

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 12 SEPTEMBER 2016 AT 7.00pm
IN THE VILLAGE HALL

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

In Attendance: Caro Slaymaker (Parish Clerk)
Cllr Michael Caswell, SDC
Cllr Julie Pay, SDC

Public Session

No members of the public attended.

4853 Apologies

Apologies were received from Cllr Roberts (working away), Cllr Ferriday (working away), Cllr Pardoe (away on family business). The absences were **approved**. Apologies were subsequently received from Cllr Jeanes who had been called out to an emergency. Cllr Edney had also sent apologies.

4854 Declarations of Interest

Cllr Penny and Cllr Rich declared personal interests in the Playing Field.

4855 Minutes of Previous Meeting

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

4856 County and District Council Liaison

Cllr Pay said that as normal, the summer had been quiet but Licencing panels had met frequently. The accounts for the last Financial Year had been signed off and were looking very healthy.

Cllr Pay left to attend a meeting elsewhere

Cllr Caswell said that he had been selected as Conservative candidate for the Cannington Division as Cllr Edney intended to retire before the next County elections in May 2017.

The review of the Core Strategy continued. Nether Stowey's consultation response were excellent was being taken into consideration.

Community Impact Mitigation (CIM) grant applications for Bridgwater had been passed by the WSDC Executive and would now be considered by the WSDC Full Council. He urged that Nether Stowey make an application, as Hinkley Point was sure to have an impact requiring mitigation. The Chairman asked if there was a chance of grant funds towards the proposed Stowey Centre. The Committee should also consider applying to Viridor Credits and Sport England.

Cllr Caswell proposed to set up a meeting at Falcon's head office with a Parish Councillor and a representative from Sedgemoor District Council to discuss further the problems of Highbeer Close. It was agreed to discuss this when Cllr Roberts returned.

Cllr Caswell left the meeting.

4857 Cemetery Fees

The review of Cemetery Fees, and the proposed new rates were **approved** unanimously (proposed Cllr Margaret Hogg, seconded Cllr Rich).

4858 Appointment of Trustee

The appointment of Mrs Jane Erskine as the new Parish Council-nominate Trustee to Nether Stowey United Charity was **agreed** unanimously. The Chairman expressed the Parish Council's thanks that Mrs Erskine was willing to serve the Community in this capacity.

4859 Provision of handrail in Car Park

It was **agreed** to provide a handrail for the steps in the car park leading to the public lavatories and to accept Mr Mayell's quotation (proposed Cllr Malcolm Hogg, seconded Cllr Rich, all in favour).

4860 Budget Report

The Clerk presented the Budget Report to 9 September, a copy of which is appended to these minutes. The report was **noted**.

4861 Expenditure

Expenditure incurred since the Parish Council meeting of 11 July:

Date	Payee Name	Cheque	Amount	Transaction Details
15 Jul	GWB Services Ltd	103723	1,610.00	Village Maintenance
19 Jul	Prodisplay	103724	108.00	Banner May Fair 2016
20 Jul	Getmapping Plc	103725	33.60	Office Mapping service
20 Jul	Mrs C F Slaymaker	103776	241.68	Clerk expenses/Travel/etc.
21 Jul	Mrs M A Catchpole	103777	26.71	Assistant Clerk Travel expenses
21 Jul	July Payroll	103778-81	2,245.94	July Payroll
25 Jul	Shelters4Less	103782	2,040.00	Bus Shelter
29 Jul	Mr W J Roberts	103783	250.00	Chairman's Honorarium 2016/17
29 Jul	Chanin & Thomas	103784	750.00	Office Rent July-Sept 2016
1 Aug	Mr W J Roberts	103785	96.46	Expenses for Public Benches
1 Aug	E Martin Computer Svs	DDR	28.34	Website maintenance contract
1 Aug	EDF Energy	DDR	1.00	Public Toilets s/o Aug
2 Aug	NS Village Hall	103786	67.50	Hire of Club room 13 Jun 11 +25 Jul 16
2 Aug	D Robinson	103787	360.00	Tree Maintenance for Plot 173
2 Aug	Clarity Copiers	103788	191.83	Office Photo Copier charges/Staples
2 Aug	Clarity Copiers	103789	831.42	Printing Charges for office photocopier
3 Aug	The Range	P-033*	30.74	Table for meeting room
3 Aug	HSD Online	P-034*	31.31	Soap for public toilets
4 Aug	EDF Energy	DDR	8.00	Clock Twr electricity s/o Aug
6 Aug	BT	DDR	73.99	Phone/Broadband June/July
11 Aug	GWB Services Ltd	103790	1,650.00	Village Maintenance Jun/Jul
11 Aug	ATG Planning	103791	88.10	NHP Consulting Fees Jun/Jul 16
13 Aug	Britannia Lanes	P-035*	48.70	Shredding bags for confidential waste
15 Aug	Clerk's PPDC	103792	150.00	Replenishment for Clerk's PPDC
15 Aug	Bridgwater College	103793	138.00	Course fees for Assistant Clerk
18 Aug	August Payroll	103794-97	2,245.93	August Payroll
24 Aug	EDF Energy	103798	77.00	Unmetered clock tower electricity
31 Aug	K Sparks	103799	168.35	Village Maintenance July/Aug
1 Sept	EDF Energy	DDR	1.00	Public Toilets s/o Sept
1 Sept	E Martin Computer Svs	DDR	28.34	Website maintenance contract
1 Sept	EDF Energy	DDR	8.00	Clock Twr electricity s/o Sept

