

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 9 JANUARY 2017 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors

	John Roberts (Chairman)
	Kevin Ferriday
	Andrew Jeanes
	Patricia Pardoe
	Colin Penny
	Malcolm Reid
	Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
8 members of the public

Public Session

With Council's agreement, the Chairman proposed to suspend standing orders to allow members of the public to speak about the planning application at that point in the meeting. All agreed. No other issues were raised.

4921 Apologies

All Cllr Malcolm Hogg was engaged elsewhere. Cllr Margaret Hogg was ill. The absences were approved. Cllr Pay had sent apologies as she would be at a meeting elsewhere.

4922 Declarations of Interest

Cllr Reid declared a pecuniary interest in item 5 (Planning). Cllr Jeanes declared a pecuniary interest in item 9 (footpath diversion). Cllr Penny and Cllr Rich declared personal interests in the Playing Field.

4923 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 12 December were approved as a true record and signed by the Chairman.

4924 District and County Council Liaison

No Councillors were present.

4925 Planning Application

Application Ref: 36/16/00027

Address: Quantock Close, Jackson Lane, Nether Stowey

Proposal: Outline planning permission, with all matters reserved, for the erection of a detached bungalow

Cllr Reid withdrew from the meeting

Standing Orders were suspended

Mr Fenton (Tamlyns) spoke in favour of the application. Mr Lindford and Mr Harris spoke against the application.

Standing Orders were suspended

After some debate. Most Councillors felt that there was no change from the previous application and that the previous response was therefore appropriate. Cllr Jeanes formally proposed, a "No objection" response with similar caveats as previously. Seconded Cllr Rich, six in favour, one against. Response to be sent:

Although noting that the proposed building breaks the building line, the Parish Council nevertheless has no objection to a single-storey dwelling (only) subject to the following conditions:

a) that the building is set at the level shown on the plans, below the existing ground level and

b) requests that there should be no windows on the gable-end overlooking Mill Lane.

Cllr Reid rejoined the meeting

Six members of the public left the meeting.

4926 Budget 2017/18

The Chairman summarised the proposal as follows:

- The tax base figure for the 2017/18 financial year coupled with a 40% reduction in the Council Tax Support Grant meant that if tax levels remained at the current level, the precept would be £1,700 short.
- The proposed precept level would mean a 1.5% increase in the Band D tax rate to offset some of this loss. The balance would have to come from Reserves.
- The tax rate had been reduced in the previous 2 years – the proposed rate was still lower than the 2014/15 rate.
- The Parish Council was taking on ever more work from the County and District Councils, and more grants had been awarded to support local organisations.
- The proposed budget had been recommended for approval by the Finance and Audit Committee.

The proposed budget was **approved** (proposed Cllr Penny, seconded Cllr Ferriday, unanimous). A copy of the approved budget is appended to these minutes.

4927 Budget Report

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

4928 Expenditure

Expenditure incurred since the Parish Council meeting of 12 December:

Date	Payee Name	Cheque	Amount	Transaction Details
12 Dec	Sainsburys	P-037	10.75	Moisture Absorber
12 Dec	MR W J Roberts	103737	14.98	Christmas Tree Fittings
12 Dec	Currys	P-038	94.00	Office Stationary
13 Dec	Littles Grocers	103738	60.00	Christmas Tree For Cross
14 Dec	KDR Electrical Services	103739	452.10	Repair lights to Clock Tower
14 Dec	December Staff Payroll	103740-43	2,261.46	December Payroll
16 Dec	Mendip Comm Transport	103744	100.00	Grant (Min Number 4912 Dec 16)
16 Dec	NSRG Regeneration	103745	750.00	Grant (Min Number 4912 Dec 16)
16 Dec	M A Catchpole	103746	18.00	Mileage Claim
19 Dec	K Sparks	103747	126.75	Village Maintenance Contract
22 Dec	BT Business	DDR	39.22	Office Telephone & Broadband t
5 Jan	Mrs C F Slaymaker	103749	79.99	Renewal for Microsoft Office 365
5 Jan	EDF Energy	DDR	8.00	Clock Tower Electricity metered
5 Jan	E Martin Computer Services	DDR	23.62	Office Website Contract
2 Jan	E W Jeanes & Son	103748	100.00	Allotment Site Rental 2017
		TOTAL	£4,138.87	

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

4929 Bank Reconciliation

Cllr Roberts had carried out a bank reconciliation and accounts check earlier in the day and was satisfied that all was in order.

