

**MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING**  
**HELD ON MONDAY 12 NOVEMBER 2018 AT 7.00pm**  
**IN THE VILLAGE HALL**

Present: Parish Councillors                      John Roberts (Chairman)  
   Colin Falla  
   Kevin Ferriday  
   Margaret Hogg  
   Andrew Jeanes (from min 5276)  
   Pat Pardoe  
   Malcolm Reid

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

**Public Session**

A member of the public asked about further work on the bank at Lime Street. The Chairman explained that the Parish Council was waiting for quotes. There were no other issues.

The Chairman advised a matter of Urgent Business had arisen and would be discussed in a closed session in accordance with s1(2) of the Public Bodies (Admission To Meetings) Act 1960 due to the commercially sensitive nature of the matter. A formal resolution to exclude the press and public would be proposed after item 12.

**5262 Apologies**

Apologies were received from Cllr Rich who was on holiday. The absence was approved. Apologies were also received from County/District Cllr Caswell and District Cllr Pay. It was noted that Cllr Jeanes would arrive late from an engagement elsewhere.

**5263 Declarations of Interest**

There were none.

**5264 Minutes of Previous Meeting**

The Minutes of the Parish Council meeting held on 8 October were **approved** as a true record and signed by the Chairman.

**5265 Grant Application**

It was **agreed** to award a grant to Nether Stowey Village Hall amounting to £1,800 (proposed Cllr Hogg, seconded Cllr Pearson)

**5266 Local Plan Consultation**

The draft Objectives and Policies document was **approved**. Cllr Ferriday and the Neighbourhood Plan Working Group was congratulated for the amount of work they had done on the project.

**5267 Library Service “Redesign”**

The Chairman reported that the recommendations for the Library Service had been passed by the County Council’s Cabinet on 5 November. The proposals for Nether Stowey had not changed: the options were the closure of the library building and a mobile library service or a Community-run library, with the Community meeting all the costs. SCC offered a £5,000 grant which could be used towards the costs of running the building or to buy in Librarian staffing.

As discussed previously, the terms on which the building could be available were unsatisfactory – ie to meet all building costs, including potentially major repairs, putting an undue burden on residents through the precept. Moreover, the building would revert to the County Council if a volunteer-run library proved unsustainable or did not meet the required service levels, and the Parish’s investment would be lost

Accordingly, after a Library Working Group meeting it was confirmed that the Parish Council would not make an Expression of Interest in creating a Community partnership, leaving the way clear for the Friends of Nether Stowey Library to do so if they believe that their different financial options would make it viable and sustainable. The Chairman's letter did offer to consider a Community Asset Transfer at a later date providing that the terms of such a transfer were improved to give the Parish more security for its financial involvement.

FONSL were holding a public meeting at the Village Hall on Tuesday 13 November at 7.30pm.

### **5268 Budget Report**

The Budget report for the period to 9 November was **noted**. A copy of the report is appended to the minutes.

### **5269 Expenditure**

Expenditure incurred since the Parish Council meeting of 8 October:

<b>Date</b>	<b>Payee Name</b>	<b>Cheque</b>	<b>Amount</b>	<b>Transaction Details</b>
19 Oct	EDF Energy	122034	89.43	Unmetered Clock Tower Electricity
22 Oct	Staff Payroll October	122035-38	2421.53	October Payroll
26 Oct	GWB Services Ltd	122040	853.00	Village Maintenance September 2018
31 Oct	K Sparkes	122041	161.25	Village Maintenance Aug- Sep- Oct 18
31 Oct	Sedgemoor DC	122042	223.09	Playing field Bins July – Sept 18
1 Nov	EDF Energy	DDR	18.00	Public Toilets Electricity
3 Nov	E Martin Computer Services	DDR	28.34	Website Maintenance contract
4 Nov	EDF Energy	DDR	7.00	Metered Clock Tower Electricity
2 Nov	Clarity Copiers	122043	64.32	Photocopier Charges
5 Nov	Greenslade Taylor Hunt	122044	750.00	Office rent Jan 19 - Mar 19
5 Nov	NS Village Hall	122045	28.00	Hire of Main Hall 8 <sup>th</sup> October
5 Nov	Sedgemoor DC	122046	97.66	Bins at Cemetery Apr - Sept
5 Nov	M W Slaymaker	122047	500.00	Bench for Channel close min No 5227 July 18
5 Nov	Post Office	Card	13.92	24 2 <sup>nd</sup> class stamps
8 Nov	BT Business	DDR	52.27	Telephone and Broadband Charges
Playing Field Grant payments (authorised Min no 5251 of 8 October)				
22 Oct	GB Sports & Leisure	122039	67.44	Skate Ramp Paint
9 Nov	Bridgwater Mowers	122048	330.14	Service Playing Field Mower
<b>TOTAL</b>			<b>£5,705.39</b>	

