

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 14 OCTOBER 2019 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors John Roberts (Chairman)
Kevin Ferriday
Colin Falla
Margaret Hogg
Andrew Jeanes
Pat Pardoe
Barbara Rich

In Attendance: Caro Slaymaker (Parish Clerk)
County/District Cllr Michael Caswell
Two members of the public

The Chairman welcomed those attending. He noted that Members would notice that the agenda had been re-ordered from the traditional model, in line with the Monitoring Officer's preferred practice.

5442 Apologies

Apologies had been received from Cllr Reid who was on holiday abroad. The absence was approved. Cllr Pay had also sent apologies.

5443 Declarations of Interest

Cllr Jeanes declared an interest in items 11 (footpath) and 18 (future developments) as the landowner and item 18(d) as Trustee of the NS Village Hall and Recreation Ground (NSVHRG) CIO. The Chairman declared an interest in item 18(e) as he had been previously consulted. Cllr Rich declared an interest in item 18(d) as PC Representative on the NSVHRG Committee.

5444 Public Session

A member of the public thanked the Parish Council for their involvement in improving the gaol, and updated them on plans for photographic displays.

5445 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 9 September were **approved** as a true record and signed by the Chairman

5446 District and County Liaison

Cllr Caswell advised that he had been asked to assist a local family who had been refused a place at Nether Stowey school. He understood Gigaclear's contract with Connecting Devon and Somerset was to end as a result of delays of up to two years. He would not stand for re-election in May 2020.

The Chairman said that he had not had a response to his letters to either Sedgemoor DC or Somerset CC about HPC and the parking situation. Only David Eccles (EDF) had engaged. He called on Cllr Caswell for his support as the issue had not been satisfactorily resolved. He asked if it was true that HPC would be looking for more accommodation locally for the next phase.

Cllr Caswell said that EDF could not force people to live or not live in a particular area.

The Chairman said that, whilst he accepted that villagers renting rooms to worker was a contributory factor, there should be some help for the parking nightmare, including visits by civil parking wardens. Would Cllr Caswell support a request for more enforcement?

Cllr Rich asked if they could park at the Inwood Park and Ride facility? Cllr Jeanes confirmed that parking was at about 60% capacity, however there were also problems with HPC staff not parking in the designated area, despite the daily attendance of the HPC warden until about 10am. After that they parked where they wanted.

Cllr Caswell asked if parking could be made available at the Cricketer site. It was pointed out that might shortly be developed.

5447 Replacement Printer

It was **agreed** to purchase a replacement printer from Clarity Copiers. In view of the business continuity need and the favourable service contract in place it was further **agreed** not to pursue other options (proposed Cllr Ferriday, seconded Cllr Jeanes).

5448 Code of Conduct Training

The Chairman gave a briefing on the Code of Conduct training session given by the Monitoring Officer and which supported the new model Code of Conduct document. He reminded colleagues of the rules concerning interests in particular. The new document made their obligations clearer.

5449 Governance Documents

The Clerk had circulated the new Code of Conduct and Standing Orders together with details of the changes. It was **agreed to adopt** both documents without further delay (proposed Cllr Rich, seconded Cllr Hogg).

5450 Planning application

Planning Ref: 36/19/00021 – Coleridge Cottage, Lime Street, Nether Stowey
 Proposal: Roofing and other external works
 Response: *No objection*

5451 Nether Stowey United Charity

The re-appointment of Mrs Sandy Linford as a Parish Council-nominated Trustee to Nether Stowey United Charity for a further period of four years was agreed unanimously. The Chairman expressed the Parish Council’s thanks that Mrs Linford was willing to continue to serve the Community in this capacity.

Cllr Jeanes withdrew from the meeting

5452 Diversion of Footpath

Cllr Falla had liaised with the Rights of Way Officer and gave a summary of the situation. All **agreed** to the diversion (proposed Cllr Ferriday, seconded Cllr Pardoe).

