

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 14 JANUARY 2019 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
 Colin Falla
 Kevin Ferriday
 Margaret Hogg
 Andrew Jeanes (from min no 5303)
 Pat Pardoe
 Chris Pearson
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 Mel Catchpole (Asst Clerk)
 Cllr Michael Caswell (SCC + SDC)
 Cllr Julie Pay (SDC)
 One member of the public

Note: Mrs Catchpole took notes until Minute 5303

Public Session

There were no issues raised.

5298 Apologies

Cllr Reid had sent apologies due to illness. The absence was approved. Cllr Jeanes would arrive late.

5299 Declarations of Interest

Cllr Rich declared an interest in the Playing Field/Village Hall.

5300 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 10 December were approved as a true record and signed by the Chairman.

5301 District and County Council Liaison

Cllr Pay reported that SDC was preparing their budget. The Audit and Governance Committee were very prudent and had invested wisely so she expected increases from other Precepting bodies, but any increase on SDC's element would be very small. Cllr Pearson asked if any services would be lost – Cllr Pay thought not.

Cllr Caswell had arranged a meeting for the 13 Parishes of the former Quantock Cluster in response to concerns that the Cluster system was "dying on its feet" since the amalgamation of Clusters. The meeting would be on 13 February at the Stockland Club for Chairman (or other Representatives) and Clerks. It was agreed that Chairman and/or Cllr Reid and the Clerk would attend.

The Local Plan was now back from the Inspector and would be considered at the Full Council meeting in February.

He said he was increasingly disillusioned with Somerset CC, particularly as concerned the Library review, He had written a letter in support of FONSL and wished them every success. He felt the politics at County Hall were very damaging.

The Chairman said that he had heard conflicting tales about the formation of a unitary authority. Cllr Caswell said there was a lot of confusion. He would be unhappy if four successful Districts were wrecked to save the disastrous County Council.

The Clerk withdrew from the meeting,

5302 Technical Support

The Chairman explained that on one or two occasions used Mr Slaymaker for technical/engineering support, for reasons of his knowledge, workmanship and reliability. Most recently he had been asked to repair the clock bell's striking mechanism and to carry out a condition survey of the upper parts of the tower. However, the Clerk had expressed unease that in using her husband's services she or the Council could be open to accusations of a conflict of interest. To avoid any such issue, he suggested that if Mr Slaymaker's services were required this should be authorised by either the Chairman or Vice-Chairman. The motion was **agreed**, proposed by Cllr Rich, seconded Cllr Ferriday, no objections.

Cllr Falla asked if there was a cap on how much was spent and Cllr Pearson asked if work was tendered. The Chairman that village maintenance work that was included in the budget was not, and was carried by the Council's regular contractor, but larger jobs were, as laid out in the Parish Council's Financial Regulations.

The Clerk rejoined the meeting and took notes hereafter. Cllr Jeanes arrived.

5303 Clock Tower

The operation to repair the clock striking mechanism had gone well, and Mr Slaymaker had taken photographs of the belfry so that the scope of repairs could be worked out.

Cllr Jeanes had received an indicative quote for scaffolding at £2090 for four weeks. He would obtain further quotes. The Chairman had talked to a supplier about specialist (ie long-lasting) paint for the belfry.

He and Cllr Ferriday had met representatives of the electrical and lighting contractors to discuss the various options so that a more definite cost be worked out

Cllr Pearson asked whether sponsorship was a possibility. The Chairman said that it was, and he and Cllr ferriday had been looking at sources for grants such as English Heritage.

5304 Cricketer Farm site

The Chairman and Cllr Ferriday would attend a meeting at Sedgemoor on 17 January. Cllr Pay confirmed she would also attend. It would be an opportunity to seek clarification on various planning aspects of any future development and to reiterate the Parish Council's position. He stressed that there was no application as yet. It was **agreed** that Cllrs Reid, Jeanes and Pearson would form a Working Group to take this further when required, with the Chairman and Vice-Chairman as *ex officio* members.

Cllr Pay left the meeting

5305 Open Spaces Surveys

The draft responses were **approved** and the Clerk would submit them online.

5306 Somerset Wood

It was **agreed** that the Parish Council would not commit funds, but the information would be publicised for individuals to contribute if they wished.

5307 Identity Cards

It was **agreed** that Cllr Pearson could pursue this but should seek approval for funding at a future meeting.

