

Cllr Pardoe had attended a FONSL meeting that afternoon, and they would be very keen to keep the building and the library.

5090 Lime Street/Mill Lane Road Safety Scheme

The Chairman confirmed that Phase 1 had been completed. He agreed with the point made during the public session that the bank had been left in a mess. He confirmed that the Clerk had been trying to arrange meeting for him and other Councillors with Mr Evans, but had been told this was not possible until after Christmas, but accepted that it would be before Phase 2.

A second issue was the safety of the path in front of the Coleridge Road houses. The fence was not on Highways land and Highways were not therefore responsible. It was **agreed** that replacement of the fence was essential, but that the owner of the footpath should be contacted initially.

5091 Planning Applications

The following application was considered:

- a) Application Ref: 36/17/00019
Address: 26 Castle Street, Nether Stowey
Proposal: Single storey extension to rear elevation.
Response agreed: *No objection*

Cllr Jeanes withdrew from the meeting

- b) Application Ref: 36/17/00020
Address: Inwood Farmhouse, Nether Stowey
Proposal: Erection of two storey extension to side (West) elevation
Response agreed: *No objection*

5092 Licensing

Quantock Lakes Farm Shop,
Address: Inwood Farmhouse, Nether Stowey
Proposal: Erection of two storey extension to side (West) elevation
Response agreed: *No objection*

Cllr Jeanes rejoined the meeting

5093 Budget and Reserves Report

The Budget and Reserves reports for the period to 10 November were **noted**. Copies of the reports are appended to these minutes.

5094 Expenditure

Expenditure incurred since the Parish Council meeting of 9 October:

Date	Payee Name	Cheque	Amount	Transaction Details
16 Oct	Roy Osborne	103869	11.81	Fencing Post for Millennium Wood
16 Oct	Information Commissioner	103870	35.00	Data Protection Renewal
16 Oct	Sedgemoor DC	103871	223.09	Playing field Bins
16 Oct	Sedgemoor DC	103872	97.66	Cemetery Bins
13 Oct	Morrisons	131017	6.44	Cleaning supplies
17 Oct	SALC	103873	376.89	Affiliation Fees 2017/18
20 Oct	Staff Payroll	103874-27	2,364.17	October Payroll
01 Nov	EDF Energy	DDR	20.00	Public Toilets Electricity
03 Nov	E Martin Computers	DDR	28.34	Website Maintenance Contract

Date	Payee Name	Cheque	Amount	Transaction Details
04 Nov	EDF Energy	DDR	12.00	Clock Tower Electricity
08 Nov	BT Business	DDR	38.68	Broadband and Telephone
06 Nov	Grant Thornton	103928	360.00	Payment for 2017 Annual Return
06 Nov	G W B Services	103929	1,632.50	Village Maintenance Sept/ Oct
6 Nov	NS Village Hall	103930	22.50	Hire of club Room 9 th October
7 Nov	Quantock Players	103931	25.00	May Fair Advert
7 Nov	Clarity Copiers	103932	71.63	Meter Copy charges
9 Nov	Fine Memorials	103933	30.00	Repair to War Memorial
9 Nov	Greenslade Taylor Hunt	103934	750.00	Office Rent Oct- Dec 2017
TOTAL			£6,105.71	

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

5095 Bank Reconciliation

The bank statement and accounts would be carried out by Cllr Roberts later in the week.

5096 Highways

The Clerk had received a road closure notice for Bush Road, Spaxton near Four Forks.

There was a parking issue in Cole Close which the Clerk was following up with Highways and Sedgemoor.

5097 Reports

SSG (Cllr Roberts) – Station B had had a discharge of radioactive material into the Bristol Channel. It was under investigation. An issue with an electrical system had been spotted and rectified. Station A: the decommissioning contract would change in 2019 but would make no difference to the work. The ILW store construction had begun. The proposal to store waste from other station was being considered again. A planning application would be required.

Neighbourhood Plan (Cllr Ferriday) – Work on topic papers continued. The next meeting would be on Monday 20 November.