Cllr Jeanes re-joined the meeting

5453 Financial Management

- a) The Clerk had circulated the External Auditors report. One minor matter had been raised and would be noted for future years.
- b) The Budget Report for the period to 11 October was **noted**.
- c) Expenditure incurred since the Parish Council meeting on 9 September:

Date	Payee Name	Cheque	Amount	Transaction Details
10 Sept	SALC	122169	376.06	Affiliation Fees
15 Sept	Santander	DRC	00.30	Charges on a/c 3
11 Sept	Quantock Medical Centre	122170	63.98	Grant Min No 5321 Feb 19 Strimmer
16 Sept	Choice Stationery Supplies Ltd	card	10.24	Sticky Pads for NHP Consultation
16 Sept	P J Addicott	DDR	350.00	Parish Office Rent

Date	Payee Name	Cheque	Amount	Transaction Details
19 Sept	RT Signs	card	36.00	Sign for Goal
20 Sept	EDF Energy	122171	89.50	Unmetered electricity for C Tower
20 Sept	Office Payroll	122172-75	2,504.69	Office Payroll Sept 19
24 Sept	PKF Littlejohn LLP	122176	360.00	External Audit
30 Sept	Kris Convenience Store	cash	1.75	Office supplies
1 Oct	NS Village Hall & Rec Ground	122177	594.00	Part payment, Grant Min No 5431
1 Oct	EDF Energy	DDR	15.00	Public Toilet electricity
3 Oct	EDF Energy	DDR	50.00	Office Electricity
3 Oct	E Martin Computer Services	DDR	28.34	Office Website Maint Contract
4 Oct	EDF Energy	DDR	8.00	Clock Tower Electricity
8 Oct	NS Village Hall & Rec Ground	122178	25.00	Hire of Club Room 9th Sept 19
Total			£4,522.86	

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

The reconciliations had been circulated. Cllr Falla would carry out the bank and voucher check later in the week. (*Afternote: the check was carried out on 15 Oct*).

5454 Highways

The Clerk had received an anonymous letter about a blocked drain which had been passed on to Highways.

5455 Reports

a) Chairman's Report

The Chairman reminded members of the need to attend training where it was offered. It had been agreed to arrange a SALC training session at Nether Stowey, and it was hoped that SALC could provide this now that they had come to the end of the post-election programme. He also asked the members reply to e-mails promptly, particularly where the Clerk needed to collate information to reply to outside bodies such as Sedgemoor DC within a deadline. In particular there were still some who had not confirmed their entry on the revised table of Members' Interests to be published by Sedgemoor DC.

He and the Clerk had attended the Cluster meeting, which had briefed on Sedgemoor's Investment Strategy, Sedgemoor's budget plans, information about the new waste contract (from Somerset Waste Partnership) and Highways and Transport (from SCC). On this last topic, he had raised the issue about civil parking enforcement (or lack of it) in Nether Stowey and would follow this up. Highways are looking at wildflower verges. It was agreed that he and colleagues could continue research into a local project.

b) Clerks Report

As mentioned in the public session, the new tourist information sign had been collected and would be installed this week. There was no leftover paint to use to remove the other sign – she suggested this be left until April when the gael would be repainted as part of the bellcote restoration on the tower.

The parish's first CIL receipt of £2,400 was expected this month. CIL is paid by developers for parishes to fund local projects to mitigate development. There are strict accounting, monitoring and reporting requirements. At the two Neighbourhood Plan consultation events there had been a suggestion board for projects, but no proposals had been made that would either meet the criteria or the budget as yet.

The Christmas Tree had been ordered and it was hoped that the fireman and Councillors would help with putting up and decorating it.

The bill for repairing the corrupted e-mail boxes had come to £60. One account (caro.slaymaker@...) had had to be closed.

Mr Osborne was seeking permission to plant trees on the SCC land behind the village hall on 30 November as part of the Woodland Trust's "Big Climate Fightback Day". He hoped Councillors and others would join in. It is National Tree Week from 23 November to 1 December.

