WEST CAMEL PARISH COUNCIL

Annual Meeting of West Camel Parish Council to be Held on Thursday 9th May 2024 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.** (SP/GC/?)
   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)
   e. **CBF Panel 2 councillors to represent the PC.** (MC/JD)
   ***** Can include volunteers from the community.

   Lead Roles
   f. **Vice Chairman** (?)
   g. **LCN Representative (?)**
   h. **Planning (b above)** (?)
   i. **Footpaths** (?)
   j. **Playground / field** (MC)
   k. **Contingency and Emergency Planning** (GC)
   l. **Davis Hall rep.** (JD)
   m. **Youth in the Parish** (KMH)
   n. **Communication / web master** (MC)
   o. **Demographics.** (KMH)
   p. **Environmental Champion.** (?) – Do we need to appoint anyone?

4. **Electors' participation.**

5. **To declare a vacancy** (Following resignation of Cllr. Annette Davis).

6. **Apologies for absence. –** Cliff Baker (CB) – family commitments.

7. **Minutes of last meeting (07/03/24) 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**.**
        a. Flood Plan – Review arrangements -

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b. Flood Warden – Action Plan / onboarding -
c. Flood Monitoring proposals – Feedback / proposal for WC CB / LS.
d. Flood Mitigation proposals 2024/25 – CB / LS
e. Village 'Lengthsman' – CBF >£5,000 develop programme – CB / LS / ?
f. Wall by Parsonage Rd Bridge?

d. **Play Area / Ground.**
   a. Replacement play equipment – working group – MR / LS

e. **Community Housing Scheme**
   i) Community Housing – On hold.

f. **Traffic Calming.**
   i) SID stanchion Howell Hill – order placed c£311 - LS
   ii) Howell Hill – SID movement / batteries / training – CBF >£600

g. **Community Engagement & Communication**
   i) Website / Comms in general – MC
   ii) Notice Boards replacement / repair / removal? – CBF >£800

h. **Parish Council Processes / Unitary Authority Update**
   i) Next LCN Meeting – representative?
   ii) LCN is Yeovil LCN appropriate? – All

i. **Highways** –
   a. Back St blocked drain – Update – CB / LS.
   b. Howell Hill – jetting £850 / day – Update LS
   c. Devolve LM spend to Clerks to manage within allocated budget?

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

12. Correspondence / Other matters requiring action
   a. To agree meeting dates for 2024/25 – All
   b. APM – format and presentation – pre-meet to finalise? – All.

13. Clerk / Responsible Financial Officer Report
   a. Precept received - £11220.00
   b. Insurance renewal 2024/25 - £396.76 (or £
   c. Replace Clerk's PC and upgrade to PC to MS 365 - c£600
   d. To receive the Internal Auditors Report
   e. To approve Certificate of Exemption from Limited Assurance Review – All
   f. To approve Section 1 Annual Governance Statement – All
   g. To approve Section 2 Accounting Statements 2023/24 - All

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h. Payment Authorisation – See Appendix A for details.

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?

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).**

15. Matters of Report / Future Business

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

16. Date of next meeting – Thursday 4th July 2024 – Committee Room Davis Hall.
APM – Friday 31st May