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**MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING**  
**HELD ON MONDAY 9 APRIL 2018 AT 7.00pm**  
**IN THE VILLAGE HALL**

Present: Parish Councillors                      John Roberts (Chairman)  
   Colin Falla  
   Kevin Ferriday  
   Margaret Hogg  
   Andrew Jeanes  
   Pat Pardoe  
   Colin Penny  
   Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)  
                                 Cllr Michael Caswell (Somerset CC and Sedgemoor DC)  
                                 Cllr Julie Pay (Sedgemoor DC)  
                                 Five members of the public

**Public Session**

Mrs Greig asked if the Parish Council had received any further information about the electrical supply to the mast. She had met a representative from Western Power to agree a supply route from Banneson Road, but had not heard further. The Chairman said he had not and assumed that WPD would contact Mrs Greig or other Playing Field representatives. Cllr Caswell would contact Somerset CC.

**5162 Apologies**

Apologies were received from Cllr Reid who was on holiday. The absence was **approved**.

**5163 Declarations of Interest**

Cllrs Penny and Rich declared interests in the Playing Field, Cllr Rich in the Village Hall.

**5164 Minutes of Previous Meeting**

The Minutes of the Parish Council meeting held on 12 March were **approved** as a true record and signed by the Chairman. The draft minutes of the Library Working Group were **noted**.

**5165 County and District Council Liaison**

Cllr Pay reported a change in the financial year end reporting dates for the District Council from September to July. Otherwise she had nothing to report.

Cllr Caswell asked for confirmation that the Lime Street Safety Project was complete, and the Chairman did so. He thought it was a superb job lightening and improving the area. There had been two queries. The first was the bollards which were plastic and had generated some comment and one complaint. Mr Evans had explained that these were for pedestrian safety (more gentle if a pedestrian walked in to them). The Chairman had also asked for confirmation surrounding the WPD power pole were safe and had been told that that they would have been dealt with if they had been deemed unsafe.

The County Council had announced £120m for primary schools improvements. He did not know if Nether Stowey school was included.

SDC's Local Plan had reached the last stage of its inspection. The Inspector had raised 120 queries. A final version of the Plan was expected to be published in July for a 6 week consultation and would then go forward for approval in August/September.

**5166 Project Financial Limits**

The Chairman summarised the background:

The Library Working Group had been considering the financial implications of the various options for the library. All of the options would involve a significant rise in the precept – even the lowest-cost

option meant potentially a 20% increase. This had led to a discussion as to how much the precept should be raised for such a project?

The Parish Council were therefore asked to consider whether a limit should be set, and if so, at what level.

**Resolved: that there should be a cap.** Proposed Cllr Ferriday, Cllr Jeanes seconded. **Motion carried**, all in favour.

**Resolved the cap should be set at 5%.** Proposed Cllr Ferriday, seconded Cllr Falla. **Motion carried**, all in favour.

### **5167 De Curcis Close**

It was **agreed** that the Parish Council provide any information in the complaint to the Local Government Ombudsman, including information in the public domain and correspondence between NSPC and SDC.

It was **noted** that, other than the correspondence with SDC, that most of the information had come from the complainant herself or from SDC's Planning website.

### **5168 Expenditure**

Expenditure incurred since the Parish Council meeting of 12 March:

