



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 13th September 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 2 members of the public in attendance and both chose to speak:

- **Pinch Points** – taken under item 09/03
- **Maintenance of top end of church path** – taken under 09/14
- **Clock bells** are chiming all through the night. It was advised that any comments about the church bells should be directed to St Barnabas PCC.
- **Playing Field** It was suggested that the number of committee members for the proposed Management Committee should be increased from 6 to 8.

Present: Councillors: Michael Baker, John Brendon, Sue Gettings, Brian Hewlett, Phil Jones, Rachael Malton and Bryan Norman.

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

09/01 Apologies for Absence

Cllr. Grainger sent apologies due to being unwell and Cllr. Hewlett sent apologies due to seasonal work pressures.

09/02 Declarations of Interests

Cllrs. Gettings, Jones and Baker declared a personal interest relating to the Playing Field.

09/03 To RECEIVE County and District Councillor reports

a) Pinch Points

The meeting was closed to allow public comment. It was explained that as well as slowing traffic, the pinch points enable people to cross more easily and are helpful to people who are less able. It was further pointed out that other parishes are presently asking for pinch points.

Meeting opened. Discussion recognised that parked cars are as much a cause of slowing traffic. Removing pinch points will not prevent parking.

Cllr. Lewis, having been asked to obtain a professional opinion from SCC Highways, reported that the process of removal is either through a Small Improvement Scheme (SIS) OR a scheme fully funded and managed by the Parish Council. The timescale for a SIS is likely to be beyond the end of the A303 dualling works.

With the above evidence a proposal was made that the pinch points should be kept.

It was RESOLVED to keep the pinch points

b) Other updates

District and County Councillor Mike Lewis talked about work in progress towards creating the unitary authority. Local community networks will be set up probably based on NHS groupings.

Further questions were answered that are reported under 09/09 and 09/16

09/04 Minutes of the last meeting

<https://queencamelpc.org.uk/wp-content/uploads/2021/09/2021-07-15-Signed-Minutes-July.pdf>

It was RESOLVED to approve the minutes of the meetings held on Thursday 15th July 2021, as an accurate record of the meeting.

09/05 Action Points from Previous Council Meeting (all other matters are on the Agenda) None

09/06 Correspondence (not included elsewhere in the Agenda) None

09/07 Policies and Procedures

Cllr. Jones reported that he is continuing work on the policies and suggested they should be provided to Council in one or more tranches to receive input from others once they are ready for comment.

Cllr. Brendon said that the Financial Regulations and Risk matrix were also under review by the Finance and Risk Committee and will be on their October agenda.

09/08 Planning Applications (background paper)

<https://queencamelpc.org.uk/planning/> to see how to sign up for personalised alerts.

a) Planning Applications requiring QCPC consultation

21/02342/FUL Erection of a new agricultural barn. Land at Sutton Bridge Farm Sutton Montis Road Queen Camel Yeovil Somerset BA22 7NF Ref
Decision expected 24th September. The parish council had no comment to make.

b) Planning Application decisions

The following planning application decisions have been approved since last meeting.

21/01984/HOU Ref. No: 21/01985/LBC proposed orangery Caburn High Street Queen Camel Yeovil Somerset BA22 7NQ

13/01697/FUL to extend the life of the solar farm from 25 years to 40 years.
Land Os 4200 Sutton Montis Road Queen Camel Yeovil BA22

c) Planning Applications not requiring QCPC consultation

Minor works were noted including erection of a garden shed at The Old Barn, High Street and tree works at 11 The Glebe.

09/09 The Old Surgery

Cllr. Lewis reported that this is not regarded as a planning matter, but the new enforcement officer is aware of the situation. A newspaper article in 2006 proves that the windows have been boarded up since at least that date. Cllr. Lewis will follow up with the officer (Heather Nesbitt). The parish council would be pleased to invite her to a future parish council meeting.

09/10 Neighbourhood Plan

Cllr. Brendon has constructed a spreadsheet listing projects that require funding that will be circulated and also discussed at the next Community Benefit Fund Panel meeting. The clerk has made an enquiry as to whether the *Opening up Safely* grant can be applied to for help with funding any of these.

09/11 Impact of A303 Dualling works

a) Meeting between QCPC and SCC Highways

A date is still expected for a meeting Highways England and County Highways with respect to blocking off of Traits and Gason Lane. **Afternote:** now confirmed as 22/09/2021.

b) Other A303 updates Some further background context was provided by Cllr. Norman and Cllr. Brian Hewlett.

