WEST CAMEL PARISH COUNCIL

Minutes of the West Camel Parish Council Annual Meeting held on Thursday 1st May 2025 at 7:30 pm in the Conference Room at The Davis Hall.

Present:	Chairman	**Kathy Miller-Hunt (KMH)**	
	Councillors	**Jenny Down (JD)**	**Geoff Chapman (GC)**
		Cliff Baker(CB)	**Mick Richens (MR)**
		Jane Lawrence (JL)	
	Clerk	**Angela Suter (AS)**	

Somerset Council Councillors – 0

Members of the public – 2

0525.01 To elect a chairman – GC proposed KMH should continue as chairman, seconded by CB and agreed all.

0525.02 Chairman's declaration of acceptance of office. Duly signed by KMH witnessed by AS.

0525.03 Allocation of Councillors to Committees / Working Parties

a. **Personnel Committee – needs 3.** (MR/GC/CB)
b. **Planning Committee (Lead + All) -** MR
c. **Community Housing Project (Lead + 1 (or more *)** (KMH/JL)
d. **Physical Environment / Flooding Working Party (Lead + 1 (or more *)** (CB/KMH/JL)
e. **CBF Panel 2 councillors to represent the PC.** (MR/JD)
***** Can include volunteers from the community.

Lead Roles

f. **Vice Chairman** (MR)
g. **LCN Representative –** MR proposed we remove this position, seconded by CB and agreed all.
h. **Planning (b above)** (MR)
i. **Footpaths** Les Stevens (LS)
j. **Playground / field** (MR)
k. **Contingency and Emergency Planning** (JL)
l. **Davis Hall rep.** (JD)
m. **Youth in the Parish** (KMH)
n. **Communication / web master** (CB/AS)
o. **Demographics.** (KMH)
p. **Environmental Champion -** MR proposed we remove this position, seconded by GC and agreed all.

0525.04 Electors' Participation – Chloe Warner update playpark see 0524.11 Item d (i).

0525.05 To declare a vacancy – No vacancies at present it was agreed to 'advertise' rewards of being a councillor which will be mentioned at the APM – **AP (AS)**

0525.06 Apologies for Absence – None.

0525.07 Minutes of the last meeting (06/03/25) to be agreed and signed - The minutes were agreed

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by all councillors and were duly signed by KMH and AS.

0525.08 Matters of Report arising from the previous meeting minutes (not on the agenda) –
It was discussed and agreed by all that the Action Point Summary would no longer be produced as all Action Points are covered in the Minutes and are either ongoing or completed.

0525.09 Declaration of Interest and details of dispensations requested / granted since last meeting (councillors and/or visiting councillors). – GC to submit update/changes to current Declaration of Interest Form following sale of land. **AP (GC/AS)**

0525.10 Somerset Council Councillor feedback – No Somerset Councillors attended.

0525.11 Standing Items of Business

a. Local Crime
i. **Neighbourhood Watch** – The Co-ordinator had nothing to share this month.

b. Footpaths / RoW – GC has replaced two gates and this has been notified to ROW. Jeff Stamp (JS) and LS to put in gate on footpath to Wales Farm. Downhead to Babcary - LS has secured a gate and will erect with JS who will invoice landowner direct for labour.

c. Environment.
i. Flood Plan – Review arrangements for draft flood plan. Ongoing. **AP (JL)**
ii. Flood Warden – Action Plan / Onboarding. Still some contact details to acquire. Ongoing. **AP (JL)**
iii. Flood Monitoring Proposals – Peglar alarms. App is free.
iv. Flood Mitigation Proposals – SRA grant has been allocated £5000 for works to be carried out at Higher Mill Farm. Just awaiting paperwork advised it should be received 02/05/25. Work needs to be carried out with 5 months. AS to advise and forward paperwork on receipt. CB to lead.
v. Hire of working boat – Agreed programme for September 2025.

d. Play Area / Ground.
i. Replacement play equipment – update received from working group. Equipment ordered less trampoline due to financial constraints. £22,155 raised so far with one more fundraiser planned. Stage 1 works to remove trim trail will be happening over weekend 3rd/4th May with help of volunteers. AS to update village via FB and email. – **AP (AS)**

e. Community Housing Scheme
i. Community Housing – Plots 8/9 – on hold.
ii. Plot 1 – Discussed letter from Porter Dodson regarding s106 Agreement. Response drafted and agreement to send voted on, proposed by CB, seconded JL agreed all. AS to send via email on Friday. – **AP (AS)**
iii. Plot 7 – second period to commence 11th May 2025. Ongoing.

f. **Traffic Calming.**
i. SID design has now changed so brackets we have will not fit any new SID purchase. All agreed no further SID needed. SID on Howell Hill to be moved by JS and LS back to Plowage. Parsonage Road SID to stay in situ. – **AP LS/JS**

