

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 14 DECEMBER 2015 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
 Malcolm Hogg
 Margaret Hogg
 Andrew Jeanes
 Patricia Pardoe
 Colin Penny
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 County Cllr John Edney
 District Cllr Michael Caswell
 Three members of the public

Public Session

No issues were raised. The Chairman (on behalf of the Parish Council) wished to record a vote of thanks to Dave Hall for arranging a splendid Christmas tree, and to Dave, Nick Rich, Tom Woodhouse and Chris Flay for giving up their Sunday morning to put up the tree and lights.

4724 Apologies

Apologies were received from District Cllr Pay.

4725 Declarations of Interest

Cllrs Penny and Rich declared interests in the Playing Field.

4726 Co-option of Parish Councillors

Kevin Ferriday and Malcolm Reid were unanimously co-opted as Parish Councillors. They signed their Declarations of Acceptance of Office and joined the meeting.

4727 Minutes of Previous Meeting

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

4728 Minutes of Committee Meeting

The Minutes of the Planning Committee meeting held on 2 December were noted. The minutes of the Finance & Audit Committee meeting held on 11 December were not yet available.

4729 District Council Liaison

Cllr Edney reported that Government cuts would affect the County Council. They were currently working on the budget for 2016/17.

Cllr Caswell reported that the Planning Enforcement Policy was expected to be ratified at the Council meeting on Wednesday 16 December.

4730 Planning

Application Ref: 36/15/00019

Address: Coleridge Cottage, Lime Street, Nether Stowey

Proposal: Erection of sign to the side (NW) elevation, directing visitors to car parking

It was agreed to support the application which it was hoped would help with the parking problems in Lime Street.

4731 Lime Street/Mill Lane Safety Project

The Chairman reported on the meeting he had attended at County Hall with Cllr Malcolm Hogg and the Clerk at County Hall. The Clerk had circulated the minutes of the meeting. The purpose of the meeting had been to discuss the detail of the proposal which the Council had considered at the previous meeting. It had to be accepted that a virtual footpath was the only viable option. Given this, the Project team listened to the concerns the Parish Council had raised and would consider the suggestions offered. These included:

- the best possible variation of a virtual footway to maximise pedestrian safety;
- improved lighting;
- the return of the bank to grass only (which it was agreed the Parish would maintain), and
- the possibility of bollards further down Lime Street to prevent further incidents of driving along the pavement (as requested by residents).

The Project team would cost the revisions and consult further after Christmas.

PCSO Long joined the meeting at 7.30pm

4732 Falcon Housing

In response to a letter from Falcon Housing (circulated to members) Councillor Roberts read a statement, a copy of which is appended to these minutes. Members discussed the letter and Cllr Roberts's statement. Cllr Caswell sought clarification on certain details.

4733 PCSO's report

The PCSO reported that there had been eight burglaries in Cannington and an arrest had been made. A person had also been arrested in connection with a number of burglaries at local schools. PCSO Long would attend the village on Boxing Day to coincide with the Hunt's departure.

4734 Sedgemoor Local Plan

The Clerk had circulated a first draft. It was agreed to meet in January to confirm a response and Councillors would study the initial draft and the points raised.

Cllrs Edney and Caswell left the meeting at 8.05pm

4735 Financial Matters

The Clerk presented the Budget Report to 11 December, a copy of which is appended to these minutes. The report was **noted**.

4736 Expenditure

Expenditure incurred since the Parish Council meeting of 9 November:

Date	Payee Name	Cheque	Amount	Transaction Details
9 Nov	Suzy Marsh	103602	60.00	Angel Art deposit (May Fair)
9 Nov	K Sparks Gardening	103603	52.00	Weeding/cleaning of the Cross
9 Nov	Clarity Copiers	103604	274.97	Meter Copy charges
11 Nov	SALC	103605	55.00	The Essential Clerk Training
16 Nov	Chanin & Thomas	103606	500.00	Quarterly office rent
17 Nov	D Robinson	103607	720.00	Tree work at the Library car park
17 Nov	Wessex Water	103608	211.33	Public Conveniences, Castle Street
19 Nov	K Sparks Gardening	103609	149.50	Work at car park (brambles, weeds etc)
23 Nov	Sedgemoor DC	103610	97.66	Cemetery bin April-Oct 2015
23 Nov	Staples	P-016	44.76	Stationery
23 Nov	Nov Payroll	103611-14	1,853.87	Staff November Payroll

