

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 7 SEPTEMBER 2020 AT 7.00pm
(HELD REMOTELY BY ZOOM)

Present: Parish Councillors John Roberts (Chairman)
 Colin Falla
 Kevin Ferriday
 Margaret Hogg
 Andrew Jeanes
 Pat Pardoe (*from minute 5570*)
 Malcolm Reid
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 Cllr Michael Caswell (Somerset CC/Sedgemoor DC)
 Cllr Julie Pay (Sedgemoor DC)
 Two members of the public

5557 Apologies

No apologies. Cllr Pardoe lost her connection and re-joined the meeting at minute 5570.

5558 Declarations of Interest

Cllr Rich declared an interest in the NS Village Hall and Recreation Ground CIO. Cllr Jeanes declared an interest as a Trustee of the NS Village Hall and Recreation Ground CIO.

5559 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 13 July were **approved** as a true record. The Chairman subsequently signed a copy of the Minutes.

5560 Local Government Reorganisation Proposals

In the absence of Cllr McGinty, Leader of Sedgemoor District Council, Cllr Caswell gave a briefing on the various proposals for Local Government reorganisation, and the proposals for one or two unitary authorities.

Cllr Pay added that a Cluster meeting had been arranged for Tuesday 8 September, and the Chairman confirmed that Cllrs Reid and Ferriday would attend.

5561 District and County Council Liaison

Cllr Pay reported that August had been quiet as it usually was – many Parish Councils had a summer break. She had attended several in July, all but one on Skype or Zoom. She had chaired an Audit and Standards Committee meeting on and attended a Licencing Committee and a Licencing Panel meeting, all online.

Cllr Caswell said that he had been busier on the County Council side, again, all online meetings. He had attended an Executive sitting at Sedgemoor.

The Chairman Cllr Caswell to make representations to the County Council about the lack of bus service, since non-student passengers could no longer use the early morning and late afternoon College buses, and the EdF Community bus was suspended. There was no way for some residents to get back to work. Cllr Caswell said he would try.

The Chairman made the following statement:

Over the past months I have on two or three occasions sent emails to officers of Sedgemoor District Council making enquiries. Two of those enquiries concerned the Cricketer development that at the present time appears to be at a standstill, this is a major development especially important to the future of the village.

None of those enquiries have ever received an acknowledgment, reply or raised any reaction whatsoever.

With regard to this meeting, we invited the Leader of Sedgemoor District Council, Councillor Duncan McGinty, to speak with us regarding Stronger Somerset, the Districts' proposal for Unitary Governance for Somerset. Due to Sedgemoor's problems with communication last week that invitation was sent twice. However neither invitation has been acknowledged or replied to.

If the leader of the District Council cannot be bothered to acknowledge or reply to simple email communication how can we expect officers of the Council to do the same.

The Districts' case for a Stronger Somerset will need the co-operation of the towns and parishes both before, and especially after, should it succeed. Much has been said about working together or co-operation but as it stands at the present time there is little evidence that this will become a reality .

I have requested that the Clerk minute this statement in its entirety.

5562 Nether Stowey Village Hall/Recreation Ground Regeneration Project

Cllr Jeanes reported that significant football funding from FIFA was a non-starter so the CIO were looking for funding from elsewhere and this would mean redesigning the plans. One Trustee was investigating the possibility of building on the land nearer the road. The consultation would run alongside the consultation. Councillors asked a number of questions, expressing concern that there was a sense the arts were being pushed out to prioritise sport. It was also noted that there had been almost no publicity for the survey and the consultation events. The Chairman asked Mrs Greig if she would like to speak for the organisers.

Mrs Greig confirmed that 1,000 copies will be delivered to all households. There would be more dates to give an opportunity for parishioners to consult CIO members later on.

5563 Parish Office

The Chairman gave a summary of the measures proposed. Cllr Fall said that if staff were made to feel uncomfortable the office should be closed. Cllr Hogg agreed. Cllr Jeanes felt it was premature to reopen. It was **agreed** that from 14 September the Parish Office would reopen on Mondays, Wednesdays and Fridays. It would close again if it became inviable, or if so directed by the various authorities. The Clerk was preparing a risk assessment for approval and preparing appropriate signage.

