

# WEST CAMEL PARISH COUNCIL

Minutes of the West Camel Parish Council Annual Meeting held on Thursday 7<sup>th</sup> May 2026 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)** **Jo Roberts (JR)**

Clerk **Angela Suter (AS)**

Somerset Council Councillors – 1

Members of the public – 1

**0526.01 To elect a chairman** – GC proposed KMH should continue as chairman, seconded by JL and agreed all.

**0526.02 Chairman’s declaration of acceptance of office.** Duly signed by KMH witnessed by AS.

## **0526.03 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/JR/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. **Planning (b above)** (MR)
- h. **Footpaths** Les Stevens (LS)
- i. **Playground / field** (JR)
- j. **Contingency and Emergency Planning** (GC/JL)
- k. **Davis Hall rep.** (JD)
- l. **Youth in the Parish** (KMH)
- m. **Communication / web master** (CB/AS)
- n. **Demographics.** (KMH)

**0526.04 Electors’ Participation** – none.

**0526.05 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 by Jo Roberts.

**0526.06 Apologies for Absence** – None.

**0526.07 Minutes of the last meeting (05/03/26) to be agreed and signed** - The minutes were agreed by all councillors and were duly signed by KMH and AS.

**0526.08 Matters of Report arising from the previous meeting minutes (not on the agenda)** - none.

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**0526.09 Declaration of Interest and details of dispensations requested / granted since last meeting (councillors and/or visiting councillors).** – none.

**0526.10 Somerset Council Councillor feedback** – This item was brought forward on the agenda as HH had to leave to attend another PC meeting.

Planning - HH spoke about the government consultation process that ended on 23/04 with regards to planning processes. Effectively this means as a council we can object but it will only be a standard objection the same as any resident may have, a PC objection will no longer take it to committee. They are also removing all applications of less than 10 houses from the committee structure regardless of where they are going and what people might think. HH has objected on behalf of all the parish councils.

Flooding – HH stated that Podimore are running a trial this winter where the parish council will be able to close the roads in the event of flooding. If it is successful we should be able to put a plan together to be able to do the same in West Camel meaning the Flood Warden will advise the duty highway officer we are closing the road and they in turn will advise the police. HH sees no reason that this should not succeed and move forward.

## **0526.11 Standing Items of Business**

- a. Footpaths / RoW – Bridleway 30/28 (Eastmead Lane) – badly fitted gates have been replaced with metal but incorrectly fitted. RoW officer informed. Maintenance on gateway stoning and bridge 2272 on Y27/12 ongoing. Footpath Y27/14 – field has been fenced off no access to footpath – permissive path around outside of field – query with SC.
- b. Environment.
  - i. Contingency Flood Plan – CB still to look through and finalise with JL who has a few amendments to make and will then resend to CB. **(JL)**
  - ii. Flood Monitoring Proposals – river clearance to be done and letters to riparian owners. Mark to survey Parsonage to Frog Lane over the weekend and produce photo report. Access to property Camway - concern for children and animals if they wander in. Gates to be locked perhaps? CB to approach. CB to draft letter regarding riparian rights to go out via village email **(CB/AS)**
  - iii. Flood Mitigation Proposals – SRA grant use of remainder. Can we purchase equipment and hire a skip using this funding CB to approach SRA? Hiring a skip for waste removed from the river would be better than heaving it onto river banks to dry out for later disposal. GC to approach residents on Frog Lane re siting a skip for this purpose. We have grapple hook and other tools in storage but JR to supply CB with a list of other equipment needed for pricing. **(CB)**
- c. Play Area / Ground.
  - i. Maintenance work being carried out on the older play equipment, broken fences and clearing of surfaces in the playground. JR reported brilliant volunteer responses over a couple of weekends with rubbing down and painting of equipment few more bits left to finish off. Edging carried out along the path. Benches to be replaced in tennis courts as broken and not safe for use. Jeff to work with Mark and Andy to replace the broken chain link fence along the bottom of the playing field by the picnic bench in the next few weeks before the village fete. Tennis courts available for all to use and are used quite regularly but not sure everyone is aware. Clerk to send out on Mailchimp that the court is free to use no booking required and create a notice stating if using the multi surface area for basket ball the net must be reinstated afterwards not left in a heap at the side of the court. **(AS)**

