

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 12 JANUARY 2015 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Peter Greig (Chairman)
Robert Booth
Malcolm Hogg
Margaret Hogg
Andrew Jeanes
Pat Pardoe
Colin Penny
Barbara Rich
John Roberts

In Attendance: Caro Slaymaker (Parish Clerk)
Mary Roberts representing CANS
Helen Stacey, Quantock Medical Centre
Abbi King, Help and Advice Across Sedgemoor (HAAS)
1 member of the public

Public Session

No issues were raised.

4558 Apologies

All Parish Councillors were present. District Cllr Caswell sent apologies.

4559 Declarations of Interest

Cllr Greig declared a personal interest in item 7 (planning application, 19 Five Lords). Cllr Jeanes declared an interest as Parish Council Representative to the Playing Field committee. Cllr Rich declared a personal interest as Secretary to the Playing Field Committee.

4560 Minutes of Meeting of 8 December 2014

The Minutes of the Parish Council meeting held on 8 December were **approved** as a true record and signed by the Chairman.

4561 District Council Liaison

Cllr Pay reported that Sedgemoor was currently working on the budget for 2015/16. It was hoped that there would be no increase on the District Council part of the Council Tax bill.

Cllr Jeanes asked for an update on Hinkley Point C. Cllr Pay said that construction would not start before March, but some of the highway works had started. EDF had a drop-in centre at Angel Place for recruitment, but understood that take-up was slow. She promised to forward further information via the Clerk as she received it.

Cllr Edney was unable to make it to the meeting as the A39 had been closed at 6.30pm following a road accident. A telephone message was received later on (see minute 4563).

4562 Defibrillator

Mrs Stacey, Practice Manager, Quantock Medical Centre requested the Parish Council consider the provision of a defibrillator accessible to the public. Although there was a defibrillator in the Medical Centre and the local co-responders were also effective, many other parishes had now installed an "automated external defibrillator" (AED) which was installed outside a building and was thus available 24 hours a day. There was some discussion about how the equipment works, what would be required to install it and the risk of vandalism. Mrs Stacey had researched possible costs. The

Medical Centre's porch was suggested as a suitable location and Mrs Stacey agreed that the Medical Centre could accept the cost of the additional electricity bill. They could also cover the annual check with the Centre's own defibrillator. It was **agreed** that the Clerk and Mrs Stacey should work together to follow up and report to the Parish Council, if possible for the next meeting.

4563 County Council Liaison

Cllr Edney reported by telephone message that there had now been approval for pedestrian safety improvements at the Lime Street/Mill Lane junction. The Clerk had received and forwarded an e-mail to this effect late that afternoon which some Councillors had seen. The Clerk was instructed to reply that the Parish Council was grateful that a scheme would go forward and that they accepted the implications for parking on Lime Street, which it was felt were manageable, and were outweighed by the benefits to the community.

4564 Help and Advice Across Sedgemoor

Ms King gave a presentation on the HAAS Project. The project aims to make advice more accessible to the public. They have a drop-in session at the Church Centre every Tuesday from 1pm, with representatives from Citizens Advice Bureau, Sedgemoor District Council, Credit Union and, once a month, Homes in Sedgemoor and Age UK. The number of callers had dropped recently and they were concerned that they were not covering the parish's needs. They would welcome suggestions for reaching the community and publicising their availability. It was suggested that they contact the WI and Active Living and the Clerk would provide contact details. Cllr Roberts suggest that they have a table at the May Fair, perhaps combining with the Sedgemoor stall. HAAS would also provide something for the Parish Council website.

4565 Planning

The Chairman, Cllr Greig had a personal interest in this item and withdrew from the meeting. Vice-Chairman Cllr Malcolm Hogg took over as Chairman for this item.

Application Ref:	36/14/00014
Address:	19 Five Lords
Proposal:	Erection of two-storey extension and conversion of loft

Cllr Malcolm Hogg (Chairman, Planning Committee), Cllr Margaret Hogg and Cllr Roberts had made a site visit and others had visited the location. The Clerk confirmed that she had received no representations and none had been posted on the Sedgemoor website. After some discussion, he proposed the motion that the formal response be "no objection". Cllr Roberts seconded the motion and all **agreed**.

Cllr Greig re-joined the meeting and resumed as Chairman

4566 Stowey Court Farm: Water Interests Survey

The Clerk reported that she had sought advice from the Environment Agency who had confirmed that residents should register an interest if there was a feature on their property such as a well, spring stream, pond etc that was fed from the water table or spring. It was **agreed** that the Clerk should register the Parish Council's general interest in the brook and springs on "public" land or that whose ownership was unclear.

