

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 11 SEPTEMBER 2017 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Barbara Rich (Chairman)
Colin Falla
Margaret Hogg
Andrew Jeanes
Pat Pardoe

In Attendance: Caro Slaymaker (Parish Clerk)
3 members of the public

Cllr Rich was elected to chair the meeting in the absence of the Chairman and Vice-Chairman

Public Session

No issues were raised

5046 Apologies

Apologies were received from Cllrs Roberts and Ferriday (holiday) and Cllrs Reid and Penny (family matters elsewhere). The absences were approved. Cllrs Caswell and Pay were attending meeting elsewhere.

5047 Declarations of Interest

Cllr Rich declared an interest in the Playing Field (minute 5051).

5048 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 12 July were approved as a true record and signed by the Chair.

5049 Committee Minutes

The draft Minutes of the Planning Committee meeting held on 30 August (a copy of which are appended to these Minutes) were noted.

5050 County and District Council Liaison

No Councillors were present.

Cllr Rich withdrew from the meeting.

5051 NSRG Grant for fencing

Mrs Greig, representing the Playing Field Committee summarised the application. It was **agreed** to give a grant as Third-Party Contributor. It was understood that the original quote for fencing was now out of date and may increase, so it was further **agreed** that a maximum contribution would be set to allow for any increase in the quote up to £12,000 to avoid the need for a further application (proposed Cllr Falla, seconded Cllr Jeanes, unanimous).

Cllr Rich rejoined the meeting

5052 S106 Consultation (Cricketer Farm – Affordable Housing)

Members had had an opportunity to look at the first draft of a future S106 agreement related to the outline planning application at Cricketer Farm. It was **agreed:**

- a) Clerk to arrange a meeting with Mr Harvey (AHU, Sedgemoor DC) to discuss the draft agreement in more detail generally;
- b) The Parish Council's priority objective remained to ensure that affordable housing in the Parish was available to give those with a close connection to the Parish an opportunity to

stay in (or return to) Nether Stowey. Those with close family ties should be given higher priority than the current draft provides and provision to help older people should be added.

- c) That the proportion of affordable homes available to buy at a discounted rate or to rent should be considered to ensure that the proportion most meets the local need.
- d) To ensure that the allocation process is improved following the poor experience for applicants when Harry Prowse Close was built.

5053 S106 Consultation (Cricketer Farm – Play Area)

It was **agreed** that the Parish Council would prefer that Sedgemoor DC adopt the play area at the proposed Cricketer Farm site.

5054 Cemetery Fees

The revised Cemetery Fees were **approved** (proposed Cllr Jeanes, seconded Cllr Hogg).

5055 Planning Applications

The following application was considered:

- a) Application Ref: 36/17/00016
Address: 16 Castle Street, Nether Stowey
Proposal: Trim regrowth of eucalyptus ie; reduce crown height/spread up to a maximum of 1m.
Response agreed: *No objection*

5056 Budget and Reserves Reports

The budget and reserves reports to 8 September were **noted**. The Clerk explained that the bill for the Clock Tower unmetered supply for November 2016 to March 2017 had only now been received. The budget for this had been carried forward via the Reserve at the end of March and so used to cover this bill. Copies of the reports are appended to these minutes.

5057 Expenditure

Expenditure incurred since the Parish Council meeting of 10 July:

Date	Payee Name	Cheque	Amount	Transaction Details
10 Jul	GWB Services	103833	875.00	Village maintenance June 2017
10 Jul	Water2business	103834	260.27	Public toilets water bill Nov-May
12 Jul	W J Roberts	103835	250.00	Chairman's honorarium
18 Jul	Void	103836	-	Cancelled + shredded (witnessed: BR, JR)
18 Jul	Void	103838	-	Cancelled + shredded (witnessed: BR, JR)
18 Jul	Staff	103837,39-41	2,350.11	Staff salaries, pension, deductions July
18 Jul	K Sparks	103842	105.55	Village maintenance July
21 Jul	Santander a/c 3	103843	200.00	Replace cheque 103891 lost by bank
28 Jul	Mrs C F Slaymaker	103844	105.39	Stationery & Batteries for office
28 Jul	Blake Training Ltd	103845	78.00	Strimmer training for C Falla - Min 5016
31 Jul	Getmapping	103846	33.60	Parish Online annual subscription renewal
4 Aug	EDF Energy	DDR	12.00	Clock Tower Electricity DD
4 Aug	EDF Energy	DDR	17.00	Public Toilets Electricity DD
4 Aug	E Martin Computers	DDR	28.34	Website maintenance contract
7 Aug	NS Village Hall	103847	22.50	Hire of Club room 10th July 2017
7 Aug	Clarity Copiers Ltd	103848	420.61	Copy charges
14 Aug	BT Business	DDR	38.52	Telephone and Broadband July

