



Queen Camel Parish Council

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

email: clerk@queencamelpc.org.uk Tel: 07726 245 101 www.queencamelpc.org.uk

Minutes of the Parish Council Meeting held on Thursday 15th July 2021 at 7:30pm

Public Question Time

There were 4 members of the public in attendance. Immediately prior to the meeting members of the public were provided with the opportunity to speak. One member of the public chose to speak:

- The projector and a pull up screen belonging to the parish council may be stored in Marples Room for use by parish council and wider community. Thanks were given to village hall.
- A parishioner commented that the hard of hearing are not finding it easy to listen to meetings. This fell under Agenda item 07/23, but it was felt of benefit to discuss immediately. It was clarified that the sound system for both the Main Hall and Marples Room need improvement.

It was RESOLVED that the Memorial Hall Committee should be alerted to the problem and requested to investigate options.

For 8 Against 0, Abstained 0

Present: Councillors: Michael Baker, John Brendon, Kathy Grainger, Sue Gettings, Dan Hewlett, Brian Hewlett, Phil Jones, and Bryan Norman.

Also present:

County and District Councillor Mike Lewis
Parish Clerk and RFO Elaine Owen

07/01 Apologies for Absence

Rachael Malton sent apologies due to an unexpected work commitment.

07/02 Declarations of Interests

Councillor Gettings declared a personal interest in any items relating to the Playing Field and Cllr Norman declared an interest in the church.

07/03 To RECEIVE County and District Councillor reports

District and County Councillor Mike Lewis gave the following updates:

- The unitary authority decision would be made by 22nd July 2021.
- The new Chief Exec of SSDC on an interim basis (for an 18-month period) is Jane Portman who will join the council on August 16. A new lead planning officer (Lesley Barakchizadeh) is also joining the council.
- SSDC now believe they no longer have an adequate land supply following a planning inspector report. This is due to the phosphate issue mitigation not being in place for all of the land supply previously counted. This means that houses turned down on appeal based on land supply may possibly be reviewed.

- A £500k plan for funding to assist communities to open up safely has been announced by Somerset County Council. Guidance for applications is expected to be available within the next month or two.
- Somerset County Council will continue to provide help to families in need of food support over the school holiday, funding food vouchers worth £15 per week for children eligible for free school meals.

07/04 Minutes of the last meeting

A clarification was requested under item 06/11b to say that 'Council acknowledged the displacement effect that the traffic order would have. However, other roads are more suitable for two-way traffic'

With the above amendment it was RESOLVED to approve the minutes of the meetings held on Thursday 17th June 2021, as an accurate record of the meeting.

For 8, Against 0, Abstained 0

<http://queencamelpc.org.uk/meetings/agendas-minutes-2021/>

07/05 Action Points from Previous Council Meeting (all other matters are on the Agenda) None

07/06 Correspondence (not included elsewhere in the Agenda)

Councillors had received details of the newly formed Rural Practice Network Neighbourhood Health and Wellbeing forum that meets bi-monthly (online).

It was RESOLVED that Queen Camel should sign up. Councillor(s) may take it in turn to feedback issues to the Parish Council

For 8, Against 0, Abstained 0

07/07 Representatives on Outside Bodies for 2021/2022

None required

07/08 Policies and Procedures

Thanks were given to Cllr Jones for his work on the policies. The following update was provided.

- Complaints Policy – a new draft will be circulated to councillors for review.
- Grievance and Disciplinary Procedure. It was agreed that this is required even if there is only one member of staff.
- Amendments to the Financial Regulation Risk Management document will be considered at the September meeting of the Finance and Risk Committee.
- Safeguarding Policy (new) The Child protection policy in its present form is not required and should be replaced by a safeguarding policy. This will become important from January when the playing field comes back under Parish Council control. Councillor Jones will continue to work on this.
- The Planning process (new) will make managing planning applications clearer for Councillors and parishioners
- The Data Protection / Freedom of Information policy will also be reviewed.
- Councillor Jones has drafted a new Health and Safety Policy and Risk Assessment process. It is good practice to have an accident register and a lead councillor for Health and Safety.

