

5182 Somerset CC Fingerpost

The Clerk had prepared a briefing note, however the County Council were reconsidering the proposal. It was agreed to defer a decision until the County Council had provided new details.

5183 Public Toilets External Lighting

It was **agreed** to accept the estimate from KDR to supply and install a PIR-activated outside light at the public toilet block. To be funded from the Castle Street EMR.

Cllr Jeanes withdrew from the meeting

5184 Planning Application

The following application was considered:

- a) Application Ref: 36/18/00005 (Mr Andrew Jeanes)
 Address: Inwood Farm, Nether Stowey
 Proposal: Erection of a function and store room to replace the current marquee at Quantock Lakes.
 Response agreed: *No objection*

Cllr Jeanes rejoined the meeting

5185 Clock Tower Lighting

One set of design proposals had been received and circulated and Councillors discussed the merits of the proposal. A second proposal was expected and would be circulated. It was generally agreed that the uplighters would be worth looking further at, and possibly motifs, however there were concerns that they would suffer the same weather damage as the ropelights.

Note: A further proposal was received and circulated on 15 May

5186 Budget Report

The Budget report for the period to 10 May was **noted**. A copy of the reports is appended to these minutes.

5187 Expenditure

Expenditure incurred since the Parish Council meeting of 9 April:

Date	Payee Name	Cheque	Amount	Transaction Details
9 Apr	EDF Energy	103999	58.20	Ums Clock Tower Electricity
9 Apr	Greenslade Taylor Hunt	104000	750.00	Office quarterly Rent April – June 2018
20 Apr	Sainsburys	D/card	10.00	SanDisk for Office
20 Apr	Office Payroll	104001-05	2,366.06	April office payroll
25 Apr	W J Roberts	104004	46.04	Mileage (Porlock) + notice board repairs
15 Apr	Santander	DDR	.90	Bank charges to a/c no 3
1 May	EDF Energy	DDR	16.00	Public Toilets Electricity
3 May	E Martin Computer Sev	DDR	28.34	Office Website maintenance contract
4 May	EDF Energy	DDR	10.00	Metered Clock Tower Electricity
4 May	Santander	DDR	00.30	Bank Charges on A/C 3
4 May	NS Village Hall	104006	22.50	Hire of Club Room 9th April
9 May	BT Business	DDR	38.52	Office Telephone and Broadband cost
10 May	Sedgemoor DC	DDR	55.00	Cemetery Rates
TOTAL			£3,401.86	

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

5188 Bank Reconciliation

Cllr Pardoe had carried out a bank and voucher check on 9 May and was satisfied that all was in order.

5189 Electricity Supply contract

It was **agreed** to take the three-year "Fixed for Business" proposal which would offer a saving of around £65 per year in total.

5190 Repainting of the toilets

Expenditure was **approved**, to be funded from the Village Maintenance Reserve.

5191 Internal Auditors Report

The report was **noted** and will be published with other audit documents shortly. The public inspection period would begin on 4 June.

5192 Draft Annual Accounts Report

Councillors had received individual copies which would be published with other audit documents shortly.

5193 Annual Governance Statement for 2017/18

The Annual Governance Statement was **approved** and the Chairman and Clerk were **authorised to sign**.

5194 Accounting Statement for 2017/18

The Accounting Statement was **approved** and the Chairman and Clerk were **authorised to sign**.

5195 Grant Application

It was **agreed** to purchase a trailer and leaf blower for donation to NS Recreation Ground.

5196 Parish Council Meeting Schedule 2018/19

The schedule was **approved**.

