

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 11 FEBRUARY 2019 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
 Colin Falla
 Kevin Ferriday
 Margaret Hogg
 Andrew Jeanes (from min no 5324)
 Pat Pardoe
 Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
 Cllr Julie Pay (SDC)
 Five members of the public

Public Session

There were no issues raised.

5317 Apologies

Apologies had been received from Cllr Reid (on holiday) and Cllr Pearson (illness). The absences were approved. Cllr Jeanes would arrive late.

5318 Declarations of Interest

Cllr Rich declared an interest in the Playing Field/Village Hall.

5319 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 14 January were approved as a true record and signed by the Chairman.

5320 District and County Council Liaison

Cllr Pay reported that the new Local Plan had been passed by the Executive Committee and would be considered for adoption by the Full Council on 20 February. The budget had now been approved and would also be considered for final approval at the same meeting. She had been told that there would be no reduction in services. She would attend the Quantock Cluster meeting on 13 February.

5321 Grants

After a presentation by representatives of each Group, the Council awarded the following Grants:

- Quantock Medical Centre – Healthy Lifestyles Project: £250 for gardening supplies, subject to provision of an appropriate invoice (all in favour)
- Stowey Walking: £50 contribution hire of Church Centre for the Walking Festival (4 in favour, 1 against, 2 abstentions)
- Stowey Bears: £250 for play equipment (all in favour)

5322 Parking

In Cllr Pearson's absence it was agreed to adjourn this item until the next meeting.

5323 Budget Report

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

Cllr Jeanes joined the meeting

5324 Expenditure

Expenditure incurred since the Parish Council meeting of 14 January:

Date	Payee Name	Cheque	Amount	Transaction Details
15 Jan	Santander A/C 3	DR	2.20	Bank Charges on A/C 3
19 Jan	Microsoft Office	DDR	79.99	Renewal fee of Microsoft Office
21 Jan	Somerset ALC	122076	55.00	Clerk's Training June 2018
21 Jan	Office Payroll	122077-80	2,433.55	January Staff Payroll
25 Jan	Post Office	Card	13.92	24 x 2 nd class Stamps
28 Jan	Transfer to a/c no 3	122081	200.00	Money transfer for future expenses
29 Jan	Somerset ALC	122082	30.00	Training For Assistant Clerk
29 Jan	Sedgemoor DC	122083	223.09	Playing Field Dog Bins Oct-Dec
07 Feb	BT Business	DDR	52.08	Office Telephone & Broadband
04 Feb	EDF Energy	DDR	8.00	Clock Tower Electricity
01 Feb	EDF Energy	DDR	15.00	Public Toilets Electricity
03 Feb	E Martin Computer Svs	DDR	28.34	Website contract
05 Feb	GWB Services Ltd	122084	1,111.00	Village Maintenance Dec/Jan
06 Feb	Clarity Copiers	122085	76.26	Office Photocopying Charges
07 Feb	NS Village Hall`	122086	22.50	Hire of Club Room PC meeting 14 Jan
TOTAL			£4,350.93	

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

5325 Bank Reconciliation

Cllr Jeanes had carried out the bank reconciliation and voucher check and was satisfied that all was in order.

5326 Highways

It was noted that speed limit sign on Jacksons Lane had still not been repaired, despite a reminder to Highways. There was a large pothole on Jacksons Lane. This had also been reported.

Cllr Pay left the meeting

5327 Chairman's Report

The Chairman gave a report on what was known about the accident on Mill Lane involving a tractor and two horses. The bench on the verge had been badly damaged as a result and the Clerk was finding out whether it could be repaired. It had been removed in the meantime.

Margaret Adam had retired from running the Wednesday Club and the Chairman proposed a vote of thanks for all her hard work over many years for a valuable service to older members of the community. It was **agreed** that the Clerk would write a letter of thanks.

The terms of the new office lease had now been confirmed as originally agreed and the documents were expected shortly.

He proposed that a Council representative be appointed to the Thomas Poole Library charity, now that the Library Working Group had been disbanded. Cllr Pardoe confirmed that she did not wish to resume the role. Cllr Pearson had indicated he would be willing and this was agreed.

5328 Clerk's Report

The Clerk had received information about the demolition of the garage blocks in Coleridge Road. Work would start on 4 March and was expected to be completed by 14 March. They undertook to keep disruption to a minimum but there would obviously be an adverse impact on parking in the area during the demolition period, but it was hoped that it would ease the situation in the long-term.

