

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 9 MARCH 2015 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Peter Greig (Chairman)
Robert Booth
Margaret Hogg
Patricia Pardoe
Colin Penny
John Roberts

In Attendance: Caro Slaymaker (Parish Clerk)
County Cllr John Edney
District Cllr Michael Caswell
Mary Roberts representing CANS
Angela Gascoigne representing SHAL
Sharon Mayell representing Nether Stowey Recreation Ground
Hazel Oates representing Nether Stowey Pottery Club
One member of the public

Public Session

The Chairman welcomed everyone to the meeting. He said that there would be an opportunity for Mrs Oates and Mrs Mayell to speak about their grant applications to do so before that item on the agenda.

Mrs Webber complained that the approach to the Village Hall was extremely dark and that there was no signpost. Cllr Penny said that the location and cost of suitable lighting was a problem the Village Hall Committee had been unable to resolve.

No other issues were raised.

4593 Apologies

Apologies were received from Cllr Rich (unwell), Jeanes and Hogg (both working). The absences were **approved**. Cllr Pay had also sent apologies as she was at a meeting elsewhere.

4594 Declarations of Interest

There were none.

4595 Minutes of Meeting of 9 February 2015

The Minutes of the Parish Council meeting held on 9 February were **approved** as a true record and signed by the Chairman.

4596 County Council and District Council Liaison

Cllr Edney reported that Somerset County Council's budget had been approved and the necessary cuts had been made with no increase to the Council Tax rate.

Cllr Edney gave apologies in advance as he would be unable to attend the next meeting. Since this would be the last meeting before the election he wished to take the opportunity to record how much he had enjoyed working with the Chairman, who he knew would be standing down, and with the Parish Council as a whole and for their co-operation. It was nice to work with such an active Council and was pleased that some progress had been achieved with issues of local concern.

The Chairman thanked Cllr Edney for his kind words and confirmed that he would not be standing for re-election.

Cllr Caswell reported that Sedgemoor also now approved their budget for 2015/16. The District Council's finances are on a firm footing without savage cuts.

The Bridgwater Mercury had recently run some stories on Hinkley Point and Cllr Caswell wished to be clear that he had been significantly misquoted. To clarify:

- a) Fuel Element Debris (FED) and Intermediate Level Waste (ILW) will not be dissolved at Hinkley Point and there will thus be no discharge into the Bristol Channel. The industry-standard encapsulation method will be used;
- b) No FED from Oldbury will be brought to Hinkley. Only Hinkley Point's own waste will be processed there;
- c) ILW "pond skip milling" trials were due to end later this year and there would be no decision until the trials had been assessed. He and Cllr Pay were dealing with a couple of issues for local residents, but these were confidential.

4597 Harry Prowse Close

Angela Gascoigne reported on the latest developments relating to the property dispute at the Close. SHAL would continue with the letting of the last properties and all tenants would have new agreements when the matter was finally settled.

4598 Grants

Standing Orders were suspended to allow representatives of the organisations to speak and answer questions. Standing Orders were then resumed.

Nether Stowey Pottery Club: it was **agreed** to award a grant of £515 towards a new kiln.

Nether Stowey Recreation Ground: it was **agreed** to award a grant of £1,800. Councillors noted that only a few years ago the playing field was almost lost. The commitment and good work the Playing Field Committee do deserved whole-hearted support.

Cllr Roberts raised the issue that although provision was made for grants to local organisations, the Council received few applications – more should be done to encourage groups to apply.

4599 Planning

Application Ref: 36/15/0005
Address: 19 Five Lords
Proposal: Erection of single-storey rear extension

It was **agreed** to respond with "No Objection".

4600 Annual Parish Meeting/Annual Parish Council Meeting

The Clerk explained how the election timetable caused difficulties with the usual Parish Council meeting schedule. The Annual Parish Council Meeting (APCM) was scheduled for 11 May and the Annual Parish Meeting (APM) on 18 May. It was **agreed** to reverse the meetings with the APM on 11 May and the APCM on 18 May.

The format of the APM was discussed. In recent years very few people have attended. It was **agreed** to change the format of the event, providing refreshments and to use it as an opportunity for local organisations to promote themselves.

4601 Twinning Association

It was **agreed** to reconsider the appointment of a Parish Council representative after the election.

Cllr Edney and Cllr Caswell left the meeting at 8.30pm

4602 Friends of Nether Stowey Library

Cllr Pardoe said that she had been approached by FONSL to act as their Representative. She would be happy to it. It was **agreed** that she would accept the invitation.