Date	Payee Name	Cheque	Amount	Transaction Details
7 Sept	BT	DDR	37.80	Phone/Broadband Aug
		Total	£13,667.74	

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

4862 Bank Reconciliation

Cllr Pardoe had carried out a bank reconciliation and accounts check on 9 September and was satisfied that all was in order.

4863 Budget – Financial Year 2017/18

The Clerk reported that she would begin preparation of routine expenditure estimates in October. Councillors who wished for particular budget items to be considered should let the Clerk know as soon as possible so that they could be costed. The Finance & Audit Committee should have an informal meeting in early November to consider progress and a formal meeting in December to approve the budget which would need to be approved at the Council meeting on 9 January.

4864 Highways

The Clerk had reported a loose paving slab by the War Memorial for the second time.

4865 Reports

Playing Field (Cllrs Penny and Rich) – the Committee still needed £2300 for CCTV. The Committee was now dealing direct with the phone mast company rather through the “shared access” organisation. The problem of dogs’ mess, had worsened, including in the MUGA and children’s play area.

Neighbourhood Plan (NP) (Cllr Malcolm Hogg) – questionnaires were being collated. It was a huge task. The next meeting would be on 19 September.

4866 Clerk’s Report

The Clerk had submitted a written report covering the following issues:

- Meeting with the Affordable Housing Unit at Sedgemoor DC concerning the recent Housing Needs survey etc. It was agreed to accept Mr Harvey’s offer to brief the Council on Community Land Trusts.
- Gullifords Garage: planning application. It was noted that further documents had been submitted and the deadline extended. It was agreed that the Parish Council’s earlier responses already covered their objection and a further response was unnecessary.

4867 Correspondence

Two anonymous letters had been received containing suggestions for how the village could be improved, which were generally not in the Parish Council’s control, such as moving the school, or the use/disposal of private property.

4868 Forthcoming meetings and events

Thurs 15 Sept	Tidal barrier consultation drop-in event	Bridgwater Arts Centre	2-7pm	public
Sat 17 Sept	SALC AGM	Edgar Hall, Somerton	10 am	
Fri 24 Jun	Sedgemoor Planning Training	12 or 18 Oct	10 am	MH, BR MH
<u>Neighbourhood Planning</u>				
Mon 19 Sept	Neighbourhood Planning Group	NS Village Hall	7pm	

4869 Next Parish Council Meeting

Next Meeting

Mon 10 Oct	Parish Council Meeting	NS Village Hall	7 pm	All
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The meeting closed at 8.40 pm