5197 Appointment of Committees and Working Groups

Appointments were agreed as follows:

Committees

Finance & Audit Committee: Cllrs Falla, Hogg, Reid, Rich, *ex officio*: Chairman, Vice-Chairman

Planning: All (ch: Cllr Jeanes)

Cemetery: Cllrs Hogg, Pardoe, *ex officio*: Chairman, Vice-Chairman

Personnel: Cllrs Falla, Hogg, Jeanes, Rich, *ex officio*: Vice-Chairman

Personnel Appeals: Cllrs Pardoe, Reid, *ex officio*: Chairman. *1 vacancy to be filled later*

Working Groups

Neighbourhood Plan: Chairman - Cllr Ferriday

Library: Cllrs Falla, Ferriday, Roberts

CANS: Cllrs Hogg (Dep Ch), Rich

Village Maintenance: Project group to be appointed and convened as needed

5198 Appointment of Representatives to Outside Bodies

NS Village Hall and Playing FieldCllr Rich

Quantock Hills Joint Advisory Committee.....Cllr Pardoe and/or Cllr Rich

Hinkley Point SSG and HPC Forums.....Cllr Reid (backup Cllr Roberts)

Quantock Active Living.....Cllr Hogg/Cllr Pardoe
Quantock ClusterCllr Reid
Footpaths Liaison Officer + Stowey Walking.....Cllr Falla (backup Cllr Reid)

5199 Highways

There had been a complaint about rocks falling (from the kerb) at Castle Hill. The Clerk had asked Highways to investigate and repair.

5200 Reports

Clerk's Report: She was working through all the requirements to comply with new General Data Protection Regulations which come into effect on 25 May. She had supplied Councillors, staff and other "role holders" with the appropriate privacy notice(s) and asked them to return their consent forms in due course. She had prepared other documents for the Allotments Association, Neighbourhood Plan Group etc. Cllr Ferriday had offered help. She was attending a course on 22 May and would then finalise new policies and procedures for adoption at the next meeting.

A new bus timetable had been introduced.

Correspondence received included two letters from pupils at NS Primary School concerning the Coleridge Road garages and a highways issue (see 5199 above). The Clerk had sent interim replies and forwarded the letters to Homes In Sedgemoor and Highways respectively to investigate and provide substantive replies for the Clerk to forward.

Chairman's Report (Cllr Roberts) – The Library Working Group had met with Porlock Councillors to discuss their management of their Library. Although the two parishes are similar in many ways, key differences are that the Parish Council have owned their building for around 25 years and have qualified for General Power Competence, giving them powers that NSPC do not have. At present the County Council meets all the costs of the library part of the building and carry out repairs. The Parish Council occupies another part of the building and a third part is used as a tourist information point, funded by Exmoor NP. Under the review it was believed that SCC would provide £5,000 towards costs but the Parish Council and/or the library organisation would have to find the rest. They have 24 volunteers and 3-4 hours Librarian support from Minehead. There had been a lot of training, some of which they had to pay for.

They had also had a short discussion with Ms Long at Minehead library focussing on the support they had provided to help Porlock get started at the beginning and now to run it.

Mr Woodhams had sent through provisional terms of a possible lease. It would be for 25 years and for a peppercorn rent for the life of the lease. However, it would be offered on a "full repairing basis" and only for as long as a library was the primary occupant. The risk was therefore that the Parish Council or other body would have to meet potentially expensive bills, it was assumed that this would include rectifying existing defects, before returning the building to SCC. There was a risk that any investment the PC put into the building would be lost if a library service could not be sustained for the long-term. He had asked about buying the building outright, since, apart from the capital (purchase) cost, other costs would remain the same, but the investment would not be lost and the building could then be used for other purposes as well as or instead of a library depending on how it worked out.

Neighbourhood Plan: (Clerk in Cllr Ferriday's absence) The Consultation event on 13/14 April had been fairly well attended, and a lot of comments had been put on post-it notes. There were few that offered new ideas or raised new issues. The Group was now working on modifying the draft objectives and policies to reflect these comments and ideas.

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.

Hinkley Point: Cllr Reid had been unable to attend the Transport Forum but would be attending the Community Forum on 17 May. The next SSG meeting was in June.

Footpaths: Cllr Falla had started a vegetation clearance and strimming programme for the summer season.

QH JAC: Cllr Pardoe had attended the last JAC meeting. The main theme had been light pollution at Hinkley Point.