The Clerk had received authority for the Council to co-opt a new member. With the Council's agreement she would now publicise the vacancy and arrangements for applications.

c) **Members Reports**

Village Hall and Recreation Ground: Cllr Rich commended the work of Kevin Hellier for his work at the Recreation Ground. He had kept the padlocks from the recent break-in and an earlier one, as the method used suggested they had been committed by the same person. The police were disinterested, and without an idea of when it had happened, examining the CCTV would be too time-consuming. Dog signs had been knocked down. Following an inspection, some minor work was needed at the play area. At the Village Hall the mandatory electrical, water and fire safety checks had been carried out. Some minor work was needed. The jumble sale had not made much of a profit, but the quiz had done better. Cinema, bingo and a Christmas wreath-making workshop were being planned.

Neighbourhood Plan: Cllr Ferriday reported that the R14 consultation period was on-going. There had been few responses from the statutory consultees and a very low-turnout at the drop-in events and display at the Parish office.

AONB JAC: Cllr Falla reported that there had been no JAC meeting since his report last month.

Stowey Walking: Cllr Falla had missed the last meeting but had read the minutes and had found nothing of interest to the Council.

Footpaths: Cllr Falla reported that there had been a couple of minor acts of vandalism in September.

Active Living: (Cllr Hogg) There had been a well-attended painting workshop run by Alison Hoare.

Hinkley Pint fora: in Cllr Reid's absence, it was noted that the next meetings would take place in October (SSG) and November (Transport).

5456 Forthcoming Events

Meetings and events

Fri 25 Oct	SSG	Hill House, Otterhampton	9.30 am	MR?
Sat 26 Nov	SALC AGM	Somerton	10 am	?
Sun 10 Nov	Remembrance Sunday	The Cross	10.45am	public event
Tues 19 Nov OR Thurs 28 Nov	Sedgemoor Planning Training	Bridgwater House	5.45	All
Thurs 21 Nov	Transport Forum	The Green Wembdon	6 pm	MR

5457 Next Parish Council Meeting

The next meeting will be held on **Monday 11 November** at 7pm at Nether Stowey Village Hall at 7pm.

5458 Closed Session

It was resolved to exclude members of the Press and Public for the remaining agenda items on the grounds that it involves the likely disclosure of commercially sensitive information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972.

5459 Future Development

The Chairman gave a report on his meeting with officers of Sedgemoor DC concerning various planning policy matters.

Cllr Ferriday reported on the meeting he, with Cllrs Jeanes and Rich had had with representatives of Hannick Homes concerning the site next to the allotments. A non-committal response was agreed.

Cllr Jeanes, acting as Trustee for the NSVHRG CIO, presented possible future plans for the "Stowey Centre" for informal comment to pass back to Trustees,

Cllr Jeanes, on behalf of FG Jeanes & Son Ltd gave a briefing on possible development on the north side of the A39.

The meeting closed at 9.30 pm

Budget Report as at 11 October 2019

Income

Code	Account	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	July 2019	Aug 2019	Sept 2019	Second quarter	Oct 2019	Third quarter	Total spent to date	% Original budget
1002	Allotment Rental	100.00	100.00	0.00				0.00		0.00	0.00	0.00%
1003	Council Tax Grant	1,214.00	0.00	0.00				0.00		0.00	0.00	**
1004	Bank Interest	160.08	85.00	0.03	0.01	0.01	0.01	0.03	0.01	0.01	0.07	0.08%
1006	Cemetery Income	2,420.00	1,500.00	360.00		545.00		545.00		0.00	905.00	60.33%
1009	Miscellaneous Grants	0.00	-	0.00			1,979.00	1,979.00		0.00	1,979.00	**
1012	Printing & Copying	320.36	225.00	161.43	12.86	33.09		45.95	1.75	1.75	209.13	92.95%
115	VAT Refunds	2,687.53	-	0.00		485.50		485.50		0.00	485.50	**
1011	Precept	47,720.00	53,059.00	26,529.50			26,529.50	26,529.50		0.00	53,059.00	100.00%
Total	Income for Year	54,621.97	54,969.00	27,050.96	12.87	1,063.60	28,508.51	29,584.98	1.76	1.76	56,637.70	103.04%