She had also had a meeting with Homes in Sedgemoor's new Community Enabler. They were setting up a number of projects – some reached beyond HiS tenants to build links with the wider community. The Clerk had advised on organisations that may be relevant or interested in involvement. She had also used the opportunity to raise a number of issues such as the remains of the fence at Lime Street.

The Clerk had received a complaint about drone use. It was a grey area as to whether this was a police or Civil Aviation matter. Sedgemoor had advised that it could be considered an anti-social behaviour matter if it was persistent and/or there were other aggravating factors. She had advised accordingly and heard nothing further. She had also posted the Drone Code and Sedgemoor's advice on the Parish Council website.

Hinkley Point had received an environmental permit to discharge treated sewage effluent into the Severn Estuary following a consultation at the end of the summer.

Sedgemoor Planning had given notice that the developer had discharged the various pre-commencement conditions imposed on the Gullifords Garage site.

The Clerk had had a meeting with Mrs Harrison and Mrs Muir who had taken over the running of the Wednesday Club from Mrs Adam. She had provided advice on their new constitution, GDPR and suggested sources of grants.

There had been an increasing number of complaints about dog fouling. New signs were being put up and information had been posted on the website. One report of an offence had been reported to the Dog Warden, and she and the Clerk would be meeting shortly. The Chairman pointed out that one problem was that without residents willing to come forward and make a witness statement, there was little that could be done to effect a prosecution.

5329 Parish Council Representatives on outside bodies

Library: Cllr Pardoe had attended the AGM on 30 January. FONSL was officially wound up and it was agreed that all remaining funds were to be transferred to the new charity to be known as "The Thomas Poole Library Nether Stowey" (TPLNS). Trustees were Roger Stacey, Sue Aubrey, Mary Reece and Norma Frod. Mr Stacey would chair the new Committee.

Neighbourhood Plan: Cllr Ferriday had now received Sedgemoor's informal comments on the draft plan and these had been incorporated into the next iteration. He and the Clerk were continuing on the final version and the next meeting would be on 18 February.

Village Hall/Recreation Ground: Cllr Rich reported that repairs to the roof were almost finished. They had received several estimates for an improved heating system. Mr Greig had stepped down from the committee. The RG were organising Party in the Park to be held on 8 June.

Active Living: there had been quiz and it had been well attended.

Footpaths: Cllr Falla reported that the circular walk linking Stowey Wood and the Millennium Wood was now an official Public Right of Way. A couple of way marks were still to be installed.

AONB JAC: Cllr Falla had attended the meeting on 5 February. It was confirmed that the AONB had an official mandate to comment on planning applications near the AONB as well as in it. The new Management Plan was almost complete. There had been a delay on the lottery funding for the Landscape Partnership project. They were keen to promote the Walking Festival. The AONB were considering using the library as a base for their bid team.

5330 Forthcoming Events

Meetings and events

Wed 13 Feb	Quantock Cluster	Stockland Bristol	7.30pm	JR, CS
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Neighbourhood Planning

Mon 21 Jan	Neighbourhood Planning	Parish Office	7pm	KF, MC, CS
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5331 Next Parish Council Meeting

The next Parish Council meeting will be on Monday 11 March at 7 pm at Nether Stowey Village Hall.

The meeting closed at 8.20 pm

Budget Report as at 8 February 2018

Income

Code	Account	Outturn at 31 Mar 2018	Budget 2018/19	First quarter	Second quarter	Third quarter	Jan 2019	Feb 2019	Fourth quarter	Total spent to date	% of budget
1002	Allotment Rental	100.00	100.00	0.00	0.00	100.00			0.00	100.00	100.00%
1003	Council Tax Grant	2,608.00	1,214.00	607.00	607.00	0.00			0.00	1,214.00	100.00%
1004	Bank Interest	95.28	189.00	0.03	0.02	0.00	0.01	160.01	160.02	160.07	96.43%
1006	Cemetery Income	965.00	1,300.00	360.00	1,030.00	485.00	95.00	400.00	495.00	2,370.00	179.14%
1012	Printing & Copying receipts	622.13	550.00	26.26	42.52	95.95			0.00	164.73	71.93%
1016	Village Trail Booklet	10.00	10.00	10.00	0.00	0.00			0.00	10.00	100.00%
115	VAT Refunds	1,309.13	0.00	0.00	2,219.13	0.00			0.00	2,219.13	**
1011	Precept	47,093.00	47,720.00	23,860.00	23,860.00	0.00			0.00	47,720.00	100.00%
Subtotal Income For Year		60,790.54	51,083.00	24,863.29	27,758.67	680.95	95.01	560.01	655.02	53,957.93	106.30%

