

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 10 FEBRUARY 2020 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
 Colin Falla
 Kevin Ferriday
 Margaret Hogg
 Pat Pardoe
 Malcolm Reid

In Attendance: Caro Slaymaker (Parish Clerk)
 D/Cllr Julie Pay
 Three members of the public

5499 Apologies

Apologies were received from Cllr Jeanes (working) and Cllr Rich (unwell). The absences were approved. Cllr Caswell had also sent apologies, as he was at a meeting elsewhere.

5500 Declarations of Interest

There were no declarations

5501 Public Session

No issues were raised

5502 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 13 January were **approved** as a true record and signed by the Chairman

5503 District Council Liaison

Cllr Pay had attended two Drainage Board meetings. The Board were in the process of setting their budget and Sedgemoor had forced them to reduce their precept demand. Cllr Pay expressed concerns about the board's management. Sedgemoor's budgeting process was in its final stage and would shortly go to A full Council meeting for approval. She would report on this next month.

5504 Grant

It was **agreed** to award a Grant of £182 to Stowey Green Spaces. (Proposed Cllr Roberts, seconded Cllr ferriday, all in favour).

5505 Planning Application

Planning Ref: 36/19/00023 – 9 Ferguson Close, Nether Stowey

Proposal: Erection of a single storey extension to the side west elevation and partial garage conversion to form utility/boot room.

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

5506 Quiet Lanes

It was **agreed** to send a supportive response to Holford Parish Council.

5507 Financial Management

- a) The Budget Report for the period to 7 February was **noted**.
- b) Expenditure incurred since the Parish Council meeting on 13 January:

Date	Payee Name	Cheque	Amount	Transaction Details
15 Jan	Santander	DDR	00.60	Bank charges on account 3
16 Jan	Mr P J Addicott	DDR	350.00	Office rent
18 Jan	Microsoft	Card	79.99	Microsoft renewal
20 Jan	Office Payroll	122213-16	2,504.69	Office Payroll Jan 2020
21 Jan	GWB Services	122217	475.50	Village Maintenance Dec
28 Jan	Sedgemoor DC	122218	223.09	Dog bins service Playing field
30 Jan	K Sparkes	122219	213.05	Village Maintenance Nov 19-Jan 20
1 Feb	EDF Energy	DDR	16.00	Public Toilets electricity
1 Feb	EDF Energy	DDR	77.00	Office electricity
3 Feb	Edward Martin	DDR	28.34	Website Maintenance contract
3 Feb	Mr W J Roberts	122220	27.98	Paint for office
4 Feb	EDF Energy	DDR	9.00	Clock Tower electricity
6 Feb	Clarity Copiers	122221	158.62	Printing charges
6 Feb	B&M	card	4.98	Cleaning materials
8 Feb	BT Business	DDR	58.07	Office telephone and Broadband
		Total	£4,226.91	

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

Owing to building works, the bank and accounts cheque would be carried out at a later date.

5508 Highways

County Highways proposed installing a grille on the brook on their land at the A39/St Mary Street crossroads. This was intended to prevent blockages in the culvert under the road and thus reduce flooding. The Clerk had made the point that Highways or the County Council must also take responsibility for clearing the debris collected in line with their obligations as riparian owner.

The Highways Officer had confirmed that he was pursuing enforcement action in connection with the tree at Wilsons Close.

Mud on Butchers Lane: Highways had confirmed the road is still recognised as public highway, but volunteers could clear it if they wished. Highways might be able to help with any particular problems that they could deal with in the new financial year.

5509 Reports

a) Chairman's Report

Grille for the brook: following a suggestion from Mr Dunn (Sedgemoor Land Drainage Manager) the Chairman had been investigating the possibility of putting grilles in the brook at Castle Street to prevent debris blocking the longer culverted sections. He had obtained a quote for £240 per grille including installation. Although responsibility should fall to householders who had riparian responsibility, flooding there impacted a wider area. He would need to discuss this further with Mr Dunn, Highways and the householders involved.

Mill Lane safety: There was still no response from Highways about the speed survey that had been promised in the summer.