5308 Co-ordination with Community Groups

It was **agreed** that Cllr Pearson would meet groups to discuss how else the Parish Council could support them.

Cllr Caswell left the meeting

5309 Budget Report

The Budget report for the period to 11 January was noted. A copy of the report is appended to the minutes.

5310 Expenditure

Expenditure incurred since the Parish Council meeting of 10 December:

Date	Payee Name	Cheque	Amount	Transaction Details
13 Dec	D Robinson	122063	50.00	Tree Work to Castle Street Car Park
13 Dec	Littles Grocers	122064	50.00	Christmas Tree For Cross
13 Dec	Morrisons	Card	2.41	Cleaning supplies
13 Dec	Office Outlet	Card	42.52	Stationery
13 Dec	YHC Hire	Card	277.50	Hire of Lift for work to Clock Tower
13 Dec	Screwfix	Card	26.66	Cable Tie, Tape & Bulkhead light for Clock Tower repairs
17 Dec	Office Payroll	122065-68	2,431.55	December Staff Payroll
19 Dec	EDF Energy	122069	72.00	Clock Tower Electricity (unmetered)
19 Dec	K Sparkes	122070	108.75	Village Maintenance Nov, Dec
19 Dec	MW Slaymaker	122071	60.00	Repairs to Clock Tower Bell
20 Dec	Sedgemoor Citizens Advice	122072	100.00	Grant to CAB, Min No 5284 10 Dec
2 Jan	EDF Energy	DDR	18.00	Castle Street Toilets Electricity
3 Jan	E Martin Computer Services	DDR	28.34	Website Maint Contract
3 Jan	E W Jeanes & Sons	122073	100.00	Allotment Payment
4 Jan	EDF Energy	DDR	7.00	Clock Tower Electricity (metred)
7 Jan	NS Village Hall	122074	22.50	Hire of Club Room 10 th Dec 18
9 Jan	Brunel Engraving Co Ltd	Card	32.88	Plaque for A Ensor Memorial Bench
10 Jan	BT Business	DDR	52.96	Telephone & Broadband Dec 18
TOTAL			£3,483.07	

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

5311 Bank Reconciliation

Cllr Pardoe had carried out the bank reconciliation and voucher check and was satisfied that all was in order.

5312 Highways

It was noted that speed limit sign on Jacksons Lane had not yet been repaired and there had been no response to the request for it to be moved. The double yellow lines in Castle Street and St Mary Street had been repainted.

5313 Chairman's Report

The Chairman thanked Cllrs Ferriday, Reid and Jeanes for their help in taking down the Christmas lights and taking away the tree.

He and the Clerk had had a brief meeting with the office landlord and agreed terms of the lease as approved at the December meeting. A subsequent letter received from the landlord's solicitor that morning had a discrepancy and the Clerk would clarify this.

He had had a meeting with a former May Fair stall-holder who was keen to restart the May Fair. He had explained what was involved and details had been given to the Recreation Ground committee.

5314 Clerk's Report

Somerset West Lodging Scheme wished to discuss a project to support homeowners to let out spare rooms. Given the influx of lodgers from HPC, and the burden this already put on parking, it was **agreed** not to engage, but information could be made available to residents.

5315 Parish Council Representatives on outside bodies

Village Hall/Recreation Ground: Cllr Rich reported that the Christmas Market had raised almost £600 profit. The films were doing well but were expensive. The next showings would be Mamma Mia 2 in January and Bohemian Rhapsody in February. A Spring Market would be held at the Village Hall on Saturday 13 April. The Committee were looking at resurrecting the May Fair in a new format on the Playing Field.

Repairs to the roof have now been organised for early February.

The new Charity would its first AGM in May to vote in new Trustees and decides future management arrangements.

The Chairman asked what the projected income of the of the mast was. Cllr Rich said £5,000 per year.

Neighbourhood Plan: Cllr Ferriday reported that the next meeting would be on 21 January. He and the Clerk had done a lot of work on the various documents and he was awaiting Sedgemoor's informal comments on the draft plan.

Hinkley Point: Cllr Reid sent a report to say that he had attended the SSG meeting which had been specifically about the new Constitution. It had been agreed and there were no issues for Nether Stowey.