<b>Date</b>	<b>Payee Name</b>	<b>Cheque</b>	<b>Amount</b>	<b>Transaction Details</b>
<b>2017/18</b>				
7 Mar	BT Business	DDR	38.52	Phone bill Feb (omitted from last list in error)
15 Mar	Santander	DDR	1.90	Bank charges on AC 3
13 Mar	Sedgemoor DC	103982	223.09	Bins service (Playing Field) Jan-March
13 Mar	Sedgemoor DC	103983	97.66	Bins service (Cemetery) Oct-March
16 Mar	NSPC	<i>By letter</i>	5,000.00	Transfer from Deposit AC
21 Mar	Office Payroll	103984-87	2,360.17	Office Payroll
21 Mar	K Sparks	103988	171.25	Village Maintenance Feb-March
22 Mar	Purnells-Printing	103989	84.00	Leaflets for NHP Consultation event
22 Mar	NS Village Hall	103990	28.00	Hire of Village Hall 13 03 18
22 Mar	Purnells-Printing	103991	29.20	Posters for NHP Consultation event
23 Mar	GWB Services Ltd	103992	517.50	Village Maintenance contract March
23 Mar	Aspen Services	103993	2,130.00	Village Hall Dishwasher Min No 5153
22 Mar	Sainsburys	220318	26.40	Stationery for NHP Consultation event
22 Mar	Office Outlet	220318	51.53	Stationery for NHP Consultation event
26 Mar	Mrs M A Catchpole	103994	38.98	Mileage claim Jan - Mar
26 Mar	Mrs C F Slaymaker	103995	135.73	Expenses claim Oct - March
25 Mar	Sainsburys	240318	15.75	Refreshments for NHP Cons Event
27 Mar	Mr MW Slaymaker	103996	30.00	Supports for Display panels
27 Mar	Clarity Copiers	103997	59.29	Photocopier service charges
27 Mar	E Martin Computers	103998	36.00	Outgoing e-mail/server problems fixed
<b>TOTAL 12-31 MARCH</b>			<b>£11,074.97</b>	

Date	Payee Name	Cheque	Amount	Transaction Details
<b>2018/19</b>				
1 Apr	Sedgemoor DC	DDR	703.10	Car Park Rates
1 Apr	EDF energy	DDR	16.00	Public Toilets electricity DD
4 Apr	EDF energy	DDR	10.00	Clock Tower electricity DD
7 Apr	BT Business	DDR	38.52	Phone/broadband Mar
10 Apr	Sedgemoor DC	DDR	56.45	Cemetery Rates
15 Apr	Santander	DDR	.90	Bank charges
<b>TOTAL 1-15 APRIL</b>			<b>£ 824.97</b>	

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

### **5169 Bank Reconciliation**

Cllr Penny, as Chairman of the Finance and Audit Committee, would carry out the accounts checks later in the week. (**Afternote:** Cllr Roberts duly did so on 20 April owing to Cllr Penny's unavailability).

### **5170 Direct Debits**

The list of direct debits was **re-authorised**.

### **5171 End of Financial Year 2017/18 and Audit**

The Budget and Reserves reports for the period to 31 March were **noted**. Copies of the reports are appended to these minutes. No report had been produced for April. The draft Annual Accounts report was in preparation.

The schedule for the audit was as follows:

- 20 April – Accounts to **Internal Auditor**
- Monday 4 June– Friday 13 July – **Public Inspection of the Accounts**  
*NB - For 30 working days. Exact date to be confirmed with Mrs Sherry re completion of the internal audit and returning the accounts documentation, which needs to be available.*
- 14 May - **Parish Council Meeting**  
*Approval of the Accounts and Annual Return and to consider any report made by the Internal Auditor.*
- 11 June – **Deadline for Annual Return to be submitted to External Auditor**  
*(The External Auditor's report is usually back in August/September)*

### **5172 Highways**

It was reported that a pothole has formed somewhere near the post office, Clerk to investigate/report to Highways.

The sign plate at Jacksons Lane had not yet been replaced, Clerk would contact SDC again.

Cllr Caswell said that "substantial funds" had been given to SCC to deal with potholes and resurfacing. The Government were carrying out a "major routes" review which included the A38 and the Bath/ Minehead route.

There would be roadworks at the entrance to Inwood Farm shortly.

**5173 Reports**

Chairman's Report (Cllr Roberts) – NSVH dishwasher: there had been a problem with the quote supplied with the grant application. An alternative local supplier had been found but the proposal needed to be accepted quickly. He had therefore authorised payment for a higher amount than approved, but which was within the original budget provision agreed. There were no objections.