4930 Christmas Lights

In view of the increasing costs to keep the rope lights working it was **agreed** to look at alternative festive lighting options.

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Cllr Jeanes withdrew from the meeting

4931 Footpath Diversion

It was **agreed** the Parish Council had no objection to the proposed diversion.

Cllr Jeanes rejoined the meeting

4932 Footpath repairs

It was **agreed** to accept the estimate for repairs to the steps. Cllr Jeanes proposed asking the contractor to clear the path on the other side also and would help where he could.

4933 Highways

There had been a complaint that the Hunt had effectively closed St Mary Street on Boxing Day preventing access to her property. The Clerk had drafted a letter to the hunt which was **approved**.

4934 Reports

FONSL – Cllr Pardoe – the next talk was “Waiting for People to return from the War” on 11 January. Memberships subs were due in January.

Playing Field – Cllr Penny – there had been no meeting since the last Parish Council meeting. Grounds maintenance and tree work was being carried out.

Neighbourhood Plan (NP) Cllr Malcolm Hogg – as a result of the flooding on 21 November the meeting had been cancelled and could not be rescheduled before Christmas. The next meeting was on 16 January. Cllr Roberts and Hogg had met Mrs Goddard on Friday to discuss progress. Although slow, she was fairly positive and felt that most groups reached a stage where enthusiasm was beginning to flag. However, we were nearly at the end of the dull research phase, and the work would become more interesting. She agreed that now that the questionnaire data had been collated and analysed we should start on a leaflet/newsletter or similar to make the information available to the community.

Hinkley Point – No meetings since the last Parish Council meeting.

Walkers are Welcome – Cllr Reid said that Stowey Walkers would have their official launch to mark

4935 Correspondence

- Somerset CC Confirmation Notice regarding footpath diversion order (parts of paths BW22/22, BW22/27, BW22/21, BW22/20 and others in Stogursey parish)
- Mendip CT Letter of thanks for Grant from NSPC

4936 Forthcoming meetings and events

Outside meetings and events

2 February	EDF HPC Community Forum	Bridgwater College, Cannington	7pm	MH
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Neighbourhood Planning

16 January	Neighbourhood Planning	Parish Office	7pm	MH, KF, MC
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4937 Next Parish Council Meeting

Next Meetings

Mon 13 February	Parish Council Meeting	NS Village Hall	7 pm	All Councillors
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The meeting closed at 8.10 pm

Budget for Financial Year from 1 April 2017 (as approved)
Income

Code	Account	2014/15	2015/16	Projected 2016/17	2017/18
1002	Allotment Rental	100.00	100.00	100.00	100.00
1003	Council Tax Grant	4,841.00	4,953.00	4,228.00	2,608.00
1004	Bank Interest	77.43	205.47	105.00	100.00
1006	Cemetery Income	1,501.00	2,372.00	1,168.00	1,200.00
1009	Miscellaneous Grants		18,957.00	-	-
1012	Printing & Copying receipts	1,330.18	1,133.68	655.94	650.00
1016	Village Trail Booklet Income	42.00	10.00	-	20.00
1011	Precept	47,160.00	46,996.00	46,477.00	See below
Subtotal Income For Year		55,051.61	74,727.15	52,733.94	4,678.00

Expenditure

Code	Account	2014/15	2015/16	2016/17	2017/18
Parish Office					
4101	Office Equipment	1,746.66	1,473.85	-	-
4102	Parish Council Office Rent	2,009.56	2,143.22	3,103.50	3,100.00
4103	Postage	100.89	79.88	73.10	85.00
4104	Stationery	336.46	208.72	210.27	250.00
4105	Telephone & Internet	348.65	162.85	365.76	375.00
4106	Website + IT costs	1,227.43	559.10	555.43	510.00
4107	Books and publications	84.80		-	-
4108	Printing costs	1,410.86	1,000.39	967.19	1,000.00
4109	Office Move			77.94	-
TOTAL Parish Office		7,265.31	5,628.01	5,353.19	5,300.00