The expenditure was **approved** and (any) two of the authorised signatories were instructed to sign the relevant cheques (proposed Cllr Reid, seconded Cllr Pardoe). Cllr Falla proposed that a formal letter of thanks be sent to Mr Slaymaker for the bench at Castle Hill, which he felt was extremely good value and very good work. All agreed.

### **5270 Bank Reconciliation**

Cllr Ferriday had carried out the bank and voucher check on 12 November and was satisfied that all was in order.

### **5271 Highways**

The Clerk had reported to Highways the sunken slabs on the Cross. Highways had inspected them but did not consider them to be a safety defect so they would not be repaired immediately. She had

contested this and would monitor the situation. It was noted that a number of people had tripped on them at the Remembrance service. She would pass this on.

*Afternote: Highways have now agreed that the slabs do need to be repaired and a work order is in hand*

Highways had announced reduced winter services. The A39 would still be gritted as in previous years, no other roads have been gritted in the past so this would have no impact. However grit for the bins would no longer be provided by Highways free of charge and it was cheaper for GWB Services to buy and distribute it. It was agreed to meet the costs from the Service Devolution contingency fund.

## **5272 Chairman's Report**

Remembrance Sunday: the event was beautifully done, and he thanked those involved in the arrangements for the service and for what had been done to commemorate the Armistice in the weeks before – particularly the framed poppies. In particular he wished to mention Mrs Fielder and members of the Royal British Legion, Rev King, Mrs Wright and Mr Edney for ensuring that the clock was spot on at 11 o'clock, but also all those who had helped with the arrangements for the service, the road closure, the lunch afterwards etc

Planning applications: he advised the council that the applications at Butchers Lane and Jackson Lane had both been withdrawn. Apart from the three application for works to trees, the applications dealt with at meetings on 8 October and 2 November were still being considered.

### **Clerk's Report:**

Lime Street: as mentioned earlier, the Clerk was waiting for quotes from two landscaping companies.

The Chairman had been in contact with AONB for suggestions and advice and would be meeting in early December, date to be confirmed.

Consultations: The County Council had two consultations running – one on Children's Services (information received on Monday, so yet to be made available). The County Council are also conducting a review about parking in the County. All this is primarily related to the larger towns, the Clerk had contacted the named officer with a view to Nether Stowey being included in the review.

AONB Landscape Project: the Clerk had received details. It was agreed to invite the Project Officer to a future meeting, since confirmed as 10 December.

External Audit: the External Audit had still not been completed: no matters had been raised with the Clerk and no reason given. Afternote: notification of completion was received on 14 November, no issues raised.

## **5273 Parish Council Representatives on outside bodies**

Neighbourhood Plan: The Group would shortly be submitting aims and policy to Sedgemoor. The next meeting was on 19 November. Cllr Ferriday had attended a Housing Conference. It had been mainly aimed at developers, so had not been as useful as hoped.

Hinkley Point: Cllr Reid had attended the SSG meeting. It had focussed on developments for on-site storage of waste. There would be material coming from Bradwell and Dungeness (about 6%), but the majority would be from Hinkley. Storage for ILW would be needed for at least 100 years. The latest round of grant funding was now committed but there would be £1¼m available in January.

Footpaths: Cllr Falla: little maintenance was required at present and there was nothing else to report.

Quantock Cluster: (Cllr Reid) the next meeting was on 20 November.

## **5274 Forthcoming meetings and events**

Tues 13 Nov	Library – Public meeting by FONSL	Village Hall	7.30pm	
Tues 20 Nov	SW Parish Cluster meeting	Bridgwater House	6.45pm	MR
Thurs 22 Nov	Workshop – HPC Community Grants	Bridgwater House	10 am	CS

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Thurs 22 Nov	Planning briefing/update	Bridgwater House	6 pm	All Cllrs available
Tues 27 Nov				

### **Neighbourhood Planning**

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Mon 19 November	Neighbourhood Planning Group	Parish Office	7pm	KF, MC, CS
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### **5275 Next Parish Council Meeting**

The next Parish Council meeting will be on Monday 10 December at 7 pm at Nether Stowey Village Hall. The Finance and Audit Committee will meet on Monday 3 December at 7pm at the Parish Office.