09/12 Queen Camel Traffic Regulation Order (TRO)

a) To RECEIVE an update about its implementation.

Feedback from the community is that the TRO is a success and has considerably improved the lives of those who had been living with relentless traffic chaos. Thanks were expressed to the volunteers and especially those who also undertook the necessary training course.

Two modifications may be needed:

- Signs are going out promptly, but must be taken down with equal promptness in order to comply with the TRO. Cllr. Norman agreed to check how this was being monitored and to consider if a simple record needs to be kept so that it's clear that the signs have gone out and been removed each time.
- Some residents' right to drive the closed roads has been challenged as they were not recognised. Windscreen badges are being considered

The need to prove the effectiveness of the TRO was discussed. The clerk suggested an online survey could be created and Cllr. Malton agreed to assist with the questions to be asked.

It was RESOLVED that the clerk should create an online survey to capture the community impact of the TRO

b) To AUTHORISE any further expenses incurred for road signs etc. as notified to the meeting.

The need for more *Road Closed* signs and a *No Right Turn* sign was discussed but not thought necessary at this time. Cllr. Norman will answer any questions on the matter.

09/13 Highways - Wales Bridge

Planned works are now underway.

09/14 Environment and footpaths

a) Sewage discharge into River Cam by Wessex Water

Cllr. Malton, supported by Cllr. Gettings, will draft a letter to ask if sewage is still being discharge into the River Cam by Wessex Water.

b) Footpaths Maintenance

Work orders have been placed by SCC for two repairs. The broken handrail by the river is the priority as any water crossing is more of a risk.

Maintenance of a strimmer has been arranged. Cllr. Malton is setting up a working group of strimming volunteers and will establish if any training is required.

SLR maintenance are donating bark chippings for path stabilisation later in the year.

c) Ownership of grass verge outside church gates

The old cobbled path is actually a road, so maintenance is the responsibility of the council.

It was RESOLVED for clerk to write to SSDC to ask for church path to be added to their maintenance list

d) Litter / waste bins

Cllr. Malton is following up the request for three additional dog waste bins

c) Rights of Way consultation

Clerk met with Cllr. D Hewlett and a full response was sent to SCC with map evidence showing some of the footpaths were unlikely to have been bridle routes in the past.

09/15 Flood Committee

No update at the present time.

09/16 SCC Land at Queen Camel Playing Field

The clerk has not yet had a response from David Price of SCC with regard to the proposal to release the land under a General Consent Order. Cllr. Lewis has emailed him.

09/17 Queen Camel Playing Field

It was agreed that there was not sufficient time in the meeting to discuss the playing Field items. A separate meeting would allow the issue to be fully reviewed and permit representatives of the Playing Field Committee and interested parishioners to attend

It was RESOLVED to have an extraordinary meeting, to be advertised at the Annual Village Meeting to cover the Playing Field topic on 30th Sept at 7.30 pm

09/28 Neighbourhood Watch

Cllr. Jones reported that there are now two PCSO for Queen Camel is Meghan Day plus Beata Marcelino (School Link Officer) Gaps in coverage are being addressed.

09/19 Communications

a) Welcome Packs

The A5 booklet is due out very soon

b) To RECEIVE an update about the new village Facebook page from Councillor Jones.

The Facebook page is working well with 119 followers so far. The largest number of people (507) was reached with a post about litter picking.

c) To RECEIVE an update about using of Mailchimp to distribute Agendas and Minutes.

The clerk reported that a sign-up form has been added to the website. An advert will follow on Facebook and some regular contacts will be emailed with an invitation.

d) To RECEIVE an update about improving the sound system in the village hall.

The clerk has sent an email to the Chairman of the village hall suggesting that they might consider applying for a grant from the parish council.

09/20 The Queen's Platinum Jubilee

This event will take place Thursday 2nd to Sunday 5th June. Planning is still too early for a report to be given and so this item was **DEFERRED** to the next meeting.

09/21 Annual Village (Parish) Meeting

The Annual Village Meeting will take place on Friday 17th September 2021 and an update of arrangements, including Covid precautions, was provided by Cllr. Malton

09/22 Solar Farms

A response is still outstanding from Downing (new Deed awaited) and the clerk has also written to Bindwell Solar Farm to ask when generation might start.