Staff Costs

4201	Salaries	20,844.78	21,507.76	26,970.60	27,424.00
4202	Recruitment	243.60	40.00	-	-
4204	Staff travel costs	124.71	233.78	187.51	170.00
4205	Staff Training	92.28	130.00	283.00	300.00
TOTAL Staff Costs		21,305.37	21,911.54	27,441.11	27,894.00

Administration & Finance

4301	Audit Fees	595.00	595.00	595.00	600.00
4302	Bank charges	15.94	15.75	17.75	16.00
4303	Chairman's Honorary	250.00	250.00	250.00	250.00
4304	Councillors' Expenses	10.54	270.14	92.15	-
4305	Councillors' Training	80.00	75.00	-	-
4306	Elections	-	100.00	-	45.00
4307	Insurance	1,046.43	1,053.38	1,193.65	1,200.00
4308	Statutory Fees	35.00	35.00	35.00	35.00

Code	Account	2014/15	2015/16	2016/17	2017/18
4309	Subscriptions	537.59	487.91	560.16	560.00
<i>Administration & Finance continued</i>					
4310	Village Hall Hire	315.00	270.00	360.00	353.00
4311	Wayleaves	-	-	-	15.00
4312	Quantock Cluster	377.70	84.93	-	-
4313	Legal Fees	2,000.00	-	-	-
TOTAL Administration & Finance		5,263.20	3,237.11	3,103.71	3,074.00
Cemetery					
4402	Cemetery Rates	136.59	139.20	140.36	140.00
4403	Maintenance	3,094.95	2,632.88	3,458.00	3,460.00
TOTAL Cemetery		3,231.54	2,772.08	3,598.36	3,600.00
Community Services					
4502	Allotment	100.00	100.00	100.00	100.00
4504	Christmas Tree & Lights	50.00	183.93	200.00	200.00
4506	Oral History	-	-	-	-
4507	Parish Council Newsletter	-	-	-	-
4508	Neighbourhood Plan	-	458.51	1,413.55	-
4509	Youth Services	-	-	-	-
4510	Village Trail Booklet	42.00	-	40.49	20.00
TOTAL Community Services		192.00	742.44	1,754.04	320.00
Village Maintenance					
4601	A39 Verge	772.50	604.50	832.00	1,075.00
4602	Clock Tower Maintenance	404.98	1,423.60	-	275.00
4603	Clock Tower Electricity	867.00	380.60	361.83	360.00
4604	General Maintenance	225.00	46.50	105.18	150.00
4605	Old Gaol + The Cross	575.99	155.50	661.08	180.00
4606	Palmers Path	325.82	310.75	533.75	535.00
4607	Public Seating	60.00	-	-	250.00
4608	South Lane Footpath	-	-	-	-
4609	Dog Bins	919.08	1,711.34	1,463.80	1,500.00
4610	Coleridge Road	90.00	279.00	224.00	240.00
4611	Millennium Wood	-	-	48.00	-
4612	Plot 173	450.00	462.55	552.00	250.00
4613	Mill Lane/Lime Street corner	240.00	93.00	80.25	100.00
4614	War Memorial Maintenance	-	-	-	-
TOTAL Village Maintenance		4,930.37	5,467.34	4,861.57	4,835.00

