

MINUTES OF NETHER STOWEY ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 9 MAY 2016 AT 7.00pm
IN THE VILLAGE HALL

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

In Attendance: Caro Slaymaker (Parish Clerk)
One member of the public

Public Session

No issues were raised

4807 Apologies

Apologies were received from Cllr Malcolm Reid (holiday), Kevin Ferriday (working away). The absences were approved. Cllr Pay had also sent apologies.

4808 Declarations of Interest

Cllrs Penny and Rich declared an interest in the Playing Field.

4809 Election of Chairman

Cllr John Roberts was elected Chairman for the year 2016/17 (proposed Cllr Malcolm Hogg, agreed unanimously) and signed the Declaration of Acceptance of Office.

4810 Election of Vice-Chairman

Cllr Malcolm Hogg was elected Vice-Chairman for the year 2016/17 (proposed Cllr Roberts, agreed unanimously).

4811 Minutes of Previous Meeting

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

4812 County and District Council Liaison

No Councillors were present.

4813 Budget Report

The Clerk presented the Budget Report to 6 May, a copy of which is appended to these minutes. The report was **noted**.

4814 Expenditure

Expenditure incurred since the Parish Council meeting of 11 April:

Date	Payee Name	Cheque	Amount	Transaction Details
1 Apr	Sedgemoor DC	DDR	592.90	Rates on Car Park
4 Apr	EDF Energy	DDR	16.00	Castle Street Toilets
4 Apr	EDF Energy	DDR	8.00	Clock Tower Metered electricity
4 Apr	E Martin Computers	DDR	28.34	Website Maintenance Contract
10 Apr	Sedgemoor DC	DDR	70.36	Rates for Cemetery 1 st payment
12 Apr	Talk Talk	DDR	33.18	Office Telephone & Broadband

Date	Payee Name	Cheque	Amount	Transaction Details
13 Apr	Clerk	103676	200.00	Replenishment of PPDC
14 Apr	NS Twinning Assocn	103677	10.00	Subscription for year to March 2017
14 Apr	B C W	103678	553.02	Signs for May Fair
15 Apr	Purnells	103679	104.50	Printing for NP Leaflets
20 Apr	Staff	103680-83	2,047.41	April Payroll
26 Apr	SLCC	103684	174.00	Staff Training CPD Course for Clerk
26 Apr	Skin Tight Samba	103685	180.00	May Fair 16 Entertainment
26 Apr	Puppetree	103686	280.00	May Fair 16 Entertainment
26 Apr	Angel Art	103687	140.00	May Fair 16 Entertainment
28 Apr	Actavo	P-030	211.71	Road Barriers + Tx charge
28 Apr	Norton	P-031	60.74	Norton Security/virus renewal + Tx charge
28 Apr	Wilkinson	P-032	11.25	NP stall stationery + Tx charge
30 Apr	Mr Herman	103688	18.00	Refund for overpayment May Fair 16
1 May	EDF Energy	DDR	16.00	Castle Street Toilets
1 May	EDF Energy	DDR	8.00	Clock Tower Metered electricity
1 May	E Martin Computers	DDR	28.34	Website Maintenance Contract
	Total		£4,791.75	

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

4815 Bank Reconciliation

Cllr Roberts had carried out a bank reconciliation on 9 May and was satisfied all was in order.

4816 Audit and Annual Return

This item was adjourned until the next meeting as the Internal Auditor had not been able to complete her work.

4817 Neighbourhood Plan Questionnaire

The final version of the questionnaire was **approved**. Cllr Penny asked if the final version had been seen by the Working Group. The Clerk said it had not. Timing was tight, it had been a lot of work and had been with Cllrs Hogg and Ferriday to look over. The Parish Council had to approve the questionnaire and the Council meeting came earlier. The Group would not be able to distribute the questionnaire on schedule if it was not approved by the Parish Council until their next meeting on 13 June.

4818 Parish Council Meetings

The proposed dates of meetings for 2016/17 were **approved**. A copy of the list is appended to these minutes.