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ii. Finger Post – update received from insurers payment should arrive within 7 days. Discussion on repair of damaged finger post LS mentioned scrap value only £20. Discussed historical asset vote to repair or scrap. CB proposed repair, seconded by GC. Majority vote to proceed with repair. **AP (AS/LS)**

g. Community Engagement & Communication

i. Website / Comms in general – AS reported work to start on website updating after APM. Agreed AS will send emails to CB for clarification on what to include in bi-weekly bulletin.
ii. Board Replacement / repair – ongoing – LS
iii. Register of Community Assets – AS reported discussion had with Somerset Council regarding validity of application as hotels not able to be included. Case officer doing due diligence questioning if The Walnut Tree can be considered as anything other than a hotel. Awaiting decision. AS to report on outcome when notified. **AP (AS)**

h. **Parish Council Processes / Unitary Authority Update**

i. Next LCN Meeting - representative? – To be dropped as discussed in agenda item 05.25.03 (g).
ii. LCN - Wincanton. – No Somerset councillors present for comment.

i. **Highways** –

i. Urgashay ditch update – LS provided update that works were complete other than the installation of a flap valve at circa £450 but was to be provided by Highways. Original one ordered was the wrong size. LS to chase. **AP (LS)**

j. **Community Benefit Fund (CBF) –** Approve recommendations from CBF Panel Meeting -

i. **Playground equipment replacement** – up to £8000 awarded by CBF bot looks like it will be considerably less. Agreed by all.

525.12 Correspondence / Other matters requiring action

a. To agree meeting dates for 2025/26 – Traditionally WCPC meet on the first Thursday of alternate months. GC pointed out January meeting would be New Years Day it was decided this meeting would be held in the 2nd week of January instead. MR no longer has a landline. AS to circulate list of meeting dates. **AP (AS)**
b. APM – Format and presentation – after some discussion it was agreed 30th May 19.00pm optional bring a plate to share. MR has already given apologies. AS would draft a PowerPoint presentation based on input from key councillors and circulate for comment. Run through time prior to the meeting to be decided. Councillors to provide information for slides to AS who will produce a timetable. Topics to cover: Lenthsman scheme update/works achieved, Playground update, Flood plan/Alerts, Somerset Highways – detrunked A303, Election Year 2026, Become a councillor. **AP (AS) draft presentation and meeting notice**

0525.13 Clerk / Responsible Financial Officer Report

a. Precept received - £22,400
b. Insurance renewal in Long Term Agreement awaiting renewal premium for 2025/26.
c. To receive the Internal Auditor's report – LS explained variances from previous year.
d. To approve Section 1 Annual Governance Statement – agreed and duly signed by KMH.
e. To approve Section 2 Accounting Statement 2024/25 – agreed and duly signed by KMH.
f. Payment Authorisation – AS shared the Schedule of Payments for 6th March to 1st May 2025 (below) which totalled £2,245.02 (£1,217.85 - 2024/25) £1,027.17 for 2025/26 to authorise.

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AS explained what each payment was for. MR proposed approval of all payments, seconded CB, agreed all.

Cheque No. or OP Ref	Payee	Service / Goods Purchased	Amount
55/2425		Mower fuel	22.39
56/2425	Elan City	SID brackets	145.34
57/2425	SALC	Clerk Training	35.00
58/2425	L Stevens	Expenses to 31/03/25	122.24
59/2425	L Stevens	Salary March (net)	175.20
60/2425	A Suter	Salary March (net)	216.08
61/2425	J Stamp	Lengthsman (March)	240.00
62/2425	HMRC	PAYE Q4	255.60
63/2425	Unity Bank	Bank service charge(March)	6.00
Total	2024/25		**£1,217.85**
01/2526	SALC	Affiliation Fee	211.01
02/2526	SALC	Clerk Training	30.00
03/2526	A Suter	Expenses to 30/04/25	25.98
04/2526	L Stevens	Hours and Expenses (April)	172.58
05/2526	J Stamp	Lengthsman (April)	500.00
06/2526	Wincanton Print	3 x Di-bond Dog signs	87.60
Total	2025/26		**£1,027.17**

0525.14 Planning Applications

New planning applications – None.

Planning Updates –

25/00137/FUL – Creation of agricultural access route and ancillary works Steart Hill Farm – Hopkins Estate Ltd. Letter of refusal submitted. No further update.

0525.15 Matters of Report / Future Business

a. **Other Matters of Report –** MR requested emails stated clearly whether an action was required or if for information only. **AP All.**
b. **Matters of Future Business –** none.

0525.16 Date of next meetings – Thursday 3rd July 2025 in the Davis Hall Committee Room.
APM – Friday 30th May.

0524.17 The meeting closed at 21:15.

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Chairman