

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 8 FEBRUARY 2016 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Colin Penny (Chairman)
 Margaret Hogg
 Patricia Pardoe
 Malcolm Reid
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 County Cllr John Edney
 District Cllr Julie Pay
 One member of the public

Public Session

Mrs Roberts raised the issue of safety on Mill Lane. Her daughter with a small child and baby in a pushchair had been forced to walk in the middle of the road due to cars parked all along the road. The cars had prevented access to the small footway near Coleridge Road. It was believed the cars mainly belonged to parents taking their children to school. She had not wished to use the entrance via Lime Street as there was a torrent of water flowing along the side and the trees were hazardous in the strong winds. Mrs Roberts's daughter had left a message of complaint on the school's answering machine but had received no reply. She had not contacted the police. The Council sympathised with her unpleasant experience, but pointed out that neither the Parish Council nor the School could control where parents parked. Parking was a civil matter

In the absence of Cllrs Roberts and Hogg, Cllr Penny was elected Chairman for the meeting.

4761 Apologies

Apologies were received from Cllrs Roberts (working), (Malcolm) Hogg (working), Jeanes (working) and Ferriday (working). The absences were approved. Apologies were also received from District Cllr Caswell.

4762 Declarations of Interest

Cllrs Penny and Rich declared interests in the Playing Field.

4763 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 11 January were approved as a true record and signed by the Chairman.

4764 County and District Council Liaison

Cllr Pay reported that Sedgemoor's budget had been approved on 22 February. As she had not been at the meeting she could not give details but would pass them on in due course. She had been liaising with Homes in Sedgemoor on behalf of a parishioner about an issue involving grass cutting, which she believed to be resolved. She would be abroad from 12 February until 1 March. She would not attend the next meeting as she would attend Goathurst's meeting.

Cllr Edney reported that the budget would be considered by the Council in the next week. It was expected that the County Council element of the precept would increase by about £1 per week.

4765 RLT3 Fund

It was **agreed** to support Otterhampton Parish Council's application for a grant from the Cluster's RLT3 fund. It was noted that Nether Stowey had secured a RLT3 grant of £44,000 in 2012 for the MUGA.

4766 Parish Office

The Clerk introduced this item. The Parish Council has an opportunity to take over the outer room of the Parish Office. At present it is an unwelcoming and scruffy area. It could become an attractive part

of the Parish Office and be used better for smaller meetings and to improve the availability of information materials etc through displays (eg of plans) and for leaflets. As the Neighbourhood Plan project gathers speed this would be particularly useful. The rent would increase from £2,000 p.a. to £3,000 and included all utilities. There had been no rent increase for the current area since 2008. It was **agreed unanimously** to take on the outer office at the increased rent subject to a fixed rent for five years. The Clerk would contact the landlord to take this further.

4767 Financial Matters

The Clerk presented the Budget Report to 5 February, a copy of which is appended to these minutes. She pointed out that some CANS funds had been transferred from their Reserve to Parish Council Reserves for the same projects (Youth Services, Millennium Wood and Plot 173). The report was **noted**.

Due to problems with TalkTalk and concerns about security the Clerk proposed to move the telephone/broadband contract to another supplier.

4768 Expenditure

Expenditure incurred since the Parish Council meeting of 11 January:

Date	Payee Name	Cheque	Amount	Transaction Details
12 Jan	Post Office	003630	54.00	100 2 nd class stamps
15 Jan	Mr W J Roberts	003631	250.00	Chairman's Honorarium
19 Jan	Clarity Copiers	103632	1,738.43	50 sheet external Saddle Stich
20 Jan	Morrisons	P-021*	5.75	Light bulb
20 Jan	Clerk's Debit Card	103633	100.00	Replenishment for debit card
20 Jan	Jan Payroll	103634-103637	2,038.96	Staff January Payroll
20 Jan	Microsoft	P-022*	80.74	Microsoft Office 2016 subscription
22 Jan	Sainsburys	P-023	3.00	Recycling Sacks
22 Jan	Timpsons	P-024	13.00	New keys
27 Jan	A T Goddard	103638	43.90	Neighbourhood Plan support work
1 Feb	GWB Services	103639	1,328.50	Nov-Jan Village Maintenance
1 Feb	EDF	DD	8.00	Clock Tower electricity DD Jan
1 Feb	EDF	DD	16.00	Public Toilets electricity DD Jan
1 Feb	E M Computer Services	DD	28.34	Website/e-mail contract
3 Feb	Talk Talk	DD	15.76	Phone bill Jan/Feb
	Total		£5,724.38	*includes a transaction fee of 75p

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

4769 Bank Reconciliation

The bank statement had only arrived that morning so had not yet been reconciled. Cllr Roberts would do it in his return. The Clerk had reconciled the account to the end of January and was satisfied all was in order.