Afternote: a Risk Assessment was subsequently completed and is available on the website.

5564 Public Toilets

It was unanimously **agreed** that the Public Toilets should remain closed for the winter. The situation would be reviewed after Christmas, but a new cleaner would need to be found first.

5565 Planning

- a) **Planning Ref: 36/20/00014 and 15** – Poole House, 21 Castle Street, Nether Stowey
Proposal: Replacement of 3 no. windows.

It was agreed to The Parish Council is content with the proposed work and supports work to preserve an historic building in the village.

5566 Consultation – Public Spaces Protection Order

It was **agreed** to request the inclusion of the Playing Field and Play Area specifically.

5567 Grants

It was **agreed** not to award a grant to CAB.

5568 Financial Management

- a) The Budget Report for the year to 4 September was **noted**. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 13 July:

Date	Payee Name	Cheque	Amount	Transaction Details
16 July	EDF Energy	122267	88.59	Clock Tower electricity (UMS)
16 July	T Poole Library	122268	500.00	Library Grant (min no 5551)
25 July	BT Business	DDR	46.63	Office phone/broadband bill (DD 8 August)
26 July	Void	122269	0.00	Cheque cancelled, repl by 122274
26 July	Payroll July 2020	122270, 71, 74	1,962.72	Salaries/HMRC July 2020
27 July	Somerset ALC	122272	60.00	Training (Planning JR, Finance KF)
30 July	GWB Services	122273	324.00	Village maintenance (June)
1 Aug	EDF Energy	DDR	16.00	Public Toilets electricity
1 Aug	Edward Martin	DDR	28.34	Website maintenance contract
3 Aug	EDF Energy	DDR	326.00	Office electricity
3 Aug	EDF Energy	DDR	9.00	Clock Tower electricity
3 Aug	Water2business	DDR	76.83	Office water (est bill)
5 Aug	Zoom	card	14.39	Meeting hosting service
6 Aug	GeoXphere	122275	36.00	Parish Online Mapping subscription
10 Aug	Sedgemoor DC	DDR	188.00	Public Toilets rates
10 Aug	Sedgemoor DC	DDR	225.00	Office rates
10 Aug	Clarity Copiers	122276	22.22	Printing charges (estimated bill)
15 Aug	PJ Addicott	SO	350.00	Office rent
15 Aug	Microsoft	card	4.56	MS OneDrive service
17 Aug	K Sparkes	122277	140.75	Village maintenance (May-July)
18 Aug	B&M Retail	card	11.96	Covid sanitising cleaning supplies (office)
24 Aug	Payroll Aug 2020	122278-81	3,108.70	Salaries/HMRC Aug 2020, LGPS July + Aug
25 Aug	BT Business	DDR	60.05	Office phone/broadband bill (DD 8 Sept)
1 Sept	EDF Energy	DDR	16.00	Public Toilets electricity
1 Sept	Edward Martin	DDR	28.34	Website maintenance contract
3 Sept	EDF Energy	DDR	120.00	Office electricity
3 Sept	EDF Energy	DDR	9.00	Clock Tower electricity
5 Sept	Zoom	card	14.39	Meeting hosting service
10 Sept	Sedgemoor DC	DDR	188.00	Public Toilets rates
10 Sept	Sedgemoor DC	DDR	225.00	Office rates
15 Sept	PJ Addicott	SO	350.00	Office rent
15 Sept	Microsoft	card	4.56	MS OneDrive service
Total			£ 8,555.03	

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

- c) The new NALC salary scales were **approved**.
- d) The most recent bank statements/reconciliations and cheque scans had been circulated by the Clerk. It was **agreed** that, once the office was reopened, the normal cheques procedures would be reinstated.

5569 Highways

Cllr Reid reported two potholes, which the Clerk would report to Highways.