14 Aug	Sedgemoor DC	103849	223.09	Dog bins service (Playing Field)
15 Aug	EDF Energy	DDR	3.00	Balance increase of DDR public toilets
17 Aug	EDF Energy	103850	64.98	Clock Twr electricity (UM supply) Nov 16-Jan 17
29 Aug	Staff	103851-54	2,350.08	Staff salaries, pension, deductions August
30 Aug	EDF Energy	103855	96.94	Clock Tower electricity (UM supply) Feb-Jun 17
3 Sept	EDF Energy	DDR	20.00	Public Toilets Electricity DD
4 Sept	Edward Martin	DDR	28.34	Website Maintenance contract
4 Sep	BT Business	DDR	38.86	Telephone & Broadband August
4 Sept	EDF Energy	DDR	12.00	Clock Tower Electricity DD
	GWB Services	103856	1,671.00	July-August Village maintenance
TOTAL			9,105.18	

The expenditure was **approved** and (any) two of the authorised signatories were instructed to sign the relevant cheques (proposed Cllr Jeanes, seconded Cllr Falla).

5058 Bank Reconciliation

The bank statement and accounts check had been carried out by Cllr Jeanes who confirmed that he was satisfied all was in order.

5059 Highways

Cllr Hogg said she had noticed an improvement in Mill Lane during the school morning run time. The school had introduced a new system which meant that parents did not linger. It was hoped this would continue and improve safety and the situation for residents.

Members had previously been advised that a road closure notice had been received in respect of the Safety Improvement Project works at Lime Street and Mill Lane. This would mean the closure of Lime Street. The date given was 5 October but would probably be later. The Clerk had contacted Mr Evans, the Project Manager who said that the notice was a bit premature as the date and other details had yet to be finalised. The Clerk raised concerns as to arrangements for residents' access and parking and whether it was necessarily to close the whole road. He agreed to meet to discuss this in detail when the final project plans were clear. The proposed mail drop informing residents could then be finalised. The plans received in July remain available on the Parish Council website under Parish Council news.

5060 Reports

Village Hall (Cllr Pardoe) – All was ticking on nicely and the debt on the electricity supply had finally been settled. The last film had attracted an audience of £65. There would be a quiz on 7 October.

Playing Field : in Cllr Penny's absence, Mrs Greig gave an update on the recent security problems at the Playing Field and an update on the CCTV installation.

FONSL (Cllr Pardoe) – the Library were having a problem with the Library car parking spaces being used by people not actually at the Library. It was noted that the spaces in front of the Library were not part of the public car park. There were also two cars believed to have been abandoned. The Clerk was aware of one and had reported it to Sedgemoor DC. She would contact the Librarian to follow up.

FONSL representatives would be attending the meeting on 24 October about the future of the Library. FONSL had been told more about what was to be discussed than the Parish Council who had been asked to host the meeting.

Footpaths (Cllr Falla) – Cllr Falla had been unable to do much maintenance in the last few weeks. He would be attending strimmer training this week.

Cllr Falla gave a summary of the fracking talk for those who had been unable to attend.

5061 Correspondence

The following correspondence had been received:

31 July	Sedgemoor DC	Kerry Rickards retired as CEO, interim replacement Allison Griffin
2 Aug	Somerset CC	Launch of Public Health Joint Strategic Needs Assessment 2017 (report not provided, available at www.somersetintelligence.org.uk/jsna)
9 Aug	Somerset Rivers Authority	Annual Report 2016/17 (available on the SRA website)
10 Aug	Sedgemoor DC	Local Development Plan submitted for independent examination. Details available at www.sedgemoor.gov.uk/LocalPlan . A copy of the document is available at Nether Stowey Library or at SDC's office and elsewhere.
18 Aug	Somerset Libraries	Meeting re NS Library
21 Aug	Somerset CC	Road/footpath closure notices for Lime Street – see above
30 Aug	Sedgemoor Planning	Authorising removal of tree at The Old House St Mary St (no formal application required as unsafe)
30 Aug	Public	Complaint about stile + gate (actually in Over Stowey, but reported – they may put in a kissing gate)
30 Aug	Sedgemoor DC	RLT funds update
1 Sept	Public	Complaint about fly-tipping. Reported.

