

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 18 MAY 2015 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Peter Greig (Chairman until minute 4626)
John Roberts (Chairman from minute 4627)
Malcolm Hogg
Margaret Hogg
Andrew Jeanes
Patricia Pardoe
Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
District Cllr Julie Pay
Mary Roberts representing CANS
Ray Brooks representing the Village Hall
Mr Tony Edney

Public Session

Before starting the public session, the Chairman offered the Parish Council's condolences to Mrs Condon on the death of her husband. He also announced that Mr Bob Scoins would be giving up his role of looking after the Clock. The Parish Council thanked him – and Mrs Scoins for their many years of tending to the Clock's needs, and also for finding a successor, Mr Tony Edney. The Parish Council thanked Mr and Mrs Scoins - for their many years of tending to the Clock's needs, and Mr Edney for agreeing to take on the responsibility.

Mrs Roberts said that she had been to the Playing Field and was delighted to see about 30 children using the new play equipment . The Parish Council joined Mrs Roberts in congratulating the Committee for the enormous efforts they had made to raise funds and oversee the installation and in particular the work they had done with volunteers to prepare the site.

4624 Apologies

Apologies were received from Cllr Penny who had another engagement. His absence was approved. Apologies were also received from District Cllr Michael Caswell who was attending a meeting in Manchester. County Cllr John Edney hoped to attend the meeting but was attending another elsewhere and apologised if he did not make it.

4625 Declarations of Interest

Cllr Jeanes and Cllr Rich declared interests in the Playing Field.

4626 Election of Chairman

Cllr John Robert was elected Chairman for the year 2015/16 (proposed Cllr Margaret Hogg, seconded Cllr Jeanes) and signed the Declaration of Acceptance of Office. Cllr Roberts assumed Chairmanship of the meeting from this point and Cllr Greig joined other members of the public: he thanked Councillors for entrusting him with the Chairmanship and that he hoped that colleagues would let him know if he was doing anything they did not like.

4627 Election of Vice-Chairman

Cllr Malcolm Hogg was elected Vice-Chairman for the year 2015/16 (proposed Cllr Jeanes, seconded Cllr Pardoe).

4628 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 13 April were approved as a true record and signed by the Chairman (proposed Cllr Malcolm Hogg, seconded Cllr Rich).

4629 District Council Liaison

Cllr Pay reported that the first full Council meeting would be held on Wednesday 20 May and would decide appointments. She hoped to stay on the same committees. There were a lot of Councillor training sessions to attend – it was very thorough and a good thing to induct new Councillors. Sedgemoor also operated a “buddy system” and Cllr Pay was buddying a new member from Burnham.

4630 Budget

The Clerk presented the Budget Report to 15 May, a copy of which is appended to these minutes. The report was **noted**.

4631 Expenditure

Expenditure incurred since the Parish Council meeting of 13 April:

Date	Payee Name	Cheque	Amount	Transaction Details
13 Apr	Clerk	103518	£250.00	Debit card Replenishment
16 Apr	Norton	P-001	70.00	Renewal Norton Internet Security
17 Apr	Sedgemoor DC	103519	394.71	Playing Field bins Oct 14-Mar 15
21 Apr	Parish Office Staff	103520-23	1,794.31	Payroll April 2015
22 Apr	Wilkinsons	P-002	9.48 .75	Fluorescent tube & starter Transaction charge
22 Apr	B&Q	P-003	11.00 .75	Fluorescent tube Transaction charge
23 Apr	Zurich Municipal	103524	1,053.38	Parish Council Insurance 2015-16
28 Apr	Sedgemoor DC	Precept	418.08	Dog bins (from precept)
30 Apr	Clerk	103531	150.00	For cash, Used for: Molly Muddles (£90), Wessex Historical (£50), Laminating pouches (1p in cash)
2 May	GPR Traders	103525	435.00	Hire of stalls/gazebos May Fair 2015
2 May	Skin Tight Samba	103526	180.00	Entertainment at May Fair 2015
2 May	Puppetree	103528	280.00	Punch & Judy May Fair 2015
2 May	Angel Art	cash	140.00	Entertainment at May Fair 2015
2 May	Devon Corps Drums	103530	180.00	Entertainment at May Fair 2015
3 May	Edward Martin	DDR	28.34	Website Maintenance contract
3 May	EDF Energy	DDR	50.00	s/o Electricity Public Toilets
4 May	EDF Energy	DDR	7.00	s/o Clock Tower metered supply
6 May	SALC	103532	338.91	Affiliation Fees 2014-15
6 May	EDF Energy	103533	74.79	Clock Tower unmetered supply
10 May	Sedgemoor DC	DDR	70.00	Cemetery rates (second instalment)
11 May	Clarity Copiers	103534	137.35	Copy Charges
11 May	1610	103535	450.00	Climbing Wall (balance)
11 May	June Baker	103536	10.00	Refund of Pitch fee May Fair 2015
11 May	NS Village Hall	103537	22.50	Hire of club room 13 th April 2015
11 May	Sainsburys	P-006	58.13 .75	APM refreshments, stationery Transaction charge
	Total		£6,766.73	