Budget Report to 9 September 2016

Income

Account	Original Budget 2016/17	First quarter	July 2016	Aug 2016	Sept 2016	Second quarter	Total spent to date	
1002 Allotment Rental	0.00	0.00				0.00	0.00	**
1003 Council Tax Grant	4,228.00	2,114.00				0.00	2,114.00	50.00%
1004 Bank Interest	20.00	0.00				0.00	0.00	0.00%
1006 Cemetery Income	1,400.00	30.00	340.00	133.00		473.00	503.00	35.93%
1007 Christmas tree + lights - donations	0.00	0.00				0.00	0.00	**
1009 Miscellaneous Grants	0.00	0.00				0.00	0.00	**
1011 Precept	46,477.00	23,238.50				0.00	23,238.50	50.00%
1012 Printing & Copying receipts	800.00	179.81	68.31	34.29		102.60	282.41	35.30%
1013 May Fair 2017 Income	0.00	0.00				0.00	0.00	**
1014 May Fair 2016 Income	0.00	812.27	13.50	250.00		263.50	1,075.77	**
1016 Village Trail Booklet Income	0.00	0.00				0.00	0.00	see payments
1017 War Memorial Project	0.00	0.00				0.00	0.00	see payments
1999 Misc Receipts	0.00	0.00				0.00	0.00	**
115 VAT Refunds	0.00	0.00				0.00	0.00	**
Subtotal Income For Year	52,925.00	26,374.58	421.81	417.29	0.00	839.10	27,213.68	51.42%

Expenditure

Account	Budget 2016/17	First quarter	July 2016	Aug 2016	Sept 2016	Second quarter	Total spent to date	
Expenditure Parish Office								
4102 Parish Council Office Rent	2,100.00	750.00	853.50			853.50	1,603.50	76.36%
4103 Postage	130.00	0.00				0.00	0.00	0.00%
4104 Stationery	190.00	88.22	72.05			72.05	160.27	84.35%
4105 Telephone & Internet	350.00	98.70	-22.51	61.66	31.50	70.65	169.35	33.87%
4106 Website + IT costs	705.00	130.85	235.62	23.62	23.62	282.86	413.71	58.68%
4107 Books and publications	40.00	0.00				0.00	0.00	0.00%
4108 Printing costs	950.00	0.00		852.71		852.71	852.71	89.76%
4109 Office Move	0.00	0.00		29.99	47.95	77.94	77.94	**
TOTAL Expenditure Parish Office	4,465.00	1,067.77	1,138.66	967.98	103.07	2,209.71	3,277.48	71.02%

Budget Report to 9 September 2016

Account	Budget 2016/17	First quarter	July 2016	Aug 2016	Sept 2016	Second quarter	Total spent to date	
Staff Costs								
4201 Salaries	24,001.00	6,648.49	2,245.94	2,245.93		4,491.87	11,140.36	41.84%
4204 Staff travel and subsistence costs	170.00	0.00	107.51			107.51	107.51	26.55%
4205 Staff Training	400.00	145.00		138.00		138.00	283.00	41.80%
TOTAL Staff Costs	24,571.00	6,793.49	2,353.45	2,383.93	0.00	4,737.38	11,530.87	41.62%
Administration & Finance								
4301 Audit Fees	600.00	295.00				0.00	295.00	49.17%
4302 Bank charges	20.00	3.75		1.50	0.75	2.25	6.00	30.00%
4303 Chairman's Honorarium	250.00	0.00	250.00			250.00	250.00	100.00%
4304 Councillors' Expenses	250.00	75.00	17.15			17.15	92.15	28.81%
4305 Councillors' Training	0.00	0.00				0.00	0.00	0.00%
4307 Insurance	1,200.00	1,093.65				0.00	1,093.65	91.14%
4309 Subscriptions	500.00	382.16	28.00			28.00	410.16	82.03%
4310 Village Hall Hire	400.00	90.00	22.50	45.00		67.50	157.50	39.38%
4311 Wayleaves	5.00	0.00				0.00	0.00	0.00%
4313 Legal Fees	0.00	0.00				0.00	0.00	**
TOTAL Administration & Finance	3,260.00	1,939.56	317.65	46.50	0.75	364.90	2,304.46	59.47%
Cemetery								
4402 Cemetery Rates	140.00	140.36				0.00	140.36	100.26%
4403 Maintenance	3,320.00	0.00	768.00	768.00		1,536.00	1,536.00	41.71%
TOTAL Cemetery	3,460.00	140.36	768.00	768.00	0.00	1,536.00	1,676.36	43.85%
Community Services								
4502 Allotment	0.00	0.00				0.00	0.00	see receipts
4504 Christmas Tree & Lights	200.00	0.00				0.00	0.00	0.00%
4508 Neighbourhood Plan	2,000.00	308.35	22.50	110.60		133.10	441.45	see EMR 324
4509 Youth Services	0.00	0.00				0.00	0.00	**
4510 Village Trail Booklet	0.00	0.00	40.49			40.49	40.49	see receipts
TOTAL Community Services	2,200.00	308.35	62.99	110.60	0.00	173.59	481.94	21.91%