5062 Forthcoming meetings and events**Outside meetings and events**

Wed 13 Sept	Clerk training "Information Governance" Somerton (NB not in office Wed am)		pm	CS
Fri 29 Sept	Macmillan Coffee morning			
Tues 24 Oct	Meeting with Library services	Parish Office	2pm	CS, CF? all Cllrs welcome
12/18 Oct	Sedgemoor Planning Seminar	Bridgwater House	6-9pm	All
Thur 9 Nov	Hinkley Community Forum	Cannington College	11am	MR

Neighbourhood Planning

Mon 25 Sept	Neighbourhood Planning Group	Parish Office	7pm	MH, KF, MC
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5063 Next Parish Council Meeting

The next Parish Council meeting will be on Monday 9 October at 7 pm at Nether Stowey Village Hall.

The meeting closed at 8.30 pm

Budget Report to 8 September 2017

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total spent to date	Current Year Fund	Balance as at 8 Sept
	Reserves Total	44,214.08	44,214.08	680.00	563.57	92.32	-	655.89	1,360.89	+1,724.37	45,938.45

Income

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total income to date	% of budget
Income										
1002	Allotment Rental	100.00	100.00	0.00				0.00	0.00	0.00%
1003	Council Tax Grant	4,228.00	2,608.00	1,304.00				0.00	1,304.00	50.00%
1004	Bank Interest	188.74	100.00	0.00			0.01	0.01	0.01	0.01%
1006	Cemetery Income	1,668.00	1,200.00	720.00	160.00	85.00		245.00	965.00	80.42%
1012	Printing & Copying receipts	492.90	650.00	190.69	6.75	165.25	6.00	178.00	368.69	56.72%
1013	May Fair 2017 Income	1,611.00		792.98		15.00		15.00	807.98	**
1016	Village Trail Booklet Income	0.00	20.00	10.00				0.00	10.00	see 4510
115	VAT Refunds	2,563.19		532.00				0.00	532.00	**
1011	Precept	46,477.00	47,093.00	23,546.50				0.00	23,546.50	50.00%
Subtotal Income For Year		58,468.10	51,771.00	27,096.17	166.75	265.25	6.01	438.01	27,534.18	53.18%

Expenditure

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total income to date	% of budget
Parish Office										
4101	Office Equipment	212.01		82.50				0.00	82.50	**
4102	Parish Council Office Rent	3,135.31	3,100.00	752.75	750.00			750.00	1,502.75	48.48%
4103	Postage	55.12	85.00	0.00	26.88			26.88	26.88	31.62%
4104	Stationery	194.21	230.00	49.58	88.66			88.66	138.24	60.10%
4105	Telephone & Internet	365.11	375.00	96.73	32.23	32.10	32.38	96.71	193.44	51.58%
4106	Website + IT costs	635.42	510.00	137.51	167.62	23.62	23.62	214.86	352.37	69.09%
4107	Books and publications	0.00		0.00				0.00	0.00	**
4108	Printing costs	867.65	1,000.00	0.00		350.51		350.51	350.51	35.05%
TOTAL Expenditure Parish Office		5,542.77	5,300.00	1,119.07	1,065.39	406.23	56.00	1,527.62	2,646.69	49.94%