*Cllr Jeanes joined the meeting. All members of the public left.*

### **5276 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 exempt information (commercially sensitive) as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972.

### **5277 Parish Office Licence**

The Council considered the Landlord's letter and **agreed** the response that should be sent.

The meeting closed at 8.20 pm.

## Budget Report to 9 November 2018

## Income

Account	Budget 2018/19	First quarter	Second quarter	Oct 2018	Nov 2018	Third quarter	Fourth quarter	Total spent to date	% of budget
1002 Allotment Rental	100.00	0.00	0.00			0.00	0.00	0.00	0.00%
1003 Council Tax Grant	1,214.00	607.00	607.00			0.00	0.00	1,214.00	100.00%
1004 Bank Interest	189.00	0.03	0.02			0.00	0.00	0.05	0.03%
1006 Cemetery Income	1,300.00	360.00	1,030.00	485.00		485.00	0.00	1,875.00	144.23%
1009 Miscellaneous Grants	0.00	0.00	0.00			0.00	0.00	0.00	**
1012 Printing & Copying receipts	550.00	26.26	42.52	20.60	45.85	66.45	0.00	135.23	24.59%
1016 Village Trail Booklet Income	10.00	10.00	0.00			0.00	0.00	10.00	100.00%
1017 Library Receipts	0.00	0.00	0.00			0.00	0.00	0.00	**
1999 Misc Receipts	0.00	0.00	0.00			0.00	0.00	0.00	**
115 VAT Refunds	0.00	0.00	2,219.13			0.00	0.00	2,219.13	**
1011 Precept	47,720.00	23,860.00	23,860.00			0.00	0.00	47,720.00	100.00%
<b>Total Income For Year</b>	<b>51,083.00</b>	<b>24,863.29</b>	<b>27,758.67</b>	<b>505.60</b>	<b>45.85</b>	<b>551.45</b>	<b>0.00</b>	<b>53,173.41</b>	<b>104.09%</b>

## Expenditure

Account	Budget 2018/19	First quarter	Second quarter	Oct 2018	Nov 2018	Third quarter	Fourth quarter	Total spent to date	% of budget
<b>Parish Office</b>									
4101 Office Equipment	100.00	0.00	0.00			0.00	0.00	0.00	0.00%
4102 Parish Office Rent	3,100.00	803.33	1,507.00		750.00	750.00	0.00	3,060.33	98.72%
4103 Postage	75.00	6.00	13.92		13.92	13.92	0.00	33.84	45.12%
4104 Stationery	150.00	0.00	41.24			0.00	0.00	41.24	27.49%
4105 Telephone & Internet	410.00	110.22	139.88	44.46	43.56	88.02	0.00	338.12	82.47%
4106 Website + IT costs	628.00	70.86	219.86	23.62	23.62	47.24	0.00	337.96	53.82%
4107 Books and publications	0.00	0.00	0.00			0.00	0.00	0.00	**
4108 Printing costs	900.00	0.00	304.98		53.60	53.60	0.00	358.58	39.84%
4109 Office Move	0.00	0.00	0.00			0.00	0.00	0.00	**
<b>TOTAL Parish Office</b>	<b>5,363.00</b>	<b>990.41</b>	<b>2,226.88</b>	<b>68.08</b>	<b>884.70</b>	<b>952.78</b>	<b>0.00</b>	<b>4,170.07</b>	<b>77.76%</b>