Parish office: work to replace the water supply continued later in the week, and he and the office staff would then thoroughly clean it all and repaint the two main rooms. It was hoped to be back to normal by later next week.

b) **Clerks Report**

There had been nothing further from the Landscape Officer about the TPO application for Jacksons Lane. Cllr Reid reported that clearance work had started, and he had informed them that the tree may belong to Highways and they should not carry out any works. The Clerk would contact the Landscape Officer.

PCSO Jason Wyatt had been seconded to a different job. He said it was temporary for a few months and he would be back to this area later in the year. PCSO Lora Bray would cover the area until then.

There had been a complaint about a fake parking ticket which had been passed on to the Village Hall. Information had been posted on social media.

c) **Members Reports**

Hinkley Point: Cllr Reid had attended the Community Forum. It had been confirmed that the Community Bus Service would continue for the duration of the construction phase. There were now 4830 employed at HPC, including 500 apprentices. The problems causing the delay in tunnelling had been resolved and work resumed.

The Grants scheme had reopened. Cllr Reid had been talking to people about possible grants for Clock Tower works, and he would discuss this in detail with the Chairman.

AONB JAC: Cllr Falla had attended the JAC meeting. Everyone was very pleased that they had secured £.6m from the lottery and other match-funding. The Quiet Lanes initiative had been mentioned at the meeting. There was now a "Nature and Wellbeing" Project leader, but very little had happened in the local area. The Constitution had been modified. "Farming for the Nation" – DEFRA is currently designing a new Environmental Land Management Scheme, and the QH AONB is running a "Test and Trial" for it.

Stowey Walking: Sian Stafford had given a talk about her new role at the Library. Planning for the Walking Festival continue.

Active Living: Active Living had had no meeting since the last report.

Neighbourhood Plan: the draft plan had been submitted and Cllr Ferriday is awaiting confirmation that the Pla meets legal requirements (known as the Basic Conditions Statement). New documents for Strategic Environmental Assessment and Habitation Regulations Assessment have been published (available on the NSPC website).

5510 Forthcoming Events

Wed 22 Jan	NP Policy webinar		9.30 am	KF/CS
28 Feb	Hinkley SSG	Hill House Otterhampton	10am	JR
26 Mar	Transport Forum	The Green Wembdon	6pm	MR

5511 Next Parish Council Meeting

The next meeting will be held on **Monday 9 March** at 7pm at Nether Stowey Village Hall.

The meeting closed at 8 pm

Budget Report as at 7 February 2020

Income

	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Third quarter	Jan 2020	Feb 2020	Fourth quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	0.00	0.00	100.00	-	-	0.00	100.00	100.0%
1003 Council Tax Grant	1,214.00	0.00	0.00	0.00	0.00	-	-	0.00	0.00	**
1004 Bank Interest	160.08	85.00	0.03	0.03	0.01	157.25	-	157.25	157.32	185.1%
1005 Comm Infrastructure Levy	0.00	0.00	0.00	0.00	2,483.62	-	-	0.00	2,483.62	0.0%
1006 Cemetery Income	2,420.00	1,500.00	360.00	545.00	340.00	95.00	-	95.00	1,340.00	89.3%
1009 Miscellaneous Grants	0.00	-	0.00	1,979.00	0.00	-	-	0.00	1,979.00	**
1011 Precept	47,720.00	53,059.00	26,529.50	26,529.50	0.00	0.00	-	0.00	53,059.00	100.0%
1012 Printing/Copying receipts	320.36	225.00	161.43	45.95	95.45	32.00	1.99	33.99	336.82	149.7%
115 VAT Refunds	2,687.53	-	0.00	485.50	595.65	0.00	-	0.00	1,081.15	**
Total Income for Year	54,621.97	54,969.00	27,050.96	29,584.98	3,614.73	284.25	1.99	286.24	60,536.91	109.9%