5201 Forthcoming meetings and events

The Parish Office will be closed on Bank Holiday Monday (28 May)

Meetings and events

Thurs 17 May	EDF Community Forum	Cannington College	7pm	MR
Tues 22 May	Training (GDPR) Community Library event	Somerton Taunton	1-4pm	CS JR + FONSL
Sat 2 June	Party in the Park	Playing Field		All
Wed 13 June	Library consultation deadline			
Wed 20 June	Training (Trusts)	Somerton	10am-4pm	CS
Thurs 29 June	Hinkley SSG	TBC		MR

Neighbourhood Planning

Tues 29 May	Neighbourhood Plan Group	Parish Office	7pm	KF, MC
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Next Meeting(s)

Thurs 24 May	Annual Parish Meeting	NS Village Hall	7pm	All Councillors
Mon 11 June	Parish Council Meeting	NS Village Hall	7 pm	All Councillors

5202 Next Parish Council Meeting

The next Parish Council meeting will be on Monday 11 June at 7 pm at Nether Stowey Village Hall. The meeting closed at 8.30pm.

Budget Report to 10 May 2018

Income

Account Code	Account	Balance at 31 Mar 2018	Budget 2018/19	April 2018	May 2018	First quarter	Total received to date	
1003	Council Tax Grant	2,608.00	1,214.00	607.00		607.00	607.00	50.00%
1004	Bank Interest	95.28	189.00	0.01	0.01	0.02	0.02	0.01%
1006	Cemetery Income	965.00	1,300.00		360.00	360.00	360.00	27.69%
1011	Precept	47,093.00	47,720.00	23,860.00		23,860.00	23,860.00	50.00%
1012	Printing & Copying receipts	622.13	550.00		4.05	4.05	4.05	0.74%
1016	Village Trail Booklet Income	10.00	10.00			0.00	0.00	0.00%
115	VAT Refunds	1,309.13	-			0.00	0.00	**
Subtotal Income For Year		60,790.54	51,083.00	24,467.01	364.06	24,831.07	24,831.07	48.61%

Expenditure

Account Code	Account	Balance at 31 Mar 2018	Budget 2018/19	April 2018	May 2018	First quarter	Total spent to date	
4101	Office Equipment	137.01	100.00			0.00	0.00	0.00%
4102	Parish Council Office Rent	3,014.29	3,100.00	758.33		758.33	758.33	24.46%
4103	Postage	51.94	75.00			0.00	0.00	0.00%
4104	Stationery	159.07	150.00			0.00	0.00	0.00%
4105	Telephone & Internet	386.53	410.00	32.10	32.10	64.20	64.20	15.66%
4106	Website + IT costs	604.08	628.00	23.62	23.62	47.24	47.24	7.52%
4108	Printing costs	539.92	900.00			0.00	0.00	0.00%
TOTAL Parish Office		4,892.84	5,363.00	814.05	55.72	869.77	869.77	16.22%
Staff Costs								
4201	Salaries	28,293.18	29,137.00	2,366.06		2,366.06	2,366.06	8.12%
4204	Staff travel costs	188.55	80.00			0.00	0.00	0.00%
4205	Staff Training	45.00	45.00			0.00	0.00	0.00%
TOTAL Staff Costs		28,526.73	29,262.00	2,366.06	0.00	2,366.06	2,366.06	8.09%
Administration & Finance								
4301	Audit Fees	625.00	625.00			0.00	0.00	0.00%
4302	Bank charges	5.60	10.00	0.90	0.30	1.20	1.20	12.00%
4303	Chairman's Honorary	250.00	250.00			0.00	0.00	0.00%
4304	Councillors' Expenses	13.05	-	28.20		28.20	28.20	**

