WEST CAMEL PARISH COUNCIL

Annual Meeting of West Camel Parish Council to be Held on Thursday 1st May 2025 at 7:30 pm in the conference room at The Davis Hall.

A G E N D A

1. **To elect a chairman.**

2. **Chairman's declaration of acceptance of office.**

3. **Allocation of Councillors to Committees / Working Parties**

   a. **Personnel Committee – needs 3.** (MR/GC/CB)
   b. **Planning Committee (Lead + All)**
   c. **Community Housing Project (Lead + 1 (or more *)** (KMH / ?)
   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** (?)
   h. **Planning (b above)** (?)
   i. **Footpaths** (?)
   j. **Playground / field** (MR)
   k. **Contingency and Emergency Planning** (GC)
   l. **Davis Hall rep.** (JD)
   m. **Youth in the Parish** (KMH)
   n. **Communication / web master** (CB)
   o. **Demographics.** (KMH)
   p. **Environmental Champion.** (?)

4. **Electors' participation.**

5. **To declare a vacancy.**

6. **Apologies for absence.**

7. **Minutes of last meeting (06/03/25) to be agreed and signed.**

8. **Matters of report arising from previous meeting minutes (not covered below).**

9. **Declaration of interest and details of dispensations requested / granted since last meeting (councillors and/or visiting councillors).**

10. **Somerset Council Councillor feedback.**

11. **Standing Items**

    a. Local Crime - Neighbourhood Watch – Update from Adrian Davenport (AD)

    b. Footpath / R.O.W. update – LS.

    c. Environment**.**

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i) Flood Plan review arrangements– Agree draft flood plan - JL
ii) Flood Plan Agree Domestic - JL
iii) Flood Monitoring proposals – Feedback / update CB / JL / LS.
iv) Flood Mitigation proposals 2025/26 (SRA Grant) – CB / JL
v) Hire of working boat. Ongoing – LS?

d. **Play Area / Ground.**
   i) Replacement play equipment working group update from Chloe Warner – AS/CW

e. **Community Housing Scheme**
   i) Community Housing – On hold.
   ii) Plot 1 – Discuss recent communications regarding s106 Agreement.
   iii) Plot 7 – Second period to commence mid-May.

f. **Traffic Calming.**
   i) SID
   ii) Fingerpost – update. – AS/LS

g. **Community Engagement & Communication**
   i) Website / Comms in general – AS
   ii) Notice Boards replacement – ongoing – LS
   iii) Register of Community Assets – update – AS

h. **Parish Council Processes / Unitary Authority Update**
   i) Next LCN Meeting – representative?
   ii) LCN - Wincanton. Confirmed?

i. **Highways** –
   i) Urgashay ditch update – LS / AS

j. **Community Benefit Fund** – Approve recommendations from CBF Panel Meeting
   i) **Playground Equipment Replacement** – >£8000

12. Correspondence / Other matters requiring action

a. To agree meeting dates for 2025/26– All
b. APM – format and presentation – pre-meet to finalise? – All.

13. Clerk / Responsible Financial Officer Report

a. Precept received - £22,400
b. Insurance renewal 2025/26
c. To receive the Internal Auditors Report
d. To approve Section 1 Annual Governance Statement – All
e. To approve Section 2 Accounting Statements 2024/25 - All
f. Payment Authorisation – See Appendix A for details.

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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.

15. Matters of Report / Future Business

a. Other matters of report.
b. Matters for future business.

16. Date of next meeting – Thursday 3rd July 2025 – Committee Room Davis Hall.

APM – Friday 30th May 2025