Expenditure

	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Third quarter	Jan 2020	Feb 2020	Fourth quarter	Total spent to date	% Original budget
Parish Office										
4101 Office Rent + supplies	3,437.73	4,115.00	1,050.00	1,050.96	1,053.33	350.00	6.64	356.64	3,510.93	85.3%
4102 Office rates + utilities	0.00	3,280.00	15.84	140.88	150.00	121.69	77.00	198.69	505.41	15.4%
4103 Postage	65.70	55.00	0.00	37.68	16.54	0.00	0.00	0.00	54.22	98.6%
4104 Stationery + equipment	98.67	250.00	71.65	62.49	68.03	0.00	0.00	0.00	202.17	80.9%
4105 Telephone & Internet	512.60	552.00	130.74	148.98	145.71	48.64	48.39	97.03	522.46	94.6%
4106 Website + IT costs	565.76	628.00	70.86	221.86	140.86	90.28	23.62	113.90	547.48	87.2%
4107 Books and publications	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
4108 Printing costs	422.13	650.00	136.73	174.42	297.02	0.00	132.18	132.18	740.35	113.9%
4109 Office Miscellaneous	27.40	-	40.00	0.00	1,200.00	0.00	27.98	27.98	1,267.98	**
TOTAL Parish Office	5,129.99	9,530.00	1,515.82	1,837.27	3,071.49	610.61	315.81	926.42	7,351.00	77.1%
Staff Costs										
4201 Salaries	29,182.60	30,086.00	6,962.55	8,065.59	7,514.07	2,504.69	0.00	2,504.69	25,046.90	83.3%
4202 Staff travel and expenses	73.06	60.00	0.00	0.00	69.13	0.00	0.00	0.00	69.13	115.2%
4203 Staff Training	105.00	50.00	0.00	0.00	0.00	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	7,583.20	2,504.69	0.00	2,504.69	25,116.03	83.2%

Expenditure	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Third quarter	Jan 2020	Feb 2020	Fourth quarter	Total spent to date	% Original budget
Administration & Finance										
4301 Audit Fees	625.00	625.00	285.00	300.00	0.00	0.00	0.00	0.00	585.00	93.6%
4302 Bank charges	9.70	5.00	3.80	1.90	0.60	0.60	0.00	0.60	6.90	138.0%
4303 Chairman's Honorarium	250.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	100.0%
4304 C/llrs' Expenses/training	53.20	-	81.60	0.60	18.00	0.00	0.00	0.00	100.20	**
4306 Elections	0.00	-	100.00	0.00	0.00	0.00	0.00	0.00	100.00	**
4307 Insurance	1,167.92	1,200.00	1,182.34	0.00	0.00	0.00	0.00	0.00	1,182.34	98.5%
4308 Statutory Fees	35.00	35.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	100.0%
4309 Subscriptions	563.99	615.00	5.00	376.06	180.00	0.00	0.00	0.00	561.06	91.2%
4310 Village Hall Hire	280.50	320.00	81.00	106.00	75.00	25.00	0.00	25.00	287.00	89.7%
4313 Legal Fees	5.00	-	650.00	0.00	0.00	0.00	0.00	0.00	650.00	**
TOTAL Admin & Finance	2,990.31	3,050.00	2,638.74	784.56	308.60	25.60	0.00	25.60	3,757.50	123.2%
Cemetery										
4402 Cemetery Rates	166.45	170.00	187.30	0.00	0.00	0.00	0.00	0.00	187.30	110.18%
4403 Maintenance + bins	3,488.76	3,236.00	892.50	962.50	816.38	17.50	0.00	17.50	2,688.88	83.09%
TOTAL Cemetery	3,655.21	3,406.00	1,079.80	962.50	816.38	17.50	0.00	17.50	2,876.18	84.44%
Community Services										
4501 Christmas Tree & Lights	50.00	50.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00	120.00%
4502 Allotment	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00	100.00	100.00%
TOTAL Community Services	150.00	150.00	0.00	0.00	60.00	100.00	0.00	100.00	160.00	106.67%
Neighbourhood Plan										
4520 Neighbourhood Plan	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
4521 N/hood Plan Grant	967.41	-	0.00	0.00	0.00	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	0.00	0.00	0.00	560.00	77.78%
4602 Clock Tower Maintenance	306.24	285.00	0.00	0.00	932.00	0.00	0.00	0.00	932.00	327.02%
4603 Clock Tower Electricity	442.28	350.00	108.33	107.32	4.38	106.22	9.00	115.22	335.25	95.79%
4604 General Maintenance	387.06	250.00	0.00	32.00	2.00	164.30	0.00	164.30	198.30	79.32%
4605 The Cross, Gaol and WM	139.25	150.00	116.83	33.75	55.00	36.25	0.00	36.25	241.83	161.22%
4606 Palmers Path	485.50	450.00	70.00	116.25	86.25	90.00	0.00	90.00	362.50	80.56%
4607 Public Seating	771.00	250.00	39.59	300.00	0.00	0.00	0.00	0.00	339.59	135.84%