Footpaths: Cllr Falla had responded to SCC's consultation about the use of paths. He had copied it to the Parish office if anyone wanted to see it. Bill Jenman (AONB) had attended the Stowey Walking meeting. They were looking to increase the scope of the Walking Festival in 2020. The AONB were making funds available to update the signage on the Quantock Greenway (which is peripheral to Nether Stowey). Stowey Walking had now combined with Stowey Green Spaces (SGS) to put up an information panel in the gaol. Cllr Falla had advised them that it would not be possible to put one up on the outside of the gaol. He commended the contribution SGS made to the village.

It was agreed that the Library Working Group was no longer required.

5316 Forthcoming Events

Meetings and events

Thurs 17 Jan	Meeting with SDC	SDC	7.30pm	JR, KF, CS
Thurs 31 Jan	Transport Forum	Cannington Coll	6pm	MR
Tues 5 Feb	AONB QH Management Plan/ Landscape Partnership Workshop	Spaxton VH	9.30am	MR, CP
Tues 5 Feb	AONB JAC meeting	Spaxton VH	TBC pm	CF, CP?
Thurs 7 Feb	Community Form	Cannington Coll	6pm	MR

Neighbourhood Planning

Mon 21 Jan	Neighbourhood Planning	Parish Office	7pm	KF, MC, CS
------------	------------------------	---------------	-----	------------

5317 Next Parish Council Meeting

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

The meeting closed at 8.40pm

Budget Report as at 11 January 2019

Income

Code	Account	Budget 2018/19	First quarter	Second quarter	Oct	Nov	Dec	Third quarter	Jan	Fourth quarter	Total spent to date	%
1002	Allotment Rental	100.00	0.00	0.00				0.00	100.00	100.00	100.00	100.00%
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	0.01	0.01	0.06	0.07%
1006	Cemetery Income	1,300.00	360.00	1,030.00	485.00	-		485.00	95.00	95.00	1,970.00	140.21%
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	63.35	12.00	95.95		0.00	164.73	71.93%
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%
Total	Income	51,083.00	24,863.29	27,758.67	505.60	63.35	12.00	580.95	195.01	195.01	53,397.92	105.19%

Expenditure

Code	Account	Budget 2018/19	First quarter	Second quarter	Oct	Nov	Dec	Third quarter	Jan	Fourth quarter	Total spent to date	%
Parish Office												
4101	Office Equipment	100.00	0.00	0.00				0.00		0.00	0.00	0.00%
4102	PC Office Rent	3,100.00	803.33	1,507.00		766.00	2.41	768.41		0.00	3,078.74	99.31%
4103	Postage	75.00	6.00	13.92		13.92		13.92		0.00	33.84	54.58%
4104	Stationery	150.00	0.00	41.24			35.43	35.43		0.00	76.67	51.11%
4105	Telephone & Internet	410.00	110.22	139.88	44.46	43.56	43.40	131.42	44.13	44.13	425.65	97.18%
4106	Website + IT costs	628.00	70.86	219.86	23.62	23.62	23.62	70.86	23.62	23.62	385.20	62.84%
4108	Printing costs	900.00	0.00	304.98		53.60		53.60		0.00	358.58	61.93%
4109	Office Misc	0.00	0.00	0.00				0.00	27.40	27.40	27.40	**
TOTAL Parish Office		5,363.00	990.41	2,226.88	68.08	900.70	104.86	1,073.64	95.15	95.15	4,386.08	86.99%
Staff Costs												
4201	Salaries	29,137.00	7,296.64	7,291.66	2,430.55	2,431.55	2,431.55	7,293.65		0.00	21,881.95	75.10%
4204	Staff travel	80.00	14.85	23.73				0.00		0.00	38.58	48.23%
4205	Staff Training	45.00	0.00	20.00				0.00		0.00	20.00	44.44%
TOTAL Staff Costs		29,262.00	7,311.49	7,335.39	2,430.55	2,431.55	2,431.55	7,293.65	0.00	0.00	21,940.53	74.98%