It was RESOLVED that Councillor Jones should be lead councillor for Health and Safety

For 7, Against 0, Abstained 1 (Cllr Jones)

07/09 Planning Applications

Deadline for comments to SSDC for the following planning application is 16th August 2021.
21/01984/HOU | Proposed orangery | Caburn High Street Queen Camel BA22 7NQ

It was RESOLVED to respond in favour of the application with the observation that walls in stone (rather than rendered brickwork) might be more in keeping with the conservation area

For 8, Against 0, Abstained 0

07/10 Notification of Planning Applications

Council reviewed the list of Planning Applications about which the Council has received Notification but is not required to be consulted.

07/11 Previous Planning Applications

a) Council noted that the Englands Mead planning application for 9 dwellings has been dismissed on appeal. This is the first time that the QCPC Neighbourhood Plan has featured as part of the decision making process.

b) Councillors noted comments were fed into the SSDC planning process as resolved at the previous meeting.

b1) 19/01830/OUT Land Part OS 1053 West Camel Road Queen Camel Yeovil

This outline application for the erection of up to 43 dwellings and associated landscaping and access work is still Pending Decision. In order to address phosphate levels a mitigation is proposed that could take the form of a wetland on land in the applicant's control.

QCPC had responded to say that the idea of a wetland was welcomed on environmental grounds but that the land is within the bird strike zone for Yeovilton airport. SSDC have responded to thank Queen Camel and to say that the application was being referred to MOD as a result.

b2) 21/01263/HOU: Carpenters, High Street, Queen Camel

The response provided to SSDC was that Queen Camel had previously supported this application and that the response remained the same.

07/12 The Old Surgery

Councillor Gettings updated Council with some of the previous history of the building.

It was RESOLVED that a meeting would be set up with the new lead planner and new enforcement officer of SSDC to gather the facts before seeking a site meeting with the owner.

For 8, Against 0, Abstained 0

07/13 Neighbourhood Plan

Councillor Brendon drew Councils attention to the section in the Plan called Projects, with the next task being to construct a timetable for action that can be discussed at the September meeting of the parish council. Comments on all or any of the projects should be fed back to Councillor Brendon. The main issue is likely to be funding.

New projects may also be added to the list, but it needs to be remembered that this Plan has been approved by the community.

07/14 Council Response to the Secretary of State (SoS) Development Consent Order (DCO) for A303

Councillor D Hewlett is aiming for a site meeting with the project manager shortly.

Cllr Norman has established a contact with personnel manager of the contractors who are willing to maintain a dialogue. In response to a question from about the protection of historical features, such as the wells, assurances have been received that they will be fully protected.

All parishioners will have received notification from Highways England in the form of a card encouraging people to visit the scheme website at www.highwaysengland.co.uk/a303-sparkford-to-ilchester This also gives notification of an online exhibition day on Thursday 22nd July when team members will be available from noon until 8pm to answer questions via live chat.

Cllr Norman has been in contact with Chair of the Infrastructure Committee of the House of Commons and has also had some feedback from planning inspectors that indicates that some progress, to take into account proposals from Queen Camel, may still be possible. He will continue to progress this matter through the MP.

07/15 Queen Camel Traffic Regulation Order (TRO)

a) Traffic Order

Councillor Gettings reported that Somerset Highways Officer Gary Warren confirms that the proposed experimental traffic order (to allow the community to close roads at each entry from the A303 from Friday am to Monday am) is on track for the end of July. It was clarified that local access will still be available, for farms and residents.

b) Training and materials

Councillor Norman confirmed that enough road signs were available for the road closures. Salt needs to be moved to make room for related items that will need to be stored and the village store has agreed that a new salt bin (£104) can be placed outside their shop. Chapter 8 Training is required for at least 3 people as soon as possible.

It was RESOLVED that that training should be funded by the parish council at £190 per person, and that the salt bin be purchased.

For 8, Against 0, Abstained 0

07/16 a) Highways - Wales Bridge

Planned works are still scheduled for September.

b) Highways - Pinch points and traffic survey

In response to a request from Cllr Norman, District and County Councillor Mike Lewis agreed to speak to SCC Highways to obtain their professional opinion about the pinch points.

It was agreed that a traffic survey will not add substantially to what is already known about the present situation. Similarly, a pollution monitor was discussed but no felt to add value at the present time.