4603 Financial Regulations

It was **agreed** to adopt the draft Financial Regulations presented at last month’s meeting. The Clerk would provide a finalised copy to all Councillors.

4604 Financial Management

- a) The Clerk presented the Budget Report to 6 March, a copy of which is appended to these minutes. The report was **accepted**.
- b) The proposed viring of the 2014/15 budget was **approved**.
- c) The bank reconciliation had been checked and signed by Cllr Penny. He confirmed that he was satisfied that it was in order.

4605 Expenditure

Expenditure incurred since the Parish Council meeting of 9 February:

Current Account				
Date	Payee Name	Cheque	Amount	Transaction Details
9 Feb	Gary Bickers	103486	1,410.00	Maintenance Nov 2014–Jan 2015
11 Feb	Purnells4print&design	103485	82.08	Receipt books
13 Feb	Sedgemoor DC	103488	21.00	TEN Application SDC Mayfair
13 Feb	Suzy Marsh (Angel Art)	103489	60.00	Booking Fee Mayfair
17 Feb	Mrs C Slaymaker	103487	250.00	Pre-paid debit card top up (see below)
18 Feb	1610	103490	100.00	Deposit for climbing wall Mayfair
19 Feb	Chanin & Thomas	103491	500.00	Office rent 4th quarter Jan–Mar 2015
19 Feb	Viking	103492	101.96	Stationery & trimmer
20 Feb	E Martin Computers	103493	10.00	Control Panel Access 1 year renewal
23 Feb	Parish Office Staff	103494-97	1,480.76	Payroll Feb 2015
24 Feb	Nether Stowey VH	103498	45.00	Hire of club room 12 + 27 Jan 2015
24 Feb	Purnells4print&design	103499	52.44	‘PAID’ stamp
3 Mar	EDF	DDR	50.00	Public Toilets electricity s/o
6 Mar	SALC	103500	80.00	Assistant Clerk training
	TOTAL		£4,243.24	

Pre-paid debit card			
Date	Payee Name	Amount (DR)	Transaction Details
9 Feb	Paints4trade.com	30.99	Marking paint For Palmers Path
13 Feb	Wilko	12.05	Cashbox, pens & cleaning materials
13 Feb	Post Office	1.50	Bank Charges
5 Mar	TalkTalk	180.36	Annual Line Rental
5 Mar	Post Office	.75	Bank charge
	Balance	225.65	Balance £132.11 on card, cash 54p owed to Clerk

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

4606 Highways

The Clerk reported that County Highways had proposed works to repair the culvert on the old A39 near the playing field. She had circulated the proposal on Saturday as it needed an urgent response. The Playing Field Committee had already confirmed their consent. It was **agreed** to give consent.

4607 Reports

SSG: Cllr Roberts had attended the last meeting. He had nothing to add to the report Cllr Caswell had already given.

Active Living: Cllr (Margaret) Hogg reported that they had had an excellent meeting with a talk and display given by Janet Philips on weaving.

Village Hall: There Cinema would show "Mr Turner" on 14 March. There would be a "Spring Market" on 28 March, which would include a visit by the Easter Bunny. The quiz on 7 March had raised about £300.

May Fair: Mrs Roberts said that they now had more than 60 stalls booked. They were doing a mailshot to try to recruit some volunteers as they had very few offers of help. The Wessex Historical Household group would be coming with a 1940s toy shop, hairdressing salon and police station.

4608 Clerk's Report

Defibrillator: The Clerk had spoken to a number of other Clerks of parishes in the area who had installed defibrillators. There was a variety of types used. None had suffered any vandalism or damage. Stogursey had decided not to have a defibrillator since they felt they were adequately covered by their co-responders. She had not yet been able to agree a time for an estimate for the electrical works. It was agreed that Mr Flay's advice should be sought before a final decision was made.

Clock Tower: the Clerk was still waiting for the contractor's estimate for the repairs to the rope lights and the work needed inside the tower. She had contacted him to remind him.

Greater Quantock Landscape Development Fund grant application: the draft application had been sent to Iain Porter who had kindly offered to look at it before formal submission.

Highways Small Improvements Scheme: there was no further news yet.

Elections: the Clerk had attended a training/workshop evening at Sedgemoor. An information pack had been provided to all Councillors, outlining the timetable and process. She had also received suggested publicity material at the end of last work and would be putting up as soon as possible.