Village Hall (Cllr Rich) – No report as she had been away.

Playing Field : the Viridor application had reached the next stage. The Vodaphone mast was being installed.

FONSL (Cllr Pardoe) – it was felt that better signage to the Library was needed to improve visitor numbers.

Active Living (Cllr Hogg) – this month’s meeting had attracted 21 people. The subject had been weaving.

5098 Forthcoming meetings and events

Outside meetings and events

Tues 28 Nov	Quantock Cluster	Chilton Trinity VH	7pm	?
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Neighbourhood Planning

Mon 20 Nov	Neighbourhood Planning Group	Parish Office	7pm	MH, KF, MC
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5099 **Next Parish Council Meeting**

The next Parish Council meeting will be on Monday 11 December at 7 pm at Nether Stowey Village Hall.

5100 **Closed Session**

It was resolved to exclude members of the Press and Public for the remaining agenda items on the grounds that it involves the likely disclosure of commercially sensitive information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972.

5101 **Fencing**

It was agreed the Clerk would write to Homes in Sedgemoor concerning the fence. If it was necessary for the Parish to do it, the quote received so far was acceptable pending the receipt of others not yet received.

The meeting closed at 7.50 pm.

Budget Report to 8 September 2017

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
	Reserves Total	44,214.08	44,214.08	680.00	698.94	320.00	30.00	350.00	-	1,728.94	42,485.14

Income

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
1002	Allotment Rental	100.00	100.00	0.00	0.00			0.00	0.00	0.00	0.00%
1003	Council Tax Grant	4,228.00	2,608.00	1,304.00	1,304.00			0.00	0.00	2,608.00	100.00%
1004	Bank Interest	188.74	100.00	0.00	0.01	0.01	0.01	0.02	0.00	0.03	0.03%
1006	Cemetery Income	1,668.00	1,200.00	720.00	245.00			0.00	0.00	965.00	80.42%
1009	Miscellaneous Grants	0.00	0.00	0.00	0.00		7,988.00	7,988.00	0.00	7,988.00	**
1012	Printing & Copying receipts	492.90	650.00	190.69	187.20	61.95		61.95	0.00	439.84	67.67%
1013	May Fair 2017 Income	1,611.00		792.98	15.00			0.00	0.00	807.98	**
115	VAT Refunds	2,563.19		532.00	0.00			0.00	0.00	532.00	**
1011	Precept	46,477.00	47,093.00	23,546.50	23,546.50			0.00	0.00	47,093.00	100.00%
	Subtotal Income For Year	57,328.83	51,771.00	27,096.17	25,297.71	61.96	7,988.01	8,049.97	0.00	60,443.85	116.75%

Expenditure

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
Parish Office											
4101	Office Equipment	212.01		82.50	0.00			0.00	0.00	82.50	100.00%
4102	Parish Council Office Rent	3,135.31	3,100.00	752.75	750.00	6.44	750.00	756.44	0.00	2,259.19	72.88%
4103	Postage	55.12	85.00	0.00	26.88			0.00	0.00	26.88	31.62%
4104	Stationery	194.21	230.00	49.58	88.66			0.00	0.00	138.24	93.72%
4105	Telephone & Internet	365.11	375.00	96.73	96.71	32.46	32.23	64.69	0.00	258.13	68.83%
4106	Website + IT costs	635.42	510.00	137.51	214.86	23.62	23.62	47.24	0.00	399.61	69.62%
4108	Printing costs	867.65	1,000.00	0.00	350.51		59.69	59.69	0.00	410.20	43.82%

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
TOTAL Parish Office		5,542.77	5,300.00	1,119.07	1,527.62	62.52	115.54	178.06	0.00	3,574.75	67.45%
Staff Costs											
4201	Salaries	26,937.89	27,424.00	7,050.26	7,061.93	2,364.17		2,364.17	0.00	16,476.36	60.08%
4204	Staff travel costs	135.51	170.00	0.00	0.00			0.00	0.00	0.00	0.00%
4205	Staff Training	543.00	300.00	0.00	45.00			0.00	0.00	45.00	15.00%
TOTAL Staff Costs		27,616.40	27,894.00	7,050.26	7,106.93	2,364.17	0.00	2,364.17	0.00	16,521.36	59.23%