4770 Bus Shelter

It was agreed to accept the quote from Shelters4Less. Proposed by Cllr Hogg, seconded Cllr Rich.

4771 Highways

The Clerk reported that Highways had agreed to send a jetter to clear the culvert on the Old Road near the Playing Field: if it had not already been done it should be soon.

A wooden bollard, outside Clock House, had been knocked over. A second had rotted at the bottom and was very loose. It had been reported to Highways who had replied saying that they had no funds available in this financial year but would consider replacing them in the next.

Cllr Reid reported that there was flooding at the Jacksons Lane/Mill Lane junction caused by a blocked drain. Cllr Pardoe reported that there was flooding near the turning to the Coal Yard. The Clerk would check and report the problems as necessary.

4772 Reports

Village Hall: Cllr Pardoe reported that the last meeting had been inquorate.

FONSL had had a very enjoyable talk by Tom Mayberry, County Heritage Officer.

Quantock Hills JAC – Cllr Rich would attend the next meeting on 9 Feb.

Playing Field – Cllr Penny reported that the last meeting had focussed on Party in the Park on 3-4 June. The drain problem had also been discussed.

Cllr Pay left the meeting at 7.50pm.

Neighbourhood Planning – the first meeting had been held on 25 January. Minutes had been circulated. The next meeting would be on Monday 22 February at 7pm at the Village Hall.

Clerk’s report – Butchers Lane planning appeal was dismissed.

Mill Lane/Lime Street safety project – the design engineer was on sick leave and there would therefore be a delay in the present the re-designed scheme.

Community Car Scheme – Alison Hoare (Village Agent) had held a meeting on 19 January which Cllr Malcolm Hogg had attended. As she was unable to report to the meeting she had sent a written report which had been circulated. A further meeting would be held in the future, date to be confirmed.

4773 Forthcoming meetings and events and next meeting

It was agreed to hold a Planning Committee meeting on Wednesday 23 February to consider the Cricketer Farm application (ref 36/16/0003)

Tues 9 Feb	Quantock Hills JAC	To be confirmed	2.15pm	BR
Tues 23 Feb	Quantock Cluster	Fiddington VH	7pm	MR
Wed 9 Mar	“Negotiate a Better Planning Outcome” course	Edgar Hall, Somerton	10am	TBC
Thurs 28 Apr	Transport Forum	Venue tbc	6.30 pm	MH?
Sat 30 Apr	NETHER STOWEY MAY FAIR	Nether Stowey	All day	
Wed 11 May	SALC Training: Being a Good Councillor – The Essentials	Somerton	7-9pm	KF ✓AJ?, CP? MR?

Neighbourhood Planning

Mon 22 Feb	Neighbourhood Planning Group	NS Village Hall	7pm	
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4774 Next Parish Council Meeting

Next Meetings

Wed 24 Feb	Planning Committee	NS Village Hall	7 pm	all
Mon 14 Mar	Parish Council Meeting	NS Village Hall	7 pm	All

The meeting closed at 8.20 pm

Reserves

Account Code	Account	Balance at 31 Mar 2015	Revised Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	Current Balance
310	General Reserve**	20,604.24	20,604.24	0.00	0.00	0.00			0.00	0.00	20,604.24
321	Elections Reserve	1,232.00	1,232.00	100.00	0.00	0.00			0.00	100.00	1,132.00
324	Parish Plan Reserve	1,021.19	1,021.19	0.00	0.00	0.00			0.00	0.00	1,021.19
325	CANS Reserve	4,639.87	4,639.87	0.00	0.00	0.00	997.85		997.85	997.85	3,642.02
326	May Fair from prev year	2,268.34	2,268.34	0.00	0.00	1,390.62			0.00	1,390.62	877.72
329	Youth Services Reserve	326.66	326.66	0.00	0.00	0.00	-397.85		-397.85	-397.85	724.51
331	Millennium Wood	22.16	22.16	0.00	0.00	0.00	-100.00		-100.00	-100.00	122.16
337	Village Maintenance	2,275.00	2,275.00	0.00	0.00	0.00	-500.00		-500.00	-500.00	2,775.00
Total other Reserves unchanged			20,812.37								20,812.37
Reserves Total		53,201.83	53,201.83	100.00	0.00	1,390.62	0.00	0.00	0.00	1,490.62	51,711.21