Cllr Pardoe rejoined the meeting after a technical difficulty

5570 Chairman's Report

The Chairman thanked Cllr Caswell for following up on the Cricketer Farm planning application. The application had stalled for several months, but now there seemed to be some movement.

The Clerk would follow up on the request for a Tree Preservation order. Cllr Reid reported that there had been work to another nearby tree, hence his concern.

5571 Clerk's Report

The Clerk had provided a written report. The main issue was meeting the Website Accessibility Regulations which come into force on 23 September. The Clerk was doing what she could do – some things were more technical and for the website provider. The website was not entirely compliant, but not bad and upgrading fully would be costly. The Regulations required the reformatting of all live operational documents and a new way of preparing all future documents, images etc that would be uploaded to the website. The Clerk was also working through the Government's accessibility checks. This was all proving extremely time-consuming and there were limits as to what could be tested. The required Accessibility Statement had been uploaded. Documents, except spreadsheets, should now work with those screen-readers that could be tested and it would be possible to provide documents in big print – on an *ad hoc* basis – relatively easily.

The following correspondence had been received:

1. Info about a recruitment drive for Independent Custody Visitors in Bridgwater (SDC)
2. Complaint about people parking on The Cross (replied)
3. Complaint about motorbikes on a footpath (replied)
4. Complaint about the information sign on the A39. I have asked if it could be updated. No reply
5. Complaint about brambles at the Play Area – passed to Clean Surroundings who confirmed they will do the work
6. Enquiry about toilets reopening (replied)
7. Complaint about the gaol swap shop. Now emptied and the swap shop is closed.
8. Complaint about the lack of bus service (replied directing them to SCC)
9. Correspondence about a new Garden of Rest plot and memorial.
10. Complaint about lack of progress at Gullifords Garage. Replied, and also wrote to AC Developments (no reply)
11. Complaint about BT Exchange hedge – contacted Openreach who will deal with it.

5572 Members Reports

Neighbourhood Plan:

Cllr Ferriday said that the Independent Examination of the draft Plan had now been completed. The Examiner had recommended what she called "minor changes" generally they improved the Plan. Subject to the adoption of these recommendations, she recommended the Plan go forward to referendum, - this would happen when the situation allows.

Village Hall and Recreation Ground:

Cllr Rich reported that she had not been able to attend the last meeting but could report that the village hall was re-opened on Thursday 13th August. Toddlers plan to start back in October and it is hoped that Pilates & Yoga Keep fit will also resume. All hirers have to confirm agreement to additional terms & conditions as well as an individual risk assessment.

The recreation ground has been well used over the summer and the 5-a-side MUGA court is open, on a booking only basis, to allow track & trace. Hirers have to agree to terms of a small risk. The football club are back on the field. Maintenance work continues on the hedges, edges & trees and on the portakabin. The half pipe will also be painted to remove graffiti. They hope to submit a grant application for benches and to request funds towards the planning permission for the new building.

Cllr Caswell left the meeting

Active Living: no meetings

Stowey Walking:

Cllr Falla said that they were holding meetings but only with the core committee. He would attend an AONB JAC meeting next month on Zoom.

Hinkley Point:

Cllr Reid had attended the SSG meeting and gave a summary of the timetable towards decommissioning B station to be completed by 2035. They would be using the A site where needed for decommissioning works. It was said, quite specifically, that they would not be bringing in waste from other sites.

5573 Forthcoming Events

8 Sept	Stronger Somerset Parish Custer	Skype	6pm	KF, MR
24 Sept	HPC Community Forum	Zoom	tbc	MR
27 Oct	JAC	Zoom	2.15pm	CF

NS VH/RG Questionnaire meetings

8 Sept	Church Centre car park	6-8pm	
10 Sept	Zoom	6 pm	meeting ID 790 0279 3600,
11 Sept	The Cross	9.30am -1pm	
12 Sept	Recreation Ground	10am-12pm	

5574 Next Parish Council Meeting

The next meeting will be held on Monday 12 October on Zoom.

