

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 11 DECEMBER 2017 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
 Colin Falla
 Kevin Ferriday
 Margaret Hogg
 Colin Penny
 Malcolm Reid
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 8 members of the public
 Cllr Michael Caswell
 Cllr Julie Pay

Public Session

De Curcis Close: A member of the public raised an issue relating to the sale of low-cost housing at de Curcis Close. The Parish Council and District Councillors were aware of the issue and had raised the matter with Sedgemoor District Council. The matter would be discussed further under "District Council Liaison" later in the meeting.

A member of the public asked about matters relating to the further tree felling and parking restrictions in connection with the safety improvement scheme at Lime Street. The Chairman confirmed that the matters would be discussed at a meeting with Somerset CC officers. This would take place in the New Year, as the officers concerned had been unable to offer a time before then.

No other issues were raised.

5102 Apologies

Apologies were received from Cllr Pardoe (family reasons) and Cllr Jeanes (ill). The absences were approved.

5103 Declarations of Interest

Cllrs Penny and Rich declared interests in the Playing Field.

5104 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 13 November were approved as a true record and signed by the Chairman.

One member of the public left the meeting during the following item.

5105 County and District Council Liaison

De Curcis Close: The chairman summarised the situation to date. SDC seemed to have failed their job. The Parish Council fought very hard for affordable housing in the village. Cllr Caswell said that he shared the Chairman's views. It was a travesty and he was appalled that someone could rob the community of these houses. He suggested contacting the Local Government Ombudsman to make a formal complaint. Whilst it might be too late to rectify the situation, it might prevent further such incidences in Nether Stowey or other parishes. He and Cllr Pay would pursue the matter with Legal Services at Sedgemoor and would arrange a meeting with them and a representative of the Affordable Housing Unit.

Cllr Caswell had been invited to attend the official opening of the Cannington cycleway. It will eventually connect Comwich, Cannington and Wembdon.

Cllr Pay had nothing to add.

Cllrs Caswell and Pay left for meetings elsewhere. One member of the public left (7.30pm)

5106 Pizza Service

It was **agreed** that Mr and Mrs Link could sell pizzas from the car park on alternate Tuesdays., subject to the provision of the appropriate hygiene and environmental certificates. Permission would be withdrawn if there were any complaints. (6 in favour, 1 abstention)

5107 Library

The Chairman summarised the situation to date following the meeting with Library Services (SCC) in October. It was **agreed** that no decision would be made until the outcome of the review was known. In the meantime the Council would investigate alternative sources of funding to support the building.

5108 CCTV

The Parish Council resolved to adopt the draft policy.

5109 Budget

The draft budget and precept was **approved** (proposed Cllr Reid, seconded Cllr Ferriday, all in favour) A copy of the agreed budget is appended to these minutes.

5110 Budget Report

The Budget report for the period to 8 December was **noted**. A copy of the report is appended to these minutes.

5111 Expenditure

Expenditure incurred since the Parish Council meeting of 13 November:

Date	Payee Name	Cheque	Amount	Transaction Details
14 Nov	Water2business	103935	170.30	Public Toilets water/sewerage
15 Nov	Clerks Santander Debit Card	P0002	21.80	Stamps
20 Nov	Office Payroll	103936-39	2364.15	November Payroll
27 Nov	K Sparks	103940	139.75	Village Maintenance Oct Nov
29 Nov	Pestforce	103941	175.00	Mole Clearance to Cemetery
1 Dec	Santander	103942	200.00	Transfer to Account No 3
1 Dec	EDF Energy	DDR	20.00	Public Toilets Electricity
3 Dec	E Martin Computer Services	DDR	28.34	Website maintenance Contract
4 Dec	EDF Energy	DDR	12.00	Clock Tower Electricity
5 Dec	NS Village Hall	103943	22.50	Hire of Club Room 13 th Nov
6 Dec	Key Signs UK Ltd	P0003	49.09	Signs for CCTV at Library
7 Dec	Santander A/C 3	DD	0.30	Bank Charges
8 Dec	Littles	103944	50.00	Christmas Tree
9 Dec	BT Business	DDR	38.52	Office Telephone and broadband
TOTAL			£3,291.75	

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

5112 Bank Reconciliation

The bank statement and accounts checks had been carried out by Cllr Falla who was satisfied that all was in order.

