WEST CAMEL PARISH COUNCIL

Minutes of the West Camel Parish Council Annual Meeting held on Thursday 9th May 2024 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)**
		Sally Palmer (SP)	**Mick Richens (MR)**
	Clerk	**Les Stevens (LS)**	

Somerset Council Councillors – **Cllr Henry Hobhouse (HH), Cllr Kevin Messenger (KM)**

Members of the public – 2.

0524.01 To elect a chairman – MR proposed KMH should continue as chairman, seconded by GC and agreed all.

0524.02 Chairman's declaration of acceptance of office. Duly signed by KMH witnessed by LS.

0524.03 Allocation of Councillors to Committees / Working Parties

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

Lead Roles

g. **Vice Chairman** (SP)
h. **LCN Representative** (KMH)
i. **Planning (b above)** (MR)
j. **Footpaths** (Vacant)
k. **Playground / field** (MR)
l. **Contingency and Emergency Planning** (GC)
m. **Davis Hall rep.** (JD)
n. **Youth in the Parish** (KMH)
o. **Communication / web master** (Martin Cocksedge - MC)
p. **Demographics.** (KMH)
q. **Environmental Champion.** (Vacant)

0524.04 Electors' Participation – None.

0524.05 To declare a vacancy – Following the resignation of Cllr. Annette Davis. It was agreed to declare a vacancy which will be mentioned at the APM – **AP LS.**

0524.06 Apologies for Absence – Cllr Cliff Baker – family commitments.

0524.07 Minutes of the last meeting (07/03/24) to be agreed and signed - The minutes were agreed by all councillors and were duly signed by GC and LS.

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0524.08 Matters of Report arising from the previous meeting minutes (not on the agenda) –
0120.08 C ii a – Finger Post – re-erection. – On Hold.
0923.07 c vii – LS to repair bench by Home Close – Ongoing.
0324.08C iii – Flood Monitoring Proposals – ongoing.
0324.08 C iv – Flood mitigation Proposals – ongoing.
0324.08 C v – Village lengthsman to develop role – ongoing.
0324.08 I iii – Clerk's discretionary spending powers – ongoing.

0524.09 Declaration of Interest and details of dispensations requested / granted since last meeting (councillors and/or visiting councillors). – JD expressed an ongoing interest in item 11.C.d.

052410 Somerset Council Councillor feedback – HH mentioned that all 8 new gauges on the R. Cam will shortly be functioning (West Camel yet to be fitted) and work was well underway on the App to make this information widely available. He also mentioned a report compiled by a Yeovilton / Podimore PC Cllr. and himself concerning the A303 drainage impact on this area (he offered to copy to LS). When asked about the confusing information regarding the ongoing 'Phosphate issue' HH indicated that the legal challenge was ongoing and he should know more within 30 days. KM mentioned the availability of Enterprise Grants from SC for any new business ventures. KMH thanked KM and HH for their contribution.

0524.11 Standing Items of Business

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

b. **Footpaths / RoW –** LS mentioned a meeting with the A303 RoW team on 25th March which satisfied outstanding questions regarding access to existing Footpaths crossing the scheme. Also Eve Wynn has not as yet met with the landowner to discuss several reported issues raised regarding the lack of access to footpaths Y27/6 (Bakery Path) and Y27/7 (from Cottis Ln).

c. **Environment.**
   i. Flood Plan – Review arrangements. Ongoing.
   ii. Flood Warden – Action Plan / Onboarding. Ongoing.
   iii. Flood Monitoring Proposals – KMH/LS met with representatives from the EA and SRA to select a position for the new river gauge which was agreed to be sited on the wall in Fore St just before 'Havengarth'. Some minor local maintenance would be necessary to ensure accurate readings. The further proposals previously agreed by Council now need to progressed – **AP KMH/CB/LS.**
   iv. Flood Mitigation Proposals – LS provided an update on the progress made since the last meeting. An informal meeting has been held with the main Riparian Land owners (RLOs) and a grant applicant made to the CBF Panel for up to £10,000 of funding, subject to Council approval. Discussions with the EA have cleared the way for maintenance works in line with the expectation placed by the EA up on RLOs to commence at the end of the bird nesting season. Further community engagement will take place at the Annual Parish Meeting at the end of May and some form of referendum in order to secure a clear mandate would be a sensible way forward.
   v. Village 'Lengthman' (LM) – LS reported that the CBF Panel has recommended a grant award of up to £5,000 subject to Council approval. He suggested that CB / LS and any other interest councillor work to develop a programme of works. An update on the proposed

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Safety Training being offered by SC circulated by email prior to the meeting, suggest that formal Chater 8 Training be procured locally at a cost of around £225 / place. SP proposed that this should be arranged, seconded by GC and agreed all. **AP LS to book two places. LS/CB to develop a programme of works.**

vi. Wall by Parsonage Rd Bridge – LS reported that he has arranged delivery of concrete to form the replacement wall foundations (as per the earlier action point) at a cost of £315.46. A small working party has been arranged to take delivery etc on 10th May.

d. Play Area / Ground.

i. Replacement play equipment – after discussion it was agreed to relaunch this initiative at the APM on 31st May. **AP MR/LS APM.**

e. Community Housing Scheme

i. Community Housing – Plots 8/9 sale – on hold.

f. **Traffic Calming.**

i. SID stanchion ordered from SC at a cost of c£311.

ii. Howell Hill – additional SID site – LS confirmed that the CBF Panel have recommended a grant award f up to £600 – subject to Council approval .

