

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 9 DECEMBER 2019 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Kevin Ferriday (Chairman)
Colin Falla
Margaret Hogg
Andrew Jeanes
Malcolm Reid
Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)

Before starting the meeting, the Chairman expressed the Parish Council's condolences to Cllr Pay.

He agreed to include a matter of urgent business, not on the agenda, which he would introduce after item 6.

He also recorded the Council's thanks to members of the Nether Stowey Fire Station who assisted with the Christmas tree and lights.

5472 Apologies

Apologies had been received from Cllr Roberts (family reasons). The absence was approved (proposed Cllr Rich, seconded Cllr Hogg). Cllrs Pay and Caswell had also sent apologies. *Afternote: Apologies were received from Cllr Pardoe the following day and circulated to members.*

5473 Declarations of Interest

Cllr Rich declared an interest in item 18(d) as PC Representative on the NSVHRG Committee. Cllr Reid declared a personal interest in item (Planning, ref 36/19/00022)

5474 Public Session

No members of the public were present.

5475 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 11 November were **approved** as a true record and signed by the Chairman

In the absence of representatives, there were no County or District Council reports.

5476 Tree Preservation Order

It was **agreed** to formally request a Tree Preservation Order be imposed for an oak tree at Jacksons Lane/Mill Lane junction (all in favour).

5477 Urgent business – Tree at Palmers Path

It was agreed that Cllr Jeanes would inspect the tree and report back. If necessary it would be agreed by e-mail whether the tree surgeon should be instructed to dela with the tree in line with his earlier quote.

5478 Planning Application

Planning Ref: 36/19/00016 – Cricketer Farm, Nether Stowey (revised scheme)

Proposal: Erection of 109 dwellings with access onto the A39, landscaping, parking, public open space and associated works

It was **agreed** to send the following response (all in favour):

The Parish Council supports the amendments proposed.

With reference to the Parish Council's comments to the previous amendments (e-mail of 12 Nov), the Parish Council has now had a satisfactory explanation regarding the decrease in the number of affordable houses and accepts that the revised number is compliant with the relevant policy.

Cllr Reid withdrew from the meeting in accordance with the Code of Conduct

Planning Ref: 36/19/00022 – Quantock Close, Jacksons Lane

Proposal: Variation of Condition 2 of Planning Permission 36/18/00007 to insert additional window on side (SE) elevation and to correct drawing numbers listed within Schedule A

It was **agreed** to send a “no comment” response (all in favour).

Cllr Reid rejoined the meeting

5479 Adoption of Financial Regulations

It was **agreed** to adopt the new Financial Regulations based on the new NALC model (all in favour). The new document would be made available on the Parish Council website and from the Parish Office.

5480 Budget 2020/2021

The draft budget was **approved** (proposed Cllr Hogg, seconded Cllr Reid, all in favour). A copy of the budget is appended to these minutes.

5481 Precept 2020/2021

It was **agreed** set the precept at £58,379, an increase of 9% or £8.66 per year at Band D. This reflected increased running costs and to meet the increasing demand for the Parish Council to undertake work that should properly be done by other authorities. Proposed Cllr Hogg, seconded Cllr Jeanes, all in favour).

5482 Financial Management

- a) The Budget Report for the period to 6 December was **noted**.
- b) Expenditure incurred since the Parish Council meeting on 11 November:

Date	Payee Name	Cheque	Amount	Transaction Details
24 Nov	Data Protection (ICO)	DDR	35.00	ICO Data Protection renewal
16 Nov	P J Addicott	DDR	350.00	Office Rent
18 Nov	GWB Services Ltd	122190	563.00	Village Maintenance Oct 19
26 Nov	Office Payroll	122192-94	2,504.69	Office Payroll Nov 19
26 Nov	Nether Stowey British Legion	122195	18.00	Wreath for Remembrance Sunday
26 Nov	Viking Direct	122196	55.04	Office Stationery
28 Nov	Mrs C F Slaymaker	122197	46.70	Clerks expenses
1 Dec	EDF Energy	DDR	15.00	Public Toilets Electricity
3 Dec	EDF Energy	DDR	50.00	Office electricity
3 Dec	E Martin Computer Services	DDR	28.34	Website Maintenance Contract
3 Dec	Society of Local Council Clerks	122198	180.00	Membership renewal
4 Dec	Mrs M A Catchpole	122199	36.92	Assistant Clerk Expenses
9 Dec	BT Business	DDR	58.30	Office Telephone and Broadband
			Total	£3,940.99

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

The bank reconciliations had been circulated. Cllr Ferriday had carried out the bank and voucher check and was satisfied that all was in order.