Code	Account	2014/15	2015/16	2016/17	2017/18
Castle Street Toilets					
4701	Castle St Toilets Cleaning	2,370.00	2,424.39	2,785.47	2,820.00
4702	Castle St Toilets Electricity	763.79	287.04	94.00	100.00
4703	Castle St Rates		588.00	592.90	600.00
4704	Toilets Repairs/Maintenance	637.68	789.48	112.00	150.00
4705	Toilets Water/Sewerage	900.32	434.70	429.83	440.00
4706	Castle St Car Park maint	330.00	1,203.00	600.30	425.00
4709	Toilets/car park misc	494.66		-	-
	TOTAL Castle Street Toilets	5,496.45	5,726.61	4,614.50	4,535.00
Grants					
4801	Miscellaneous Grants	515.00	1,223.90	-	500.00
4802	Active Living	100.00	100.00	-	100.00
4803	Playing Field	1,800.00	23,781.00	2,776.00	1,800.00
4804	Transport		-	200.00	-
4805	Village Hall Maint Grant	1,715.31	1,537.43	2,148.00	1,800.00
4806	Stowey Centre		New code		
	TOTAL Grants	4,030.31	26,542.33	5,124.00	4,200.00
Capital Expenditure					
4901	Public Seating	535.73		-	-
4902	Notice board			-	-
4903	Bus shelter		175.00	4,825.00	-
	TOTAL Capital Expenditure	535.73	175.00	4,825.00	-
Total Expenditure A/cs For Year		54,767.97	78,537.84	62,440.82	53,758.00
Total income		7,791.61	27,631.15	6,156.94	4,678.00
Precept as approved		47,160.00	46,996.00	46,477.00	47,093.00

Reserve contribution required of £1,987 plus possible additions as noted above

Budget Report to 6 January 2017

Income

Account	Budget 2016/17	First quarter	Second quarter	Oct 2016	Nov 2016	Dec 2016	Third quarter	Jan 2017	Fourth quarter	Total spent to date	
Reserves Total		3,299.81	1,900.00	817.88	1,323.26	-174.81	1,966.33	-	-	7,166.14	46,791.54
Income											
1002 Allotment Rental	0.00	0.00	0.00			100.00	100.00		0.00	100.00	**
1003 Council Tax Grant	4,228.00	2,114.00	2,114.00				0.00		0.00	4,228.00	100.00%
1004 Bank Interest	20.00	0.00	0.00				0.00	188.74	188.74	188.74	943.70%
1006 Cemetery Income	1,400.00	30.00	606.00		207.00		207.00		0.00	843.00	60.21%
1012 Printing & Copying receipts	800.00	179.81	102.60	53.53	8.98	28.14	90.65	-	0.00	373.06	46.63%
1013 May Fair 2017 Income	0.00	0.00	0.00	234.00	80.00	120.00	434.00	20.00	20.00	454.00	**
1014 May Fair 2016 Income	0.00	812.27	313.50				0.00	13.50	13.50	1,139.27	**
115 VAT Refunds	0.00	0.00	844.02			1,719.17	1,719.17		0.00	2,563.19	**
1011 Precept	46,477.00	23,238.50	23,238.50				0.00		0.00	46,477.00	100.00%
Income For Year	52,925.00	26,374.58	27,218.62	287.53	295.98	1,967.31	2,550.82	222.24	222.24	56,366.26	106.50%

Expenditure

Account	Budget 2016/17	First quarter	Second quarter	Oct 2016	Nov 2016	Dec 2016	Third quarter	Jan 2017	Fourth quarter	Total to date	% of budget
Expenditure											
Expenditure Parish Office											
4101 Office Equipment	0.00	0.00	0.00			62.73	62.73		0.00	62.73	**
4102 Parish Council Office Rent	2,100.00	750.00	853.50		750.00	22.81	772.81		0.00	2,376.31	113.16%
4103 Postage	130.00	0.00	0.00	23.10			23.10		0.00	23.10	17.77%
4104 Stationery	190.00	88.22	72.05			4.16	4.16		0.00	164.43	86.54%
4105 Telephone & Internet	350.00	98.70	70.65	32.24	65.73		97.97	32.68	32.68	300.00	60.00%
4106 Website + IT costs	705.00	130.85	282.86	23.62	23.62	23.62	70.86	103.61	103.61	588.18	83.43%
4107 Books and publications	40.00	0.00	0.00				0.00		0.00	0.00	0.00%
4108 Printing costs	950.00	0.00	852.71		114.48		114.48		0.00	967.19	101.81%
4109 Office Move	0.00	0.00	77.94				0.00		0.00	77.94	**
TOTAL Expenditure Parish Office	4,465.00	1,067.77	2,209.71	78.96	953.83	113.32	1,146.11	136.29	136.29	4,559.88	98.81%