The meeting closed at 8.20 pm

Budget Report at 4 September 2020

Income	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	0.00	-	-	-	0.00	0.00	0.0%
1004 Bank Interest	157.34	85.00	0.03	-	-	-	0.00	0.03	0.0%
1005 Comm Infrastructure Levy	2,483.62	0.00	0.00	-	-	-	0.00	0.00	0.0%
1006 Cemetery Income	1,460.00	1,500.00	0.00	-	170.00	-	170.00	170.00	11.3%
1009 Miscellaneous Grants	2,259.00	-	0.00	-	-	-	0.00	0.00	**
1011 Precept	53,059.00	58,379.00	29,189.50	-	-	-	0.00	29,189.50	50.0%
1012 Printing & Copying receipts	374.66	300.00	0.00	-	12.00	-	12.00	12.00	4.0%
115 VAT Refunds	1,081.15	-	1,113.53	-	-	-	0.00	1,113.53	**
Total Income for Year	60,974.77	60,364.00	30,303.06	0.00	182.00	0.00	182.00	30,485.06	50.5%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Total spent to date	% Original budget
Parish Office									
4101 Office Rent + supplies	3,887.10	4,315.00	1,050.00	350.00	359.97	0.00	709.97	1,759.97	40.8%
4102 Office utilities	2,695.32	3,280.00	676.50	302.00	597.38	345.00	1,244.38	1,920.88	58.6%
4103 Postage	91.90	55.00	31.20	0.00	0.00	0.00	0.00	31.20	56.7%
4104 Stationery + equipment	159.42	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4105 Telephone & Internet	571.39	535.00	184.73	0.00	38.86	50.04	88.90	273.63	51.1%
4106 Website + IT costs	574.90	642.00	82.26	151.42	57.42	23.62	232.46	314.72	49.0%
4108 Printing costs	390.41	650.00	62.79	0.00	18.52	0.00	18.52	81.31	12.5%
4109 Office Miscellaneous	1,267.98	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Parish Office	9,638.42	9,707.00	2,087.48	803.42	1,072.15	418.66	2,294.23	4,381.71	45.1%
Staff Costs									
4201 Salaries	30,056.28	30,705.00	7,607.13	1,962.72	3,108.70	0.00	5,071.42	12,678.55	41.3%
4202 Staff travel and expenses	69.13	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4203 Staff Training	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Staff Costs	30,125.41	30,815.00	7,607.13	1,962.72	3,108.70	0.00	5,071.42	12,678.55	41.1%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Total spent to date	% Original budget
Administration & Finance									
4301 Audit Fees	585.00	585.00	285.00	0.00	0.00	0.00	0.00	285.00	48.7%
4302 Bank charges	8.60	10.00	2.00	0.30	0.00	0.00	0.30	2.30	23.0%
4303 Chairman's Honorarium	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4304 C/llrs' Expenses/training	100.20	-	30.00	60.00	0.00	0.00	60.00	90.00	**
4306 Elections	100.00	235.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4307 Insurance	1,182.34	1,200.00	1,197.18	0.00	0.00	0.00	0.00	1,197.18	99.8%
4308 Statutory Fees	35.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4309 Subscriptions	561.06	615.00	387.35	0.00	0.00	0.00	0.00	387.35	63.0%
4310 Village Hall Hire	362.00	375.00	23.98	11.99	11.99	0.00	23.98	47.96	12.8%
4313 Legal Fees	650.00	-	0.00	0.00	0.00	0.00	0.00	0.00	**
TOTAL Administration & Finance	3,834.20	3,305.00	1,925.51	72.29	11.99	0.00	84.28	2,009.79	60.8%
Cemetery									
4402 Cemetery Rates	187.30	190.00	163.85	55.00	0.00	0.00	55.00	218.85	115.18%
4403 Maintenance + bins	3,522.76	3,400.00	801.38	234.00	0.00	0.00	234.00	1,035.38	30.45%
TOTAL Cemetery	3,710.06	3,590.00	965.23	289.00	0.00	0.00	289.00	1,254.23	34.94%
Community Services									