Budget Report as at 11 January 2019

Code	Account	Budget 2018/19	First quarter	Second quarter	Oct	Nov	Dec	Third quarter	Jan	Fourth quarter	Total spent to date	%
Administration & Finance												
4301	Audit Fees	625.00	325.00	0.00		300.00		300.00		0.00	625.00	100.00%
4302	Bank charges	10.00	1.20	0.00	0.30		1.60	1.90	2.20	2.20	5.30	53.00%
4303	Chairman's Honorarium	250.00	250.00	0.00				0.00		0.00	250.00	100.00%
4304	Councillors' Expenses	0.00	28.20	0.00				0.00		0.00	28.20	100.71%
4305	Councillors' Training	0.00	0.00	25.00				0.00		0.00	25.00	**
4306	Elections	0.00	0.00	0.00				0.00		0.00	0.00	**
4307	Insurance	1,215.00	1,167.92	0.00				0.00		0.00	1,167.92	98.39%
4308	Statutory Fees	35.00	0.00	0.00		35.00		35.00		0.00	35.00	100.00%
4309	Subscriptions	555.00	10.00	0.00		175.00		175.00		0.00	185.00	30.58%
4310	Village Hall Hire	329.00	67.50	45.00	22.50	28.00	22.50	73.00	22.50	22.50	208.00	74.55%
TOTAL Administration & Finance		3,019.00	1,849.82	70.00	22.80	538.00	24.10	584.90	24.70	24.70	2,529.42	83.78%
Cemetery												
4402	Cemetery Rates	155.00	166.45	0.00				0.00		0.00	166.45	100.27%
4403	Maintenance + bins	3,266.00	850.00	1,003.00	340.00	116.38		456.38	170.00	170.00	2,479.38	76.17%
TOTAL Cemetery		3,421.00	1,016.45	1,003.00	340.00	116.38	0.00	456.38	170.00	170.00	2,645.83	77.34%
Community Services												
4501	Christmas Tree & Lights	350.00	0.00	0.00			50.00	50.00		0.00	50.00	14.29%
4502	Allotment	100.00	0.00	0.00				0.00	100.00	100.00	100.00	100.00%
4510	Village Trail Booklet	0.00	0.00	0.00				0.00		0.00	0.00	**
TOTAL Community Services		450.00	0.00	0.00	0.00	0.00	50.00	50.00	100.00	100.00	150.00	33.33%
Neighbourhood Plan												
4520	Neighbourhood Plan	0.00	0.00	0.00				0.00		0.00	0.00	**
4521	N/hood Plan Grant	0.00	967.41	0.00				0.00		0.00	967.41	**
TOTAL Neighbourhood Plan		0.00	967.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	967.41	**
Village Maintenance												
4601	A39 Verge	700.00	272.00	204.00	136.00			136.00	68.00	68.00	680.00	86.96%
4602	Clock Tower Maintenance	275.00	0.00	0.00			306.24	306.24		0.00	306.24	123.98%
4603	Clock Tower Electricity	390.00	82.95	21.00	92.17	7.00	75.57	174.74	7.00	7.00	285.69	98.18%
4604	General Maintenance	350.00	31.86	1.60	3.75		7.25	11.00	290.00	290.00	334.46	105.18%
4605	Old Gaol + The Cross	250.00	0.00	32.25	37.50		30.00	67.50	17.00	17.00	116.75	53.07%
Village Maintenance (cont'd)												