Nether Stowey Parish Council

Account		Budget 2016/17	First quarter	Second quarter	Oct 2016	Nov 2016	Dec 2016	Third quarter	Jan 2017	Fourth quarter	Total to date	% of budget
Staff Costs												
4201	Salaries	24,001.00	6,648.49	6,750.65	2,261.46	2,261.45	2,261.46	6,784.37		0.00	20,183.51	75.81%
4204	Staff travel and subsistence costs	170.00	0.00	107.51				0.00	18.00	18.00	125.51	30.99%
4205	Staff Training	400.00	145.00	138.00				0.00		0.00	283.00	41.80%
	TOTAL Staff Costs	24,571.00	6,793.49	6,996.16	2,261.46	2,261.45	2,261.46	6,784.37	18.00	18.00	20,592.02	74.32%
Administration & Finance												
4301	Audit Fees	600.00	295.00	0.00		300.00		300.00		0.00	595.00	99.17%
4302	Bank charges	20.00	3.75	2.25	0.75		1.50	2.25		0.00	8.25	41.25%
4303	Chairman's Honorarium	250.00	0.00	250.00				0.00		0.00	250.00	100.00%
4304	Councillors' Expenses	250.00	75.00	17.15				0.00		0.00	92.15	28.81%
4305	Councillors' Training	0.00	0.00	0.00				0.00		0.00	0.00	0.00%
4307	Insurance	1,200.00	1,093.65	0.00				0.00		0.00	1,093.65	91.14%
4308	Statutory Fees	35.00	0.00	0.00	35.00			35.00		0.00	35.00	100.00%
4309	Subscriptions	500.00	382.16	28.00		157.00		157.00		0.00	567.16	113.43%
4310	Village Hall Hire	400.00	90.00	67.50	22.50	22.50	22.50	67.50		0.00	225.00	56.25%
	TOTAL Administration & Finance	3,260.00	1,939.56	364.90	58.25	479.50	24.00	561.75	0.00	0.00	2,866.21	73.97%
Cemetery												
4402	Cemetery Rates	140.00	140.36	0.00				0.00		0.00	140.36	100.26%
4403	Maintenance	3,320.00	0.00	1,536.00	640.00	241.38		881.38		0.00	2,417.38	65.64%
	TOTAL Cemetery	3,460.00	140.36	1,536.00	640.00	241.38	0.00	881.38	0.00	0.00	2,557.74	66.90%
Community Services												
4502	Allotment	0.00	0.00	0.00			100.00	100.00		0.00	100.00	see receipts
4504	Christmas Tree & Lights	200.00	0.00	0.00			451.73	451.73		0.00	451.73	225.87%
4508	Neighbourhood Plan	2,000.00	308.35	133.10	160.30	122.80	250.00	533.10		0.00	974.55	see EMR 324
4510	Village Trail Booklet	0.00	0.00	40.49				0.00		0.00	40.49	see receipts
	TOTAL Community Services	2,200.00	308.35	173.59	160.30	122.80	801.73	1,084.83	0.00	0.00	1,566.77	71.22%
CANS												
4503	CANS	0.00	0.00	0.00				0.00		0.00	0.00	see reserve
4505	May Fair 2016 expenditure	0.00	1,853.65	90.00				0.00		0.00	1,943.65	see income
4513	May Fair 2017 expenditure	0.00	0.00	0.00	105.90	15.00		120.90		0.00	120.90	see reserve
	TOTAL CANS	0.00	1,853.65	90.00	105.90	15.00	0.00	120.90	0.00	0.00	2,064.55	**