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total income to date	% of budget
Staff Costs										
4201	Salaries	26,937.89	27,424.00	7,050.26	2,350.11	2,350.08		4,700.19	11,750.45	42.85%
4204	Staff travel and expenses	135.51	170.00	0.00				0.00	0.00	0.00%
4205	Staff Training	543.00	300.00	0.00	45.00			45.00	45.00	15.00%
TOTAL Staff Costs		27,616.40	27,894.00	7,050.26	2,395.11	2,350.08	0.00	4,745.19	11,795.45	42.29%
Administration & Finance										
4301	Audit Fees	595.00	600.00	325.00				0.00	325.00	54.17%
4302	Bank charges	8.25	16.00	0.00		1.80		1.80	1.80	11.25%
4303	Chairman's Honorarium	250.00	250.00	0.00	250.00			250.00	250.00	100.00%
4304	Councillors' Expenses	92.15	0.00	0.00				0.00	0.00	**
4305	Councillors' Training	60.00	0.00	0.00	25.00			25.00	25.00	**
4306	Elections	0.00	45.00	0.00				0.00	0.00	0.00%
4307	Insurance	1,093.65	1,200.00	1,153.91				0.00	1,153.91	96.16%
4308	Statutory Fees	35.00	35.00	0.00				0.00	0.00	0.00%
4309	Subscriptions	567.16	560.00	10.00				0.00	10.00	1.79%
4310	Village Hall Hire	315.00	353.00	67.50	22.50	22.50		45.00	112.50	31.87%
4311	Wayleaves	0.00	15.00	0.00				0.00	0.00	0.00%
TOTAL Administration & Finance		3,016.21	3,074.00	1,556.41	297.50	24.30	0.00	321.80	1,878.21	61.10%
Cemetery										
4402	Cemetery Rates	140.36	140.00	150.33				0.00	150.33	107.38%
4403	Maintenance	3,253.76	3,460.00	676.50	330.00		528.00	858.00	1,534.50	44.35%
TOTAL Cemetery		3,394.12	3,600.00	826.83	330.00	0.00	528.00	858.00	1,684.83	46.80%
Community Services										
4502	Allotment	100.00	100.00	0.00				0.00	0.00	see 1002
4504	Christmas Tree & Lights	451.73	200.00	19.00	311.50			311.50	330.50	165.25%
4508	Neighbourhood Plan	1,735.53		125.60				0.00	125.60	see EMR 324
4510	Village Trail Booklet	40.49	20.00	0.00				0.00	0.00	see 1016
TOTAL Community Services		2,327.75	320.00	144.60	311.50	0.00	0.00	311.50	456.10	142.53%
CANS										
4503	CANS	0.00		-20.00				0.00	-20.00	see EMR 325
4513	May Fair 2017 expenditure	233.04		1,291.55				0.00	1,291.55	see 1013
TOTAL CANS		2,176.69	0.00	1,271.55	0.00	0.00	0.00	0.00	1,271.55	6357.75%

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total income to date	% of budget
Village Maintenance										
4601	A39 Verge	736.00	1,075.00	165.00	82.00		165.00	247.00	412.00	38.33%
4602	Clock Tower Maintenance	8.10	275.00	0.00				0.00	0.00	0.00%
4603	Clock Tower Electricity	315.43	360.00	33.35	12.00	166.21	12.00	190.21	223.56	62.10%
4604	General Maintenance	2,483.61	150.00	75.85				0.00	75.85	50.57%
4605	Old Gaol + The Cross	688.33	180.00	96.81	35.75			35.75	132.56	73.64%
4606	Palmers Path	480.25	535.00	94.17	44.05		33.00	77.05	171.22	32.00%
4607	Public Seating	-35.61	250.00	0.00	0.00		240.00	240.00	240.00	96.00%
4608	Public Footpaths	0.00	0.00	0.00	65.00			65.00	65.00	**
4609	Dog Bins	1,440.40	1,500.00	348.40		185.90		185.90	534.30	35.62%
4610	Coleridge Road	160.00	240.00	66.00	33.00		66.00	99.00	165.00	68.75%
4611	Millennium Wood	48.00		82.50				0.00	82.50	**
4612	Plot 173	-14.00	250.00	0.00	82.50		99.00	181.50	181.50	72.60%
4613	Mill Lane/Lime Street maint	16.25	100.00	24.75	33.00			33.00	57.75	57.75%
4615	Mill Lane/Lime Street safety proj	0.00		0.00				0.00	0.00	**
TOTAL Village Maintenance		6,326.76	4,915.00	986.83	387.30	352.11	615.00	1,354.41	2,341.24	47.63%
Castle Street Toilets										
4701	Castle St Toilets Cleaning	3,085.47	2,820.00	545.00	265.00		540.00	805.00	1,350.00	47.87%
4702	Castle St Toilets Electricity	24.42	100.00	51.00	17.00	20.00	15.71	52.71	103.71	103.71%
4703	Castle St Car Park/Toilets Rates	592.90	600.00	635.00				0.00	635.00	105.83%
4704	Castle St Toilets Repairs/Maint	104.15	150.00	0.00				0.00	0.00	0.00%
4705	Castle St Toilets Water/Sewerage	345.08	440.00	0.00	260.27			260.27	260.27	59.15%
4706	Castle St Car Park maint	609.55	425.00	83.91	75.25			75.25	159.16	37.45%
TOTAL Castle Street Toilets		4,761.57	4,535.00	1,314.91	617.52	20.00	555.71	1,193.23	2,508.14	55.31%
Grants										
4801	Miscellaneous Grants	850.00	500.00	700.00				0.00	700.00	140.00%
4802	Active Living	0.00	100.00	0.00				0.00	0.00	0.00%
4803	Playing Field	2,776.00	1,800.00	0.00				0.00	0.00	0.00%
4804	Transport	200.00		0.00				0.00	0.00	**
4805	Village Hall Maint Grant	2,147.26	1,800.00	0.00				0.00	0.00	0.00%
TOTAL Grants		5,973.26	4,200.00	700.00	0.00	0.00	0.00	0.00	700.00	16.67%