4819 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	Cllrs Margaret Hogg, Pat Pardoe Ex officio: Chairman, Vice-Chairman
Finance & Audit	Cllrs Margaret Hogg, Colin Penny, Barbara Rich, Kevin Ferriday Ex officio: Chairman, Vice-Chairman
Personnel	Cllrs Margaret Hogg, Andrew Jeanes, Barbara Rich, Malcolm Reid Ex officio: Vice-Chairman
Personnel (Appeals)	Cllrs Pat Pardoe, Colin Penny, Kevin Ferriday Ex officio: Chairman
Planning	All Councillors

Working Groups

CANS	Cllrs Margaret Hogg (as Deputy Chairman), Barbara Rich
Village Maintenance	It was agreed to dissolve the Village Maintenance Group and form a new Working Group for new projects as needed.

4820 Appointment of Representatives to Outside Bodies

i) Village Hall	– Cllr Pardoe
ii) Nether Stowey Recreation Ground	– Cllr Penny
iii) Quantock Hills JAC (<i>as Observer</i>)	– Cllr Pardoe and/or Cllr Rich
iv) Hinkley Point Site Stakeholder Group (<i>and associated bodies</i>)	– Cllrs Malcolm Hogg and Cllr Roberts
v) Quantock Active Living	– Cllr Margaret Hogg and Cllr Pardoe
vi) Friends of Nether Stowey Library	– Cllr Pardoe
vii) Parish Footpaths Liaison Officer	– Mr Falla/Clerk
viii) Quantock Cluster	– Cllr Reid
ix) CANS	– Cllr Margaret Hogg (as Dep Chair) and Cllr Rich

It was **agreed** that there would be no designated Representative to the Twinning Association, but that a Councillor would attend every formal Twinning meeting where possible.

4821 Highways

The Clerk had circulated the response from Highways regarding the footpath between Pooles Close and Audley Close. Members felt the response was unsatisfactory, and that the situation was far worse than Highways claimed. The situation would be examined and further information would be sent to Highways.

A39: there had been a complaint that drivers are using the filter lane from St Mary Street to dump litter. The Clerk had contacted Clean Surroundings and asked them to consider installing a bin. Since it was unlikely that residents were responsible for the litter she had made the case that it should not be at the Parish's expense. They would consider the request.

4822 Reports

Village Hall (Cllr Pardoe) – The Hall had a booking for visiting Brownies to stay. A sewing day had been successful. Mr Greig, in his role with the Service Delivery team, had attended the meeting with suggestions for improving communications with NSRG. The Service Delivery Team still had no agreed Terms of Reference but the Fund Raising Group now does.

FONSL (Cllr Pardoe) – The speaker on 29 June was a crime writer, who would be bringing 200 books for local libraries. A new computer system would be installed in June. FONSL was buying more books and a cabinet. A Lego Club would start soon. There would be new opening hours at the library.

AONB JAC (Cllr Rich) – The AONB was applying for a grant in the region of £1m. Much of the meeting was taken up with the grant application form. Other than that, there would be pot-hole repairs in the Crowcombe area and improvements were being made to the car park at Dead Woman’s Ditch.

Active Living (Cllr Hogg) – The last speaker writer and naturalist who used to work with Joy Adamson.

Playing Field (Cllr Penny) – The last meeting had focussed on Party in the Park (on 3-4 June). In his opinion the Project Delivery Team was making little progress.

Hinkley Point meetings – there had been no meetings since the last Parish Council meeting. The next meetings were listed in “Forthcoming Events” below.

Clerk The Transport Scheme was making good progress. A committee was now in place and were working on the registration and administrative formalities. The Clerk had been providing support to help with the setting up. The ground works for the bus shelter were scheduled to start on 23 May .