The Annual Parish Meeting would take place on Thursday 24 May, and not on Monday 21 May as provisionally proposed, owing to his absence.

Neighbourhood Plan: (Cllr Ferriday) The Consultation event would take place at the Library no 13 and 14 April. He recorded his thanks to Mel Catchpole and Terence Sackett for the work they had done.

Village Hall: (Cllr Rich) The next meeting was on 10 April. The Spring Market had not been as successful as hoped, but the quiz had done better.

Playing Field: The Plying Field was looking very tidy and he said “well done” to Green Spaces. The formal inauguration of the play area fence would be held during Party in the Park.

Hinkley Point: The next meetings would be held in May.

Footpaths (Cllr Falla) – “Walking for Health” had now started and would continue weekly. Further details available from the Quantock Medical Centre.

**5174 Forthcoming meetings and events****The Parish Office will be closed on Bank Holiday Monday (7 May)****Meetings and events**

Friday 13 April	<b>Neighbourhood Planning</b>	Nether Stowey	10am-12 noon	3-6.30pm
Saturday 14 April	<b>Consultation event</b>	Library	10am-12 noon	
Wed 11 April	Library meeting	Parish Office	10 am	JR, CF?, KF?
Thurs 3 May	EDF Transport Forum	Puriton VH	7pm	MR
Thurs 17 May	EDF Community Forum	Cannington College	7pm	MR
Wed 13 June	Library consultation deadline			
Thurs 29 June	Hinkley SSG	TBC		MR

**Neighbourhood Planning**

Mon 23 Apr	Neighbourhood Plan Group	Parish Office	7pm	KF, MC
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**Next Meeting(s)**

Mon 14 May	Parish Council Meeting	<b>NS Village Hall</b>	<b>7 pm</b>	<b>All Councillors</b>
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**5175 Next Parish Council Meeting**

The next Parish Council meeting will be on Monday 14 May at 7 pm at Nether Stowey Village Hall.

The meeting closed at 7.45pm.

## Budget Report to 31 Mar 2018

## Income

Code	Account	Balance at 31 Mar 2017	Budget 2017/18	First quarter	Second quarter	Third quarter	Jan 2018	Feb 2018	Mar 2018	Fourth quarter	Total spent to date	
1002	Allotment Rental	100.00	100.00	0.00	0.00	0.00	100.00			100.00	100.00	100.00%
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	0.03	95.23	0.01		95.24	95.28	95.28%
1006	Cemetery Income	1,668.00	1,200.00	720.00	245.00	0.00				0.00	965.00	80.42%
1009	Neighbourhood Plan Grant	0.00	7,988.00	0.00	0.00	7,988.00				0.00	7,988.00	100.00%
1011	Precept	46,477.00	47,093.00	23,546.50	23,546.50	0.00				0.00	47,093.00	100.00%
1012	Printing & Copying receipts	492.90	650.00	190.69	187.20	121.42	64.30	35.84	22.68	122.82	622.13	95.71%
1013	May Fair 2017 Income	1,611.00		792.98	15.00	0.00				0.00	807.98	**
1016	Village Trail Booklet Income	0.00	20.00	10.00	0.00	0.00				0.00	10.00	50.00%
115	VAT Refunds	2,563.19		532.00	0.00	0.00	777.13			777.13	1,304.28	**
<b>Total Income For Year</b>		<b>57,328.83</b>	<b>59,759.00</b>	<b>27,096.17</b>	<b>25,297.71</b>	<b>8,109.45</b>	<b>1,036.66</b>	<b>35.85</b>	<b>22.68</b>	<b>1,095.19</b>	<b>61,598.52</b>	103.08%