Code	Account	Balance at 31 Mar 2017	Original Budget 17/18	First quarter	July 2017	Aug 2017	Sept 2017	Second quarter	Total income to date	% of budget
Capital Expenditure										
4902	Notice board	0.00	0.00	0.00				0.00	0.00	**
TOTAL Capital Expenditure		4,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
VAT Account										
515	VAT Paid	2,251.17	0.00	253.97	132.00	126.14	15.49	273.63	527.60	**
<i>Nett value for 2016-17 includes codes not used in 2017/18</i>										
Total Expenditure A/cs For Year		68,211.70	53,838.00	15,224.43	5,536.32	3,278.86	1,770.20	10,585.38	25,809.81	23.97%
Income		58,468.10	51,771.00	27,096.17	166.75	265.25	6.01	438.01	27,534.18	53.18%
Balance expenditure-income		9,743.60	2,067.00	-11,871.74	5,369.57	3,013.61	1,764.19	10,147.37	-1,724.37	= Current Year Fund

RESERVES ACCOUNTS FOR YEAR TO 8 SEPTEMBER 2017

Account	Balance at 1 Apr 2017	Debit	Credit	Balance at 7 July 2017
321 Elections Reserve	1,432.00			1,432.00
322 Payroll Reserve	1,017.64	25.00		992.64
323 Grants Reserve	350.00	350.00		0.00
324 Neighbourhood Plan Reserve	827.15			827.15
325 CANS Reserve	1,172.27		20.00	1,192.27
326 May Fair from previous years	2,522.77	498.57		2,024.20
327 Oral History Reserve	328.46			328.46
328 War Memorial Project Fund	1,270.47			1,270.47
329 Youth Services Reserve	724.51	350.00		374.51
330 Service Devolution Reserve	6,047.50			6,047.50
331 Millennium Wood	122.16			122.16
332 Castle St Car Park/Lavatories	834.59			834.59
333 <i>Account closed</i>	0.00			0.00
334 Community Transport	300.00			300.00
335 Parish Office move contingency	1,150.57			1,150.57
336 War Memorial Maintenance	2,000.00			2,000.00
337 Village Maintenance	5,559.08			5,559.08
338 Lime St/Mill Lane	6,383.00			6,383.00
339 St Mary St Railings	825.00			825.00
	32,867.17	Nett spend £ 1,360.89		31,506.28
310 General Reserve**	11,346.91		(to date)	12,707.80
	44,214.08		Current Year Fund	1,724.37
		= Bank Balance		45,938.45

Notes**Transactions as follows:**

Debits	323	£ 350	NSFC Football jackets (half)
	326	£ 498.57	May Fair 2017 balance expenditure/income
	329	£ 350	NSFC Football jackets (half)
	337	£ 65	Cllr Falla – Strimmer training
	337	£ 92.32	UMS Clock Tower electricity (late bill from 2016/17, budget was credited to EMR 337 on 31 Mar 17)
	322	£ 25	Cllr Falla training (Cllrs' training budget underspend carried over from previous year, paid but not yet transferred back from EMR)
Credits	325	£ 20	Donation to CANS

Commitments:

Debits	337	£ 135	Cllr Falla – Strimmer project (as agreed min 5016, June 2017)
	322	£ 60	Crowcombe fracking event entry/travel (maximum)