5483 Highways

Highways had confirmed that they would jet the drains at the A39/St Mary Street junction. There had been no confirmation on the repairs to potholes in Jacksons Lane.

5484 Reports

a) Chairman's Report

In Cllr Roberts's absence the Chairman reported that the Neighbourhood Plan was undergoing revision work in the light of the comments from the Regulation 14 consultation and assembling the Evidence Base and other submission documents. He expected to have the package completed and submitted to Sedgemoor DC by Christmas if possible.

b) Clerks Report

The Clerk had attended the Quantock Cluster meeting and had circulated the meeting notes. There had been quite a lot of complaints about the poor service from SCC, particularly in relation to the Roads and Transport/Highways department, which had not been reported. They would only attend one Cluster meeting a year, and had done so in October, it would be a while before the meeting's demand would be met.

The landlord had engaged a local plumber to deal with the alleged leak in the water system, but a builder who could make the appropriate holes in the office floor and outside the building had yet to be found.

She added her thanks to the fireman and members of the Parish Council who had helped with the Christmas tree and lights. A breakdown had been noticed and she would fix it if possible on Tuesday.

c) Members Reports

NS Village Hall/Recreation Ground CIO: Cllr Jeanes reported that there would be a Trustees' meeting on 16 December to discuss grants, and how the project would be managed. The Parish Council's comments had been noted. They would also discuss starting the process of consulting agents to get planning permission for the village site, as this would increase the site value by considerably more than the outlay involved.

Hinkley Point: Cllr Reid had attended the SSG and reported that 'A' site was moving. The problem of moving Intermediate Level Waste from other sites had still not been resolved. At the Transport Forum: It was noted that the number of parked vehicles in Nether Stowey was an issue, and that parking more than 300m from a designated bus stop counts as fly parking. It was also mentioned that double-decker buses are not used beyond Nether Stowey, and any seen further out should be reported. There is £10m in the Community Fund still available.

Active Living: Cllr Hogg said that Active Living had had a quiz and a very nice Christmas dinner at a well-attended meeting.

Footpaths: A broken kissing-gate had been removed by the area Warden. It was felt that there was no need for it to be replaced.

5485 Forthcoming Events

There were no events scheduled before the next meeting. The office would close at 1pm on Friday 20 December and reopen at 10am on Monday 30 December. It would also be closed on New Year's Day.

5486 Next Parish Council Meeting

The next meeting will be held on **Monday 13 January** at 7pm at Nether Stowey Village Hall at 7pm.

The meeting closed at 8.10 pm

Budget Report as at 6 December 2019

Income

Code	Account	Outturn at 31 Mar 19	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Total spent to date	% Original budget
1002	Allotment Rental	100.00	100.00	0.00	0.00				0.00	0.00	0.0%
1003	Council Tax Grant	1,214.00	0.00	0.00	0.00				0.00	0.00	**
1004	Bank Interest	160.08	85.00	0.03	0.03	0.01			0.01	0.07	0.1%
1005	Comm Infrastructure Levy	0.00	0.00	0.00	0.00	2,483.62			2,483.62	2,483.62	
1006	Cemetery Income	2,420.00	1,500.00	360.00	545.00				0.00	905.00	60.3%
1009	Miscellaneous Grants	0.00	-	0.00	1,979.00				0.00	1,979.00	**
1012	Printing & Copying receipts	320.36	225.00	161.43	45.95	35.70	49.85		85.55	292.93	130.2%
1999	Misc Receipts	0.00	-	0.00	0.00				0.00	0.00	**
115	VAT Refunds	2,687.53	-	0.00	485.50	595.65			595.65	1,081.15	**
1011	Precept	47,720.00	53,059.00	26,529.50	26,529.50				0.00	53,059.00	100.0%
Total	Income for Year	54,621.97	54,969.00	27,050.96	29,584.98	3,114.98	49.85	0.00	3,164.83	59,800.77	108.8%