## Expenditure

Code	Account	Balance at 31 Mar 2017	Budget 2017/18	First quarter	Second quarter	Third quarter	Jan 2018	Feb 2018	Mar 2018	Fourth quarter	Total spent to date	
<b>Parish Office</b>												
4101	Office Equipment	212.01	137.00	82.50	0.00	0.00	21.18	33.33		54.51	137.01	**
4102	Parish Council Office Rent	3,135.31	3,015.00	752.75	750.00	756.44	750.00		5.10	755.10	3,014.29	99.98%
4103	Postage	55.12	52.00	0.00	26.88	21.56			3.50	3.50	51.94	99.98%
4104	Stationery	194.21	159.00	49.58	88.66	18.83			2.00	2.00	157.07	100.04%
4105	Telephone & Internet	365.11	386.00	96.73	96.71	96.79	32.10	32.10	32.10	96.30	386.53	100.14%
4106	Website + IT costs	635.42	600.00	137.51	214.86	70.86	103.61	23.62	53.62	180.85	604.08	100.68%
4108	Printing costs	867.65	538.00	0.00	350.51	59.69		80.31	49.41	129.72	539.92	100.36%
<b>TOTAL Parish Office</b>		<b>5,542.77</b>	<b>4,887.00</b>	<b>1,119.07</b>	<b>1,527.62</b>	<b>1,024.17</b>	<b>906.89</b>	<b>169.36</b>	<b>145.73</b>	<b>1,221.98</b>	<b>4,892.84</b>	100.12%

Code	Account	Balance at 31 Mar 2017	Budget 2017/18	First quarter	Second quarter	Third quarter	Jan 2018	Feb 2018	Mar 2018	Fourth quarter	Total spent to date	
<b>Staff Costs</b>												
4201	Salaries	26,937.89	28,074.00	7,050.26	7,061.93	7,092.48	2,364.17	2,364.17	2,360.17	7,088.51	28,293.18	100.78%
4204	Staff travel costs	135.51	188.00	0.00	0.00	0.00	20.34		168.21	188.55	188.55	100.29%
4205	Staff Training	543.00	45.00	0.00	0.00	0.00	45.00			45.00	45.00	100.00%
	<b>TOTAL Staff Costs</b>	<b>27,616.40</b>	<b>28,307.00</b>	<b>7,050.26</b>	<b>7,061.93</b>	<b>7,092.48</b>	<b>2,429.51</b>	<b>2,364.17</b>	<b>2,528.38</b>	<b>7,322.06</b>	<b>28,526.73</b>	100.78%
<b>Administration &amp; Finance</b>												
4301	Audit Fees	595.00	625.00	325.00	0.00	300.00				0.00	625.00	100.00%
4302	Bank charges	8.25	6.00	0.00	1.80	0.60	1.60	0.30	1.30	3.20	5.60	93.33%
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	5.00	0.00	25.00			25.00	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	1,154.00	1,153.91	0.00	0.00				0.00	1,153.91	99.99%
4308	Statutory Fees	35.00	35.00	0.00	0.00	35.00				0.00	35.00	100.00%
4309	Subscriptions	567.16	590.00	10.00	0.00	376.89	165.00		40.00	205.00	591.89	100.32%
4310	Village Hall Hire	315.00	276.00	67.50	45.00	67.50	22.50	22.50	50.50	95.50	275.50	99.82%
4311	Wayleaves	0.00	6.00	0.00	0.00	5.80				0.00	5.80	99.67%
	<b>TOTAL Administration &amp; Finance</b>	<b>3,016.21</b>	<b>2,987.00</b>	<b>1,556.41</b>	<b>314.85</b>	<b>785.79</b>	<b>214.10</b>	<b>22.80</b>	<b>91.80</b>	<b>301.30</b>	<b>2,985.75</b>	99.96%
<b>Cemetery</b>												
4402	Cemetery Rates	140.36	150.00	150.33	0.00	0.00				0.00	150.33	100.22%
4403	Maintenance	3,253.76	2,973.00	676.50	858.00	1,074.25			363.00	363.00	2,971.75	99.96%
	<b>TOTAL Cemetery</b>	<b>3,394.12</b>	<b>3,123.00</b>	<b>826.83</b>	<b>858.00</b>	<b>1,074.25</b>	<b>0.00</b>	<b>0.00</b>	<b>363.00</b>	<b>363.00</b>	<b>2,957.08</b>	99.97%
<b>Community Services</b>												
4502	Allotment	100.00	100.00	0.00	0.00	0.00	100.00			100.00	100.00	100.00%
4504	Christmas Tree & Lights	451.73	200.00	19.00	311.50	53.33				0.00	383.83	191.92%
4508	Neighbourhood Plan	1,735.53		125.60	933.33	0.00				0.00	1,058.93	**
4510	Village Trail Booklet	40.49	20.00	0.00	0.00	0.00				0.00	0.00	0.00%
4518	Neighbourhood Plan Grant	0.00	7,988.00	0.00	0.00	0.00	3,400.00		3,620.59	7,020.59	7,020.59	87.89%
	<b>TOTAL Community Services</b>	<b>2,327.75</b>	<b>8,308.00</b>	<b>144.60</b>	<b>1,244.83</b>	<b>53.33</b>	<b>3,500.00</b>	<b>0.00</b>	<b>3,620.59</b>	<b>7,120.59</b>	<b>8,563.35</b>	103.07%