26 Nov	SLCC	103615	149.00	SLCC Membership
2 Dec	ATG Planning	103616	156.40	Neighbourhood Plan meeting/leaflet
4 Dec	NS Village Hall	103617	22.50	Hire of Village Hall for 9 th Nov 2015
9 Dec	Talk Talk	DD	15.00	Phone bill Nov/Dec
9 Dec	GWB Services	103618	1,221.50	Village maintenance Sept/Oct
9 Dec	Halls Garden Centre	P-017	23.04	Transformer, Christmas lights
10 Dec	Blachère Illumination	103619	138.43	Transformers, Christmas lights
10 Dec	Littles Grocers	103620	50.00	Christmas Tree
10 Dec	EDF Energy	DD	8.00	Clock Tower electricity DD Dec
10 Dec	EDF Energy	DD	19.00	Public Toilets electricity DD Dec
10 Dec	B&Q	P-018	16.92	Extension lead
	Total		£5,838.88	

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

4737 Bank Reconciliation

Cllr Rich had carried out the bank reconciliation and accounts check. She confirmed that she was satisfied all was in order.

4738 Purchase of stapler unit

It was **agreed** to purchase a finishing unit for the printer (proposed Cllr Rich, seconded Cllr Jeanes).

4739 Litter bin

It was **agreed** to fund the emptying service for an additional litter bin at the Playing Field (proposed Cllr Hogg, seconded Cllr Jeanes). The Playing Field committee would be responsible for the installation cost.

4740 Highways

Cllr Hogg asked that the Clerk contact the resident of Poole Close whose hedge is encroaching on the footpath to Audley Close. The blocked drain at the A39/St Mary Street junction had been reported. The hedge near the Strington turning was blocking visibility and had, apparently caused an accident. There was concern about the speed of vehicles on Mill Lane near Mount Road: the Clerk would contact Highways to ask if a SID could be installed.

4741 Reports

Chairman: The Chairman had attended a meeting about the "Walkers are Welcome" presented by Vicki Banham (Sedgemoor DC Tourism Officer) which had been instigated by a number of local businesses. The 'Walkers are Welcome' organisation encourages villages to attract walkers by promoting local walks and attractions, offer more "walker-friendly" facilities more welcome etc. There would be benefit to businesses in the Parish by encouraging more visitors. There had been a discussion about the various efforts already being made and about improving information available, particularly concerning the Coleridge Way.

Playing Field: Cllr Penny had been unable to attend the last meeting.

Village Hall: Cllr Pardoe reported that The Village Hall had had a successful Christmas Market and the pantomime had gone well. FONSL had had a successful book sale at the Library. The Twinning Association had had a good meeting.

Neighbourhood Plan: Cllr Hogg reported that the Group had had an informal inaugural meeting on 5 December. There had been quite a few people interested, though not all had been able to attend the

first meeting. A further meeting would be arranged in January for Ms Goddard to meet the group and explain in technical detail what was involved and where to start.

4742 Correspondence

The Clerk had circulated an e-mail from Esther Carter, at the Affordable Housing Unit, SedgemoorDC. It was **agreed** to send the response drafted by the Clerk which had also been circulated.

4743 Forthcoming meetings and events and next meeting

19 Jan **Deadline for local Plan Review**

4744 Next Parish Council Meeting

Next Meeting

Thurs 7 Jan	Finance & Audit Committee	Parish Office	11 am	F&A Committee
Mon 11 Jan	Parish Council Meeting	NS Village Hall	7 pm	All Councillors

4744 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.

4745 Staff matters

It was agreed to confirm Mrs Catchpole's appointment at the end of her probationary period. It was also agreed to fund the additional training course considered necessary.

It was agreed to increase the Clerk's hours to 25 per week.

The meeting closed at 9.05 pm.

Minute 4732

STATEMENT FROM CLLR J ROBERTS CONCERNING THE HOMES AT HIGHBEER CLOSE.

As my colleagues are aware, in March I was contacted by a parishioner concerning problems at her home at Highbeer Close – she said that these had been reported to Falcon, but nothing had been done to improve the situation. It was explained to me that other houses had similar problems. To get a better picture, I wrote to all the tenants at the Close and asked if I could call on them. I did not “cold-call”, I visited houses by arrangement with those occupants who replied to my letter.

At the end of the round of visits I sought the advice of the Affordable Housing Unit (AFU) at Sedgemoor District Council and they offered to speak to Falcon. Having received no further response from the AFU, I pursued this in August and September.

I understand Falcon Housing have now sent maintenance staff to look at the houses. The tenants themselves have been unwilling to substantiate their complaints and concerns to Falcon’s representatives, though I saw clear evidence of the problems at the time.