4501 Christmas Tree & Lights	60.00	50.00	0.00	0.00	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	0.00	0.00%
4507 Corona Comm Support	10.63	-	0.00	0.00	0.00	0.00	0.00	0.00	**
4508 Support for Tourism	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL Community Services	170.63	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Neighbourhood Plan									
4521 Neighbourhood Plan Grant	392.69	-	1,586.31	0.00	0.00	0.00	0.00	1,586.31	**
TOTAL Neighbourhood Plan	392.69	0.00	1,586.31	0.00	0.00	0.00	0.00	1,586.31	**
Village Maintenance									
4601 A39 Verge	735.00	720.00	162.00	72.00	0.00	0.00	72.00	234.00	32.50%
4602 Clock Tower Maintenance	932.00	285.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4603 Clock Tower Electricity	344.25	350.00	111.37	90.93	9.00	9.00	108.93	220.30	62.94%
4604 General Maintenance	215.80	200.00	0.00	0.00	2.00	0.00	2.00	2.00	1.00%
4605 The Cross, Gaol and WM	249.33	150.00	0.00	0.00	38.50	0.00	38.50	38.50	25.67%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Total spent to date	% Original budget
Village Maintenance (continued)									
4606 Palmers Path	707.50	450.00	54.00	18.00	38.25	0.00	56.25	110.25	24.50%
4607 Public Seating	339.59	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4608 Public Footpaths	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4609 Dog Bins	1,440.40	1,610.00	720.20	0.00	0.00	0.00	0.00	720.20	44.73%
4610 Coleridge Road	227.50	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4612 Plot 173	122.50	-	0.00	0.00	0.00	0.00	0.00	0.00	**
4613 Mill Ln/Lime St maint	216.74	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4615 Lime Street Proj +AONB	280.00	-	0.00	0.00	0.00	0.00	0.00	0.00	**
TOTAL Village Maintenance	5,810.61	4,400.00	1,047.57	180.93	87.75	9.00	277.68	1,325.25	30.12%
Castle St Toilets + Car Park									
4701 Castle St Toilets Cleaning	3,326.00	3,420.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4702 Castle St Toilets Electricity	138.57	200.00	48.00	11.53	16.00	16.00	43.53	91.53	45.77%
4703a Car Park Rates	785.60	790.00	798.40	0.00	0.00	0.00	0.00	798.40	101.06%
4703b Public Toilets Rates	0.00	-	568.65	188.00	188.00	188.00	564.00	1,132.65	**
4704 Castle St Toilets Repairs	131.25	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4705 Castle St Toilets Water	374.50	390.00	161.80	0.00	0.00	0.00	0.00	161.80	41.49%
4706 Castle St Car Park maint	357.50	400.00	0.00	0.00	62.00	0.00	62.00	62.00	15.50%
TOTAL Castle St Toilets + Car Park	5,113.42	5,300.00	1,576.85	199.53	266.00	204.00	669.53	2,246.38	42.38%
Grants									
4801 Grants Pool	3,889.98	3,600.00	0.00	-50.00	0.00	0.00	-50.00	-50.00	-1.39%
4803 Library	1,200.00	-	0.00	500.00	0.00	0.00	500.00	500.00	**
TOTAL Grants	5,089.98	3,600.00	0.00	450.00	0.00	0.00	450.00	450.00	12.50%
CIL + Capital Expenditure									
TOTAL CIL + Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account									
515 VAT Paid	1,709.18	0.00	292.29	43.81	57.79	14.73	116.33	408.62	**
Total Expenditure	63,885.42	61,117.00	17,088.37	4,001.70	4,604.38	646.39	9,252.47	26,340.84	43.10%
Total Income	60,974.77	60,364.00	30,303.06	0.00	182.00	0.00	182.00	30,485.06	50.50%
Balance expenditure-income	-2,910.65	753.00	-13,214.69	4,001.70	4,422.38	646.39	9,070.47	4,144.22	