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<b>CANS</b>												
4503	CANS	0.00		-20.00	0.00	0.00				0.00	-20.00	EMR 325
4513	May Fair 2017 expenditure	233.04		1,291.55	0.00	45.00				0.00	1,336.55	see 1013
4511	War Memorial Project	0.00	0.00	0.00	0.00	0.00		1,270.00		1,270.00	1,270.00	
	<b>TOTAL CANS</b>	<b>233.04</b>	<b>0.00</b>	<b>1,271.55</b>	<b>0.00</b>	<b>45.00</b>	<b>0.00</b>	<b>1,270.00</b>	<b>0.00</b>	<b>1,270.00</b>	<b>2,586.55</b>	<b>**</b>
<b>Village Maintenance</b>												
4601	A39 Verge	736.00	661.00	165.00	247.00	165.00			66.00	66.00	643.00	97.28%
4602	Clock Tower Maintenance	8.10	175.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00%
4603	Clock Tower Electricity	315.43	310.00	33.35	190.21	92.48	65.14	10.00	10.00	85.14	401.18	129.41%
4604	General Maintenance	2,483.61	256.00	75.85	0.00	120.38		10.00	49.50	59.50	255.73	99.89%
4605	Old Gaol + The Cross	688.33	301.00	96.81	35.75	84.50		48.75	35.75	84.50	301.56	100.19%
4606	Palmers Path	480.25	449.00	94.17	77.05	207.00		43.87	26.00	69.87	448.09	99.80%
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	1,603.00	348.40	534.30	267.28		185.90	268.28	454.18	1,604.16	100.07%
4610	Coleridge Road	160.00	231.00	66.00	99.00	66.00				0.00	231.00	100.00%
4611	Millennium Wood	48.00	92.00	82.50	0.00	9.84				0.00	92.34	100.37%
4612	Plot 173	-14.00	346.00	0.00	181.50	66.00				0.00	247.50	71.53%
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	25.00	0.00	0.00	25.00				0.00	25.00	100.00%
	<b>TOTAL Village Maintenance</b>	<b>6,326.76</b>	<b>4,799.00</b>	<b>986.83</b>	<b>1,702.81</b>	<b>1,103.48</b>	<b>65.14</b>	<b>298.52</b>	<b>455.53</b>	<b>819.19</b>	<b>4,612.31</b>	<b>96.11%</b>
<b>Castle Street Toilets</b>												
4701	Castle St Toilets Cleaning	3,085.47	3,240.00	545.00	805.00	810.00			1,080.00	1,080.00	3,240.00	100.00%
4702	Castle St Toilets Electricity	24.42	210.00	51.00	52.71	60.00	15.19	16.00	16.00	47.19	210.90	100.43%
4703	Castle St Car Park Rates	592.90	635.00	635.00	0.00	0.00				0.00	635.00	100.00%
4704	Castle St Toilets Repairs	104.15	100.00	0.00	0.00	99.00				0.00	99.00	99.00%
4705	Castle St Toilets Water	345.08	440.00	0.00	260.27	170.30				0.00	430.57	97.86%
4706	Castle St Car Park maint	609.55	509.00	83.91	75.25	216.25		24.38	109.50	133.88	509.29	100.06%
4709	Castle St toilets/car park misc	0.00	0.00	0.00	0.00	40.91		294.00		294.00	334.91	**
	<b>TOTAL Castle Street Toilets</b>	<b>4,761.57</b>	<b>5,134.00</b>	<b>1,314.91</b>	<b>1,193.23</b>	<b>1,396.46</b>	<b>15.19</b>	<b>334.38</b>	<b>1,205.50</b>	<b>1,555.07</b>	<b>5,459.67</b>	<b>106.34%</b>