Expenditure	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Third quarter	Jan 2020	Feb 2020	Fourth quarter	Total spent to date	% Original budget
Village Maintenance (cont'd)										
4608 Public Footpaths	63.20	30.00	0.00	0.00	0.00	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	0.00	185.90	1,254.50	85.34%
4610 Coleridge Road	195.50	160.00	70.00	105.00	35.00	0.00	0.00	0.00	210.00	131.25%
4611 Millennium Wood	0.00	-	0.00	0.00	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	0.00	0.00	0.00%
4613 Mill Ln/Lime St maint	654.50	200.00	0.00	280.00	0.00	0.00	0.00	0.00	280.00	140.00%
4615 Lime Street Proj +AONB	0.00	-	94.24	0.00	0.00	0.00	0.00	0.00	94.24	**
TOTAL Village Maintenance	6,171.73	4,490.00	1,074.89	1,683.62	1,458.03	582.67	9.00	591.67	4,808.21	107.09%
Castle St Toilets + Car Park										
4701 Castle St Toilets Cleaning	3,303.00	3,420.00	566.00	849.00	849.00	283.00	0.00	283.00	2,547.00	74.47%
4702 Castle St Toilets Electricity	178.76	265.00	45.00	41.44	5.13	15.00	16.00	31.00	122.57	46.25%
4703 Castle St Car Park Rates	703.10	705.00	785.60	0.00	0.00	0.00	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	0.00	0.00	0.00%
4705 Castle St Toilets Water	420.65	420.00	188.24	0.00	186.26	0.00	0.00	0.00	374.50	89.17%
4706 Castle St Car Park maint	395.75	400.00	0.00	118.75	130.00	97.50	0.00	97.50	346.25	86.56%
4709 Castle St miscellaneous	232.18	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
TOTAL Castle Street site	5,250.44	5,310.00	1,584.84	1,009.19	1,170.39	395.50	16.00	411.50	4,175.92	78.64%
Grants										
4801 Grants Pool	367.20	3,506.00	0.00	63.98	0.00	0.00	0.00	0.00	63.98	1.82%
4802 NS RG + VH	3,600.00	594.00	0.00	0.00	1,794.00	0.00	0.00	0.00	1,794.00	302.02%
4803 Library	0.00	-	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00	**
TOTAL Grants	3,967.20	4,100.00	1,200.00	63.98	1,794.00	0.00	0.00	0.00	3,057.98	74.58%
CIL + Capital Expenditure										
TOTAL CIL + Capital	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	849.75	75.83	41.17	117.00	1,632.08	**
Total Expenditure	58,626.56	60,232.00	16,415.59	14,713.09	17,111.84	4,312.40	381.98	4,694.38	52,934.90	87.89%
Total Income	54,621.97	54,969.00	27,050.96	29,584.98	3,614.73	284.25	1.99	286.24	60,536.91	110.13%
Reserve contribution to Budget	4,004.59	5,263.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Balance expenditure-income	- 4,004.59	5,263.00	- 10,635.37	- 14,871.89	13,497.11	4,028.15	379.99	4,408.14	7,602.01	

Expenditure

Bank:	Current a/c	14,642.28		Balance:	as at 1 Apr	32,637.40	
	Deposit a/c	25,401.83			Plus: income	60,536.91	
	A/c no 3	195.30	= £40,239.41		Less: payments	52,934.90	= £40,239.41