



**QUEEN CAMEL PARISH COUNCIL**

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**COVID Advice**

“The government expects and recommends that people wear face coverings in crowded and enclosed areas where you come into contact with people you do not normally meet.”

**AGENDA**

**A Meeting of Queen Camel Parish Council will be held on Monday 18<sup>th</sup> October 2021 at 7:30pm, Marples Room, Queen Camel Memorial hall**

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**All members are summoned to attend.**

The meeting will begin after an opportunity for members of the electorate of the Parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman’s discretion.

**10/01 Apologies for Absence**

**10/02 Declarations of Interests**

**10/03 To RECEIVE County and District Councillor reports**

**10/04 Minutes of the previous meeting to be confirmed as correct**

a) To **APPROVE** as a correct record the minutes of the previous meeting held on 13th September 2021.

b) To **APPROVE** as a correct record the minutes of the Extraordinary meeting held on 30<sup>th</sup> September 2021.

**10/05 Action Points from Previous Council Meeting (all other matters are on the Agenda)**

None.

**10/06 Correspondence (not included elsewhere in the Agenda)**

None at time of Agenda

**10/07 Policies and Procedures review (Background Paper)**

To **RECEIVE** a list of policies and procedures and their status.

**10/08 Planning (Background paper)**

**a) Planning Applications requiring QCPC consultation**

To **RESPOND** to any planning applications validated since last meeting.

**b) Planning Application decisions**

To **NOTE** planning application decisions made by SSDC since last meeting.

**c) Planning Applications not requiring QCPC consultation**

To **NOTE** Planning Applications about tree works and other minor works.

**10/09 The Old Surgery**

To **RECEIVE** any update

**10/10 Neighbourhood Plan**

To **DISCUSS** a proposed timetable for action on Projects.

**10/11 Impact of A303 dualling works**

**a) Meeting between QCPC and SCC Highways**

At time of Agenda a meeting is being arranged with Highways England and County Highways blocking off of Traits and Gason Lane.

**b) Other A303 updates**

To **RECEIVE** any update on from Councillor D Hewlett and Councillor Norman

**10/12 Queen Camel Traffic Regulation Order (TRO)**

a) To **RECEIVE** an update from Cllr Norman about its implementation (and moving salt bin).

b) To **RECEIVE** an update from the clerk about creation of an online questionnaire

**10/13 Highways**

a) **Wales Bridge** Works were completed in September. To **RECEIVE** any comment.

**b) Road Drains**

To **RECEIVE** a report from Cllr Norman following reports of flooding from blocked roadside drains.

**10/14 Speedwatch / Speed Indicator Devices (SIDs)**

To **DISCUSS** whether Speedwatch or Speed Indicator Devices are required.

**10/15 Noticeboards**

To **RECEIVE** any update about refurbishment of Church Path noticeboard, for a new board by the shop and refurbishment and moving the shop board to the bus shelter.

**10/16 Environment and footpaths**

**a) Sewage Discharge into River Cam**

To **RECEIVE** an update from Councillor Malton regarding a letter to Wessex Water about sewage discharge into the River Cam

**b) Footpath Maintenance**

To **RECEIVE** an update from Councillor Malton, including regarding the establishment of a working group for strimming, machine maintenance and training needs.

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

To **RECEIVE** an update from the clerk regarding requesting that the church path is added to SSDC maintenance list.

**d) Litter / waste bins**

To **RECEIVE** an update from Councillor Malton, including progress on dog bins.

**10/17 Flood Committee**

To **RECEIVE** any update from Councillor Norman.

**10/18 SCC Land at Queen Camel Playing Field**

To **RECEIVE** any update from the clerk on SCC land at the north of the Queen Camel Playing Field. (None received at time of Agenda.)

## **10/19 Queen Camel Playing Field**

An Extraordinary Meeting was held on 30<sup>th</sup> September at which it was resolved to manage the playing field through a Playing Field Management Committee <https://tinyurl.com/zpu2jrt9>

### **a) Playing Field Management Committee (PMFC)**

To **RECEIVE** any response to the proposed Terms of Reference of the PMFC supplied to the existing Playing Field Committee (PFC)

**b) To RECEIVE any further general update** about the transition process.

## **10/20 Neighbourhood Watch**

To **RECEIVE** an update from Councillor Jones.

## **10/21 Communications**

a) To **RECEIVE** any update about the village Welcome Packs

b) To **RECEIVE** any update about parish council social media, website etc.

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

## **10/22 The Queen's Platinum Jubilee**

To **RECEIVE** any update about participating in the celebration (2nd to 5th June 2022).

## **10/23 Annual Village (Parish) Meeting**

To **RECEIVE** a review of the Annual Village Meeting (Friday 17<sup>th</sup> September 2021) from Councillors Norman and Malton.

## **10/24 Solar Farms**

To **RECEIVE** any update from the clerk regarding emails sent to the two solar farms.

## **10/25 Community Benefit Fund (CBF) Panel**

To **DISCUSS** revised draft TOR, application guidelines and application forms and to **RESOLVE** whether the Panel should review all applications for grants and donations, or just those relating to the Community Benefit Fund.

## **10/26 Grants and Donations**

To **RECEIVE** an update on Grants paid from Precept from the clerk.

## **10/27 Grant Applications**

To **RECEIVE** an update about Queen Camel Parish Council's application to the *Opening up Safely and Reconnecting Communities Fund*

## **10/28 Defibrillators**

To **DISCUSS** the opportunity for Queen Camel to have two defibrillators and **RESOLVE** how they should be funded.

## **10/29 Financial Reports**

To **RECEIVE** an update from the Finance and Risk Committee.

### **a) Bank Reconciliation for Quarter 2**

To **RESOLVE** that Cllr Norman may sign the Bank Statement and Reconciliation report.

### **b) Terms of Reference (Background paper)**

To **RESOLVE** that the recommended revised Terms of Reference for the Finance and Risk Committee are approved.

**c) Bank Debit Card** (Background paper)

To **RESOLVE** whether the Parish Council should have a debit card facility.

**d) Nat West Savings Account**

To **RESOLVE** whether earmarked reserves should be moved to the Nat West savings account.

**e) Appointment of Internal Auditor** (Background paper)

To **RESOLVE** the appointment of a new internal auditor.

f) To **RECEIVE** an update about claiming the VAT refund.

**10/30 Accounts for payment**

To **NOTE** the payments itemised in the minutes of the Finance and Risk Committee held on 4<sup>th</sup> October 2021 <https://tinyurl.com/wkjwp9a8>

**10/31 Clerk Hours**

To **RESOLVE** payment of 20.5 hours overtime for the clerk. This is due to an exceptional number of meetings and work in September. Clerk hours have now been raised to 10 per week from 1 October and no additional overtime is expected this month.

**10/32 Election date options 2022 or 2023**

At the date of this Agenda the election date was expected to be confirmed shortly.

**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 1<sup>st</sup> November 2021. All items to be considered for the agenda must be received by the Clerk by 9.00am on Wed 20<sup>th</sup> October.
- The Community Benefit Panel will meet on Wednesday 10th November 2021.
- The Parish Council will meet on Monday 15<sup>th</sup> November. All items to be considered for the Agenda must be received by Wednesday 3<sup>rd</sup> November.

**Elaine Owen**

**Parish Clerk**