Budget Report to 9 September 2016

Account	Budget 2016/17	First quarter	July 2016	Aug 2016	Sept 2016	Second quarter	Total spent to date	
CANS								
4503 CANS	0.00	0.00				0.00	0.00	see reserve
4505 May Fair 2016 expenditure	0.00	1,853.65	90.00			90.00	1,943.65	see income
TOTAL CANS	0.00	1,853.65	90.00	0.00	0.00	90.00	1,943.65	**
Village Maintenance								
4601 A39 Verge	768.00	0.00	224.00	192.00		416.00	416.00	54.17%
4602 Clock Tower Maintenance	300.00	0.00				0.00	0.00	0.00%
4603 Clock Tower Electricity	420.00	95.93	5.91	81.33	8.00	95.24	191.17	45.52%
4604 General Maintenance	500.00	3.42	3.04	1.52		4.56	7.98	1.05%
4605 Old Gaol + The Cross	575.00	240.50	35.75	43.33		79.08	319.58	55.58%
4606 Palmers Path	600.00	32.50	112.75	103.00		215.75	248.25	41.38%
4607 Public Seating	0.00	174.81		82.87		82.87	257.68	**
4609 Dog Bins	1,500.00	348.40				0.00	348.40	23.23%
4610 Coleridge Road	256.00	0.00	64.00	64.00		128.00	128.00	50.00%
4612 Plot 173	200.00	0.00	64.00	360.00		424.00	424.00	212.00%
4613 Mill Lane/Lime Street maint	400.00	0.00	16.25			16.25	16.25	4.06%
TOTAL Village Maintenance	5,519.00	895.56	525.70	928.05	8.00	1,461.75	2,357.31	40.77%
Castle Street Toilets								
4701 Castle St Toilets Cleaning	2,500.00	0.00	410.00	555.47		965.47	965.47	38.62%
4702 Castle St Toilets Electricity	400.00	48.00	16.00	1.00	1.00	18.00	66.00	16.50%
4703 Castle St Car Park/Toilets Rates	600.00	592.90				0.00	592.90	98.82%
4704 Castle St Toilets Repairs/Maint	200.00	0.00	16.00			16.00	16.00	8.00%
4705 Castle St Toilets Water/Sewerage	500.00	179.83				0.00	179.83	35.97%
4706 Castle St Car Park maint	450.00	42.25	55.25	116.50		171.75	214.00	47.56%
TOTAL Castle Street Toilets	4,650.00	862.98	497.25	672.97	1.00	1,171.22	2,034.20	43.75%
Grants								
TOTAL Grants	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Capital Expenditure								
4903 Bus shelter	0.00	3,125.00	1,700.00			1,700.00	4,825.00	**
TOTAL Capital Expenditure	0.00	3,125.00	1,700.00	0.00	0.00	1,700.00	4,825.00	**

Budget Report to 9 September 2016

Account	Budget 2016/17	First quarter	July 2016	Aug 2016	Sept 2016	Second quarter	Total spent to date	
VAT Account								
515 VAT Paid	0.00	997.62	430.91	209.94	11.02	651.87	1,649.49	**
Total Expenditure A/cs For Year	52,925.00	17,984.34	7,884.61	6,087.97	123.84	14,096.42	32,080.76	54.58%
Income	52,925.00	26,374.58	421.81	417.29	0.00	839.10	27,213.68	51.42%
Balance expenditure-income	0.00	-8,390.24	7,462.80	5,670.68	123.84	13,257.32	4,867.08	