Account Code	Account	Balance at 31 Mar 2018	Budget 2018/19	April 2018	May 2018	First quarter	Total spent to date	
<i>Administration & Finance continued</i>								
4307	Insurance	1,153.91	1,215.00			0.00	0.00	0.00%
4308	Statutory Fees	35.00	35.00			0.00	0.00	0.00%
4309	Subscriptions	591.89	555.00			0.00	0.00	0.00%
4310	Village Hall Hire	275.50	329.00		22.50	22.50	22.50	6.84%
TOTAL Administration & Finance		2,985.75	3,019.00	29.10	22.80	51.90	51.90	1.72%
Cemetery								
4402	Cemetery Rates	150.33	155.00	56.45	55.00	111.45	111.45	71.90%
4403	Maintenance	2,971.75	3,266.00			0.00	0.00	0.00%
TOTAL Cemetery		3,122.08	3,421.00	56.45	55.00	111.45	111.45	3.26%
Community Services								
TOTAL Community Services		483.83	450.00	0.00	0.00	0.00	0.00	0.00%
Neighbourhood Plan								
TOTAL Neighbourhood Plan		8,079.52	-	0.00	0.00	0.00	0.00	**
Village Maintenance								
4601	A39Verge	643.00	700.00			0.00	0.00	0.00%
4602	Clock Tower Maintenance	0.00	275.00			0.00	0.00	0.00%
4603	Clock Tower Electricity	401.18	390.00	65.43	10.00	75.43	75.43	19.34%
4604	General Maintenance	255.73	350.00	14.86		14.86	14.86	4.25%
4605	Old Gaol + The Cross	301.56	250.00			0.00	0.00	0.00%
4606	Palmers Path	448.09	455.00			0.00	0.00	0.00%
4607	Public Seating	240.00	100.00			0.00	0.00	0.00%
4608	Public Footpaths	65.00	30.00			0.00	0.00	0.00%
4609	Dog Bins	1,604.16	1,470.00	348.40		348.40	348.40	23.70%
4610	Coleridge Road	231.00	150.00			0.00	0.00	0.00%
4611	Millennium Wood	92.34	60.00			0.00	0.00	0.00%
4612	Plot 173	247.50	175.00			0.00	0.00	0.00%
4613	Mill Lane/Lime Street maint	57.75	200.00			0.00	0.00	0.00%
4614	War Memorial Maintenance	25.00	25.00			0.00	0.00	0.00%
Total Village Maintenance		4,612.31	4,630.00	428.69	10.00	438.69	438.69	9.47%

Account Code	Account	Balance at 31 Mar 2018	Budget 2018/19	April 2018	May 2018	First quarter	Total spent to date	
Castle Street Toilets								
4701	Castle St Toilets Cleaning	3,240.00	3,465.00			0.00	0.00	0.00%
4702	Castle St Toilets Electricity	210.90	250.00	16.00	16.00	32.00	32.00	12.80%
4703	Castle St Car Park/Toilets Rates	635.00	650.00	703.10		703.10	703.10	108.17%
4704	Castle St Toilets Repairs/Maint	99.00	100.00			0.00	0.00	0.00%
4705	Castle St Toilets Water/Sewerage	430.57	440.00			0.00	0.00	0.00%
4706	Castle St Car Park maint	509.29	370.00			0.00	0.00	0.00%
	TOTAL Castle Street Toilets	5,459.67	5,275.00	719.10	16.00	735.10	735.10	13.94%
Grants								
	TOTAL Grants	5,016.80	4,100.00	0.00	0.00	0.00	0.00	0.00%
Capital Expenditure								
	TOTAL Capital Expenditures	408.49	-	0.00	0.00	0.00	0.00	**
VAT Account								
515	VAT Paid	2,996.04	-	88.24	11.14	99.38	99.38	**
	Total Expenditure A/cs For Year	69,170.61	55,520.00	4,501.69	170.66	4,672.35	4,672.35	8.42%
	Income	60,790.54	51,083.00	24,467.01	364.06	24,831.07	24,831.07	48.61%
	Balance expenditure-income	8,380.07	4,437.00	-19,965.32	-193.40	-20,158.72	-20,158.72	= CYF

Bank:	Current a/c	27,567.82
	Deposit a/c	29,084.57
	A/c no 3	148.32
	Total	56,800.71

Balance:	as at 1 Apr	36,641.99
	Plus: income	24,831.07
	Less: payments	4,672.35
	Total	56,800.71