Account		Budget 2016/17	First quarter	Second quarter	Oct 2016	Nov 2016	Dec 2016	Third quarter	Jan 2017	Fourth quarter	Total to date	% of budget
Village Maintenance												
4601	A39 Verge	768.00	0.00	416.00	208.00			208.00		0.00	624.00	81.25%
4602	Clock Tower Maintenance	300.00	0.00	0.00			8.10	8.10		0.00	8.10	2.70%
4603	Clock Tower Electricity	420.00	95.93	95.24	8.00	81.33	8.00	97.33	8.00	8.00	296.50	70.60%
4604	General Maintenance	500.00	3.42	4.56	1.20		39.00	40.20		0.00	48.18	6.31%
4605	Old Gaol + The Cross	575.00	240.50	79.08	45.50		29.25	74.75		0.00	394.33	68.58%
4606	Palmers Path	600.00	32.50	215.75	93.50		26.00	119.50		0.00	367.75	61.29%
4607	Public Seating	0.00	174.81	82.87	200.00	-485.29	-40.00	-325.29		0.00	-67.61	**
4609	Dog Bins	1,500.00	348.40	348.40		371.80		371.80		0.00	1,068.60	71.24%
4610	Coleridge Road	256.00	0.00	128.00	32.00			32.00		0.00	160.00	62.50%
4611	Millennium Wood	0.00	0.00	0.00	48.00			48.00		0.00	48.00	**
4612	Plot 173	200.00	0.00	424.00	32.00		-470.00	-438.00		0.00	-14.00	-7.00%
4613	Mill Lane/Lime Street maint	400.00	0.00	16.25				0.00		0.00	16.25	4.06%
TOTAL Village Maintenance		5,519.00	895.56	1,810.15	668.20	-32.16	-399.65	236.39	8.00	8.00	2,950.10	51.02%
Castle Street Toilets												
4701	Castle St Toilets Cleaning	2,500.00	0.00	965.47	530.00	265.00		795.00		0.00	1,760.47	70.42%
4702	Castle St Toilets Electricity	400.00	48.00	18.00	1.00	1.00	1.00	3.00		0.00	69.00	17.25%
4703	Castle St Car Park/Toilets Rates	600.00	592.90	0.00				0.00		0.00	592.90	98.82%
4704	Castle St Toilets Repairs	200.00	0.00	16.00			8.15	8.15		0.00	24.15	12.08%
4705	Castle St Toilets Water/Sewerage	500.00	179.83	0.00		165.25		165.25		0.00	345.08	69.02%
4706	Castle St Car Park maint	450.00	42.25	171.75	237.80		16.25	254.05		0.00	468.05	104.01%
TOTAL Castle Street Toilets		4,650.00	862.98	1,171.22	768.80	431.25	25.40	1,225.45	0.00	0.00	3,259.65	70.10%
Grants												
4801	Miscellaneous Grants	1,200.00	0.00	0.00			850.00	850.00		0.00	850.00	70.83%
4803	Playing Field	1,800.00	0.00	0.00		2,776.00		2,776.00		0.00	2,776.00	100.00%
4804	Transport	0.00	0.00	200.00				0.00		0.00	200.00	**
4805	Village Hall Maint Grant	1,800.00	0.00	0.00		2,147.26		2,147.26		0.00	2,147.26	100.00%
TOTAL Grants		4,800.00	0.00	200.00	0.00	4,923.26	850.00	5,773.26	0.00	0.00	5,973.26	97.55%
Capital Expenditure												
4902	Notice board	0.00	0.00	0.00				0.00		0.00	0.00	**
4903	Bus shelter	0.00	3,125.00	1,700.00				0.00		0.00	4,825.00	**
TOTAL Capital Expenditure		0.00	3,125.00	1,700.00	0.00	0.00	0.00	0.00	0.00	0.00	4,825.00	**

Account	Budget 2016/17	First quarter	Second quarter	Oct 2016	Nov 2016	Dec 2016	Third quarter	Jan 2017	Fourth quarter	Total to date	% of budget
VAT Account		997.62	721.55	46.17	195.07	95.61	336.85	11.26	11.26	2,067.28	
Total Expenditure A/cs For Year	52,925.00	17,984.34	16,973.28	4,788.04	9,591.38	3,771.87	18,151.29	173.55	173.55	53,282.46	90.65%
Income	52,925.00	26,374.58	27,218.62	287.53	295.98	1,967.31	2,550.82	222.24	222.24	56,366.26	106.50%
Balance expenditure-income	0.00	-8,390.24	-10,245.34	4,500.51	9,295.40	1,804.56	15,600.47	-48.69	-48.69	-3,083.80	