Code	Account	Balance at 31 Mar 2017	Budget 2017/18	First quarter	Second quarter	Third quarter	Jan 2018	Feb 2018	Mar 2018	Fourth quarter	Total spent to date	
<b>Grants</b>												
4801	Miscellaneous Grants	850.00	100.00	700.00	0.00	100.00				0.00	800.00	800.00%
4803	Playing Field	2,776.00	2,381.00	0.00	0.00	0.00	1,800.00	641.80		2,441.80	2,441.80	102.55%
4805	Village Hall Maint Grant	2,147.26	1,800.00	0.00	0.00	0.00			1,775.00	1,775.00	1,775.00	98.61%
	<b>TOTAL Grants</b>	<b>5,973.26</b>	<b>4,281.00</b>	<b>700.00</b>	<b>0.00</b>	<b>100.00</b>	<b>1,800.00</b>	<b>641.80</b>	<b>1,775.00</b>	<b>4,216.80</b>	<b>5,016.80</b>	117.19%
<b>Capital Expenditure</b>												
4901	Public Seating	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**
4902	Notice board	0.00	0.00	0.00	0.00	389.50	18.99			18.99	408.49	**
4903	Bus shelter	4,825.00	0.00	0.00	0.00	0.00				0.00	0.00	**
	<b>TOTAL Capital Expenditure</b>	<b>4,825.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>389.50</b>	<b>18.99</b>	<b>0.00</b>	<b>0.00</b>	<b>18.99</b>	<b>408.49</b>	**
<b>VAT Account</b>												
515	VAT Paid	2,251.17	0.00	253.97	529.98	243.80	717.58	123.43	1,127.28	1,968.29	2,996.04	**
<b>Total Expenditure A/cs For Year</b>		<b>66,268.05</b>	<b>61,826.00</b>	<b>15,224.43</b>	<b>14,433.25</b>	<b>13,308.26</b>	<b>9,667.40</b>	<b>5,224.46</b>	<b>11,312.81</b>	<b>26,204.67</b>	<b>69,170.61</b>	111.88%
<b>Income</b>		57,328.83	59,759.00	27,096.17	25,297.71	8,109.45	1,036.66	35.85	22.68	1,095.19	61,598.52	103.08%
<b>Balance expenditure-income</b>		<b>8,939.22</b>	<b>2,067.00</b>	<b>-11,871.74</b>	<b>-10,864.46</b>	<b>5,198.81</b>	<b>8,630.74</b>	<b>5,188.61</b>	<b>11,290.13</b>	<b>25,109.48</b>	<b>7,572.09</b>	From reserves

<b>Bank:</b>	Current a/c	7,379.92	<b>Balance:</b>	as at 1 Apr	44,214.08
	Deposit a/c	29,084.57		Plus: income	61,598.52
	A/c no 3	159.50		Less: payments	69,170.61
	<b>Total</b>	<b>36,641.99</b>		<b>Total</b>	<b>36,641.99</b>