Income

Account Code	Account	Balance at 31 Mar 2015	Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	% Spent of Current Budget
1002	Allotment Rental	-100.00	-100.00	0.00	0.00	-100.00			0.00	-100.00	see payments
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	-550.00	-892.00		-892.00	-2,239.00	106.62%
1009	Miscellaneous Grants	0.00	-18,957.00	0.00	-18,957.00	0.00			0.00	-18,957.00	100.00%
1012	Printing & Copying receipts	-1,330.18	-1,000.00	-420.16	-66.97	-199.50	-55.38		-55.38	-742.01	74.20%
1013	May Fair 2015 Income	0.00	0.00	-1,145.56	0.00	1,145.56			0.00	0.00	**
1014	May Fair 2016 Income	0.00	0.00	0.00	0.00	-410.00	-374.00	-30.00	-404.00	-814.00	**
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			0.00	-7,295.44	**
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	-74,126.00	-27,610.22	-47,594.95	-5,609.90	-1,321.38	-30.00	-1,351.38	-82,166.45	110.85%

Expenditure

Account Code	Account	Balance at 31 Mar 2015	Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	% Spent of Current Budget
Parish Office											
4101	Office Equipment	591.66	315.00	0.00	0.00	16.17	1,448.69		1,448.69	1,464.86	#DIV/0!
4102	Parish Council Office Rent	2,009.56	2,100.00	517.07	502.49	515.16	28.50	500.00	528.50	2,063.22	98.25%
4103	Postage	100.89	110.00	0.00	0.00	0.00	54.00		54.00	54.00	41.54%
4104	Stationery	332.16	135.00	6.98	18.54	59.34			0.00	84.86	44.66%
4105	Telephone & Internet	348.65	320.00	41.29	42.98	39.54	13.15	13.13	26.28	150.09	45.48%
4106	Website + IT costs	677.43	580.00	140.86	209.86	70.86	90.28	23.62	113.90	535.48	130.60%
4107	Books and publications	149.80	65.00	0.00	0.00	0.00			0.00	0.00	0.00%
4108	Printing costs	1,415.16	800.00	114.46	142.19	245.14			0.00	501.79	41.82%
TOTAL Parish Office		5,625.31	4,425.00	820.66	916.06	946.21	1,634.62	536.75	2,171.37	4,854.30	109.70%
Staff Costs											
4201	Salaries	22,644.78	24,090.00	5,319.03	4,362.18	5,492.63	2,038.96		2,038.96	17,212.80	70.83%
4202	Recruitment	249.60	40.00	0.00	40.00	0.00			0.00	40.00	#DIV/0!
4204	Staff travel and subsistence	124.71	170.00	57.77	0.00	62.91			0.00	120.68	#DIV/0!
4205	Staff Training	499.28	407.00	0.00	0.00	55.00			0.00	55.00	13.51%
TOTAL Staff Costs		23,518.37	24,707.00	5,376.80	4,402.18	5,610.54	2,038.96	0.00	2,038.96	17,428.48	70.54%
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	18.00	5.25	0.75	4.50	2.25		2.25	12.75	51.00%
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	1,055.00	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			0.00	35.00	100.00%
4309	Subscriptions	549.00	837.00	338.91	0.00	149.00			0.00	487.91	84.85%
4310	Village Hall Hire	315.00	300.00	67.50	45.00	67.50	22.50		22.50	202.50	56.25%
4312	Quantock Cluster	390.00	0.00	84.93	0.00	0.00			0.00	84.93	**
TOTAL Administration & Finance		4,346.91	4,360.00	2,465.11	345.75	256.00	24.75	0.00	24.75	3,091.61	70.91%

Nether Stowey Parish Council

Account Code	Account	Balance at 31 Mar 2015	Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	% Spent of Current Budget
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	1,098.38		372.00	372.00	2,493.38	83.25%
4404	Pest Control	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
TOTAL Cemetery		3,231.54	3,135.00	697.20	465.00	1,098.38	0.00	372.00	372.00	2,632.58	83.97%
Community Services											
4502	Allotment	100.00	100.00	0.00	0.00	0.00	100.00		100.00	100.00	see receipts
4504	Christmas Tree & Lights	50.00	60.00	0.00	0.00	183.93			0.00	183.93	306.55%
4506	Oral History	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4507	Parish Council Newsletter	250.00	250.00	0.00	0.00	0.00			0.00	0.00	0.00%
4508	Parish Plan	0.00	0.00	0.00	31.40	156.40	43.90		43.90	231.70	see EMR 324
4509	Youth Services	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
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	410.00	0.00	31.40	340.33	143.90	0.00	143.90	515.63	125.76%
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	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			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	-2,421.43	0.00	0.00	0.00	2,584.50	
Village Maintenance											
4601	A39 Verge	772.50	619.50	170.50	77.50	232.50		77.50	77.50	558.00	109.52%
4602	Clock Tower Maintenance	867.00	300.00	0.00	849.50	0.00	574.10		574.10	1,423.60	474.53%
4603	Clock Tower Electricity	404.98	390.00	91.21	96.13	97.33	6.60	8.00	14.60	299.27	62.35%
4604	General Maintenance	465.00	510.00	93.00	31.00	93.00		77.50	77.50	294.50	70.12%
4605	Old Gaol + The Cross	425.99	235.00	46.50	0.00	52.00		31.00	31.00	129.50	55.11%
4606	Palmers Path	325.82	375.00	46.50	15.50	139.50		77.50	77.50	279.00	46.50%
4609	Dog Bins	919.08	1,165.00	677.32	348.40	302.12			0.00	1,327.84	113.98%
4610	A39 Wood	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4611	Millennium Wood	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4612	Plot 173	450.00	200.00	0.00	0.00	0.00			0.00	0.00	0.00%