The tenants I visited all asked me not to identify them as individuals and I accepted this. I could now only address the issues raised by Falcon in any detail by breaking the promise I made. I am not prepared to do so.

I have acted in good faith throughout in representing the problems (which I clearly saw) of members of our community to Falcon. I will now advise the tenants that, if they are not prepared to repeat their complaints to Falcon there is nothing more the Parish Council can do to assist them.

I am grateful that Falcon has investigated the complaint. I acknowledge that, if the tenants do not make complaints to Falcon, there is nothing the Association can do to address the issues they have. I acted, as I said, in good faith on the basis of the information I was given and regret that this may have given a false impression of Falcon’s response to their tenants.

**Nether Stowey Parish Council
Monthly Budget Report at 11 December 2015**

Account Code	Account	Balance at 31 Mar 2015	Total Opening Budget 2015/16	First quarter	Second quarter	Oct 2015	Nov 2015	Dec 2015	Third quarter	Fourth quarter	Total spent to date	% Spent of Current Budget
310	General Reserve**	20,604.24	20,604.24	0.00	0.00				0.00	0.00	0.00	0.00%
321	Elections Reserve	1,232.00	1,232.00	100.00	0.00				0.00	0.00	100.00	8.12%
326	May Fair from prev year	2,268.34	2,268.34	0.00	0.00	1,390.62			1,390.62	0.00	1,390.62	61.31%
	Reserves Total	53,201.83	53,201.83	100.00	0.00	1,390.62	0.00	0.00	1,390.62	0.00	1,490.62	51,711.21
	Total other Reserves unchanged		28,076.06									
Income												
1003	Council Tax Grant	- 4,841.00	- 4,953.00	- 2,476.50	- 2,476.50				0.00	0.00	- 4,953.00	100.00%
1006	Cemetery Income	- 1,501.00	- 2,100.00	0.00	- 797.00	- 83.00	- 207.00	- 177.00	- 467.00	0.00	- 1,264.00	60.19%
1009	Miscellaneous Grants	0.00	0.00	0.00	- 18,957.00				0.00	0.00	- 18,957.00	**
1012	Printing & Copying receipts	- 1,330.18	- 1,000.00	- 420.16	- 66.97	- 53.13	- 29.36	- 117.03	- 199.52	0.00	- 686.65	68.67%
1013	May Fair 2015 Income	0.00	0.00	- 1,145.56	0.00	1,145.56			1,145.56	0.00	0.00	**
1014	May Fair 2016 Income	0.00	0.00	0.00	0.00	- 240.00	- 84.00	- 30.00	- 354.00	0.00	- 354.00	**
1016	Village Trail Booklet Income	- 42.00	0.00	- 10.00	0.00				0.00	0.00	- 10.00	see payments
1017	War Memorial Project	0.00	0.00	- 60.00	0.00				0.00	0.00	- 60.00	see payments
115	VAT Refunds	- 1,445.81	0.00	0.00	- 1,799.48		- 5,495.96		- 5,495.96	0.00	- 7,295.44	**
	Subtotal Income For Year	- 9,727.42	- 8,073.00	- 4,112.22	- 24,096.95	769.43	- 5,816.32	- 324.03	- 5,370.92	0.00	- 33,580.09	415.96%
1011	Precept	- 47,160.00	- 46,996.00	- 23,498.00	- 23,498.00				0.00	0.00	- 46,996.00	
	Subtotal Income For Year	- 56,887.42	- 55,069.00	- 27,610.22	- 47,594.95	769.43	- 5,816.32	- 324.03	- 5,370.92	0.00	- 80,576.09	146.32%