Account	Budget 2018/19	First quarter	Second quarter	Oct 2018	Nov 2018	Third quarter	Fourth quarter	Total spent to date	% of budget
<b>Staff Costs</b>									
4201 Salaries	29,137.00	7,296.64	7,291.66	2,430.55		2,430.55	0.00	<b>17,018.85</b>	58.41%
4202 Recruitment	0.00	0.00	0.00			0.00	0.00	<b>0.00</b>	**
4204 Staff travel expenses	80.00	14.85	23.73			0.00	0.00	<b>38.58</b>	48.23%
4205 Staff Training	45.00	0.00	20.00			0.00	0.00	<b>20.00</b>	44.44%
<b>TOTAL Staff Costs</b>	<b>29,262.00</b>	<b>7,311.49</b>	<b>7,335.39</b>	<b>2,430.55</b>	<b>0.00</b>	<b>2,430.55</b>	<b>0.00</b>	<b>17,077.43</b>	<b>58.36%</b>
<b>Administration &amp; Finance</b>									
4301 Audit Fees	625.00	325.00	0.00			0.00	0.00	<b>325.00</b>	52.00%
4302 Bank charges	10.00	1.20	0.00	0.30		0.30	0.00	<b>1.50</b>	15.00%
4303 Chairman's Honorarium	250.00	250.00	0.00			0.00	0.00	<b>250.00</b>	100.00%
4304 Councillors' Expenses	0.00	28.20	0.00			0.00	0.00	<b>28.20</b>	**
4305 Councillors' Training	0.00	0.00	25.00			0.00	0.00	<b>25.00</b>	**
4306 Elections	0.00	0.00	0.00			0.00	0.00	<b>0.00</b>	**
4307 Insurance	1,215.00	1,167.92	0.00			0.00	0.00	<b>1,167.92</b>	96.13%
4308 Statutory Fees	35.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4309 Subscriptions	555.00	10.00	0.00			0.00	0.00	<b>10.00</b>	1.80%
4310 Village Hall Hire	329.00	67.50	45.00	22.50	28.00	50.50	0.00	<b>163.00</b>	49.54%
<b>TOTAL Administration &amp; Finance</b>	<b>3,019.00</b>	<b>1,849.82</b>	<b>70.00</b>	<b>22.80</b>	<b>28.00</b>	<b>50.80</b>	<b>0.00</b>	<b>1,970.62</b>	<b>65.27%</b>
<b>Cemetery</b>									
4402 Cemetery Rates	155.00	166.45	0.00			0.00	0.00	<b>166.45</b>	107.39%
4403 Maintenance + bins	3,266.00	850.00	1,003.00	340.00	81.38	421.38	0.00	<b>2,274.38</b>	69.64%
<b>TOTAL Cemetery</b>	<b>3,421.00</b>	<b>1,016.45</b>	<b>1,003.00</b>	<b>340.00</b>	<b>81.38</b>	<b>421.38</b>	<b>0.00</b>	<b>2,440.83</b>	<b>71.35%</b>
<b>Community Services</b>									
4501 Christmas Tree & Lights	350.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4502 Allotment	100.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4510 Village Trail Booklet	0.00	0.00	0.00			0.00	0.00	<b>0.00</b>	**
<b>TOTAL Community Services</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Neighbourhood Plan</b>									
4520 Neighbourhood Plan	0.00	0.00	0.00			0.00	0.00	<b>0.00</b>	**
4521 Neighbourhood Plan Grant	0.00	967.41	0.00			0.00	0.00	<b>967.41</b>	**
<b>TOTAL Neighbourhood Plan</b>	<b>0.00</b>	<b>967.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>967.41</b>	<b>**</b>