07/17 Environment and footpaths

a) Sewage discharge into River Cam by Wessex Water

Councillor Malton has drafted a letter to go to SSDC and SSC about discharge of sewage into the River Cam by Wessex Water. This will be circulated for review.

b) Footpaths and other environmental matters

- Issue #57514 – WN27/2 Cllr D Hewlett confirmed that the stile work will be completed by the end of the month. Other footpath items are ongoing.
- Maintenance of a strimmer has been arranged.
- Action is underway to co-ordinate a group litter pick.
- Three additional dog waste bins have been requested from SSDC.
- The condition of the footpath next to the medical centre was noted as unacceptable. It is necessary to tidy it up soon, but a longer term solution may need to be found.

c) Rights of Way consultation for Applications 851M, 858M and 859M to upgrade existing footpaths (WN23/11, WN23/12, WN23/38, WN23/40, WN27/4) to bridleways and to add sections of bridleway from South Barrow to Sparkford and Queen Camel was discussed.

Cllr B Hewlett may have some relevant papers and will liaise with clerk and supply to Councillor Lewis. The clerk will ask for extension to the 30th July deadline to allow time to compile the information.

07/18 Flood Committee

No update at the present time.

07/19 SCC Land at Queen Camel Playing Field

The clerk explained that an alternative solution has been found to the earlier offer from SCC of a licence for the land at the north of the Playing Field to run to 2026.

A General Consent Order (GCO) can be granted to applications that the Secretary of State would definitely approve if a full application was made. This includes where a school playing field can be handed over to a not for profit organisation that agrees to keep it as a playing field for at least ten years. This circumstance applies to Queen Camel and opens the door to SCC being able to transfer the land without having to request approval from the Secretary of State via a lengthy process.

Instead a form is sent to Secretary of State explaining why the GCO applies. The form is a very light touch with just a few questions to answer and a copy has been sent to David Price to request that SCC consider this process as a way forward. The clerk will follow up to find out if this has yet been considered.

07/20 Playing Field Management Committee (PFMC)

The Terms of Reference (TOR) for the new Playing Field Management Committee have been supplied to the Playing Field Committee who are expected to respond after their Annual General Meeting on 28th July.

07/21 Neighbourhood Watch

Cllr Jones reported that the new PCSO for Queen Camel is Meghan Day. Monthly crime statistics have been requested.

07/22 Parish Church / Rector

Councillors were informed that 2 churchwardens and 3 members of PCC have resigned. This should not affect the parish council grant payment to the church.

07/23 Communications

a) Welcome Packs

It was confirmed that the A5 booklet will be printed in September.

b) Social Media

Cllr Jones has built a Facebook page for Queen Camel Parish Council, and has been trialling it in unpublished (not available to the public) form, connecting it to local information sources and putting out news, requests for help, events etc. It is working well and he is prepared to continue as the administrator. A trial period of 6 months was suggested.

The purpose of the page will be to reach more parishioners with parish council news. It is particularly suited to short notice items. It is not intended to provide a channel for parishioners to raise issues and to expect a response on the platform. Where necessary people will be signposted to email the clerk to take things forward.

Councillors have also received a trial email newsletter sent by the clerk using Mailchimp. This will allow people to sign up to receive Agendas and Minutes direct to their inbox. Mailchimp integrates with Facebook.

It was RESOLVED to trial the use of Facebook and Mailchimp for six months with feedback given to each parish council meeting during that time.

For 8, Against 0, Abstained 0

07/24 The Queen's Platinum Jubilee

This event will take place Thursday 2nd to Sunday 5th June and several organisations in Queen Camel are expected to work together. It's possible that funds that were available for VE day, but not used due to COVID-19 may be used for this. Planning is at very early stages and a report will be given at the next meeting.

07/25 Annual Village (Parish) Meeting

The Annual Village Meeting will take place on Friday 17th September 2021) and work is in progress to send out invitations to key speakers and to organisations. Invitations to the community will be delivered in the latter part of August.

07/26 Solar Farm Extension Impact on Community Benefit Fund

The application for the extension of years of operation from 25 to 40 years goes to SSDC Regulation Committee on 20th July.