The expenditure to 31 March and for 1-10 April was approved and (any) two of the authorised signatories were instructed to sign the relevant cheques (proposed Cllr Malcolm Hogg, seconded Cllr Jeanes).

4632 Bank Reconciliation

The bank reconciliation had been checked and signed by Cllr Roberts. He confirmed that he was satisfied that it was in order.

4633 Bank signatories

It was **agreed** to add Cllr Roberts and Cllr Penny to the list of authorised bank signatories and Cllr Greig would be removed. In addition to the usual restrictions laid out in the Parish Council's Instructions for Cheque Signatories, Cllr Roberts undertook that he would not sign cheques relating to May Fair expenditure.

4634 Audit and Annual Return

- a) The Internal Auditor's report was **noted**.
- b) A copy of the Annual Accounts Report and the Annual Return had been circulated. The Accounts were now available for public scrutiny until 12 June and the reports would shortly be posted on the website. It was **agreed** that the Annual Return and Governance Statement could be signed by the Chairman.

Cllr Pay left the meeting at 7.55pm.

4635 Village Hall Grant

The Village Hall's application had been previously circulated. Mr Brookes explained that the Grant would be used to purchase further equipment to improve the Village Hall cinema, he then answered questions from Councillors. It was **agreed** to award a grant of £1,800 (proposed Cllr Malcolm Hogg, seconded Cllr Rich).

4636 Parish Council Meetings

The proposed dates of meetings for 2015/16 were **approved**. A copy of the list is appended to these minutes.

4637 Appointment of Committees and Working Groups

It was noted that the Parish Council had two vacancies to fill by co-option, and that space should be left for new Members to fill. Membership was **agreed** as follows:

Committees

Cemetery	Margaret Hogg, Pat Pardoe Ex officio: Chairman, Vice-Chairman
Finance & Audit	Margaret Hogg, Colin Penny, two vacancies* Ex officio: Chairman, Vice-Chairman
Personnel	Cllrs Margaret Hogg, Andrew Jeanes, Barbara Rich, one vacancy Ex officio: Vice-Chairman
Personnel (Appeals)	Cllrs Pat Pardoe, Colin Penny, one vacancy Ex officio: Chairman
Planning	All Councillors

Working Groups

CANS	Cllrs Margaret Hogg (as Deputy Chairman), Barbara Rich
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Village Maintenance Cllrs Margaret Hogg, Andrew Jeanes, Colin Penny, Barbara Rich
Ex officio: Chairman, Vice-Chairman

It was **agreed** to dissolve the Financial Regulations Group which had completed its task and the Major Projects Working Group which was no longer needed. The Parish Plan Working Group would be revived at a later date.

4638 Appointment of Representatives to Outside Bodies

- i) Village Hall (*as trustee*) – Cllr Pat Pardoe
- ii) Nether Stowey Recreation Ground (*as trustee*) – Cllr Andrew Jeanes
- iii) Quantock Hills JAC (*as Observer*) – Cllr Pat Pardoe
- iv) Hinkley Point Site Stakeholder Group (*and associated bodies*) – Cllrs Malcolm Hogg and John Roberts
- v) Quantock Active Living – Cllrs Margaret Hogg and Pat Pardoe
- vi) Friends of Nether Stowey Library – Cllr Pat Pardoe
- vii) Nether Stowey Twinning Association – vacant
- viii) Parish Footpaths Liaison Officer – Mr Colin Falla

It was hoped that a new Member would be able to act as Representative to the Twinning Association.