Nether Stowey Parish Council
Monthly Budget Report at 11 December 2015

Account Code	Account	Balance at 31 Mar 2015	Total Opening Budget 2015/16	First quarter	Second quarter	Oct 2015	Nov 2015	Dec 2015	Third quarter	Fourth quarter	Total spent to date	% Spent of Current Budget
Expenditure												
Expenditure Parish Office												
4101	Office Equipment	591.66	0.00	0.00	0.00			16.17	16.17	0.00	16.17	**
4102	Parish Council Office Rent	2,009.56	2,100.00	517.07	502.49		502.31	0.55	502.86	0.00	1,522.42	72.50%
4103	Postage	100.89	130.00	0.00	0.00				0.00	0.00	0.00	0.00%
4104	Stationery	332.16	190.00	6.98	18.54	20.98	38.36		59.34	0.00	84.86	44.66%
4105	Telephone & Internet	348.65	330.00	41.29	42.98	15.40	11.64	12.50	39.54	0.00	123.81	37.52%
4106	Website + IT costs	677.43	410.00	140.86	209.86	23.62	47.24		70.86	0.00	421.58	102.82%
4107	Books and publications	149.80	65.00	0.00	0.00				0.00	0.00	0.00	0.00%
4108	Printing	1,415.16	1,200.00	114.46	142.19	16.00	229.14		245.14	0.00	501.79	41.82%
4109	Office Move	0.00	0.00	0.00	0.00				0.00	0.00	0.00	**
TOTAL Expenditure Parish Office		5,625.31	4,425.00	820.66	916.06	76.00	828.69	29.22	933.91	0.00	2,670.63	60.35%
Staff Costs												
4201	Salaries	22,644.78	24,300.00	5,319.03	4,362.18	1,854.58	1,853.87		3,708.45	0.00	13,389.66	55.10%
4202	Recruitment	249.60	0.00	0.00	40.00				0.00	0.00	40.00	**
4203	Not used	0.00	0.00	0.00	0.00				0.00	0.00	0.00	**
4204	Staff travel and subsistence costs	124.71	0.00	57.77	0.00	62.91			62.91	0.00	120.68	**
4205	Staff Training	499.28	407.00	0.00	0.00		55.00		55.00	0.00	55.00	13.51%
TOTAL Staff Costs		23,518.37	24,707.00	5,376.80	4,402.18	1,917.49	1,908.87	0.00	3,826.36	0.00	13,605.34	55.07%
Administration & Finance												
4301	Audit Fees	595.00	600.00	295.00	300.00				0.00	0.00	595.00	99.17%
4302	Bank charges	15.94	25.00	5.25	0.75	1.50	0.75	1.50	3.75	0.00	9.75	39.00%
4303	Chairman's Honorarium	250.00	250.00	250.00	0.00				0.00	0.00	250.00	100.00%
4304	Councillors' Expenses	350.54	340.00	270.14	0.00				0.00	0.00	270.14	79.45%
4305	Councillors' Training	350.00	620.00	0.00	0.00				0.00	0.00	0.00	0.00%
4306	Elections	0.00	300.00	100.00	0.00				0.00	0.00	100.00	33.33%
4307	Insurance	1,046.43	1,250.00	1,053.38	0.00				0.00	0.00	1,053.38	84.27%
4308	Statutory Fees	35.00	35.00	0.00	0.00	35.00			35.00	0.00	35.00	100.00%
4309	Subscriptions	549.00	575.00	338.91	0.00		149.00		149.00	0.00	487.91	84.85%
4310	Village Hall Hire	315.00	360.00	67.50	45.00	22.50	22.50	22.50	67.50	0.00	180.00	50.00%
4311	Wayleaves	0.00	5.00	0.00	0.00				0.00	0.00	0.00	0.00%
4312	Quantock Cluster expenditure	390.00	0.00	84.93	0.00				0.00	0.00	84.93	**
4313	Legal Fees	450.00	0.00	0.00	0.00				0.00	0.00	0.00	**
TOTAL Administration & Finance		4,346.91	4,360.00	2,465.11	345.75	59.00	172.25	24.00	255.25	0.00	3,066.11	70.32%