If planning permission is granted then Grant payments to the Queen Camel Community Benefit Fund will continue for a further six years (beyond the 10 already provided for.) The clerk has responded to the last email from Downing and asked for clarification on what an RPI uplift in payments will mean for the next grant.

They have also been told about the village meeting and asked if they would like to provide any materials for display. Overall they have expressed interest in a continuing dialogue with the local community.

Bindwell Solar Farm, also in Queen Camel, is not yet in operation.

07/27 Community Benefit Fund (CBF)

Following the first meeting of the Community Benefit Fund Panel and reflection by Members after the meeting it was felt that the process, application form and TOR need to be reviewed. More relevant information has come to light that needs to be considered too. Therefore, the first meeting really needs to be treated as a trial run and learning experience for the group.

It was RESOLVED that the first meeting of the Community Benefit Fund Panel should be re-run

For 8, Against 0, Abstained 0

07/28 Grants and Donations

a) Donations

Apart from funding the Village Welcome pack no Donations paid from Precept have been authorised. Normally applications would have been made in autumn for the present year, but due to Covid-19 some organisations were not meeting. It is possible that late applications may surface as restrictions are lifted.

b) Grants

Due to changing signatories it has not been possible to pay Grants.

It was RESOLVED that the following Grants are AUTHORISED and should be paid as soon as possible: St Barnabas church £2, 500, Tennis Club £1000, Cricket Club £1000.

For 8, Against 0, Abstained 0

07/29 Banking signatories

Unity Bank have now approved the new signatories who are Cllrs Brendon, Gettings, Grainger, Jones and Baker. Unfortunately the set-up does not yet comply with Queen Camel Financial Regulations in that only one authoriser is sufficient for payments to be made and it should be two. A further form was signed at Council for the clerk to upload to the Bank to request a return to two signatories.

In the meantime payments are being approved only by Cllr Brendon (as Chairman of Finance and Risk Committee), but with full transparency of those payments to other signatories.

07/30 Financial Reports and Bank Reconciliation signature

a) Councillor Brendon as Chairman of Finance and Risk Committee gave an update of the previous meeting held on 5th July <https://queencamelpc.org.uk/wp-content/uploads/2021/07/2021-07-05-DRAFT-Minutes.pdf>

The old bank accounts at NatWest still exist (but with no money in them). Cllr Brendon will go in person and close them.

b) The Financial Regulations require that a non-signatory to the bank account shall sign the bank statement and a reconciliation report each quarter.

It was RESOLVED that Cllr Norman undertake the duty to review and sign the bank statement and reconciliation report each quarter.

For 8, Against 0, Abstained 0

Cllr Norman accepted the papers for Quarter 1 and signed them at the meeting.

07/31 To Authorise accounts for payment

a) Clerk hours and overtime

It was agreed at the previous meeting that overtime for the clerk would be payable to cover a backlog of work that existed on appointment, and to undertake the end of year financial duties. This was estimated at a total of 50 hours at standard hourly rate for April to June inclusive for equalling £565.00 gross pay.

A discussion was had about the achievability of the job in 8 hours per week.

It was RESOLVED to AUTHORISE payment for the 50 hours of overtime at standard rate and to an uplift in hours to 10 per week from October to December on a trial run For 8, Against 0, Abstained 0

b) Accounts for Payment

A detailed list of Accounts for Payment is on the minutes referenced at 7/30 above. This includes accounts that fall due for payment before the next Council meeting in September.

It was RESOLVED to APPROVE the schedule of payments For 8, Against 0, Abstained

Date of next meetings

The following meetings start at 7.30 and are held in the Marples Room, Memorial Hall, Queen Camel.

- The Community Benefit Panel will reconvene on Wednesday 11th August 2021.
- The next meeting of the Finance and Risk Committee will be held on Monday 6th September 2021. All items to be considered for inclusion on the agenda must be received by the Clerk by 9.00am on Thursday 29th August 2021.
- The next Parish Council is due to be held on Monday 13th September 2021. All items to be considered for inclusion on the agenda must be received by the Clerk by 9.00am on Thursday 3rd September 2021.

The **Annual Village Meeting** on Friday 17th September 2021 will be held in the Memorial Hall and starts at 6pm.

**Elaine Owen
Parish Clerk**

Signed 

Date..... 13/09/21

Recording deleted 14/9/21 Elaine Owen