5113 Grant

It was **agreed** to give a grant of £100 to Mendip Community Transport (proposed Cllr Rich, seconded Cllr Penny, all in favour)

5114 Highways

Road closure notices:

- **A39 near Jacksons Lane:** 2 nights (7pm-7am) starting 18 December (patching)
- **Castle Hill near Hockpitt Lane:** 5 days starting 18 December (Wessex Water)

The jetter had been working in the village on 8 December.

5115 Reports

Clerk's report:

- Quantock Cluster meeting had mainly centred on Hinkley-related traffic. It had been agreed for representatives of parishes affected to meet with SDC, SCC Highways, the police and representatives of EDF and Magnox.
- The Christmas Tree had been put up, but owing to the weather conditions it had not been possible to put on the lights. This was now planned for Wednesday evening, weather conditions permitting.
- Coleridge Rd – Homes In Sedgemoor had agreed to install a post and rail fence above the bank at Lime Street when the highway works were completed. They had promised to put temporary fencing as soon as possible until then.
- The Speed Indicator Device programme would end in early 2018. Parishes could buy their own and SCC would provide assistance. The latest report (late November) for Mill Lane recorded that 85% of drivers passed the device at or below 30mph.
- The diversion of Footpath BW16/18 at Inwood Farm has now been completed and the diversion order has been confirmed.
- AONB has been given first-stage support for £1.9m of heritage lottery funds
- A new external auditor has been appointed. Audit fees have not changed.

Village Hall (Cllr Rich) – The Christmas Market had been well attended, but no financial details were available yet. Sharon Mayell had been co-opted to the Village Hall Committee. Bill Preston had donated a coffee machine to the Hall.

Playing Field: (Cllr Penny) there was a problem with supplying power to the telecoms mast which had delayed it coming into operation until 17 January.

QH JAC: neither Cllr Rich nor Cllr Pardoe had been able to attend the meeting

Active Living (Cllr Hogg) – this month's speaker had talked about life as a Royal Mail Guard and had attracted more than 20 people.

Footpaths (Cllr Falla)

- Three new Coleridge Way markers had been installed.
- Somerset Rights of Way would replace the redundant finger on the post on the Cross.
- Work for the Nether Stowey/Stogursey trail was now complete in legal terms. It would be launched around Easter, but the working name "Two Castles Trail" would change.
- "Walking for Health" would start locally, probably in January
- Work to designate a new permissive path link the Millennium, Jubilee and Stowey woods was almost complete
- Cllr Falla had been discussing the rights of way in the field opposite Hartley Meadow. It was **agreed** that he would work out a new plan.

Neighbourhood Plan (Cllr Ferriday) – Work on topic papers continues.

5116 Forthcoming meetings and events

The Parish Office will close at 1pm on Thursday 21 December, until 10am on Tuesday 2 January

Outside meetings and events

Tues 12 Dec/ Wed 13 Dec	Local Plan examination	YMCA, Bridgwater	10am	Clerk to attend relevant session
Sun 24 Dec	Carols on the Cross	The Cross	TBC	All welcome

5117 Next Parish Council Meeting

The next Parish Council meeting will be on Monday 8 January at 7 pm at Nether Stowey Village Hall.

The meeting closed at 8.30 pm.