g. Community Engagement & Communication

i. Website / Comms in general – no update.

ii. Notice Board Replacement / repair – LS reported that the BF Panel had recommended a grant award of up to £800 – subject to Council approval.

iii. Volunteer Days – LS suggested that a Volunteer Day be arranged on 15 or 22 June to tackle a number of outstanding physical tasks around the parish. Councillors were in agreement and asked him to arrange. **AP LS to arrange / publicise.**

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

i. Next LCN Meeting - representative? – KMH said she would be able to attend during the summer months but may struggle once other personal commitments resume in the Autumn.

ii. LCN is the Yeovil LCN appropriate? HH stated that he had asked for several parishes within his ward to be transferred to the Wincanton LCN which next meets on 13th June at Wincanton Sports Ground. Councillors were supportive of this change of LCN.

i. **Highways** –

i. Back St drain blocked – Update – LS reported that the ditch outfall was ow functioning but further clearance work was necessary before the winter (part of Volunteer Day tasks).

ii. Howell Hill – jetting £850 / day – LS reported that although the blockage couldn't be cleared we are now aware of what works are necessary, some within the scope of local resources, others requiring SC resources. Local works to be programmed under Volunteer Day / LM scheme.

iii. Devolve LM spend to Clerk to manage within allocated budget? SP proposed that control of the spend within agreed budget be devolved to the clerk, seconded by JD and agreed all.

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

a. **Davis Hall** – Car Park resurfacing >£5,000 (£4,000 excl VAT).

b. **WCPC** – Davis Hall defib replacement battery - £205 (excl VAT).

c. **WCPC** – replace / repair notice boards - >£800 (excl VAT).

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d. **WCPC** – Additional SID Stanchion / batteries etc - £600 (excl VAT).
e. **WCPC** – Lengthsman scheme trial - >£5,000.
f. **WCPC** – Flood Mitigation Proposals - >£10,000

MR proposed that the recommendations from the CBF Panel be approved, seconded by GC and agreed by majority vote.

0524.12 Correspondence / Other matters requiring action

a. To agree meeting dates for 2024/25 – LS explained that traditionally WCPC meet on the first Thursday of alternate months and circulated a schedule of meeting dates which councillors agreed to. **AP LS to copy date to HH & KM.**
b. APM – Format and presentation – after some discussion it was agreed that LS would draft a PowerPoint presentation based on input from key councillors and circulate for comment. Councillors were happy to meet at 18:30 on the day to finalise matters. SP suggested that bringing a plate of food to share be made optional and volunteered to make tea / coffee. **AP LS to draft presentation of publicise meeting.**

0524.13 Clerk / Responsible Financial Officer Report

a. Precept received - £11,220.00.
b. Insurance renewal (year 3 of 5) Zurich - £396.76 – agreed.
c. Replace Clerk's PC and upgrade to MS365 at a cost of c£600. Proposed MR, seconded SP agreed all.
d. To receive the Internal Auditor's report – LS explained that the IA was satisfied that all necessary precautions / processes had been taken / followed.
e. To approve the Certificate of Exemption from Limited Assurance Review – agreed by all.
f. To approve Section 1 Annual Governance Statement – agreed and duly signed by KMH.
g. To approve Section 2 Accounting Statement 2023/24 – agreed and duly signed by KMH.
h. Payment Authorisation – LS shared the Schedule of Payments for 8th March to 9th May 2024 (below) which totalled £2,521.84 (2023/24) and £838.73 (2024/25). He explained what each payment was for and whether pre-approved in the budget. SP proposed approval of all payments, seconded MR, agreed all.

Cheque No. or OP Ref	Payee	Service / Goods Purchased	Amount
33/2324	Gallagher Insurance	Mower Insurance	£213.24
34/2324	Glanville Environmental	Jet / Vac hire (Howell Hill)	£1,020.00
35/2324	HMRC	PAYE Q4	£304.60
36/2324	SALC	Training Courses	£120.00
37/2324	Chris Lee	Hedge Cutting 22/23 & 23/24	£864.00
Total	2023/24		**£2,521.84**
01/2425	Davis Hall	Meetings 10/4 and 12/4 (CBF)	£12.00
02/2425	Defib Store	New Battery Davis Hall Defib (CBF)	£258.00
03/2425	Zurich Insurance	Annual Insurance Premium	£396.76
04/2425	L Stevens Exp / Add Hrs	Gen Exp + 3 hrs CBF meeting	£171.97
Total	2024/25		**£838.73**

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0524.14 Planning Applications

New planning applications –

24/00660/FUL – Erection of detached chalet bungalow and garage plot 7 Southmead. (Renewal of lapsed full permission). Decision – **Strongly supported.**

Planning Updates –

23/03117/LBC – Amended application Flood restoration and installation of oil-fired boiler Lundy Cottage. **Devolved Decision – to support.** (06/02/24). **Update Approved with conditions 01/03/24 (no notice sent to WCPC).**

0524.15 Matters of Report / Future Business

a. **Other Matters of Report –** GC circulated copies of an amended Contingency Plan and asked councillors to let him have their comments before the July meeting. **AP All.**
b. **Matters of Future Business –** none.

0524.16 Date of next meetings – Thursday 4th July 2024 in the Davis Hall Committee Room.
APM – Friday 31st May.

0524.17 The meeting closed at 21:10.

Signed.....
Chairman Date 4th July 2024

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Clerk Date 4th July 2024

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Chairman