Account	Budget 2018/19	First quarter	Second quarter	Oct 2018	Nov 2018	Third quarter	Fourth quarter	Total spent to date	% of budget
<b>Village Maintenance</b>									
4601 A39 Verge	700.00	272.00	204.00	136.00		136.00	0.00	<b>612.00</b>	87.43%
4602 Clock Tower Maintenance	275.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4603 Clock Tower Electricity	390.00	82.95	21.00	92.17	7.00	99.17	0.00	<b>203.12</b>	52.08%
4604 General Maintenance	350.00	31.86	1.60	3.75		3.75	0.00	<b>37.21</b>	10.63%
4605 Old Gaol + The Cross	250.00	0.00	32.25	37.50		37.50	0.00	<b>69.75</b>	27.90%
4606 Palmers Path	455.00	51.00	72.75	75.25		75.25	0.00	<b>199.00</b>	43.74%
4607 Public Seating	100.00	0.00	0.00		500.00	500.00	0.00	<b>500.00</b>	500.00%
4608 Public Footpaths	30.00	0.00	16.04			0.00	0.00	<b>16.04</b>	53.47%
4609 Dog Bins	1,470.00	348.40	529.10	185.81		185.81	0.00	<b>1,063.31</b>	72.33%
4610 Coleridge Road	150.00	59.50	34.00	68.00		68.00	0.00	<b>161.50</b>	107.67%
4611 Millennium Wood	60.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4612 Plot 173	175.00	0.00	340.00			0.00	0.00	<b>340.00</b>	194.29%
4613 Mill Ln/Lime St maintenance	200.00	8.50	68.00			0.00	0.00	<b>76.50</b>	38.25%
4614 War Memorial Maintenance	25.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
<b>TOTAL Village Maintenance</b>	<b>4,630.00</b>	<b>854.21</b>	<b>1,318.74</b>	<b>598.48</b>	<b>507.00</b>	<b>1,105.48</b>	<b>0.00</b>	<b>3,278.43</b>	<b>70.81%</b>
<b>Castle Street Toilets</b>									
4701 Castle St Toilets Cleaning	3,465.00	553.00	825.00	275.00		275.00	0.00	<b>1,653.00</b>	47.71%
4702 Castle St Toilets Electricity	250.00	48.00	88.61	18.00	18.00	36.00	0.00	<b>172.61</b>	69.04%
4703 Castle St Car Park Rates	650.00	703.10	0.00			0.00	0.00	<b>703.10</b>	108.17%
4704 Castle St Toilets Maintenance	100.00	0.00	17.00			0.00	0.00	<b>17.00</b>	17.00%
4705 Castle St Toilets Water	440.00	196.25	0.00			0.00	0.00	<b>196.25</b>	44.60%
4706 Car Park maintenance	370.00	51.00	56.00			0.00	0.00	<b>107.00</b>	28.92%
4709 Castle St miscellaneous	0.00	232.18	0.00	78.75		78.75	0.00	<b>310.93</b>	**
<b>TOTAL Castle Street Toilets</b>	<b>5,275.00</b>	<b>1,783.53</b>	<b>986.61</b>	<b>371.75</b>	<b>18.00</b>	<b>389.75</b>	<b>0.00</b>	<b>3,159.89</b>	<b>59.90%</b>
<b>Grants</b>									
4801 Miscellaneous Grants	500.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
4803 Playing Field	1,800.00	373.33	0.00	56.20	275.12	331.32	0.00	<b>704.65</b>	39.15%
4805 Village Hall Maint Grant	1,800.00	0.00	0.00			0.00	0.00	<b>0.00</b>	0.00%
<b>TOTAL Grants</b>	<b>4,100.00</b>	<b>373.33</b>	<b>0.00</b>	<b>56.20</b>	<b>275.12</b>	<b>331.32</b>	<b>0.00</b>	<b>704.65</b>	<b>17.19%</b>
<b>Capital Expenditure</b>									
<b>TOTAL Capital Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>**</b>

Account	Budget 2018/19	First quarter	Second quarter	Oct 2018	Nov 2018	Third quarter	Fourth quarter	Total spent to date	% of budget
<b>VAT Account</b>									
515 VAT Paid	0.00	269.69	192.85	66.30	95.45	161.75	0.00	<b>624.29</b>	**
<b>Total Expenditure</b>	<b>55,520.00</b>	<b>15,416.34</b>	<b>13,133.47</b>	<b>3,954.16</b>	<b>1,889.65</b>	<b>5,843.81</b>	<b>0.00</b>	<b>34,393.62</b>	<b>61.95%</b>
<b>Total Income</b>	<b>51,083.00</b>	<b>24,863.29</b>	<b>27,758.67</b>	<b>505.60</b>	<b>45.85</b>	<b>551.45</b>	<b>0.00</b>	<b>53,173.41</b>	<b>104.09%</b>
<b>Balance expenditure-income</b>	<b>4,437.00</b>	<b>-9,446.95</b>	<b>-14,625.20</b>	<b>3,448.56</b>	<b>1,843.80</b>	<b>5,292.36</b>	<b>0.00</b>	<b>-18,779.79</b>	

<b>Bank:</b>	Current a/c	31,421.40
	Deposit a/c	29,084.57
	A/c no 3	87.23
	<b>Total</b>	<b>60,593.20</b>

<b>Balance:</b>	as at 1 Apr	36,641.99
	Plus: income	52,630.51
	Less: payments	28,679.30
	<b>Total</b>	<b>60,593.20</b>