4567 Financial Management

- a) The Clerk presented the Budget Report to 9 January, a copy of which is appended to these minutes. The report was accepted.
- b) The bank reconciliation had been checked and signed by Cllr Jeanes. He confirmed that he was satisfied that it was in order.

4568 Expenditure

Expenditure incurred since the Parish Council meeting of 8 December 2014:

Date	Payee Name	Cheque	Amount	Transaction Details
2014				
9 Dec	N S Village Hall	103456	22.50	Hire of Club room 10 Nov 2014
10 Dec	Littles Grocers	103457	50.00	Village Christmas Tree
15 Dec	Mr W J Roberts	103458	31.89	Items for Cemetery Notice Board repairs & May Fair Postage
15 Dec	Cherrywood AV Ltd	103459	1,547.84	Village Hall Cinema Screen
17 Dec	Salaries	103460 – 103463	1,992.80	December 2014 Staff Salaries
19 Dec	C Slaymaker	103464	243.60	Refund – B/wtr Mercury Job Ad
22 Dec	C Slaymaker	103465	130.91	Pre-paid debit card, stationery
2015				
5 Jan	R J Jeanes	103466	100.00	Allotment rental
5 Jan	SALC	103467	15.00	Chairman's training, MH, JR
5 Jan	EDF Energy	DDR	15.00	Clock Tower electricity s/o
7 Jan	TalkTalk	DDR	16.00	Phone/Internet Jan 2015
8 Jan	Clarity Copiers	103468	312.71	Copy charges (old machine end contract)
8 Jan	Chris Flay	103469	46.80	Cemetery tap replacement/ lagging as req by Wessex Water
12 Jan	nPower	103470	149.11	Toilets electricity to 31 Dec
12 Jan	Somerset CC	103471	350.00	Legal charge, Highways consent, notice board
	TOTAL		£5,024.16	

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

4569 Draft Budget and Precept 2015/16

The draft budget and precept were **approved** (proposed Cllr Malcolm Hogg, seconded Cllr Roberts).

4570 Highways

Flooding St Mary Street The Clerk had checked the brook at the Church Centre, which was not the problem, and had reported this to Highways.

Grass verge on Mill Lane: the Clerk had received a complaint that a resident who lived opposite regularly parked on the grass verge at the entrance to the cul-de-sac. This was causing visibility problems for those leaving the cul-de-sac as well as damaging the recently-repaired verge. The resident asked if the question of bollards could be reconsidered. The Clerk had asked for details of the vehicle in question so that the owner could be approached or reported.

Wessex Water road closure: Wessex Water had advised that roads were expected to be closed as follows:

16 Feb-6 March - St Mary Street (from Banneson Road to the A39)

30 March-17 April - Stogursey Lane (outside Greenbank) to the A39

Additionally there would be traffic lights on the A39 from Cricketer Farm to Stogursey Lane for the whole period. The Clerk was in contact with the engineer who would provide further information as it became available. She had updated the website.

4571 Reports

Active Living: Cllr (Margaret) Hogg reported that the Active Living Christmas Party had gone well.

Playing Field: Cllr Jeanes reported that the Party in the Park arrangements were progressing.

Village Hall: Cllr Pardoe reported that everyone was delighted with the new screen, and the film night on 10 January had been a great success. The Christmas market had been a great success and had raised £1,127 profit. They had received a lot of raffle prizes and now planned a Spring market. There would be a quiz night on 7 March.

Quantock Hills JAC: the next meeting was on 3 February

Hinkley Point: Nether Stowey is now included as a member of the Transport Forum.

CANS: Mrs Roberts said that applications for stalls were still coming in. She was still looking for volunteers to help on the day.

4572 Clerk's Report

Notice board: advertising consent had been granted, Highways consent was proceeding. A request for payment for legal fees had been received that morning.

Clock Tower: Mrs Scoins had complained that the clock had been interfered with on Christmas Eve, presumably by someone setting up the sound system for the Carols on The Cross. The clock had been stopped and the winder bent. Although Mr Scoins had managed to straighten the winder, and Mrs Scoins had been able to restart the clock on Boxing Day, it was lucky that no expensive damage had been caused. The Clerk said that part of the problem was that there were not enough accessible sockets, which meant using the one behind the pendulum. She need to call an electrical contractr as some of the rope lights were not working, and would ask him to rearrange the sockets. It was also agreed to lock the clock mechanism box.

Footpaths: "Two Castles Trail" Mrs Littler had proposed a slight change to the public footpath through Budley Farm. The route appeared to be an improvement. There would be some new kissing gates.

SHAL: Three more houses would be advertised during 21-25 Jan.