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
Administration & Finance											
4301	Audit Fees	595.00	600.00	325.00	0.00		300.00	300.00	0.00	625.00	104.17%
4302	Bank charges	8.25	16.00	0.00	1.80		0.30	0.30	0.00	2.10	13.13%
4303	Chairman's Honorarium	250.00	250.00	0.00	250.00			0.00	0.00	250.00	100.00%
4304	Councillors' Expenses	92.15	0.00	0.00	13.05			0.00	0.00	13.05	**
4305	Councillors' Training	60.00	0.00	0.00	30.00			0.00	0.00	30.00	**
4306	Elections	0.00	45.00	0.00	0.00			0.00	0.00	0.00	0.00%
4307	Insurance	1,093.65	1,200.00	1,153.91	0.00			0.00	0.00	1,153.91	96.16%
4308	Statutory Fees	35.00	35.00	0.00	0.00	35.00		35.00	0.00	35.00	100.00%
4309	Subscriptions	567.16	560.00	10.00	0.00	376.89		376.89	0.00	386.89	69.09%
4310	Village Hall Hire	315.00	353.00	67.50	45.00	22.50	22.50	45.00	0.00	157.50	44.62%
4311	Wayleaves	0.00	15.00	0.00	0.00			0.00	0.00	0.00	0.00%
TOTAL Administration & Finance		3,016.21	3,074.00	1,556.41	339.85	434.39	322.80	757.19	0.00	2,653.45	86.32%
Cemetery											
4402	Cemetery Rates	140.36	140.00	150.33	0.00			0.00	0.00	150.33	107.38%
4403	Maintenance	3,253.76	3,460.00	676.50	858.00		528.00	528.00	0.00	2,062.50	59.61%
TOTAL Cemetery		3,394.12	3,600.00	826.83	858.00	0.00	528.00	528.00	0.00	2,212.83	61.47%
Community Services											
4502	Allotment	100.00	100.00	0.00	0.00			0.00	0.00	0.00	see 1002
4504	Christmas Tree & Lights	451.73	200.00	19.00	311.50			0.00	0.00	330.50	165.25%
4508	Neighbourhood Plan	1,735.53		125.60	933.33			0.00	0.00	1,058.93	see EMR 324
4509	Youth Services	0.00		0.00	0.00			0.00	0.00	0.00	**
4510	Village Trail Booklet	40.49	20.00	0.00	0.00			0.00	0.00	0.00	see 1016
TOTAL Community Services		2,327.75	320.00	144.60	1,244.83	0.00	0.00	0.00	0.00	1,389.43	434.20%
CANS											
4503	CANS	0.00		-20.00	0.00			0.00	0.00	-20.00	see EMR 325
4513	May Fair 2017 expenditure	233.04		1,291.55	0.00	20.00	25.00	45.00	0.00	1,336.55	see 1013
TOTAL CANS		233.04	0.00	1,271.55	0.00	20.00	25.00	45.00	0.00	1,316.55	6582.75%
Village Maintenance											
4601	A39 Verge	736.00	1,075.00	165.00	247.00		165.00	165.00	0.00	577.00	53.67%
4602	Clock Tower Maintenance	8.10	275.00	0.00	0.00			0.00	0.00	0.00	0.00%
Village Maintenance continued											