Expenditure

Code	Account	Outturn at 31 Mar 2018	Budget 2018/19	First quarter	Second quarter	Third quarter	Jan 2019	Feb 2019	Fourth quarter	Total spent to date	% of budget
Parish Office											
4101	Office Equipment	137.01	100.00	0.00	0.00	0.00			0.00	0.00	0.00%
4102	Parish Office Rent	3,014.29	3,100.00	803.33	1,507.00	768.41			0.00	3,078.74	99.31%
4103	Postage	51.94	75.00	6.00	13.92	13.92	13.92		13.92	47.76	63.68%
4104	Stationery	159.07	150.00	0.00	41.24	35.43			0.00	76.67	48.83%
4105	Telephone & Internet	386.53	410.00	110.22	139.88	131.42	44.13	43.40	87.53	469.05	92.88%
4106	Website + IT costs	604.08	628.00	70.86	219.86	70.86	90.28	23.62	113.90	475.48	95.29%
4108	Printing costs	539.92	900.00	0.00	304.98	53.60		63.55	63.55	422.13	46.90%
4109	Office Move	0.00	0.00	0.00	0.00	0.00	27.40		27.40	27.40	101.48%
TOTAL Parish Office		4,892.84	5,363.00	990.41	2,226.88	1,073.64	175.73	130.57	306.30	4,597.23	85.72%
Staff Costs											
4201	Salaries	28,293.18	29,137.00	7,296.64	7,291.66	7,293.65	2,433.55		2,433.55	24,315.50	83.45%
4204	Staff travel and expenses	188.55	80.00	14.85	23.73	0.00			0.00	38.58	48.23%
4205	Staff Training	45.00	45.00	0.00	20.00	0.00	85.00		85.00	105.00	233.33%
TOTAL Staff Costs		28,526.73	29,262.00	7,311.49	7,335.39	7,293.65	2,518.55	0.00	2,518.55	24,459.08	83.59%

Nether Stowey Parish Council

Code	Account	Outturn at 31 Mar 2018	Budget 2018/19	First quarter	Second quarter	Third quarter	Jan 2019	Feb 2019	Fourth quarter	Total spent to date	% of budget
Administration & Finance											
4301	Audit Fees	625.00	625.00	325.00	0.00	300.00			0.00	625.00	100.00%
4302	Bank charges	5.60	10.00	1.20	0.00	1.90	2.20	1.90	4.10	7.20	72.00%
4303	Chairman's Honorarium	250.00	250.00	250.00	0.00	0.00			0.00	250.00	100.00%
4304	Councillors' Expenses	13.05	0.00	28.20	0.00	0.00			0.00	28.20	100.71%
4305	Councillors' Training	30.00	0.00	0.00	25.00	0.00			0.00	25.00	**
4307	Insurance	1,153.91	1,215.00	1,167.92	0.00	0.00			0.00	1,167.92	98.39%
4308	Statutory Fees	35.00	35.00	0.00	0.00	35.00			0.00	35.00	100.00%
4309	Subscriptions	591.89	555.00	10.00	0.00	175.00			0.00	185.00	33.33%
4310	Village Hall Hire	275.50	329.00	67.50	45.00	73.00	22.50		22.50	208.00	63.22%
TOTAL Administration & Finance		2,985.75	3,019.00	1,849.82	70.00	584.90	24.70	1.90	26.60	2,531.32	83.85%
Cemetery											
4402	Cemetery Rates	150.33	155.00	166.45	0.00	0.00			0.00	166.45	100.27%
4403	Maintenance + bins	2,971.75	3,266.00	850.00	1,003.00	456.38	170.00	238.00	408.00	2,717.38	83.48%
TOTAL Cemetery		3,122.08	3,421.00	1,016.45	1,003.00	456.38	170.00	238.00	408.00	2,883.83	84.30%
Community Services											
4501	Christmas Tree & Lights	383.83	350.00	0.00	0.00	50.00			0.00	50.00	14.29%
4502	Allotment	100.00	100.00	0.00	0.00	0.00	100.00		100.00	100.00	100.00%
TOTAL Community Services		483.83	450.00	0.00	0.00	50.00	100.00	0.00	100.00	150.00	33.33%
Neighbourhood Plan											
4521	Neighbourhood Plan Grant	7,020.59	0.00	967.41	0.00	0.00			0.00	967.41	**
TOTAL Neighbourhood Plan		8,079.52	0.00	967.41	0.00	0.00	0.00	0.00	0.00	967.41	**
Village Maintenance											
4601	A39 Verge	643.00	700.00	272.00	204.00	136.00	68.00	68.00	136.00	748.00	106.86%
4602	Clock Tower Maintenance	0.00	275.00	0.00	0.00	306.24			0.00	306.24	111.36%
4603	Clock Tower Electricity	401.18	390.00	82.95	21.00	174.74	4.54	8.00	12.54	291.23	74.67%
4604	General Maintenance	255.73	350.00	31.86	1.60	11.00	290.00	17.00	307.00	351.46	100.42%
4605	Old Gaol + The Cross	301.56	250.00	0.00	32.25	67.50	17.00		17.00	116.75	46.70%
4606	Palmers Path	448.09	455.00	51.00	72.75	124.00	170.00		170.00	417.75	91.81%
4607	Public Seating	240.00	100.00	0.00	0.00	500.00	254.00		254.00	754.00	754.00%