Housing Needs Survey: Nothing further had been heard from Hannick Homes

4573 Forthcoming meetings and events

Thurs 15 Jan	Chairman's Training	Edington Village Hall	7-9 pm	MH, JR, CS
Tues 27 Jan	Quantock Cluster	NS Village Hall	6.45 pm	PG, CS, other Cllrs welcome

4574 Dates of Next Meetings

Mon 9 Feb	Parish Council Meeting	NS Village Hall	7pm	All Councillors
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4575 Closed Session

It was **resolved** to exclude members of the Press and Public for the remaining agenda items on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972.

4576 Staff matters

It was **agreed** that applications for the Assistant Clerk position would be circulated by e-mail before the Personnel Committee met, and interviews would be arranged as soon as possible thereafter. There was a brief discussion about the content of the skills test.

The meeting closed at 9.10 pm.

Monthly Budget Report to 9 January 2015

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	Balance remaining
310	General Reserve**	20,641.09	0.00	1,298.25		0.00		0.00	1,298.25	19,342.84
325	CANS Reserve	2,201.68	0.00	0.00		-1,895.69		0.00	-1,895.69	4,097.37
326	May Fair from prev years	3,648.75	0.00	0.00		2,648.75		0.00	2,648.75	1,000.00
330	Service Devolution Reserve	7,500.00	0.00	0.00		550.00		0.00	550.00	6,950.00
332	Castle St Car Park/Lavatories	2,654.14	0.00	750.00		1,111.00		0.00	1,861.00	793.14
337	Village Maintenance	1,571.00	0.00	0.00		90.00		0.00	90.00	1,481.00
399	Pre-paid debit card	0.00	0.00	0.00	100.00	100.00		0.00	100.00	-100.00
Totals all other Reserves (unchanged since 1 April)		14,606.34	0.00	0.00		0.00		0.00		19,342.84
Reserves Total		52,823.00	0.00	2,048.25	100.00	2,604.06	0.00	0.00	4,652.31	48,170.69

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
1002	Allotment Rental	0.00	0.00	0.00		0.00	-100.00	-100.00	-100.00	see payments
1004	Bank Interest	0.00	0.00	0.00		0.00		0.00	0.00	
1006	Cemetery Income	-2,650.00	-547.00	-438.00	-323.00	-426.00		0.00	-1,411.00	53.25%
1007	Christmas tree + lights - donations	0.00	0.00	0.00		0.00		0.00	0.00	**
1008	May Fair 2014 Income	0.00	-1,272.57	-3.60		1,276.17		0.00	0.00	**
1009	Miscellaneous Grants	-4,841.00	-2,420.50	-2,420.50		0.00		0.00	-4,841.00	100.00%
1012	Printing & Copying receipts	-875.00	-233.23	-444.32	-62.64	-391.26		0.00	-1,068.81	122.15%
1013	May Fair 2015 Income	0.00	0.00	0.00	-148.00	-428.00	-68.00	-68.00	-496.00	**
1016	Village Trail Booklet Income	0.00	-22.00	-10.00		-10.00		0.00	-42.00	see payments
1017	War Memorial Project	0.00	0.00	0.00		0.00		0.00	0.00	see payments
1018	Quantock Cluster income	-390.00	-90.00	-120.00	-30.00	-180.00		0.00	-390.00	see payments
1999	Misc Receipts	0.00	0.00	0.00		0.00		0.00	0.00	**
115	VAT Refunds	0.00	0.00	-691.06		-754.75		0.00	-1,445.81	**
1011	Precept	-47,160.00	-23,580.00	-23,580.00		0.00		0.00	-47,160.00	
Subtotal Income For Year		-55,916.00	-28,165.30	-27,707.48	-563.64	-913.84	-168.00	-168.00	-56,954.62	101.86%