Nether Stowey Parish Council

Account Code	Account	Balance at 31 Mar 2015	Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	% Spent of Current Budget
<i>Village Maintenance continued</i>											
4613	Mill Lane/Lime Street maint	90.00	115.00	0.00	0.00	46.50		46.50	46.50	93.00	#DIV/0!
4614	War Memorial Maintenance	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4615	Mill Lane/Lime St safety proj	1,000.00	1,000.00	0.00	0.00	0.00			0.00	0.00	0.00%
TOTAL Village Maintenance		5,870.37	4,909.50	1,125.03	1,418.03	962.95	580.70	318.00	898.70	4,404.71	89.72%
Castle Street Toilets											
4701	Castle St Toilets Cleaning	2,370.00	2,425.00	424.39	200.00	800.00		600.00	600.00	2,024.39	82.29%
4702	Castle St Toilets Electricity	763.79	335.00	100.00	82.64	57.00	15.40	16.00	31.40	271.04	35.20%
4703	Castle St Car Park Rates	0.00	588.00	588.00	0.00	0.00			0.00	588.00	101.38%
4704	Castle St Toilets Repairs	326.68	635.00	0.00	773.98	15.50			0.00	789.48	394.74%
4705	Castle St Water/Sewerage	900.32	435.00	223.37	0.00	211.33			0.00	434.70	45.76%
4706	Castle St Car Park maint	330.00	742.00	0.00	0.00	1,117.50		46.50	46.50	1,164.00	582.00%
4709	Castle St toilets/car park misc	50.00	0.00	0.00	0.00	0.00			0.00	0.00	**
TOTAL Castle Street Toilets		4,740.79	5,160.00	1,335.76	1,056.62	2,201.33	15.40	662.50	677.90	5,271.61	102.16%
Grants											
4801	Miscellaneous Grants	500.00	485.00	266.40	0.00	0.00			0.00	523.90	108.02%
4801	<i>Misc Grants from Prev Years' budget</i>			500.00							
4802	Active Living	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4803	Playing Field	1,800.00	1,800.00	0.00	0.00	0.00			0.00	0.00	0.00%
4803	<i>Playing Field from Reserve/RLT funds received</i>		18,957.00	22,957.00	0.00	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	23,126.69	2,303.83	23,214.50	0.00	0.00	0.00	0.00	25,518.33	110.34%
Transfers to Reserves											
4851	Service Devolution Reserve	0.00	0.00	0.00	0.00	0.00			0.00	0.00	**
4852	General Reserve**	-1,305.29	-600.00	0.00	0.00	0.00			0.00	0.00	0.00%
4853	St Mary Street Railings	2,000.00	2,000.00	0.00	0.00	0.00			0.00	0.00	0.00%
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%

Account Code	Account	Balance at 31 Mar 2015	Budget 2015/16	First quarter	Second quarter	Third quarter	Jan 2016	Feb 2016	Fourth quarter	Total spent to date	% Spent of Current Budget
Capital Expenditure											
4901	Public Seating	1,299.73	0.00	0.00	0.00	0.00			0.00	0.00	**
4902	Notice board	500.00	1,500.00	0.00	0.00	0.00			0.00	0.00	0.00%
4903	Bus shelter	0.00	4,000.00	0.00	0.00	175.00			0.00	175.00	4.38%
TOTAL Capital Expenditure		1,799.73	5,500.00	0.00	0.00	175.00	0.00	0.00	0.00	175.00	3.18%
VAT Account											
515	VAT Paid	2,517.69	0.00	1,111.78	4,380.72	192.46	431.74	7.35	439.09	6,124.05	
Unallocated Balance of Budget		1,105.00									
Total Expenditure A/cs For Year		56,887.42	77,193.19	19,922.10	36,550.26	9,361.77	4,870.07	1,896.60	6,766.67	72,600.80	94.05%
Income		- 56,887.42	- 74,126.00	27,610.22	47,594.95	5,609.90	1,321.38	30.00	1,351.38	82,166.45	110.85%
Balance expenditure-income		0.00	3,067.19	- 7,688.12	- 11,044.69	3,751.87	3,548.69	1,866.60	5,415.29	-9,565.65	