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Cemetery												
4402	Cemetery Rates	136.59	140.00	139.20	0.00				0.00	0.00	139.20	99.43%
4403	Maintenance	3,094.95	2,995.00	558.00	465.00	25.00	654.88	418.50	1,098.38	0.00	2,121.38	70.83%
	TOTAL Cemetery	3,231.54	3,135.00	697.20	465.00	25.00	654.88	418.50	1,098.38	0.00	2,260.58	72.11%
Community Services												
4502	Allotment	100.00	0.00	0.00	0.00				0.00	0.00	0.00	see receipts
4504	Christmas Tree & Lights	50.00	60.00	0.00	0.00			183.93	183.93	0.00	183.93	306.55%
4508	Parish Plan	0.00	0.00	0.00	31.40			156.40	156.40	0.00	187.80	see EMR 324
4510	Village Trail Booklet	42.00	0.00	0.00	0.00				0.00	0.00	0.00	see receipts
	TOTAL Community Services	442.00	310.00	0.00	31.40	0.00	0.00	340.33	340.33	0.00	371.73	119.91%
CANS												
4503	CANS	0.00	60.00	2,469.75	0.00				0.00	0.00	2,469.75	see reserve
4505	May Fair 2016 expenditure	0.00	0.00	0.00	0.00	54.75	60.00		114.75	0.00	114.75	see income
4513	May Fair 2015 expenditure	0.00	0.00	2,216.18	320.00	- 2,536.18			- 2,536.18	0.00	0.00	see reserve
4511	War Memorial Project expenditure	0.00	0.00	0.00	0.00				0.00	0.00	0.00	see reserve
	TOTAL CANS	0.00	60.00	4,685.93	320.00	- 2,481.43	60.00	0.00	- 2,421.43	0.00	2,584.50	
Village Maintenance												
4601	A39 Verge	772.50	509.50	170.50	77.50		108.50	124.00	232.50	0.00	480.50	94.31%
4602	Clock Tower Maintenance	867.00	300.00	0.00	849.50				0.00	0.00	849.50	283.17%
4603	Clock Tower Electricity	404.98	480.00	91.21	96.13	8.00	8.00	8.00	24.00	0.00	211.34	44.03%
4604	General Maintenance	465.00	420.00	93.00	31.00		62.00	31.00	93.00	0.00	217.00	51.67%
4605	Old Gaol + The Cross	425.99	235.00	46.50	0.00		52.00		52.00	0.00	98.50	41.91%
4606	Palmers Path	325.82	600.00	46.50	15.50		77.50	62.00	139.50	0.00	201.50	33.58%
4609	Dog Bins	919.08	1,165.00	677.32	348.40				0.00	0.00	1,025.72	88.04%
4613	Mill Lane/Lime Street maint	90.00	0.00	0.00	0.00		46.50		46.50	0.00	46.50	**
	TOTAL Village Maintenance	5,870.37	4,909.50	1,125.03	1,418.03	8.00	354.50	225.00	587.50	0.00	3,130.56	63.77%

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Castle Street Toilets												
4701	Castle St Toilets Cleaning	2,370.00	2,460.00	424.39	200.00		400.00	400.00	800.00	0.00	1,424.39	57.90%
4702	Castle St Toilets Electricity	763.79	770.00	100.00	82.64	19.00	19.00	19.00	57.00	0.00	239.64	31.12%
4703	Castle St Car Park/Toilets Rates	0.00	580.00	588.00	0.00				0.00	0.00	588.00	101.38%
4704	Castle St Toilets Repairs/Maint	326.68	200.00	0.00	773.98			15.50	15.50	0.00	789.48	394.74%
4705	Castle St Toilets Water/Sewerage	900.32	950.00	223.37	0.00		211.33		211.33	0.00	434.70	45.76%
4706	Castle St Car Park maint	330.00	200.00	0.00	0.00		947.00	170.50	1,117.50	0.00	1,117.50	558.75%
TOTAL Castle Street Toilets		4,740.79	5,160.00	1,335.76	1,056.62	19.00	1,577.33	605.00	2,201.33	0.00	4,593.71	89.03%
Grants												
4801	Miscellaneous Grants	500.00	485.00	266.40	0.00				0.00	0.00	523.90	108.02%
4801	Misc Grants from Prev Years' budget										500.00	
4803	Playing Field	1,800.00	1,800.00	0.00	0.00				0.00	0.00	0.00	0.00%
4803	Playing Field from Reserve/RLT funds received			0.00	22,957.00				0.00	0.00	22,957.00	
4804	Transport	0.00	0.00	0.00	0.00				0.00	0.00	0.00	**
4805	Village Hall Maint Grant	1,800.00	1,884.69	1,537.43	0.00				0.00	0.00	1,537.43	81.57%
TOTAL Grants		4,100.00	4,169.69	2,303.83	23,214.50	0.00	0.00	0.00	0.00	0.00	25,518.33	612.00%
Transfers to Reserves												
TOTAL Transfers to Reserves		694.71	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Capital Expenditure												
TOTAL Capital Expenditure		1,799.73	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
VAT Account												
515	VAT Paid	2,517.69	0.00	1,111.78	4,380.72	19.92	76.70	29.29	125.91	0.00	5,618.41	
Unallocated Balance of Budget			1,144.00									
				Increased allocation to Misc Grants 4801 £39								
Total Expenditure A/cs For Year		56,887.42	59,280.19	19,922.10	36,550.26	- 357.02	5,633.22	1,671.34	6,947.54	0.00	63,419.90	109.09%
Income		- 56,887.42	- 55,069.00	27,610.22	47,594.95	- 769.43	5,816.32	324.03	5,370.92	0.00	80,576.09	146.32%
Balance expenditure-income		0.00	4,211.19	- 7,688.12	- 11,044.69	412.41	- 183.10	1,347.31	1,576.62	0.00	- 17,156.19	