Expenditure

Code	Account	Outturn at 31/3/2019	Budget 2019/20	First quarter	July 2019	Aug 2019	Sept 2019	Second quarter	Oct 2019	Third quarter	Total spent to date	% Original budget
Parish Office												
4101	Rent, rates + supplies	3,437.73	4,115.00	1,050.00	350.00	350.00	350.96	1,050.96		0.00	2,100.96	51.06%
4102	Office utilities	0.00	3,280.00	15.84		90.88	50.00	140.88	50.00	50.00	206.72	6.30%
4103	Postage	65.70	55.00	0.00		37.68		37.68		0.00	37.68	68.51%
4104	Stationery/equipment	98.67	250.00	71.65		53.97	8.52	62.49		0.00	134.14	53.66%
4105	Telephone & Internet	512.60	552.00	130.74	43.53	56.27	49.18	148.98		0.00	279.72	50.67%
4106	Website + IT costs	565.76	628.00	70.86	23.62	174.62	23.62	221.86	23.62	23.62	316.34	50.37%
4108	Printing costs	422.13	650.00	136.73		174.42		174.42		0.00	311.15	47.87%
4109	Office Misc	27.40	-	40.00				0.00		0.00	40.00	**
TOTAL	Parish Office	5,129.99	9,530.00	1,515.82	417.15	937.84	482.28	1,837.27	73.62	73.62	3,426.71	35.96%
Staff Costs												
4201	Salaries	29,182.60	30,086.00	6,962.55	2,504.69	3,056.21	2,504.69	8,065.59		0.00	15,028.14	49.95%
4202	Staff travel expenses	73.06	60.00	0.00				0.00		0.00	0.00	0.00%
4203	Staff Training	105.00	50.00	0.00				0.00		0.00	0.00	0.00%
TOTAL	Staff Costs	29,360.66	30,196.00	6,962.55	2,504.69	3,056.21	2,504.69	8,065.59	0.00	0.00	15,028.14	49.77%

Code	Account	Outturn at 31/3/2019	Budget 2019/20	First quarter	July 2019	Aug 2019	Sept 2019	Second quarter	Oct 2019	Third quarter	Total spent to date	% Original budget
Administration & Finance												
4301	Audit Fees	625.00	625.00	285.00			300.00	300.00		0.00	585.00	93.60%
4302	Bank charges	9.70	5.00	3.80	1.60		0.30	1.90		0.00	5.70	114.00%
4303	Chairman's Honorarium	250.00	250.00	250.00				0.00		0.00	250.00	100.00%
4304	C'llrs' Expenses/Training	53.20	-	81.60			0.60	0.60		0.00	82.20	**
4306	Elections	0.00	-	100.00				0.00		0.00	100.00	**
4307	Insurance	1,167.92	1,200.00	1,182.34				0.00		0.00	1,182.34	98.53%
4308	Statutory Fees	35.00	35.00	0.00				0.00		0.00	0.00	0.00%
4309	Subscriptions	563.99	615.00	5.00			376.06	376.06		0.00	381.06	61.96%
4310	Village Hall Hire	280.50	320.00	81.00		75.00	31.00	106.00	25.00	25.00	212.00	66.25%
4313	Legal Fees	5.00	-	650.00				0.00		0.00	650.00	**
TOTAL	Admin & Finance	2,990.31	3,050.00	2,638.74	1.60	75.00	707.96	784.56	25.00	25.00	3,448.30	113.06%
Cemetery												
4402	Cemetery Rates	166.45	170.00	187.30				0.00		0.00	187.30	110.18%
4403	Maintenance + bins	3,488.76	3,236.00	892.50	420.00		542.50	962.50		0.00	1,855.00	57.32%
TOTAL	Cemetery	3,655.21	3,406.00	1,079.80	420.00	0.00	542.50	962.50	0.00	0.00	2,042.30	59.96%
Community Services												
4501	Christmas Tree/Lights	50.00	50.00	0.00				0.00		0.00	0.00	0.00%
4502	Allotment	100.00	100.00	0.00				0.00		0.00	0.00	0.00%
TOTAL	Community Services	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Neighbourhood Plan												
4520	Neighbourhood Plan	0.00	-	0.00				0.00		0.00	0.00	**
4521	Neighbourhood Plan Grant	967.41	-	0.00				0.00		0.00	0.00	**
TOTAL	Neighbourhood Plan	967.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
Village Maintenance												
4601	A39 Verge	952.00	720.00	227.50	52.50		122.50	175.00		0.00	402.50	55.90%
4602	Clock Tower Maint	306.24	285.00	0.00				0.00		0.00	0.00	0.00%
4603	Clock Tower Electricity	442.28	350.00	108.33	6.08	8.00	93.24	107.32	8.00	8.00	223.65	63.90%
4604	General Maintenance	387.06	250.00	0.00	2.00		30.00	32.00		0.00	32.00	12.80%
4605	The Cross site	139.25	150.00	116.83	33.75			33.75		0.00	150.58	100.39%

