHWAYS DEPOT*

A further meeting has been set for 29<sup>th</sup> November with SCC Highways, National Highways, District and County Councillor Mike Lewis and QCPC to discuss finding a solution for congestion when the traffic order is not operational.

## 11/10 Queen Camel Traffic Regulation Order (TRO)

The clerk has purchased a new salt bin with hand shovel. Delivery is due last week of November and it will be sited near to the shop.

### Questionnaire to quantify the success of the Temporary Traffic Regulation Order

Cllr Malton offered is assisting taking this forward.

## 11/11 Highways

Five blocked road drains have been reported to SCC Highways using their online reporting tool. It was requested that the Clerk should write to John Nicolson at SCC to ask when action might be taken.

AFTERNOTE: This was done on 17/11/2021.

## 11/12 Speedwatch / Speed Indicator Devices (SIDs)

Community Speedwatch can act as a deterrent and also give useful data about traffic speeds. Councillor Grainger has organised a group of potential Speedwatch volunteers. The local PCSO will be in touch to discuss locations. A report will be made to the next meeting.

## 11/13 Noticeboards

Cllr Malton and Cllr Baker will review options for the boards and report to the next meeting.

## 11/14 Environment and footpaths

### a) Sewage Discharge into River Cam

Councillor Malton has received a helpful response from Wessex Water to the letter sent on 15<sup>th</sup> October 2021 about sewage discharge into the river.

Importantly, the letter states that members of the public need to report directly to Wessex Water so that tests can be made within two hours. (Tests carried out by them after that window showed water quality was within limits). Wessex Water also have a Water Guardians scheme and it may be possible for local residents to sign up.

It was agreed that the clerk would put this information on the QC website and provide a copy of the letter to the Flood Committee.

**b) Footpath Maintenance**

No matters of concern were raised about footpaths. Culverts reported as being blocked are the responsibility of respective land owners.

**c) Ownership of grass verge outside church gates**

South Somerset District Council say this is a matter for Somerset County Council (SCC). Consequently a Report was submitted to SCC using their online reporting tool on 12/11/2021.

**d) Litter / waste bins**

Cllr Malton has reached out to new SSDC contact but no response has been received yet.

**e) Environmental Budget**

The budget was discussed and will be resolved at next council meeting with quotes being brought by Cllr Malton.

**11/15 Flood Committee**

Flood signs have been inspected. Siting of signs to be reviewed by the Flood Committee.

**11/16 SCC Land at Queen Camel Playing Field**

The clerk has had a reply from David Price explaining that the person dealing with the request that the land could be transferred to QCPC under a General Consent Order has left and they are recruiting a new person. (The Playing Field Committee will be giving formal notice to SCC that they are not going to maintain the area from 1/1/2022).

The MUGA money is £10945, and must be used for that purpose. This is within the land owned by SCC. Indicative quotes for the MUGA will be obtained to see what this money will provide.

**It was RESOLVED that the clerk to write to MP David Warburton to ask for SCC to expedite the matter.**

**11/17 Queen Camel Playing Field**

**a) Transition and permissions**

The requirement for PFC and Cricket Club to store equipment on the land from 1/1/2022 will be examined by the new Interim Playing Field Management Committee.

**b) Playing Field Committee Structure**

The paper supplied by Cllr Jones was discussed. The Interim Playing Field Management Committee would operate from 1<sup>st</sup> January 2022 until the date of the Parish Council AGM (normally early May). Part of its responsibility would be to clearly define the role required and draw up Terms of Reference.

**It was RESOLVED to accept the proposal for an Interim Playing Field Management Committee as set out in paper by Cllr Jones to assist the transition of the Queen Camel Playing Field Committee to the Playing Field Management Committee (a committee of the Parish Council)**

**c) Contingency**

The Interim Playing Field Management Committee responsibilities will include identifying actions that the Parish Council needs to undertake to ensure continuity of use for the playing field users.

**11/18 Neighbourhood Watch**

Cllr Jones reported that letters have been sent around with regard to the Next Door app. This is not a scam, but users should make sure that they are aware of the terms and conditions and privacy setting of the service they are signing up to.

## 11/19 Communications

a) To RECEIVE any update about the village Welcome Packs None

b) To RECEIVE any update about parish council social media, website etc, meet your councillor campaign No update given

## 11/20 The Queen's Platinum Jubilee 2-5<sup>th</sup> June 2022

A meeting will be organised for 16/02/2022 to invite organisations to get together to discuss plans.

## 11/21 Solar Farms

- The clerk will remind Downing that a new Deed is still expected for Sutton Bridge solar farm.
- The clerk reported that NextPower have provided a revised Deed. This is the same as the previous Deed but with the correct solar farm address and clerk details.

**It was RESOLVED that the revised Deed should be signed in accordance with the Standing Orders.**

## 11/22 Community Benefit Fund (CBF) Panel

### a) Scope of the work of the Panel

The relative merits of the elected Panel being able to discuss all applications for grant and donation funding rather than just those to be funded from the Community Benefit Fund money were discussed. All recommendations made by the Panel will require ratification by Council. Some amendments to the Terms of Reference have previously been discussed (although those did not relate specifically to the proposed expanded scope.)

**It was RESOLVED that the Panel should review all applications for grants and donations irrespective of whether the intention is to fund from precept or from the Community Benefit Fund and make recommendations to Council**

For 4, Against 0, Abstained 2

It was noted that the clerk will need to make revisions to the set of documents (Terms of Reference, Application Guidelines, application forms and Marking Grid) for approval by Council.

### b) Recommendations from the Panel

The Draft Minutes of the meeting of 10<sup>th</sup> November have been circulated

<https://queencamelpc.org.uk/wp-content/uploads/2021/11/2021-11-10-Draft-Minutes-of-CBF-Nov-1.pdf>

### Defibrillators

There were two applications for purchase of defibrillators. The Parish Council would be required to purchase both and then donate one to the Village Hall and one to the Playing Field Committee. The individual organisations would be required to organise installation.

**It was RESOLVED for the Parish Council to purchase the two defibrillators from the Community Benefit Panel Fund and to donate to the village hall and Playing Field Committee respectively.**

For 5, Against 0, Abstained 1 (applicant)

### Play equipment

The recommendation of the Panel that this application should be deferred was accepted. The reasons are provided in the minutes above.

## 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*

Last month it was reported that QCPC had been successful in securing a £1,500 grant. Chairperson Cllr Gettings was pleased to announce that a further £3,500 had been granted from the same source for an extended programme of events and help with reopening the Community Lounge. There will be a Christmas event, and the formal launch will be in January. The additional money will fund equipment and seating for the outdoor area, as well as mini bus hire to encourage previously isolated individuals to get together through participating in trips out.

Funds will be ring-fenced within the Community Benefit Fund and the Panel will have oversight of spending.

#### 11/24 Financial Reports

- It was **NOTED** that the tax base (for calculation of precept) is expected from SSDC by 18th December.
- A precept budget paper will be circulated to the Finance and Risk Committee next week.
- A VAT refund for 2020-2021 of £1064.37 has been applied for.

#### 11/25 Accounts for payment

a) The following payments made since last meeting (already authorised) were **NOTED**.

	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) The following payments made since last meeting that were authorised via delegated authority to Chair of Finance and Risk Committee were **NOTED**

	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) It was RESOLVED to pay Information Commissioner's Office Data Protection annual fee by Direct Debit.

#### 11/26 Election date options 2022 or 2023


The election date is now expected to be announced in the New Year.

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

Elaine Owen  
Parish Clerk

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

Date..... 20/12/21 .....