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
4603	Clock Tower Electricity	315.43	360.00	33.35	190.21	68.48	12.00	80.48	0.00	304.04	84.46%
4604	General Maintenance	2,483.61	150.00	75.85	0.00	36.38		36.38	0.00	112.23	74.82%
4605	Old Gaol + The Cross	688.33	180.00	96.81	35.75	42.25		42.25	0.00	174.81	97.12%
4606	Palmers Path	480.25	535.00	94.17	77.05	26.00	66.00	92.00	0.00	263.22	49.20%
4607	Public Seating	-35.61	250.00	0.00	240.00			0.00	0.00	240.00	96.00%
4608	Public Footpaths	0.00	0.00	0.00	65.00			0.00	0.00	65.00	**
4609	Dog Bins	1,440.40	1,500.00	348.40	534.30	267.28		267.28	0.00	1,149.98	76.67%
4610	Coleridge Road	160.00	240.00	66.00	99.00		66.00	66.00	0.00	231.00	96.25%
4611	Millennium Wood	48.00		82.50	0.00	9.84		9.84	0.00	92.34	**
4612	Plot 173	-14.00	250.00	0.00	181.50		66.00	66.00	0.00	247.50	99.00%
4613	Mill Lane/Lime Street maint	16.25	100.00	24.75	33.00			0.00	0.00	57.75	57.75%
4614	War Memorial Maintenance	0.00	0.00	0.00	0.00		25.00	25.00	0.00	25.00	**
	TOTAL Village Maintenance	6,326.76	4,915.00	986.83	1,702.81	450.23	400.00	850.23	0.00	3,539.87	72.02%
Castle Street Toilets											
4701	Castle St Toilets Cleaning	3,085.47	2,820.00	545.00	805.00		540.00	540.00	0.00	1,890.00	67.02%
4702	Castle St Toilets Electricity	24.42	100.00	51.00	52.71	20.00	20.00	40.00	0.00	143.71	143.71%
4703	Castle St Car Park/Toilets Rates	592.90	600.00	635.00	0.00			0.00	0.00	635.00	105.83%
4704	Castle St Toilets Repairs/Maint	104.15	150.00	0.00	0.00		66.00	66.00	0.00	66.00	44.00%
4705	Castle St Toilets Water/Sewerage	345.08	440.00	0.00	260.27			0.00	0.00	260.27	59.15%
4706	Castle St Car Park maint	609.55	425.00	83.91	75.25	45.50	66.00	111.50	0.00	270.66	63.68%
	TOTAL Castle Street Toilets	4,761.57	4,535.00	1,314.91	1,193.23	65.50	692.00	757.50	0.00	3,265.64	72.01%
Grants											
4801	Miscellaneous Grants	850.00	500.00	700.00	0.00			0.00	0.00	700.00	140.00%
4802	Active Living	0.00	100.00	0.00	0.00			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	0.00	0.00%
4805	Village Hall Maint Grant	2,147.26	1,800.00	0.00	0.00			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	0.00	700.00	16.67%
Capital Expenditure											
4902	Notice board	0.00	0.00	0.00	0.00	320.00	69.50	389.50	0.00	389.50	**
	TOTAL Capital Expenditure	4,825.00	0.00	0.00	0.00	320.00	69.50	389.50	0.00	389.50	**

Code	Account	Balance at 31 Mar 17	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Third quarter	Fourth quarter	Total to date	
VAT Account											
515	VAT Paid	2,251.17	0.00	253.97	529.98	133.47	88.11	221.58	0.00	1,005.53	**
Total Expenditure A/cs For Year		66,268.05	53,838.00	15,224.43	14,503.25	3,850.28	2,990.95	6,841.23	0.00	36,568.91	67.92%
Income		57,328.83	51,771.00	27,096.17	25,297.71	61.96	7,988.01	8,049.97	0.00	60,443.85	116.75%
Balance expenditure-income		8,939.22	2,067.00	-11,871.74	-10,794.46	3,788.32	-4,997.06	-1,208.74	0.00	-24,874.94	

Bank:	Current a/c	33,935.06
	Deposit a/c	33,989.35
	A/c no 3	164.61
	Total	68,089.02

Balance:	as at 1 Apr	44,214.08
	Plus income	60,443.85
	Less payments	36,568.91
	Total	68,089.02

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)