Budget Report as at 11 January 2019

Code	Account	Budget 2018/19	First quarter	Second quarter	Oct	Nov	Dec	Third quarter	Jan	Fourth quarter	Total spent to date	%
4606	Palmers Path	455.00	51.00	72.75	75.25		48.75	124.00	170.00	170.00	417.75	91.81%
4607	Public Seating	100.00	0.00	0.00		500.00		500.00	254.00	254.00	754.00	301.60%
4608	Public Footpaths	30.00	0.00	16.04				0.00		0.00	16.04	53.47%
4609	Dog Bins	1,470.00	348.40	529.10	185.90			185.90		0.00	1,063.40	74.05%
4610	Coleridge Road	150.00	59.50	34.00	68.00			68.00		0.00	161.50	97.29%
4611	Millennium Wood	60.00	0.00	0.00				0.00		0.00	0.00	0.00%
4612	Plot 173	175.00	0.00	340.00				0.00		0.00	340.00	194.29%
4613	Mill Lane/Lime St maint	200.00	8.50	68.00				0.00	340.00	340.00	416.50	208.25%
TOTAL Village Maintenance		4,630.00	854.21	1,318.74	598.57	507.00	467.81	1,573.38	1,146.00	1,146.00	4,892.33	105.67%
Castle Street Toilets												
4701	Castle St Toilets Cleaning	3,465.00	553.00	825.00	275.00			275.00	550.00	550.00	2,203.00	63.58%
4702	Castle St Toilets Electricity	250.00	48.00	88.61	18.00	18.00	18.00	54.00	18.00	18.00	208.61	83.44%
4703	Castle St Toilets Rates	650.00	703.10	0.00				0.00		0.00	703.10	108.17%
4704	Castle St Toilets Repairs	100.00	0.00	17.00				0.00		0.00	17.00	17.00%
4705	Castle St Toilets Water	440.00	196.25	0.00			224.40	224.40		0.00	420.65	95.60%
4706	Castle St Car Park maint	370.00	51.00	56.00	78.75		80.00	158.75	85.00	85.00	350.75	94.80%
4709	Castle St misc	0.00	232.18	0.00				0.00		0.00	232.18	**
TOTAL Castle Street Toilets		5,275.00	1,783.53	986.61	371.75	18.00	322.40	712.15	653.00	653.00	4,135.29	78.39%
Grants												
4801	Miscellaneous Grants	500.00	0.00	0.00			100.00	100.00		0.00	100.00	20.00%
4803	Playing Field	1,800.00	373.33	0.00	56.20	1,370.47		1,426.67		0.00	1,800.00	100.00%
4805	Village Hall Maint Grant	1,800.00	0.00	0.00		1,800.00		1,800.00		0.00	1,800.00	100.00%
TOTAL Grants		4,100.00	373.33	0.00	56.20	3,170.47	100.00	3,326.67	0.00	0.00	3,700.00	90.24%
Capital Expenditure												
TOTAL Capital Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account												
515	VAT Paid	0.00	269.69	192.85	66.30	155.45	74.59	296.34	19.03	19.03	777.91	**
Total Expenditure		55,520.00	15,416.34	13,133.47	3,954.25	7,837.55	3,575.31	15,367.11	2,207.88	2,207.88	46,124.80	83.56%
Total Income		51,083.00	24,863.29	27,758.67	505.60	63.35	12.00	580.95	195.01	195.01	53,397.92	105.19%
Balance expenditure-income		4,437.00	-9,446.95	-14,625.20	3,448.65	7,774.20	3,563.31	14,786.16	2,012.87	2,012.87	-7,273.12	

RESERVES ACCOUNTS FOR YEAR TO DATE

Account	Balance at 1 Apr 2018	Debit	Credit	Balance at 11 Jan
321 Elections Reserve	1,477.00			1,477.00
322 Payroll Reserve	786.59	25.00		761.59
323 Grants Reserve	25.00		300.00	325.00
324 Neighbourhood Plan Reserve	967.41	967.41		0.00
325 CANS Reserve	2,886.47		674.51	2,886.47
326 May Fair from previous years	300.00	300.00		0.00
327 Oral History Reserve	328.46			328.46
328 War Memorial Project Fund	0.00			<i>now closed</i>
329 Youth Services Reserve	374.51	374.51		0.00
330 Service Devolution Reserve	6,047.50	188.00		5,859.50
331 Millennium Wood	122.16			122.16
332 Castle St Car Park/Lavatories	499.68			499.68
334 Community Transport	300.00	300.00		0.00
335 Parish Office move contingency	1,150.57			1,150.57
336 War Memorial Maintenance	2,000.00			2,000.00
337 Village Maintenance	5,907.44	986.18		4,921.26
338 Lime St/Mill Lane	6,425.00			6,425.00
	29,597.79		Nett spend £ 2,166.59	27,431.20
310 General Reserve**	7,044.20		+ £2,166.59	9,210.79
	= 36,641.99		Current Year Fund	7,273.12
			= Bank Balance	43,915.11

Transactions as follows:

Debits	322	£	25.00	Cllr Roberts GDPR training
	324	£	967.41	Return of unspent Neighbourhood Plan grant
	330	£	188.00	Road grit, purchase/distribution as approved at Nov meeting
	337	£	232.18	Car park floodlight (on toilets block)
	337	£	500.00	Bench (Castle Hill/Channel Close)
	337	£	254.00	Bench (concrete base and installation)

TOTAL £ 2,166.59

Credits 0.00

TOTAL £ 0.00

NETT DEBIT £ 2,166.59

Other known commitments: *(none)*