Expenditure

Code	Account	Outturn at 31 Mar 19	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Total spent to date	% Original budget
Parish Office											
4101	Office Rent, rates + supplies	3,437.73	4,115.00	1,050.00	1,050.96	350.00	353.33		703.33	2,804.29	68.1%
4102	Office utilities	0.00	3,280.00	15.84	140.88	50.00	50.00	121.69	221.69	378.41	11.5%
4103	Postage	65.70	55.00	0.00	37.68	1.90			1.90	39.58	72.0%
4104	Stationery + equipment	98.67	250.00	71.65	62.49		52.04	3.49	55.53	189.67	75.9%
4105	Telephone & Internet	512.60	552.00	130.74	148.98	48.74	48.39	48.58	145.71	425.43	77.1%
4106	Website + IT costs	565.76	628.00	70.86	221.86	23.62	23.62	23.62	70.86	363.58	57.9%
4107	Books and publications	0.00	-	0.00	0.00				0.00	0.00	**
4108	Printing costs	422.13	650.00	136.73	174.42		297.02		297.02	608.17	93.6%
4109	Office Misc	27.40	-	40.00	0.00	1,200.00			1,200.00	1,240.00	**
TOTAL	Parish Office	5,129.99	9,530.00	1,515.82	1,837.27	1,674.26	824.40	197.38	2,696.04	6,049.13	63.5%

Code	Account	Outturn at 31 Mar 19	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Total spent to date	% Original budget
Staff Costs											
4201	Salaries	29,182.60	30,086.00	6,962.55	8,065.59	2,504.69	2,504.69		5,009.38	20,037.52	66.6%
4202	Staff travel and expenses	73.06	60.00	0.00	0.00		35.70	33.43	69.13	69.13	115.2%
4203	Staff Training	105.00	50.00	0.00	0.00				0.00	0.00	0.0%
TOTAL	Staff Costs	29,360.66	30,196.00	6,962.55	8,065.59	2,504.69	2,540.39	33.43	5,078.51	20,106.65	66.6%
Administration & Finance											
4301	Audit Fees	625.00	625.00	285.00	300.00				0.00	585.00	93.6%
4302	Bank charges	9.70	5.00	3.80	1.90	0.60			0.60	6.30	126.0%
4303	Chairman's Honorarium	250.00	250.00	250.00	0.00				0.00	250.00	100.0%
4304	Cllors' Expenses + Training	53.20	-	81.60	0.60		18.00		18.00	100.20	**
4306	Elections	0.00	-	100.00	0.00				0.00	100.00	**
4307	Insurance	1,167.92	1,200.00	1,182.34	0.00				0.00	1,182.34	98.5%
4308	Statutory Fees	35.00	35.00	0.00	0.00	35.00			35.00	35.00	100.0%
4309	Subscriptions	563.99	615.00	5.00	376.06			180.00	180.00	561.06	91.2%
4310	Village Hall Hire	280.50	320.00	81.00	106.00	25.00	25.00		50.00	237.00	74.1%
4311	Wayleaves	0.00	-	0.00	0.00				0.00	0.00	**
4313	Legal Fees	5.00	-	650.00	0.00				0.00	650.00	**
TOTAL	Administration & Finance	2,990.31	3,050.00	2,638.74	784.56	60.60	43.00	180.00	283.60	3,706.90	121.5%
Cemetery											
4402	Cemetery Rates	166.45	170.00	187.30	0.00				0.00	187.30	110.18%
4403	Maintenance + bins	3,488.76	3,236.00	892.50	962.50		606.38		606.38	2,461.38	76.06%
TOTAL	Cemetery	3,655.21	3,406.00	1,079.80	962.50	0.00	606.38	0.00	606.38	2,648.68	77.77%
Community Services											
4501	Christmas Tree & Lights	50.00	50.00	0.00	0.00				0.00	0.00	0.00%
4502	Allotment	100.00	100.00	0.00	0.00				0.00	0.00	0.00%
4506	Oral History	0.00	-	0.00	0.00				0.00	0.00	**
4509	Youth Services	0.00	-	0.00	0.00				0.00	0.00	**
TOTAL	Community Services	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