Budget for Financial Year from 1 April 2018 (as approved)

Income				<i>Projected</i>	
	Account	2015/16	2016/17	2017/18	2018/19
1002	Allotment Rental	100.00	100.00	100.00	100.00
1004	Bank Interest	205.47	188.74	188.06	189.00
1006	Cemetery Income	2,372.00	1,668.00	1,085.00	1,300.00
1012	Printing & Copying receipts	1,133.68	492.90	597.17	550.00
1016	Village Trail Booklet Income	10.00	-	-	10.00
1003	Council Tax Grant	4,953.00	4,228.00	2,608.00	1,214.00
1011	Precept	46,996.00	46,477.00	47,093.00	
Total Income For Year		55,770.15	53,154.64	51,671.23	3,363.00

Expenditure				<i>Projected</i>	
Account		2015/16	2016/17	2017/18	2018/19
Parish Office					
4101	Office Equipment	1,473.85	212.01	82.50	100.00
4102	Parish Council Office Rent	2,143.22	3,135.31	3,029.19	3,100.00
4103	Postage	79.88	55.12	78.44	75.00
4104	Stationery	208.72	194.21	138.24	150.00
4105	Telephone & Internet	162.85	365.11	388.75	410.00
4106	Website + IT costs	559.10	635.42	574.09	628.00
4108	Printing costs	1,000.39	867.65	710.20	900.00
4109	Office Move		77.94	-	-
TOTAL Parish Office		5,628.01	5,542.77	5,001.41	5,363.00
Staff Costs					
4201	Salaries	21,507.76	26,937.89	28,299.67	29,137.00
4202	Recruitment	40.00	-	-	-
4204	Staff travel costs	233.78	135.51	80.00	80.00
4205	Staff Training	130.00	543.00	45.00	45.00
TOTAL Staff Costs		21,911.54	27,616.40	28,424.67	29,262.00
Administration & Finance					
4301	Audit Fees	595.00	595.00	625.00	625.00
4302	Bank charges	15.75	8.25	7.90	10.00
4303	Chairman's Honorarium	250.00	250.00	250.00	250.00
4304	Councillors' Expenses	270.14	92.15	13.05	-
4305	Councillors' Training	75.00	60.00	55.00	-
4306	Elections	100.00	-	-	-
4307	Insurance	1,053.38	1,093.65	1,153.91	1,215.00
4308	Statutory Fees	35.00	35.00	35.00	35.00
4309	Subscriptions	487.91	567.16	546.89	555.00
4310	Village Hall Hire	270.00	315.00	292.50	329.00
4311	Wayleaves		-	15.00	-
TOTAL Administration & Finance		3,152.18	3,016.21	2,994.25	3,019.00
Cemetery					
4402	Cemetery Rates	139.20	140.36	150.33	155.00
4403	Maintenance	2,632.88	3,253.76	3,564.63	3,266.00
TOTAL Cemetery		2,772.08	3,394.12	3,714.96	3,421.00

Expenditure Account	2015/16	2016/17	Projected 2017/18	2018/19
Community Services				
4502 Allotment	100.00	100.00	100.00	100.00
4504 Christmas Tree & Lights	183.93	451.73	580.50	350.00
4508 Neighbourhood Plan	458.51	1,735.53	1,058.93	-
4510 Village Trail Booklet		40.49	-	-
TOTAL Community Services	742.44	2,327.75	1,739.43	450.00
Village Maintenance				
4601 A39 Verge	604.50	736.00	676.00	700.00
4602 Clock Tower Maintenance	1,423.60	8.10	275.00	275.00
4603 Clock Tower Electricity	380.60	315.43	352.04	390.00
4604 General Maintenance	46.50	2,483.61	396.23	350.00
4605 Old Gaol + The Cross	155.50	688.33	217.06	250.00
4606 Palmers Path	310.75	480.25	427.72	455.00
4607 Public Seating		-35.61	240.00	100.00
4608 Footpaths		-	65.00	30.00
4609 Dog Bins	1,711.34	1,440.40	1,521.78	1,470.00
4610 Coleridge Road	279.00	160.00	264.00	150.00
4611 Millennium Wood		48.00	92.34	60.00
4612 Plot 173	462.55	-14.00	346.50	175.00
4613 Mill Lane/Lime St maintenance	93.00	16.25	123.75	200.00
4614 War Memorial maintenance		-	25.00	25.00
TOTAL Village Maintenance	5,467.34	6,326.76	5,022.42	4,630.00
Castle Street Toilets				
4701 Castle St Toilets Cleaning	2,424.39	3,085.47	2,995.00	3,465.00
4702 Castle St Toilets Electricity	287.04	24.42	223.71	250.00
4703 Castle St Car Park/Toilets Rates	588.00	592.90	635.00	650.00
4704 Castle St Toilets maintenance	789.48	104.15	99.00	100.00
4705 Castle St Toilets Water/Sewerage	434.70	345.08	430.57	440.00
4706 Castle St Car Park maintenance	1,203.00	609.55	408.41	370.00
4709 Toilets/car park other costs		-	330.91	-
TOTAL Castle Street Toilets	5,726.61	4,761.57	5,122.60	5,275.00
Grants				
TOTAL Grants	26,542.33	5,973.26	5,142.00	4,100.00
Capital Expenditure				
4902 Notice board		-	389.50	-
4903 Bus shelter	175.00	4,825.00	-	-
TOTAL Capital Expenditure	175.00	4,825.00	389.50	-
Total Expenditure A/cs For Year	72,117.53	63,783.84	59,916.24	55,520.00
Total Income For Year	55,770.15	53,154.64	51,671.23	3,363.00
Precept as approved	46,996.00	46,477.00	47,093.00	47,720.00

