



QUEEN CAMEL PARISH COUNCIL

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

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COVID Advice

You are required to wear a face covering on entering the Village Hall and must keep it on until you leave unless you are exempt, or have a reasonable excuse for removing it.

AGENDA

A Meeting of Queen Camel Parish Council will be held on Thursday 20th January 2022 at 7:30pm, Main Hall, Queen Camel Memorial Hall

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.

01/01 Apologies for Absence

01/02 Declarations of Interests

01/03 To RECEIVE County and District Councillor reports

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

To **APPROVE** as a correct record the minutes of the previous meeting held on 20th December 2021.

01/05 Policies and Procedures review (Background Papers)

To **RECEIVE** the updated list of the status of policies and procedures. Actions on specific policies are included elsewhere in this Agenda.

01/06 Planning (Background paper)

a) Planning Applications requiring QCPC consultation

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

[Discharge of Conditions Nos 4 \(Surface Water Drainage Strategy\), 5 \(Water Main Protection Measures\), 6 \(Construction Environmental Management Plan\), 7 \(Construction Environmental Management Plan \(Biodiversity\)\), 8 \(Landscape and Environmental Management Plan\), 9 \(Detailed Scheme of Landscaping\), 10 \(Archaeological Written Scheme of Investigation\) and 13 \(Solar Panels\) of planning application 20/00952/FUL - Land OS 1100 Bindwell Lane Queen Camel Yeovil Somerset](#)

Deadline for comments 1/3/2022

b) Planning Application decisions

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

[21/03359/HOU | First Floor Extension and Alterations with Detached Outbuilding. - The Cobblers High Street Queen Camel Yeovil BA22 7NE](#)

Approved with conditions see:

<https://www.southsomerset.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&pdf=true&docno=10467002>

c) Planning Applications not requiring QCPC consultation

To **NOTE** other Planning Applications

- 01/07 The Old Surgery**
To **RECEIVE** any update
- 01/08 Neighbourhood Plan** (Background Paper)
To **REVIEW** the project list and receive any update, including from Cllr Malton regarding *Getting About, Project 5* and the footpath and bridleway.
- 01/09 Impact of A303 dualling works**
To **RECEIVE** any updates from Councillors
- 01/10 Queen Camel Traffic Regulation Order (TRO)**
To **RECEIVE** any updates including from Cllr Malton about the questionnaire.
- 01/11 Highways**
- a) Blocked roadside drains were reported to SCC using the online tool. To **RECEIVE** an update from Cllr Norman.
 - b) To **DISCUSS** correspondence concerning traffic entering Grace Martin's
 - c) To **RECEIVE** an update regarding the sink hole by bridge
 - d) To **DISCUSS** request to Councillors for a pedestrian crossing in the High Street.
- 01/12 Speedwatch / Speed Indicator Devices (SIDs)**
To **RECEIVE** an update from Councillors.
- 01/13 Noticeboards**
To **RECEIVE** any update about the condition of, and options for the noticeboards (including a virtual noticeboard) from Councillors.
- 01/14 Environment and footpaths**
- a) Sewage Discharge into River Cam**
To **NOTE** that information about the Water Guardians scheme is now on the website.
 - b) Footpath Maintenance**
To **RECEIVE** any update from Councillor Malton
 - c) Ownership of grass verge outside church gates**
To **RECEIVE** an update from Cllr Malton following SCC's response that it will be better managed by volunteers. (SCC will not maintain until such time as over-growth becomes a nuisance to walkers)
 - d) Litter / waste bins**
To **RECEIVE** an update from Councillor Malton, including progress on dog bins.
 - e) Wildflower Giveaway**
To **RECEIVE** information about the SSDC Wildflower Giveaway and to **RESOLVE** to approve participation in principle.
 - f) Thermal Imaging trial**
To **RECEIVE** information about participation in the Area East thermal imaging camera trial.
 - g) Environment budget**
To **DISCUSS** spend from the environment budget and **APPROVE** specific items.
- 01/15 Flood Committee**
To **RECEIVE** any update from Councillors

- 01/16 SCC Land at Queen Camel Playing Field**
To **RECEIVE** any update from the clerk following a letter being sent to MP David Warburton.
- 01/17 Neighbourhood Watch**
To **RECIEVE** any update
- 01/18 Queen Camel Playing Field Management Committee**
The first meeting of the Committee will take place on 24th January. Minutes will form a background paper to subsequent Council meetings.
- a) Playing Field Management Committee Terms of Reference** (Background document)
To **DISCUSS** the Terms of Reference with a view to prompt adoption
- b) Insurance, electricity and water**
To **RECEIVE** an update on insurance and utilities
- c) Transfer of Assets from the Playing Field Committee to Queen Camel Parish Council**
To **RECEIVE** an update
- 01/19 Playing Field Development Working Party**
a) To **RESOLVE** to elect members to the working party and agree date of first meeting
b) To **RESOLVE** responsibility for drafting working party Terms of Reference.
- 01/20 Communications**
a) To **RECEIVE** any update about the village Welcome Packs
b) To **RECEIVE** any update about parish council social media, website etc.
- 01/21 The Queen's Platinum Jubilee**
To **NOTE** that a meeting will be held on 16th February and that a report will follow.
- 01/22 Solar Farms**
To **NOTE** that the signed corrected DEED has been returned to NextPower and to **RECEIVE** any further update about solar farms from the clerk.
- 01/23 Community Benefit Fund (CBF) Panel**
a) To **RESOLVE** to approve the TOR, Application Guidelines, Application Forms and Marking Grid, that have been revised by the clerk to take account of requested changes. (Background Papers).
b) To **RECEIVE** an update about the purchase of the Defibrillators.
c) To **RECEIVE** a progress report about the Community Lounge project from Cllr Gettings.
- 01/24 Financial Reports**
a) To **RESOLVE** that Cllr Norman may sign the Bank Statement and Reconciliation report for Quarter 3 (Background papers)
b) To **RESOLVE** to adopt the Reserves Policy as recommended by the Finance and Risk Committee (Background paper)
c) To **RESOLVE** to approve that the Playing Field Electricity Bill may be paid by Direct Debit
d) To **RESOLVE** 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) To **NOTE** the following payments have been authorised by the Chairman of the Finance and Risk Committee under delegated authority since 20th December. The items specified as 'Community Lounge' have all been paid for from the ring-fenced *Opening Up Safely Grant* and relate to Christmas event expenses.

	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

To **RECEIVE** an update on the precept process from the clerk.

01/26 Dates of April and May meetings

To **RESOLVE** dates for council meetings in April and May

To **RESOLVE** date for Annual Parish Meeting in 2022

Date of next meetings

Meetings start at 7.30 and are held in the Memorial Hall, Queen Camel.

- The Playing Field Management Committee will meet on Monday 24 January 2022
- The Community Benefit Panel will meet on Wednesday 26th January 2022
- Finance and Risk Committee will meet on Monday 7th February 2022. All items to be considered for the agenda must be received by the Clerk by Thurs 27th January.
- The Parish Council will meet on Monday 17th February 2022. All items to be considered for the Agenda must be received by Thursday 6th February.



Elaine Owen
Parish Clerk