4639 Highways

The Clerk reported that loose kerbstones in Castle Street had been repaired. It was noted that the resurfacing of Stogursey Lane had still not been carried out owing to the number of other works (Wessex Water, BT *et al*) and the Clerk was instructed to contact SHAL to confirm when it would be done.

4640 Reports

Community Forum: The Chairman had attended the meeting on 14 May. He reported that there had been a discussion about the Sandford Hill roundabout. The roundabout had still not been adopted by the County Council and there was a dispute over specifications. There had been a good presentation about the new Cannington bypass. EDF were now in “care and maintenance” mode. There was no funding for anything except finishing the Cannington bypass and the Taunton Road junction until the final investment decision had been taken. The CIM fund continued however, and they would consider co-funding schemes, eg with the County Council. The AONB gave a presentation on the Landscape Development Fund.

Transport Forum: Cllr Malcolm Hogg had attended the meeting on 30 April. The ground covered was much as above, and though there had been some briefing about another dispute between EDF and Highways.

Active Living: Cllr Margaret Hogg reported that they had had an excellent meeting with a talk about Quantock Rangers by Rebecca West.

Village Hall: Cllr Pardoe had been unable to attend the last meeting but Mr Brooks said that the new committee had been elected and the budget had been approved.

Playing Field: There would be a clean-up day on 6 June and the hut would be repainted. The play area was up and running as mentioned earlier, but there was still some work to be done on the surrounding area and the mound of soil needed to be decided about. Dogs continue to be a problem, particularly the farm dogs.

FONSL: Cllr Pardoe reported that they had a successful fund raising event with a talk by Nicholas Anderson, former BBC3 producer.

4641 Clerk's Report

The new notice board would be installed on Wednesday 20 May.

4642 Forthcoming meetings and events

The Parish Office would be closed on Monday 25 May for the Bank Holiday.

Sat 30 May	Unveiling of Thomas Poole Panel	Nether Stowey Library	7pm-9pm	All welcome
Mon 8 June	Parish Council meeting	Nether Stowey VH	7pm	All Councillors
Thurs 18 June	Transport Forum <i>Provisional</i>	Puriton VH		MH/JR
Tues 30 June	Quantock Cluster meeting	Over Stowey VH	6.45pm	CS, other Cllrs as available

4643 Date of Next Meeting

The next meeting would be held on Monday 8 June at 7pm at the Village Hall.

4644 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.

4645 Staff matters

After discussion, it was **agreed** to extend Mrs Webber's probationary period for a further month. The Clerk was instructed inform Mrs Webber in writing with details as discussed.

The meeting closed at 8.30 pm.

Monthly Budget Report to 15 May 2015

Account Code	Account	Original Budget	April 2015	May 2015	First quarter	Second quarter	Third quarter	Fourth quarter	Total spent to date	Balance Remaining
310	General Reserve**	20,604.24		338.91	338.91	0.00	0.00	0.00	338.91	20,265.33
Total all other Reserves (unchanged since 1 Apr)		32,597.59			0.00	0.00	0.00	0.00	0.00	32,597.59
Reserves Total		53,201.83	0.00	338.91	338.91	0.00	0.00	0.00	338.91	52,862.92

Account Code	Account	Original Budget	April 2015	May 2015	First quarter	Second quarter	Third quarter	Fourth quarter	Total spent to date	% Spent of Budget
Income										
1003	Council Tax Grant	-4,953.00	-2,476.50		-2,476.50	0.00	0.00	0.00	-2,476.50	50.00%
1004	Bank Interest	-20.00			0.00	0.00	0.00	0.00	0.00	0.00%
1006	Cemetery Income	-2,100.00			0.00	0.00	0.00	0.00	0.00	0.00%
1012	Printing & Copying receipts	-1,000.00	-68.75	-13.76	-82.51	0.00	0.00	0.00	-82.51	8.25%
1013	May Fair 2015 Income	0.00	-222.00	-729.56	-951.56	0.00	0.00	0.00	-951.56	**
1011	Precept	-46,996.00	-23,498.00		-23,498.00	0.00	0.00	0.00	-23,498.00	
Subtotal Income For Year		-55,069.00	-26,265.25	-743.32	-27,008.57	0.00	0.00	0.00	-27,008.57	49.04%