2018/19 Contribution from Reserve £4,437.00

Precept increase of 1% (=87p) per Band D household

Budget Report to 8 December 2017

Reserves

Reserves	Balance at 1 Apr 17	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	Balance
Reserves Total	44,214.08	680.00	698.94	320.00	30.00	-	350.00	-	1,728.94	42,485.14

Income

Income	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	% of Budget
1002 Allotment Rental	100.00	0.00	0.00				0.00	0.00	0.00	0.00%
1003 Council Tax Grant	2,608.00	1,304.00	1,304.00				0.00	0.00	2,608.00	100.00%
1004 Bank Interest	100.00	0.00	0.01	0.01	0.01	0.01	0.03	0.00	0.04	0.04%
1006 Cemetery Income	1,200.00	720.00	245.00				0.00	0.00	965.00	80.42%
1009 Miscellaneous Grants	0.00	0.00	0.00		7,988.00		7,988.00	0.00	7,988.00	**
1012 Printing & Copying	650.00	190.69	187.20	63.51	34.02	1.75	99.28	0.00	477.17	73.41%
1013 May Fair 2017 Income		792.98	15.00				0.00	0.00	807.98	**
1016 Village Trail Booklet	20.00	10.00	0.00				0.00	0.00	10.00	see 4510
115 VAT Refunds		532.00	0.00				0.00	0.00	532.00	**
1011 Precept	47,093.00	23,546.50	23,546.50				0.00	0.00	47,093.00	100.00%
Subtotal Income For Year	51,771.00	27,096.17	25,297.71	63.52	8,022.03	1.76	8,087.31	0.00	60,481.19	116.82%

Expenditure

	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	% Spend
Parish Office										
4101 Office Equipment		82.50	0.00				0.00	0.00	82.50	100.00%
4102 Parish Council Office Rent	3,100.00	752.75	750.00	6.44	750.00		756.44	0.00	2,259.19	72.88%
4103 Postage	85.00	0.00	26.88		21.80	0.24	21.56	0.00	48.44	56.99%
4104 Stationery	230.00	49.58	88.66				0.00	0.00	138.24	94.85%
4105 Telephone & Internet	375.00	96.73	96.71	32.46	32.23	32.10	96.79	0.00	290.23	74.66%
4106 Website + IT costs	510.00	137.51	214.86	23.62	23.62	23.62	70.86	0.00	423.23	73.73%
4108 Printing costs	1,000.00	0.00	350.51		59.69		59.69	0.00	410.20	44.39%
TOTAL Parish Office	5,300.00	1,119.07	1,527.62	62.52	887.34	55.48	1,005.34	0.00	3,652.03	68.91%