Code	Account	Outturn at 31 Mar 19	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Total spent to date	% Original budget
Neighbourhood Plan											
4520	Neighbourhood Plan	0.00	-	0.00	0.00				0.00	0.00	**
4521	Neighbourhood Plan Grant	967.41	-	0.00	0.00				0.00	0.00	**
TOTAL	Neighbourhood Plan	967.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
Village Maintenance											
4601	A39 Verge	952.00	720.00	227.50	175.00		157.50		157.50	560.00	77.78%
4602	Clock Tower Maintenance	306.24	285.00	0.00	0.00	932.00			932.00	932.00	327.02%
4603	Clock Tower Electricity	442.28	350.00	108.33	107.32	8.00	8.00		16.00	231.65	66.19%
4604	General Maintenance	387.06	250.00	0.00	32.00	2.00			2.00	34.00	13.60%
4605	The Cross, Gaol and WM	139.25	150.00	116.83	33.75	37.50			37.50	188.08	125.39%
4606	Palmers Path	485.50	450.00	70.00	116.25	33.75	52.50		86.25	272.50	60.56%
4607	Public Seating	771.00	250.00	39.59	300.00				0.00	339.59	135.84%
4608	Public Footpaths	63.20	30.00	0.00	0.00				0.00	0.00	0.00%
4609	Dog Bins	1,435.20	1,470.00	348.40	534.30		185.90		185.90	1,068.60	72.69%
4610	Coleridge Road	195.50	160.00	70.00	105.00		35.00		35.00	210.00	131.25%
4611	Millennium Wood	0.00	-	0.00	0.00				0.00	0.00	**
4612	Plot 173	340.00	175.00	0.00	0.00				0.00	0.00	0.00%
4613	Mill Lane/Lime Street maint	654.50	200.00	0.00	280.00				0.00	280.00	140.00%
4615	Lime Street Proj +AONB	0.00	-	94.24	0.00				0.00	94.24	**
TOTAL	Village Maintenance	6,171.73	4,490.00	1,074.89	1,683.62	1,013.25	438.90	0.00	1,452.15	4,210.66	93.78%
Castle St Toilets + Car Park											
4701	Castle St Toilets Cleaning	3,303.00	3,420.00	566.00	849.00		566.00		566.00	1,981.00	57.92%
4702	Castle St Toilets Electricity	178.76	265.00	45.00	41.44	15.00	15.00	15.00	45.00	131.44	49.60%
4703	Castle St Car Park Rates	703.10	705.00	785.60	0.00				0.00	785.60	111.43%
4704	Castle St Toilets Repairs	17.00	100.00	0.00	0.00				0.00	0.00	0.00%
4705	Castle St Toilets Water	420.65	420.00	188.24	0.00			186.26	186.26	374.50	89.17%
4706	Castle St Car Park maint	395.75	400.00	0.00	118.75	60.00	35.00		95.00	213.75	53.44%
4709	Castle St toilets/car park misc	232.18	-	0.00	0.00				0.00	0.00	**
TOTAL	Castle St Toilets + Car Park	5,250.44	5,310.00	1,584.84	1,009.19	75.00	616.00	201.26	892.26	3,486.29	65.66%

Code	Account	Outturn at 31 Mar 19	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Total spent to date	% Original budget
Grants											
4801	Grants Pool	367.20	3,506.00	0.00	63.98				0.00	63.98	1.82%
4802	NS RG + VH	3,600.00	594.00	0.00	0.00	594.00			594.00	594.00	100.00%
4803	Library	0.00		1,200.00	0.00				0.00	1,200.00	**
TOTAL	Grants	3,967.20	4,100.00	1,200.00	63.98	594.00	0.00	0.00	594.00	1,857.98	45.32%
CIL + Capital Expenditure											
TOTAL	CIL + Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account											
515	VAT Paid	983.61	0.00	358.95	306.38	440.87	137.94	20.39	599.20	1,264.53	**
Total	Expenditure	58,626.56	60,232.00	16,415.59	14,713.09	6,362.67	5,207.01	632.46	12,202.14	43,330.82	71.94%
Total	Income	54,621.97	54,969.00	27,050.96	29,584.98	3,114.98	49.85	0.00	3,164.83	59,800.77	108.79%
Balance	expenditure-income	-4,004.59	5,263.00	-10,635.37	-14,871.89	3,247.69	5,157.16	632.46	9,037.31	16,469.95	= CYF

Bank: Current a/c 23,752.26
 Deposit a/c 25,244.58
 A/c no 3 110.51 = **49,107.35**

Balance: as at 1 Apr 32,637.40
 Plus: income 59,800.77
 Less: payments 43,330.82 = **49,107.35**

Budget for Financial Year from 1 April 2020 (as approved)