4609 Forthcoming meetings and events

As agreed earlier in the meeting (see minute 4600)

Thurs 7 May	Election day	Cllrs have a full timetable separately		
Mon 11 May	Annual Parish Meeting	NS Village Hall	7pm	All Councillors

4610 Dates of Next Meetings

As agreed earlier in the meeting (see minute 4600)

Mon 13 April	Parish Council Meeting	NS Village Hall	7pm	All Councillors
Mon 18 May	Annual Parish Council Meeting	NS Village Hall	7pm	All Councillors

The meeting closed at 9.10 pm.

Monthly Budget Report to 6 March 2015

Account Code	Account	Balance at 1 April 2014	First quarter	Second quarter	Third quarter	Jan 2015	Feb 2015	Mar 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 year	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
Total all other Reserves (unchanged since 1 Apr)		14,606.34	0.00	0.00	0.00				0.00	0.00	14,607.34
Reserves Total		52,823.00	0.00	2,048.25	2,604.06	0.00	0.00	0.00	-100.00	4,552.31	48,270.69

Income

Account Code	Account	Original Budget 2014/15	First quarter	Second quarter	Third quarter	Jan 2015	Feb 2015	Mar 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	-77.43			-77.43	-77.43	
1006	Cemetery Income	-2,650.00	-547.00	-438.00	-426.00	-30.00	-60.00		-90.00	-1,501.00	56.64%
1008	May Fair 2014 Income	0.00	-1,272.57	-3.60	1,276.17		-50.00		-50.00	-50.00	**
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	-391.26	-6.70	-68.75	-48.00	-123.45	-1,192.26	136.26%
1013	May Fair 2015 Income	0.00	0.00	0.00	-428.00	-340.00	-298.00	-174.00	-812.00	-1,240.00	**
1016	Village Trail Booklet Income	0.00	-22.00	-10.00	-10.00				0.00	-42.00	see payments
1018	Quantock Cluster income	-390.00	-90.00	-120.00	-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	-913.84	-554.13	-476.75	-222.00	-1,252.88	-58,039.50	103.80%

Monthly Budget Report to 6 March 2015

Account Code	Account	Revised Budget 2014/15	First quarter	Second quarter	Third quarter	Jan 2015	Feb 2015	Mar 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Parish Office											
4101	Office Equipment	590.00	0.00	0.00	1,700.00		44.99		44.99	1,744.99	295.76%
4102	Parish Council Office Rent	2,025.00	500.00	500.00	501.78		503.95		503.95	2,005.73	80.23%
4103	Postage	120.00	53.00	13.97	53.00				0.00	119.97	99.98%
4104/a	Stationery	284.00	135.39	-20.51	8.82		160.18		160.18	283.88	129.04%
4104/b	Printing	1,415.00	565.86	168.31	388.16	260.59	32.24		292.83	1,415.16	91.01%
4105	Telephone & Internet	365.00	49.55	44.37	47.33	13.33	13.71	180.36	207.40	348.65	103.76%
4106	Website + IT costs	742.00	174.86	137.00	9.13	824.99	8.33		833.32	1,154.31	206.13%
4107	Books and publications	150.00	0.00	0.00	0.00		52.89		52.89	52.89	35.26%
TOTAL Expenditure Parish Office		5,691.00	1,478.66	843.14	2,708.22	1,098.91	816.29	180.36	2,095.56	7,125.58	118.15%
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				0.00	243.60	97.44%
4203	Salaries	22,650.00	5,443.17	5,425.36	5,575.56	1,203.46	1,451.81		2,655.27	19,099.36	84.32%
4204	Staff travel/expenses	120.00	14.08	0.00	53.28	7.76	-7.76		0.00	67.36	56.13%
4205	Staff Training	500.00	0.00	12.28	0.00			26.00	26.00	38.28	7.66%
TOTAL Staff Costs		23,520.00	5,457.25	5,437.64	5,872.44	1,211.22	1,444.05	26.00	2,681.27	19,448.60	82.69%
Administration & Finance											
4301	Audit Fees	600.00	295.00	300.00	0.00				0.00	595.00	99.17%
4302	Bank charges	20.00	0.00	0.00	9.94	2.25	1.50	0.75	4.50	14.44	**
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	10.00			10.00	10.00	2.86%
4305	Councillors' Training	350.00	25.00	0.00	40.00	15.00			15.00	80.00	22.86%
4307	Insurance	1,080.00	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	179.00				0.00	189.00	32.31%
4310	Venue Hire	360.00	90.00	45.00	67.50	22.50	45.00		67.50	270.00	75.00%
4312	Quantock Cluster expenditure	390.00	86.65	114.51	82.49	28.95	28.95		57.90	341.55	87.58%
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	-379.08	607.93	78.70	75.45	0.75	154.90	3,281.42	