	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	% Spend
Staff Costs										
4201 Salaries	26,937.89	27,424.00	7,050.26	7,061.93	2,364.17		2,364.17	0.00	16,476.36	60.08%
4204 Staff travel costs	135.51	170.00	0.00	0.00			0.00	0.00	0.00	0.00%
4205 Staff Training	543.00	300.00	0.00	45.00			0.00	0.00	45.00	15.00%
TOTAL Staff Costs	27,616.40	27,894.00	7,050.26	7,106.93	2,364.17	0.00	2,364.17	0.00	16,521.36	59.23%
Administration & Finance										
4301 Audit Fees	600.00	325.00	0.00		300.00		300.00	0.00	625.00	100.00%
4302 Bank charges	16.00	0.00	1.80		0.30	0.30	0.60	0.00	2.40	15.00%
4303 Chairman's Honorarium	250.00	0.00	250.00				0.00	0.00	250.00	100.00%
4304 Councillors' Expenses	0.00	0.00	13.05				0.00	0.00	13.05	**
4305 Councillors' Training	0.00	0.00	30.00				0.00	0.00	30.00	**
4306 Elections	45.00	0.00	0.00				0.00	0.00	0.00	0.00%
4307 Insurance	1,200.00	1,153.91	0.00				0.00	0.00	1,153.91	98.21%
4308 Statutory Fees	35.00	0.00	0.00	35.00			35.00	0.00	35.00	100.00%
4309 Subscriptions	560.00	10.00	0.00	376.89			376.89	0.00	386.89	69.09%
4310 Village Hall Hire	353.00	67.50	45.00	22.50	22.50	22.50	67.50	0.00	180.00	50.99%
4311 Wayleaves	15.00	0.00	0.00				0.00	0.00	0.00	0.00%
TOTAL Administration & Finance			3,016.21	3,074.00	322.80	22.80	779.99	0.00	2,676.25	87.06%
Cemetery										
4402 Cemetery Rates	140.00	150.33	0.00				0.00	0.00	150.33	107.38%
4403 Maintenance	3,460.00	676.50	858.00		703.00		703.00	0.00	2,237.50	64.67%
TOTAL Cemetery	3,600.00	826.83	858.00	0.00	703.00	0.00	703.00	0.00	2,387.83	66.33%
Community Services										
4502 Allotment	100.00	0.00	0.00				0.00	0.00	0.00	see 1002
4504 Christmas Tree & Lights	200.00	19.00	311.50				0.00	0.00	330.50	165.25%
4508 Neighbourhood Plan		125.60	933.33				0.00	0.00	1,058.93	see EMR 324
TOTAL Community Services			2,327.75	320.00	0.00	0.00	0.00	0.00	1,389.43	434.20%
CANS										
4503 CANS	0.00	-20.00	0.00			0.00		0.00	-20.00	
4513 May Fair 2017 expenditure	0.00	1,291.55	0.00	20.00	25.00	0.00	45.00	0.00	1,336.55	see 1013
TOTAL CANS	0.00	1,271.55	0.00	20.00	25.00	0.00	45.00	0.00	1,316.55	