		Outturn	Outturn	Outturn	Budget	Proposed
Account		2016/17	2017/18	2018/19	2019/20	2020/21
1002	Allotment Rental	100	100	100	100	100
1004	Bank Interest	189	95	160	85	85
1006	Cemetery Income	1,668	965	2,420	1,500	1,500
1012	Printing/copying receipts	493	632	320	225	300
1003	Council Tax Grant	4,228	2,608	1,214	-	-
1011	Precept	46,477	47,093	47,720	53,059	-
Total Income For Year		53,155	51,493	51,934	54,969	1,985

		Outturn	Outturn	Outturn	Budget	Proposed
Account		2016/17	2017/18	2018/19	2019/20	2020/21
Parish Office						
4101	Office Rent, + supplies	3,135	3,014	3,438	4,115	4,315
4102	Office utilities	-	-	-	3,280	3,280
4103	Postage	55	52	66	55	55
4104	Stationery/small equipmt	406	296	99	250	180
4105	Telephone & Internet	365	387	513	552	535
4106	Website + IT costs	635	604	566	628	642
4108	Printing costs	908	540	422	650	650
4109	Office misc	78	-	27	-	50
TOTAL Parish Office		5,583	4,893	5,130	9,530	9,707

Staff Costs						
4201	Salaries	26,938	28,293	29,183	30,086	30,705
4202	Staff travel costs	136	189	73	60	60
4203	Staff Training	543	45	105	50	50
TOTAL Staff Costs		27,616	28,527	29,361	30,196	30,815

Administration & Finance						
4301	Audit Fees	595	625	625	625	585
4302	Bank charges	8	6	10	5	10
4303	Chairman's Honorarium	250	250	250	250	250
4304	Cllors' Expenses/training	152	43	53	-	-
4306	Elections	-	-	-	-	235
4307	Insurance	1,094	1,154	1,168	1,200	1,200
4308	Statutory Fees	35	35	35	35	35
4309	Subscriptions	567	592	564	615	615
4310	Village Hall Hire	315	276	281	320	375
TOTAL Admin & Finance		3,016	2,986	2,990	3,050	3,305

Cemetery						
4402	Cemetery Rates	140	150	166	170	190
4403	Maintenance	3,254	2,972	3,489	3,236	3,400

Account	Outturn 2016/17	Outturn 2017/18	Outturn 2018/19	Budget 2019/20	Proposed 2020/21
TOTAL Cemetery	3,394	3,122	3,655	3,406	3,590
Community Services					
4501 Christmas Tree & Lights	452	384	50	50	50
4502 Allotment	100	100	100	100	100
new Support for tourism					250
TOTAL Community Services	552	484	150	150	400
Village Maintenance					
4601 A39 Verge	736	643	952	720	720
4602 Clock Tower Maintenance	8	-	306	285	285
4603 Clock Tower Electricity	315	401	442	350	350
4604 General Maintenance	2,484	256	387	250	200
4605 Old Gaol + The Cross	688	302	139	150	150
4606 Palmers Path	480	448	486	450	450
4607 Public Seating	-36	240	771	250	250
4608 Footpaths	-	65	63	30	25
4609 Dog Bins	1,440	1,604	1,435	1,470	1,610
4610 Coleridge Road	160	231	196	160	160
4611 Millennium Wood	48	92	-	-	-
4612 Plot 173	-14	248	340	175	-
4613 Mill Ln/Lime St maint	16	58	655	200	200
TOTAL Village Maintenance	6,327	4,612	6,172	4,490	4,400
Castle Street Toilets					
4701 Castle St Toilets Cleaning	3,085	3,240	3,303	3,420	3,420
4702 Castle St Toilets Electricity	24	211	179	265	200
4703 Castle St Car Park Rates	593	635	703	705	790
4704 Castle St Toilets maint	104	99	17	100	100
4705 Castle St Toilets Water	345	431	421	420	390
4706 Car Park maintenance	610	509	396	400	400
4709 Toilets/car park other costs	-	335	232	-	-
TOTAL Castle Street	4,762	5,460	5,250	5,310	5,300
Grants					
4801 Grants Pool	5,973	5,017	3,967	4,100	3,600
TOTAL Grants	5,973	5,017	3,967	4,100	3,600
Total Expenditure codes	63,783	56,567	56,676	60,232	61,117
Local Income codes	53,155	51,493	51,934	54,969	1,985

Full precept required £ 59,132

Reserve contribution £ 753

Approved precept (+9%) £ 58,379

Band D rate £104.92 (+£8.66) per year