Monthly Budget Report to 6 March 2015

Account Code	Account	Revised Budget 2014/15	First quarter	Second quarter	Third quarter	Jan 2015	Feb 2015	Mar 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
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	2,950.00	19.99	1,488.00	791.58	39.00	405.00		444.00	2,743.57	94.61%
4404	Pest Control	0.00	0.00	0.00	0.00				0.00	0.00	0.00%
	TOTAL Cemetery	3,090.00	156.58	1,488.00	791.58	39.00	405.00	0.00	444.00	2,880.16	
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	350.00			350.00	-542.50	see reserve
4504	Christmas Tree & Lights	80.00	0.00	0.00	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
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	2,243.40				0.00	2,248.40	see reserve
4513	May Fair 2015 expenditure	0.00	0.00	0.00	58.83		181.00		181.00	239.83	see reserve
	TOTAL Community Services	330.00	1,742.83	291.40	-527.50	450.00	181.00	0.00	631.00	2,137.73	
Village Maintenance											
4601	A39 Verge	765.00	0.00	322.50	375.00		75.00		75.00	772.50	100.98%
4602	CCTV	0.00	0.00	0.00	0.00				0.00	0.00	0.00%
4603/a	Clock Tower Maintenance	867.00	0.00	0.00	867.00				0.00	867.00	69.36%
4603/b	Clock Tower Electricity	413.00	73.50	116.00	118.33	11.89	81.33	8.00	101.22	409.05	**
4604	General Maintenance	390.00	0.00	240.00	60.00		30.00		30.00	330.00	84.62%
4605	Old Gaol + The Cross	394.00	0.00	95.50	164.49		60.00		60.00	319.99	81.22%
4606	Palmers Path	406.00	0.00	75.00	30.00		100.82		100.82	205.82	25.89%
4607	Public Seating	150.00	0.00	0.00	0.00				0.00	0.00	0.00%
4609	Dog Bins	920.00	360.10	278.72	280.26				0.00	919.08	78.22%
4611	Millennium Wood	0.00	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	105.00	0.00	0.00	15.00				0.00	15.00	14.29%
4614	War Memorial Maint	0.00	0.00	0.00	0.00				0.00	0.00	0.00%
4615	Mill Lane/Lime Street safety	1,010.00	0.00	0.00	0.00				0.00	0.00	54.38%
	TOTAL Village Maintenance	5,840.00	433.60	1,217.72	1,910.08	11.89	347.15	8.00	367.04	3,928.44	65.82%

Monthly Budget Report to 6 March 2015

Account Code	Account	Revised Budget 2014/15	First quarter	Second quarter	Third quarter	Jan 2015	Feb 2015	Mar 2015	Fourth quarter	Total spent to date	% Spent of Revised Budget
Castle Street Toilets											
4701	Castle St Toilets Cleaning	2,370.00	0.00	810.00	585.00		585.00		585.00	1,980.00	83.54%
4702	Castle St Toilets Power	715.00	131.77	144.19	138.64	142.01		50.00	192.01	606.61	83.10%
4703	Castle St Toilets Rates	0.00	0.00	0.00	0.00				0.00	0.00	**
4704	Castle St Toilets Repairs/Mtce	385.00	281.68	326.00	-311.00		30.00		30.00	326.68	81.67%
4705	Castle St Toilets Water/Swrge	900.00	449.31	0.00	451.01				0.00	900.32	100.04%
4706	Castle St Car Park maint	600.00	0.00	120.00	60.00		150.00		150.00	330.00	41.25%
4709	Castle St toilets/car park misc	50.00	50.00	0.00	0.00				0.00	50.00	100.00%
	TOTAL Castle Street Toilets	5,020.00	912.76	1,400.19	923.65	142.01	765.00	50.00	957.01	4,193.61	79.88%
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	357.50	67.94		425.44	1,715.31	95.30%
	TOTAL Grants	4,100.00	0.00	0.00	774.87	357.50	67.94	0.00	425.44	1,200.31	29.28%
Transfers to Reserves											
4851	Service Devolution Reserve	0.00	0.00	0.00	0.00				0.00	0.00	**
4852	General 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	100.00%
	TOTAL Transfers to Reserves	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%
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	113.53	0.00	0.00	0.00	0.00	535.73	29.76%
VAT Account											
515	VAT Paid	0.00	470.95	542.41	1,084.23	293.30	72.70		366.00	2,463.59	
Total Expenditure A/cs For Year		55,916.00	13,550.30	11,263.62	14,259.03	3,682.53	4,174.58	265.11	8,122.22	47,195.17	86.34%