Code	Account	Outturn at 31/3/2019	Budget 2019/20	First quarter	July 2019	Aug 2019	Sept 2019	Second quarter	Oct 2019	Third quarter	Total spent to date	% Original budget
Village Maintenance (cont'd)												
4606	Palmers Path	485.50	450.00	70.00	46.25	35.00	35.00	116.25		0.00	186.25	41.39%
4607	Public Seating	771.00	250.00	39.59			300.00	300.00		0.00	339.59	135.84%
4608	Public Footpaths	63.20	30.00	0.00				0.00		0.00	0.00	0.00%
4609	Dog Bins	1,435.20	1,470.00	348.40		185.90	348.40	534.30		0.00	882.70	60.05%
4610	Coleridge Road	195.50	160.00	70.00		35.00	70.00	105.00		0.00	175.00	109.38%
4612	Plot 173	340.00	175.00	0.00				0.00		0.00	0.00	0.00%
4613	Mill Ln/Lime St maint	654.50	200.00	0.00			280.00	280.00		0.00	280.00	140.00%
4615	Lime St Project +AONB	0.00	-	94.24				0.00		0.00	94.24	**
TOTAL	Village Maintenance	6,171.73	4,490.00	1,074.89	140.58	263.90	1,279.14	1,683.62	8.00	8.00	2,766.51	61.61%
Castle St Toilets + Car Park												
4701	Toilets Cleaning	3,303.00	3,420.00	566.00	283.00		566.00	849.00		0.00	1,415.00	41.37%
4702	Toilets Electricity	178.76	265.00	45.00	15.00	15.00	11.44	41.44	15.00	15.00	101.44	38.28%
4703	Car Park Rates	703.10	705.00	785.60				0.00		0.00	785.60	111.43%
4704	Toilets Repairs	17.00	100.00	0.00				0.00		0.00	0.00	0.00%
4705	Toilets Water	420.65	420.00	188.24				0.00		0.00	188.24	44.82%
4706	Car Park maint	395.75	400.00	0.00	118.75			118.75		0.00	118.75	29.69%
TOTAL	Castle St Toilets/ Car Park	5,250.44	5,310.00	1,584.84	416.75	15.00	577.44	1,009.19	15.00	15.00	2,609.03	49.13%
Grants												
4801	Grants Pool	367.20	4,100.00	0.00			63.98	63.98	594.00	594.00	657.98	16.05%
4803	Library	0.00		1,200.00				0.00		0.00	1,200.00	**
TOTAL	Grants	3,967.20	4,100.00	1,200.00	0.00	0.00	63.98	63.98	594.00	594.00	1,857.98	45.32%
	Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account												
515	VAT Paid	983.61	0.00	358.95	39.55	106.86	159.97	306.38	4.72	4.72	670.05	**
Total	Expenditure	58,626.56	60,232.00	16,415.59	3,940.32	4,454.81	6,317.96	14,713.09	720.34	720.34	31,849.02	52.88%
Total	Income	54,621.97	54,969.00	27,050.96	12.87	1,063.60	28,508.51	29,584.98	1.76	1.76	56,637.70	103.04%
Balance	expenditure-income	-4,004.59	5,263.00	-10,635.37	3,927.45	3,391.21	-22,190.55	-14,871.89	718.58	718.58	24,788.68	