09/23 Community Benefit Fund (CBF)

a) To RECEIVE an update from the meetings of the CBF Panel

Minutes of meetings that have taken place since the last parish council meeting are here:

<https://queencamelpc.org.uk/wp-content/uploads/2021/09/2021-08-25-Signed-Minutes.pdf>

<https://queencamelpc.org.uk/wp-content/uploads/2021/09/2021-09-08-Draft-Minutes-of-CBF-Sept.pdf>

Noticeboards

The application to the Fund for two new noticeboards was reviewed by the Panel. It was agreed that replacement of the boards does not meet the criteria for the Fund. Councillors agreed, and also that only one new noticeboard might be needed. New quotes should be obtained.

It was RESOLVED that quotes be obtained for the Church Path board to be refurbished, and for a new board by shop. Plus for the shop noticeboard to be refurbished and moved to bus shelter.

Terms of Reference and documentation

The Panel felt that it made sense for them to review ALL applications for Grants and Donations and to decide whether they should be funded by the Solar Fund or as a Grant from parish precept. More than one route for applications is confusing to applicant. The clerk will review the TOR and combine the documentation for Council to review.

b) To NOTE that one Panel member has withdrawn and been replaced.

Bev Davis has replaced Robert Pierson who is now unavailable.

c) To NOTE requirement for clerk to minute meetings

The Panel requested that the clerk minute all meetings and be available to provide administrative support. See also item 09/27.

09/24 Grants and Donations

a) To RECEIVE an update on Grants paid from Precept

- The grant to St Barnabas church for £2500 has been paid.
- The Tennis club grant for £1000 is in the bank authorisation process.
- The Cricket club have not yet sent payment details for their £1000 grant, to be reminded

b) To DISCUSS an application for a Grant of £100 to support dementia training

The organisation will be receiving the funds from another source so the application no longer needs to be considered

09/25 Grant Applications

The *Opening Up Safely and Reconnecting Communities Grant* application must be submitted by 30th September 2021. Some groundwork has been done by the clerk and Cllr. Gettings and Malton will now assist with completion of the form for the clerk to submit.

09/26 Financial Reports

The Finance and Risk Committee had agreed it was not necessary to meet in September.

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

	Item	Date paid	VAT	Amount	Minute no.
1	Arnold Baker – refund clerk	31/8/2021	no	£119.99	29/4
2	Clerk home office	31/8/2021	no	£33.50	F09/07
3	Clerk salary and overtime	31/8/2021	no	£746.02	F09/07 & 07/31
4	Coram Construction training	3/9/2021	yes	£792.00	07/15

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

	Item	Date paid	VAT	Amount	Authorised
1	SALC / NALC affiliation	3/9/2021	no	£227.61	31/8/2021
2	SALC New Councillor training plus Planning and GDPR	3/9/2021	no	£150.00	31/8/2021
3	Viking – office ink, paper etc – refund clerk	3/9/2021	yes	£80.39	31/8/2021

09/27 Clerk hours

With the additional work for the Community Benefit Fund and Playing Field it is clear that clerk hours do need to be increased. Due to extra meetings and work in September overtime hours must be expected.

It was RESOLVED to AUTHORISE overtime for Clerk for July at 10 hours and to increase hours from 8 to 10 per week with effect from 1st October

09/28 Meeting dates

Separating Finance and Risk Committee meetings from Parish Council meetings by more than one week would aid the clerk. Different meeting dates were discussed.

It was RESOLVED that Parish Council meeting dates would take place in the third week of the month from now on.

09/29 Election date options 2022 or 2023

There will be considerable extra cost to parish councils if elections are out of synch with the unitary authority who will be electing in 2022. Normally the parish council election would be in 2023, but we are being consulted on bringing them forward by one year.

It was RESOLVED to agree that Council are in favour of moving Parish Councillor election forward one year to coincide with the unitary authority elections in 2022.

Date of next meetings

The Annual Village Meeting on Friday 17th September will be held in the Memorial Hall from 6pm.

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

- An Extraordinary meeting will be held on Thursday 30th September to discuss the Playing Field.
- The next meeting of the Finance & Risk Committee will be held on Monday 4th October 2021. Items to be considered for inclusion on the agenda must be received by the Clerk before 23th September.
- The next Parish Council is due to be held on Monday 18th October 2021. Items to be considered for inclusion on the agenda must be received by the Clerk before 7th October.
- The Community Benefit Panel will reconvene on Wednesday 10th November 2021.

Elaine Owen
Parish Clerk

Signed 

Date... 18.10.21