4823 Forthcoming meetings and events

OFFICE CLOSED FOR PUBLIC HOLIDAY: MONDAY 30 MAY				
Wed 11 May	Clerk - training	Clevedon	All day	CS
Thurs 12 May	Community Forum	TBC		MH
Mon 23 May	Annual Parish Meeting	NS Village Hall	7 pm	All
Wed 25 May	Planning Committee	NS Village Hall	7 pm	All
Tues 31 May	Quantock Cluster	Broomfield VH	7pm	MR, ?JR

Neighbourhood Planning

Mon 20 Jun TBC	Neighbourhood Planning Group	NS Village Hall	7pm	
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4824 Next Parish Council Meeting

Next Meeting

Mon 13 June	Parish Council Meeting	NS Village Hall	7 pm	All
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The meeting closed at 8.40 pm



NETHER STOWEY PARISH COUNCIL

Parish Council Meetings 2016-2017

Meetings are held in the Village Hall and start at 7 pm.

Parish Council

- Monday 9 May 2016 (*Annual Parish Council Meeting*)
- Monday 13 June 2016
- Monday 11 July 2016
- *Monday 8 August (only held if there is urgent or essential business)*
- Monday 12 September 2016
- Monday 10 October 2016
- Monday 14 November 2016
- Monday 12 December 2016
- Monday 9 January 2017
- Monday 13 February 2017
- Monday 13 March 2017
- Monday 10 April 2017
- Monday 8 May 2017 (provisional)

If you would like a matter included on the Agenda, please contact the Clerk. Agendas are prepared on the Tuesday preceding the meeting, and items for inclusion should usually reach the Clerk by the Friday before with prepared briefing for your colleagues where necessary.

Annual Parish Meeting

- Monday 23 May 2016 (*Annual Parish Meeting*)
- 2017 – to be confirmed. Must be between 1 March and 31 May

Committees

It was agreed that, where possible, all matters would be included in Parish Council meetings with separate Committee meetings held only if the volume of work requires. Committee meetings will usually be held in the Parish Office unless the business to be transacted suggests otherwise. Please check the agenda.

Finance & Audit Committee

Finance and Audit Committee meetings are scheduled for the first Monday of the month (ie one week before the Parish Council meeting). The following meetings (for budget estimates/setting the precept) are expected to be held:

- *Monday 7 November 2016*
- *Monday 5 December 2016*
- *January 2017 – to be agreed, but must be before 9 January*

Planning Committee

Planning Committee meetings have no fixed schedule: meetings are held if a particular application or the number of applications demand demands one.

All other Committee meetings will be arranged as and when a separate meeting is required.

Neighbourhood Plan Working Group

The main meeting is usually held on the Monday or Wednesday two weeks after the Parish Council meeting, but this depends on Group members. Task groups meet as they need and these meetings are not public meetings.

Summons and agendas are sent to Councillors by e-mail.

Three clear working days' notice is given for all meetings, eg summons are sent on the Wednesday preceding a (Monday) Parish Council meeting.

The summons and agenda are also posted on the Parish Council Notice Boards on the same day and on the website to advise the Parish.