	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	% Spend
Village Maintenance										
4601 A39 Verge	1,075.00	165.00	247.00		165.00		165.00	0.00	577.00	53.67%
4602 Clock Tower Maintenance	275.00	0.00	0.00				0.00	0.00	0.00	0.00%
4603 Clock Tower Electricity	360.00	33.35	190.21	68.48	12.00	12.00	92.48	0.00	316.04	87.79%
4604 General Maintenance	150.00	75.85	0.00	36.38	9.75		46.13	0.00	121.98	81.32%
4605 Old Gaol + The Cross	180.00	96.81	35.75	42.25	42.25		84.50	0.00	217.06	120.59%
4606 Palmers Path	535.00	94.17	77.05	26.00	98.50		124.50	0.00	295.72	55.27%
4607 Public Seating	250.00	0.00	240.00				0.00	0.00	240.00	96.00%
4608 Public Footpaths	0.00	0.00	65.00				0.00	0.00	65.00	**
4609 Dog Bins	1,500.00	348.40	534.30	267.28			267.28	0.00	1,149.98	76.67%
4610 Coleridge Road	240.00	66.00	99.00		66.00		66.00	0.00	231.00	96.25%
4611 Millennium Wood		82.50	0.00	9.84			9.84	0.00	92.34	**
4612 Plot 173	250.00	0.00	181.50		66.00		66.00	0.00	247.50	99.00%
4613 Mill Lane/Lime Street maint	100.00	24.75	33.00				0.00	0.00	57.75	57.75%
4614 War Memorial Maintenance		0.00	0.00		25.00		25.00	0.00	25.00	**
4615 Mill Lane/Lime St safety proj		0.00	0.00				0.00	0.00	0.00	**
TOTAL Village Maintenance	4,915.00	986.83	1,702.81	450.23	484.50	12.00	946.73	0.00	3,636.37	73.99%
Castle Street Toilets										
4701 Castle St Toilets Cleaning	2,820.00	545.00	805.00		540.00		540.00	0.00	1,890.00	67.02%
4702 Castle St Toilets Electricity	100.00	51.00	52.71	20.00	20.00	20.00	60.00	0.00	163.71	163.71%
4703 Castle St Car Park/Toilets	600.00	635.00	0.00				0.00	0.00	635.00	105.83%
4704 Castle St Toilets	150.00	0.00	0.00		66.00		66.00	0.00	66.00	44.00%
4705 Castle St Toilets Water	440.00	0.00	260.27		170.30		170.30	0.00	430.57	97.86%
4706 Castle St Car Park maint	425.00	83.91	75.25	45.50	121.25		166.75	0.00	325.91	76.68%
4709 Castle St toilets/car park	0.00	0.00	0.00			40.91	40.91	0.00	40.91	**
TOTAL Castle Street Toilets	4,535.00	1,314.91	1,193.23	65.50	917.55	60.91	1,043.96	0.00	3,552.10	78.33%
Grants										
4801 Miscellaneous Grants	500.00	700.00	0.00				0.00	0.00	700.00	700.00%
4803 Playing Field	1,800.00	0.00	0.00				0.00	0.00	0.00	0.00%
4805 Village Hall Maint Grant	1,800.00	0.00	0.00				0.00	0.00	0.00	0.00%
TOTAL Grants	4,200.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	16.67%

	Budget 2017/18	First quarter	Second quarter	Oct 2017	Nov 2017	Dec 2017	Third quarter	Fourth quarter	Total spent to date	% Spend
Capital Expenditure										
4901 Public Seating	0.00	0.00	0.00				0.00	0.00	0.00	**
4902 Notice board	0.00	0.00	0.00	320.00	69.50		389.50	0.00	389.50	**
4903 Bus shelter	0.00	0.00	0.00				0.00	0.00	0.00	**
TOTAL Capital Expenditure	0.00	0.00	0.00	320.00	69.50	0.00	389.50	0.00	389.50	**
VAT Account										
515 VAT Paid	0.00	253.97	529.98	133.47	88.11	19.32	240.90	0.00	1,024.85	**
Total Expenditure A/cs For Year	53,838.00	15,224.43	14,503.25	3,850.28	5,861.95	170.51	9,882.74	0.00	39,610.42	73.57%
Income	51,771.00	27,096.17	25,297.71	63.52	8,022.03	1.76	8,087.31	0.00	60,481.19	116.82%
Balance expenditure-income	2,067.00	-11,871.74	-10,794.46	3,786.76	-2,160.08	168.75	1,795.43	0.00	-20,870.77	

Bank:	Current a/c	30,802.07	Balance:	as at 1 Apr	44,214.08
	Deposit a/c	33,989.35		Plus income	60,481.19
	A/c no 3	293.43		Less payments	39,610.42
	<u>Total</u>	65,084.85		<u>Total</u>	65,084.85