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- d. **Community Housing Scheme** – nothing to report.
- e. **Traffic Calming** – nothing to report.
- f. **Community Engagement & Communication**
  - i. Website / Comms in general – new website up and running. AS uploading new links page by page but all statutory requirements have now been met and new councillor emails are up and running.
  - ii. Village Fete – to be held 20<sup>th</sup> June on the playing field starting with duck race at 12.30pm fete until 4pm.
    - Request for PC ok to run a bar using plastic glasses? - recycling to be arranged by fete committee and they will apply for a temporary event notice. Agreed by all.
    - Dogs on leads? Field to be checked afterwards by fete committee and temporary dog bin provided. A cordon will be set up using bunting around the play equipment to keep this a designated 'clean area'. Agreed by all.
    - Proceeds of the fete do we have a project these could go towards. Expected to be minimal as trying to keep the event as light on the pocket as possible but the fete committee would like it to be something related to the park. Committee mentioned perhaps a new bench for the tennis courts.
- g. **Parish Council Processes / Unitary Authority Update** – nothing to report.
- h. **Highways** – nothing to report.
- i. **Community Benefit Fund (CBF)** – MR discussed the fund and the total currently held. We will make this a point of note in the upcoming APM, what we've contributed to so far, do people realise it's there? It's for the benefit of the village as a whole not necessarily a benefit to each and every individual. A contingency fund definitely needs to be held but we should also keep communicating to the village that it is there and grants can be applied for. Mick to do a small presentation at the APM.

## 0526.12 Correspondence/Other matters requiring action

- a. To agree meeting dates for 2026/27 – Traditionally WCPC meet on the first Thursday of alternate months. AS to circulate list of meeting dates. **(AS)**
- b. APM – Format and presentation – 29<sup>th</sup> May 19.00pm cheese & wine. Change format to a more social event so set up tables and chairs rather than rows **(AS/JR)**. Key councillors to present 5-10 minutes. KMH - Introduction/2027 Election Year, MR – Community Benefit Fund, JL – Flood Warden report, JR – Volunteering/Becoming a councillor. **(AS – set up and notices to website, notice boards and village email)**

## 0526.13 Clerk / Responsible Financial Officer Report

- a. Main insurance renewal accepted, slight increase on last year of under £10 - action. **(AS)**
- b. To receive the Internal Auditor's report – AS explained variances from previous year and report was accepted and agreed by the committee. To be submitted to PKF Littlejohn **(AS)**
- c. To approve Section 1 Annual Governance Statement – agreed and duly signed by KMH and the clerk. To be submitted to PKF Littlejohn **(AS)**
- d. To approve Section 2 Accounting Statement 2024/25 – agreed and duly signed by KMH and the clerk. To be submitted to PKF Littlejohn **(AS)**

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- e. Payment Authorisation – AS shared the Schedule of Payments for 5<sup>th</sup> March to 7<sup>th</sup> May 2026 as below. Approval of all payments as below signed off by KMH

| Cheque No. or OP Ref | Payee  | Service / Goods Purchased         | Amount           |
|----------------------|--|-----------------------------------|------------------|
| 58/2526              | Davis Hall                                     | Personnel Meeting                 | 4.00             |
| 59/2526              | A Suter  | Expenses to 06.03.26              | 31.98            |
| 60/2526              | SALC   | Training Clerk x 2 Councillor x 1 | 120.00           |
| 01/2627              | Arthur J Galagher                              | Mower Insurance                   | 209.73           |
| 02/2627              | HMRC   | PAYE Q4 2025/26                   | 251.02           |
| 03/2627              | CK Creative                                    | New website build                 | 720.00           |
| 04/2627              | L Stevens                                      | Expenses to 08.04.26              | 193.55           |
| 05/2627              | M Roberts                                      | Reimbursement – play maintenance  | 233.29           |
| 06/2627              | J Stamp  | Hedge Maintenance quoted          | 60.00            |
|                      | J Stamp  | Mowing (March & April)            | 125.00           |
|                      | J Stamp  | Playground labour                 | 262.50           |
| 07/2627              | Zurich   | Main Insurance Policy 2026/27     | 436.01           |
| 08/2627              | SALC   | Affiliation Fee for SALC & NALC   | 217.73           |
| 09/2627              | A Suter  | Expenses to 07.05.26              | 31.98            |
| <b>Total</b>         | <b>Paid Prior to the meeting<br/>£2,211.07</b> |                                   | <b>£2,896.79</b> |

## 0526.14 Planning Applications

### New planning applications

**26/00619/FUL** – Land opposite The Hollies on southern side of A303 Plowage Lane – Erection of two self-build dwellings and garaging, the formation of vehicular access and the provision of car parking – WCPC No Objection submitted 22/04/26.

### Planning Updates

**26/00012/FUL** – Plot 1 South Street Appeal started 6008085 – for garage. Council perplexed as to why this was refused considering the house had been granted planning.

## 0526.15 Matters of Report / Future Business

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

**0526.16 Date of next meetings – APM** – Friday 29<sup>th</sup> May.  
Thursday 2<sup>nd</sup> July 2026 in the Davis Hall Committee Room.

**0526.17 The meeting closed at 21:10**