Monthly Budget Report to 9 January 2015

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Expenditure										
Expenditure Parish Office										
4101	Office Equipment	250.00	0.00	0.00		1,700.00		0.00	1,700.00	680.00%
4102	Parish Council Office Rent	2,500.00	500.00	500.00		501.78		0.00	1,501.78	60.07%
4103	Postage	120.00	53.00	13.97		53.00		0.00	119.97	99.98%
4104/a	Stationery)		135.39	-20.51	8.82	8.82		0.00	123.70	6.97%
4104/b	Printing)	1,775.00	565.86	168.31		388.16	260.59	260.59	1,382.92	**
4105	Telephone & Internet	336.00	49.55	44.37	16.12	47.33	13.33	13.33	154.58	46.01%
4106	Website + IT costs	560.00	174.86	137.00		9.13		0.00	320.99	57.32%
4107	Books and publications	150.00	0.00	0.00		0.00		0.00	0.00	0.00%
4109	Office Move	0.00	0.00	0.00		0.00		0.00	0.00	**
	TOTAL Expenditure Parish Office	5,691.00	1,478.66	843.14	24.94	2,708.22	273.92	273.92	5,303.94	93.20%
Staff Costs										
4201	Terminal Gratuity	0.00	0.00	0.00		0.00		0.00	0.00	**
4202	Recruitment	250.00	0.00	0.00	243.60	243.60		0.00	243.60	97.44%
4203	Salaries	22,650.00	5,443.17	5,425.36	1,968.65	5,575.56		0.00	16,444.09	72.60%
4204	Staff travel and subsistence costs	120.00	14.08	0.00	0.00	53.28		0.00	67.36	56.13%
4205	Staff Training	500.00	0.00	12.28		0.00		0.00	12.28	2.46%
	TOTAL Staff Costs	23,520.00	5,457.25	5,437.64	2,212.25	5,872.44	0.00	0.00	16,767.33	71.29%
Administration & Finance										
4301	Audit Fees	600.00	295.00	300.00		0.00		0.00	595.00	99.17%
4302	Bank charges	0.00	0.00	0.00	9.94	9.94		0.00	9.94	**
4303	Chairman's Honorarium	250.00	0.00	250.00		0.00		0.00	250.00	100.00%
4304	Councillors' Expenses	350.00	0.00	0.00		0.00		0.00	0.00	0.00%
4305	Councillors' Training	350.00	25.00	0.00		40.00	15.00	15.00	80.00	22.86%
4306	Elections > Reserve	0.00	0.00	0.00		0.00		0.00	0.00	**
4307	Insurance	1,100.00	1,046.43	0.00		0.00		0.00	1,046.43	95.13%
4308	Statutory Fees	35.00	0.00	0.00		35.00		0.00	35.00	100.00%
4309	Subscriptions	585.00	348.59	-338.59	149.00	179.00		0.00	189.00	32.31%
4310	Venue Hire	360.00	90.00	45.00	22.50	67.50		0.00	202.50	56.25%
4311	Wayleaves	5.00	0.00	0.00		0.00		0.00	0.00	0.00%

Monthly Budget Report to 9 January 2015

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Admin & Finance continued										
4312	Quantock Cluster expenditure	390.00	86.65	114.51	24.15	82.49		0.00	283.65	72.73%
4313	Legal Fees	500.00	1,006.00	-750.00		194.00		0.00	450.00	90.00%
	TOTAL Administration & Finance	4,525.00	2,897.67	370.92	205.59	413.93	15.00	15.00	3,141.52	
Cemetery										
4401	Cemetery Equipment	0.00	0.00	0.00		0.00		0.00	0.00	**
4402	Cemetery Rates	140.00	136.59	0.00		0.00		0.00	136.59	97.56%
4403	Maintenance	2,900.00	19.99	1,488.00	30.38	791.58	39.00	39.00	2,338.57	80.64%
4404	Pest Control	50.00	0.00	0.00		0.00		0.00	0.00	0.00%
	TOTAL Cemetery	3,090.00	156.58	1,488.00	30.38	791.58	39.00	39.00	2,475.16	
Community Services										
4502	Allotment	0.00	0.00	0.00		0.00	100.00	100.00	100.00	**
4503	CANS	0.00	0.00	0.00		-892.50		0.00	-892.50	see reserve
4504	Christmas Tree & Lights	80.00	0.00	0.00	50.00	50.00		0.00	50.00	62.50%
4505	May Fair 2014 expenditure	0.00	1,742.83	286.40		-2,029.23		0.00	0.00	see income
4506	Oral History	0.00	0.00	0.00		0.00		0.00	0.00	**
4507	Parish Council Newsletter	250.00	0.00	0.00		0.00		0.00	0.00	0.00%
4508	Parish Plan	0.00	0.00	0.00		0.00		0.00	0.00	**
4509	Youth Services	0.00	0.00	0.00		0.00		0.00	0.00	**
4510	Village Trail Booklet	0.00	0.00	0.00		42.00		0.00	42.00	see receipts
4511	War Memorial Project expenditure	0.00	0.00	5.00	1,053.40	2,243.40		0.00	2,248.40	see reserve
4513	May Fair 2015 expenditure	0.00	0.00	0.00	5.83	58.83		0.00	58.83	see reserve
	TOTAL Community Services	330.00	1,742.83	291.40	1,109.23	-527.50	100.00	100.00	1,606.73	
Village Maintenance										
4601	A39 Verge	345.00	0.00	322.50		375.00		0.00	697.50	202.17%
4602	CCTV	120.00	0.00	0.00		0.00		0.00	0.00	0.00%
4603/a	Clock Tower Maintenance	1,250.00	0.00	0.00		867.00		0.00	867.00	69.36%
4603/b	Clock Tower Electricity		73.50	116.00	15.00	118.33	15.00	15.00	322.83	**
4604	General Maintenance	200.00	0.00	240.00		60.00		0.00	300.00	150.00%
4605	Old Gaol + The Cross	220.00	0.00	95.50		164.49		0.00	259.99	118.18%
4606	Palmers Path	795.00	0.00	75.00		30.00		0.00	105.00	13.21%