Nether Stowey Parish Council

Code	Account	Outturn at 31 Mar 2018	Budget 2018/19	First quarter	Second quarter	Third quarter	Jan 2019	Feb 2019	Fourth quarter	Total spent to date	% of budget
Village Maintenance continued											
4608	Public Footpaths	65.00	30.00	0.00	16.04	0.00			0.00	16.04	53.47%
4609	Dog Bins	1,604.16	1,470.00	348.40	529.10	185.90	185.90		185.90	1,249.30	84.99%
4610	Coleridge Road	231.00	150.00	59.50	34.00	68.00			0.00	161.50	107.67%
4611	Millennium Wood	92.34	60.00	0.00	0.00	0.00			0.00	0.00	0.00%
4612	Plot 173	247.50	175.00	0.00	340.00	0.00			0.00	340.00	194.29%
4613	Mill Lane/Lime Street	57.75	200.00	8.50	68.00	0.00	340.00	238.00	578.00	654.50	327.25%
TOTAL Village Maintenance		4,612.31	4,630.00	854.21	1,318.74	1,573.38	1,329.44	331.00	1,660.44	5,406.77	116.78%
Castle Street Toilets and car park											
4701	Castle St Toilets Cleaning	3,240.00	3,465.00	553.00	825.00	275.00	550.00	550.00	1,100.00	2,753.00	79.45%
4702	Castle St Toilets Electricity	210.90	250.00	48.00	88.61	54.00	14.09	15.00	29.09	219.70	87.88%
4703	Castle St Car Park Rates	635.00	650.00	703.10	0.00	0.00			0.00	703.10	108.17%
4704	Castle St Toilets Repairs	99.00	100.00	0.00	17.00	0.00			0.00	17.00	17.00%
4705	Castle St Toilets Water/	430.57	440.00	196.25	0.00	224.40			0.00	420.65	95.60%
4706	Castle St Car Park maint	509.29	370.00	51.00	56.00	158.75	85.00		85.00	350.75	94.80%
4709	Castle St misc	334.91	0.00	232.18	0.00	0.00			0.00	232.18	**
TOTAL Castle Street Toilets		5,459.67	5,275.00	1,783.53	986.61	712.15	649.09	565.00	1,214.09	4,696.38	89.03%
Grants											
4801	Miscellaneous Grants	800.00	500.00	0.00	0.00	100.00			0.00	100.00	20.00%
4803	Playing Field	2,441.80	1,800.00	373.33	0.00	1,426.67			0.00	1,800.00	100.00%
4805	Village Hall Grant	1,775.00	1,800.00	0.00	0.00	1,800.00			0.00	1,800.00	100.00%
TOTAL Grants		5,016.80	4,100.00	373.33	0.00	3,326.67	0.00	0.00	0.00	3,700.00	90.24%
VAT Account		2,996.04	0.00	269.69	192.85	296.34	75.92	26.11	102.03	860.91	**
Total Expenditure		69,170.61	55,520.00	15,416.34	13,133.47	15,367.11	5,043.43	1,292.58	6,336.01	50,252.93	90.51%
Total Income		60,790.54	51,083.00	24,863.29	27,758.67	680.95	95.01	560.01	655.02	53,957.93	106.30%
Balance expenditure-income			4,437.00	-9,446.95	-14,625.20	14,686.16	4,948.42	732.57	5,680.99	-3,705.00	

Bank:	Current a/c	10,876.67	Balance:	as at 1 Apr	36,641.99
	Deposit a/c	29,244.58		Plus: income	53,957.93
	A/c no 3	225.74	= 40,346.99	Less: payments	50,252.93
					= 40,346.99