WEST CAMEL PARISH COUNCIL

Minutes of the West Camel Parish Council Meeting held on Thursday 5th September 2024 at 7:30 pm in The Davis Hall.

Present:	Chairman	**Kathy Miller-Hunt (KMH)**	
	Councillors	**Jenny Down (JD)**	**Geoff Chapman (GC)**
		Cliff Baker (CB)	
	Clerk	**Les Stevens (LS)**	

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

Members of the public – none.

0924.01 Electors' Participation – None.

0924.02 To declare a vacancy following the resignation of Cllr. Sally Palmer. AP LS to formally declare a vacancy.

0924.03 Apologies for Absence – Cllr Mick Richens (MR) (work).

0924.04 Minutes of the last meeting (04/07/24) to be agreed and signed - The minutes were agreed by all councillors and were duly signed by KMH and LS.

0924.05 Matters of Report arising from the previous meeting minutes (not on the agenda) –
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.

0924.06 Declaration of Interest and details of dispensations requested / granted since last meeting (councillors and/or visiting councillors). – JD expressed an ongoing interest in item 7 C iv (Flood Mitigation Proposals).

0924.07 Somerset Council Councillor feedback – HH gave a brief update on the 'Phosphate' position. He also mentioned that he has once again requested the transfer of several parishes in his ward to the Wincanton LCN.
KM mentioned the need to be checking ditches, gully covers etc in preparation for Autumn and Winter rainfall. KMH thanked HH and KM for their contribution.

0924.08 Standing Items of Business

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

b. **Footpaths / RoW –** LS mentioned that as part of the coming weekend's working groups the stile on the footpath between Chantry Ln and the Bridgehampton Rd would be replaced with a gate. Also Cottis Ln will have stone from the Davis Hall spread along the top 'muddy' half. GC mentioned the footpath through his property and potentially replacing existing stiles with gates?

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c. Environment.

i. Flood Plan – the SRA are running an Emergency Plan writing course in the near future at South Cadbury. - Ongoing.

ii. Flood Warden – Flood Wardens are actively involved in the new monitoring system and surveys of residents. - Ongoing.

iii. Flood Monitoring Proposals – CB stated the he and Jane Lawrence (Flood Warden North) and KMH/LS will, during September survey all previously flooded homeowners to build an accurate picture of where assistance may be required. HH added that the he has secured funding for the earlier proposed 'App' which he hopes to have in place by December 2024.

iv. Flood Mitigation Proposals – LS reiterated the result of the Consultation exercise which had been communicated via Village email and FB. He suggested that 'Key Contractors' be appointed as Council's preferred contractor on a cost / experience basis. Councillors agreed with this recommendation. **AP LS to arrange start date and liaise with Riparian Land Owners.** LS also mentioned that the West Camel Parochial Charities have offered a grant of £2,500 toward these works with a further grant to help remove river silt should the EA be prepared to approve its removal from downstream of Frog Lane Bridge.

d. Play Area / Ground.

i. Replacement play equipment – LS / KMH had attended the inaugural meeting of the Working Group on 30th August, which wasn't particularly well attended. Chloe Warner offered to undertake some further investigation and costings and come back to the group for wider discussion. – Ongoing.

e. Community Housing Scheme

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

ii. Plot 1 resale process – initial period ends on 30th October 2024.

f. **Traffic Calming.**

i. Howell Hill – additional SID site – LS confirmed that a new stanchion has been provided by Somerset Council Highways. He will purchase the necessary brackets / batteries etc to allow a SID to be relocated to Howell Hill. – Ongoing with **LS.**

g. Community Engagement & Communication

i. Website / Comms in general – no update.

ii. Notice Board Replacement / repair – LS stated that he has refurbished and returned the South St NB and would refurbish the Parsonage Rd NB during the Autumn.

iii. Volunteer Days – LS reported that he has arranged a Working Party morning for 7th September to tackle several outstanding jobs before Autumn / Winter. He wished to record a vote of thanks to Rich / Cath Hooper for repainting the lower halves of both finger post signs.

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

i. 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. **Ongoing with HH.**

ii. Yeovil LCN Highways Working Group 12th Sept – no action.

iii. Replacement Clerk – KMH proposed that Angela Suter be formerly offered the post of 'Assistant Clerk / RFO' from 1st October with a view to her taking on the full role sometime before 31st March 2025 when LS retires, seconded by GC and agreed by all.

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iv. Councillor vacancies – KMH encouraged everyone to try and recruit people to fill the two vacancies. **AP All.**

i. **Highways** –
   i. Back St drain – Update – LS reported that although the ditch outfall was now functioning, to avoid on-going maintenance issues, the installation of a pipe and flap-valve was necessary before the winter – scheduled for 7th September – **AP CB + Lengthsman.**
   ii. Howell Hill – works over the August Bank Holiday weekend by the Lengthsman + LS appear to have partially solved existing surface water issues. **AP LS to contact SC Highways to clear blockages lower in Howell Hill.**

a. **Community Benefit Fund (CBF) –** No new applications.

0924.09 Correspondence / Other matters requiring action

a. SALC Health & Wellbeing Programme – CB reported that he had exchanged emails with SALC explaining that due to a shortage of councillors West Camel weren't in a position to take advantage of SALC's offer at this time.

0924.10 Clerk / Responsible Financial Officer Report

a. Interim Fidelity Check – KMH replaced MR and reported that all was in order.
b. Payment Authorisation – LS shared the Schedule of Payments for 5th July to 5th September 2024 (below) which totalled £2,320.52. He explained what each payment was for and whether pre-approved in the budget. CB proposed approval of all payments, seconded GC, agreed all.

Cheque No. or OP Ref	Payee	Service / Goods Purchased	Amount
12/2425	Wincanton Print	Reprint History Trail Leaflets	£212.00
13/2425	Milborne Port Computers	Replacement reconditioned laptop	£515.00
14/2425	Kellaway Building supplies	Twinwall drainage pipe and fittings	£283.19
15/2425	Play Inspection Co.	Annual Playground Inspection	£90.00
16/2425	L Stevens cc to Kellaway	750kg aggregate / 4 bags cement	£84.02
17/2425	L Stevens	Flap Valve + NB refurb	£198.40
18/2425	SALC	Annual Affiliation Fee	£137.82
19/2425	Mr J Stamp	Lengthsman Howell Hill	£300.00
20/2425	L Stevens	Gen Exp and projects purchases	£500.09
Total			**£2,320.52**

c. Potential budgetary impact of replacing the Clerk? – LS mentioned that the PC finances were in good order and the additional spend on employing an Assistant Clerk was manageable.
d. Bank Mandate – LS pointed out that additional signatories were required. CB agreed to be added. **AP LS to update mandate.**

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0924.11 Planning Applications

New planning applications – none.

Planning Updates – None.

0924.12 Matters of Report / Future Business

a. **Other Matters of Report –** None.
b. Matters of Future Business – none.

0924.13 Date of next meetings – Thursday 7th November 2024 in the Davis Hall Committee Room.

0924.14 The meeting closed at 21:00.

Signed.....
Chairman Date 7th November 2024

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Clerk Date 7th November 2024

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Chairman