Monthly Budget Report to 9 January 2015

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Village Maintenance continued										
4607	Public Seating	150.00	0.00	0.00		0.00		0.00	0.00	0.00%
4609	Dog Bins	1,175.00	360.10	278.72		280.26		0.00	919.08	78.22%
4610	A39 Wood	0.00	0.00	0.00		0.00		0.00	0.00	**
4611	Millennium Wood	75.00	0.00	0.00		0.00		0.00	0.00	0.00%
4612	Plot 173	420.00	0.00	90.00		0.00		0.00	90.00	21.43%
4613	Mill Lane/Lime Street maint	90.00	0.00	0.00		15.00		0.00	15.00	16.67%
4614	War Memorial Maintenance	0.00	0.00	0.00		0.00		0.00	0.00	**
4615	Mill Lane/Lime Street safety	1,000.00	0.00	0.00		0.00		0.00	0.00	0.00%
	TOTAL Village Maintenance	5,840.00	433.60	1,217.72	15.00	1,910.08	15.00	15.00	3,576.40	61.24%
Castle Street Toilets										
4701	Castle Street Toilets Cleaning	2,340.00	0.00	810.00		585.00		0.00	1,395.00	59.62%
4702	Castle Street Toilets Power	730.00	131.77	144.19		138.64		0.00	414.60	56.79%
4704	Castle Street Toilets Repairs & Mtce	400.00	281.68	326.00		-311.00		0.00	296.68	74.17%
4705	Castle St Toilets Water/ Sewerage	750.00	449.31	0.00		451.01		0.00	900.32	120.04%
4706	Castle Street Car Park maint	800.00	0.00	120.00		60.00		0.00	180.00	22.50%
4709	Castle St toilets/car park misc	0.00	50.00	0.00		0.00		0.00	50.00	**
	TOTAL Castle Street Toilets	5,020.00	912.76	1,400.19	0.00	923.65	0.00	0.00	3,236.60	64.47%
Grants										
4801	Miscellaneous Grants	500.00	0.00	0.00		-515.00		0.00	-515.00	-103.00%
4802	Active Living	0.00	0.00	0.00		0.00		0.00	0.00	**
4803	Playing Field	1,800.00	0.00	0.00		0.00		0.00	0.00	0.00%
4804	Transport	0.00	0.00	0.00		0.00		0.00	0.00	**
4805	Village Hall Maint Grant	1,800.00	0.00	0.00	1,289.87	1,289.87		0.00	1,289.87	71.66%
	TOTAL Grants	4,100.00	0.00	0.00	1,289.87	774.87	0.00	0.00	774.87	18.90%
Transfers to Reserves										
4851	Service Devolution Reserve	0.00	0.00	0.00		0.00		0.00	0.00	**
4853	St Mary Street Railings	2,000.00	0.00	0.00		0.00		0.00	0.00	0.00%
	TOTAL Transfers to Reserves	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

Monthly Budget Report to 9 January 2015

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Dec 2014	Third quarter	Jan 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Capital Expenditure										
4901	Public Seating	1,300.00	0.00	422.20		113.53		0.00	535.73	41.21%
4902	Notice board	500.00	0.00	0.00		0.00		0.00	0.00	0.00%
	TOTAL Capital Expenditure	1,800.00	0.00	422.20	0.00	113.53	0.00	0.00	535.73	29.76%
VAT Account										
515	VAT Paid	0.00	470.95	542.41	272.50	1,084.23	62.59	62.59	2,160.18	
Total Expenditure A/cs For Year		55,916.00	13,550.30	11,263.62	5,159.76	14,259.03	505.51	505.51	39,578.46	70.78%
Income		-55,916.00	28,165.30	27,707.48	563.64	913.84	168.00	168.00	56,954.62	101.86%
Balance expenditure-income		0.00	-14,615.00	-16,443.86	4,596.12	13,345.19	337.51	337.51	-17,376.16	