Expenditure**Expenditure Parish Office**

4102	Parish Council Office Rent	2,100.00	17.07		17.07	0.00	0.00	0.00	17.07	0.81%
4104	Stationery	190.00		6.98	6.98	0.00	0.00	0.00	6.98	3.67%
4105	Telephone & Internet	330.00	26.80	0.00	26.80	0.00	0.00	0.00	26.80	8.12%
4106	Website + IT costs	410.00	93.62	23.62	117.24	0.00	0.00	0.00	117.24	28.60%
4108	Printing	1,200.00		114.46	114.46	0.00	0.00	0.00	114.46	9.54%
TOTAL Expenditure Parish Office		4,425.00	137.49	145.06	282.55	0.00	0.00	0.00	282.55	6.39%

Staff Costs

4201	Salaries	24,300.00	1,744.40		1,744.40	0.00	0.00	0.00	1,744.40	7.18%
4204	Staff travel and subsistence costs	0.00	21.60		21.60	0.00	0.00	0.00	21.60	**
TOTAL Staff Costs		24,707.00	1,766.00	0.00	1,766.00	0.00	0.00	0.00	1,766.00	7.15%

Monthly Budget Report to 15 May 2015

Account Code	Account	Original Budget	April 2015	May 2015	First quarter	Second quarter	Third quarter	Fourth quarter	Total spent to date	% Spent of Budget
Administration & Finance										
4302	Bank charges	25.00	1.50	0.75	2.25	0.00	0.00	0.00	2.25	9.00%
4304	Councillors' Expenses	340.00		51.15	51.15	0.00	0.00	0.00	51.15	15.04%
4307	Insurance	1,250.00	1,053.38		1,053.38	0.00	0.00	0.00	1,053.38	84.27%
4310	Village Hall Hire	360.00		22.50	22.50	0.00	0.00	0.00	22.50	6.25%
4312	Quantock Cluster expenditure	0.00	28.31		28.31	0.00	0.00	0.00	28.31	**
TOTAL Administration & Finance		4,710.00	1,083.19	74.40	1,157.59	0.00	0.00	0.00	1,157.59	
Cemetery										
4402	Cemetery Rates	140.00	69.20	70.00	139.20	0.00	0.00	0.00	139.20	99.43%
TOTAL Cemetery		3,135.00	69.20	70.00	139.20	0.00	0.00	0.00	139.20	
CANS										
4513	May Fair 2015 expenditure	0.00		1,816.49	1,816.49	0.00	0.00	0.00	1,816.49	n/a
TOTAL CANS		60.00	0.00	1,816.49	1,816.49	0.00	0.00	0.00	1,816.49	
Village Maintenance										
4603	Clock Tower Electricity	480.00	7.00	78.23	85.23	0.00	0.00	0.00	85.23	17.76%
4609	Dog Bins	1,165.00	677.32		677.32	0.00	0.00	0.00	677.32	58.14%
TOTAL Village Maintenance		4,909.50	684.32	78.23	762.55	0.00	0.00	0.00	762.55	15.53%
Castle Street Toilets										
4702	Castle St Toilets Electricity	770.00		50.00	50.00	0.00	0.00	0.00	50.00	6.49%
4703	Castle St Car Park/Toilets Rates	580.00	588.00		588.00	0.00	0.00	0.00	588.00	101.38%
TOTAL Castle Street Toilets		5,160.00	588.00	50.00	638.00	0.00	0.00	0.00	638.00	12.36%
VAT Account										
515	VAT Paid	0.00	148.96	31.17	180.13		0.00	0.00	180.13	
Total Expenditure A/cs For Year		59,570.19	4,477.16	2,265.35	6,742.51	0.00	0.00	0.00	6,742.51	11.32%
Income		-55,069.00	26,265.25	743.32	27,008.57	0.00	0.00	0.00	27,008.57	49.04%
Balance expenditure-income		4,501.19	-21,788.09	1,522.03	-20,266.06	0.00	0.00	0.00	-20,266.06	