Budget Report to 6 May 2016

Account	Balance at 31 Mar 16	Opening Budget 2016/17	April 2016	May 2016	June 2016	First quarter	Total spent to date	
Income								
1003 Council Tax Grant	4,953.00	4,228.00	2,114.00			2,114.00	2,114.00	50.00%
1006 Cemetery Income	2,372.00	1,400.00	30.00			30.00	30.00	2.14%
1012 Printing & Copying receipts	1,133.68	800.00	104.13	3.65		107.78	107.78	14.10%
1014 May Fair 2016 Income	1,266.00	0.00	168.00	438.77		606.77	606.77	**
1011 Precept	46,996.00	46,477.00	23,238.50			23,238.50	23,238.50	50.00%
Subtotal Income For Year	84,494.15	52,925.00	25,654.63	442.42	0.00	26,097.05	26,097.05	49.42%
Expenditure								
Parish Office								
4102 Parish Office Rent	2,143.22	2,100.00		750.00		750.00	750.00	35.71%
4104 Stationery	208.72	190.00		88.80		88.80	88.80	46.74%
4105 Telephone & Internet	162.85	500.00	33.18	32.70		65.88	65.88	13.18%
4106 Website + IT costs	559.10	705.00	88.33	23.63		111.96	111.96	15.88%
TOTAL Parish Office	5,628.01	4,615.00	121.51	895.13	0.00	1,016.64	1,016.64	22.03%
Staff Costs								
4201 Salaries	21,507.76	26,625.00	2,047.41			2,047.41	2,047.41	7.69%
4205 Staff Training	130.00	677.00	145.00			145.00	145.00	21.42%
TOTAL Staff Costs	21,911.54	27,707.00	2,192.41	0.00	0.00	2,192.41	2,192.41	7.91%
Administration & Finance								
4301 Audit Fees	595.00	600.00				0.00	0.00	0.00%
4302 Bank charges	15.75	20.00	2.25			2.25	2.25	11.25%
4309 Subscriptions	487.91	500.00	10.00	372.18		382.18	382.18	76.44%
4310 Village Hall Hire	270.00	400.00	22.50	22.50		45.00	45.00	11.25%
TOTAL Admin & Finance	3,152.18	3,874.86	34.75	394.68	0.00	429.43	429.43	11.08%
Cemetery								
4402 Cemetery Rates	139.20	140.00	70.36	70.00		140.36	140.36	100.26%
TOTAL Cemetery	2,772.08	3,823.00	70.36	70.00	0.00	140.36	140.36	3.67%

Budget Report to 6 May 2016

Account	Balance at 31 Mar 16	Opening Budget 2016/17	April 2016	May 2016	June 2016	First quarter	Total spent to date	
Community Services								
4508 Neighbourhood Plan	458.51	2,000.00	157.15	79.92		237.07	237.07	see EMR 324
TOTAL Community Services	742.44	2,200.00	157.15	79.92	0.00	237.07	237.07	10.78%
CANS								
4503 CANS	2,469.75	0.00				0.00	0.00	see reserve
4505 May Fair 2016 expenditure	194.53	0.00	1,359.65	498.30		1,857.95	1,857.95	see income
TOTAL CANS	5,200.46	0.00	1,359.65	498.30	0.00	1,857.95	1,857.95	**
Village Maintenance								
4601 A39 Verge	604.50	768.00				0.00	0.00	0.00%
4602 Clock Tower Maintenance	1,423.60	300.00	8.00	79.93		87.93	87.93	29.31%
4603 Clock Tower Electricity	380.60	420.00				0.00	0.00	0.00%
4604 General Maintenance	46.50	763.00		3.42		3.42	3.42	0.45%
4605 Old Gaol + The Cross	155.50	575.00	208.00	32.50		240.50	240.50	41.83%
4606 Palmers Path	310.75	600.00		32.50		32.50	32.50	5.42%
4609 Dog Bins	1,711.34	1,500.00	348.40	-		348.40	348.40	23.23%
TOTAL Village Maintenance	5,467.34	5,782.00	564.40	148.35	0.00	712.75	712.75	12.33%
Castle Street Toilets								
4701 Castle St Toilets Cleaning	2,424.39	2,500.00				0.00	0.00	0.00%
4702 Castle St Toilets Electricity	287.04	400.00	16.00	16.00		32.00	32.00	8.00%
4703 Castle St Car Park Rates	588.00	600.00	592.90			592.90	592.90	98.82%
4706 Castle St Car Park maint	1,203.00	450.00		42.25		42.25	42.25	9.39%
TOTAL Castle Street Toilets	5,726.61	4,650.00	608.90	58.25	0.00	667.15	667.15	14.35%
Grants								
TOTAL Grants	26,542.33	6,123.26	0.00	0.00	0.00	0.00	0.00	0.00%
VAT Account								
515 VAT Paid	6,335.38	0.00	264.36	41.27		305.63	305.63	**
Total Expenditure A/cs For Year	84,409.22	58,775.12	5,373.49	2,185.90	0.00	7,559.39	7,559.39	12.86%
Income	84,494.15	52,925.00	25,654.63	500.92	0.00	26,155.55	26,155.55	49.42%
Balance expenditure-income	-84.93	0.00	-20,281.14	1,684.98	0.00	-18,596.16	-18,596.16	