

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 13 JANUARY 2020 AT 7.00pm
IN THE VILLAGE HALL

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

In Attendance: Caro Slaymaker (Parish Clerk)
 D/Cllr Julie Pay
 Three members of the public

5487 Apologies

None.

5488 Declarations of Interest

Cllr Rich declared an interest in item 18(d) as PC Representative on the NS VH/RG Committee.

5489 Public Session

A resident wished to bring to the Council's attention that the "Local Services" sign on the A39 was faded, obscured by trees and still indicated petrol was available in the village. The Clerk would ask if a replacement would be possible.

5490 Minutes of Previous Meeting

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

5491 District Council Liaison

Cllr Pay had no report.

5492 Neighbourhood Plan

The draft Neighbourhood Plan had been revised following consideration of the Regulation 14 consultation comments and work preparatory for submission was now complete. Cllr Reid raised two points which Cllr Ferriday addressed. It was **agreed** to formally submit the Plan to Sedgemoor District Council for the independent examination process (proposed Cllr Hogg, seconded Cllr Pardoe). The Chairman thanked Cllr Ferriday and the Neighbourhood Plan Working Group on behalf of the Parish Council for all their hard work.

5493 Grant

It was **agreed** to award a grant of up to £1,800 to meet repair costs for the Portakabin and seating (proposed Cllr Pardoe, seconded Cllr Reid).

5494 Financial Management

- a) The Budget Report for the period to 10 January was **noted**.
- b) Expenditure incurred since the Parish Council meeting on 9 December:

Date	Payee Name	Cheque	Amount	Transaction Details
9 Dec	BT Business	DDR	58.30	Office Telephone & Broadband
9 Dec	NS VH & Rec Ground	122200	25.00	Hire of Club Room 11 th Nov 2019

Date	Payee Name	Cheque	Amount	Transaction Details
9 Dec	Merrywood B & B	122201	60.00	Christmas Tree for the Cross
10 Dec	Post Office (NS)	CARD	14.64	2 nd class stamps for office
12 Dec	Office Payroll Dec 19	122202-05	2,504.69	Office Payroll Dec 19
13 Dec	ARM Enterprises	122206	1,440.00	Grant for NS Village Hall heater
16 Dec	Mr P J Addicott	DDR	350.00	Office Rent
16 Dec	E Martin Computer Services	122207	84.00	Upgrade of office email system
16 Dec	GWB Services	122208	545.50	November Village Maintenance
15 Dec	Morrisons	CARD	15.00	Fan Heater for Office
1 Jan	EDF Energy	DDR	15.00	Public Toilets Electricity
2 Jan	E W Jeanes & Sons	122209	100.00	Rental on allotments
2 Jan	Water2business	DDR	77.64	Office Water
2 Jan	Water2business	DDR	186.26	Public Toilets Water
3 Jan	EDF Energy	DDR	50.00	Office Electricity
3 Jan	E Martin Computer Services	DDR	28.34	Office Website contract
4 Jan	EDF Energy	DDR	8.00	Clock Tower Electricity
6 Jan	Transfer to NSPC a/c no 3	122210	200.00	Transfer for future Expenditure
6 Jan	NS VH & Rec Ground	122211	25.00	Hire of club Rm 9th Dec 2019
8 Jan	EDF Energy	122212	103.13	Clock Tower unmetered supply
4 Jan	BT Business	DDR	58.37	Office telephone & Broadband
Total			£5,948.87	

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

The bank reconciliations had been circulated. Cllr Reid had carried out the bank and voucher check and was satisfied that all was in order.

5495 Highways

The Chairman would report on flooding-related matters as part of his report. The Clerk advised that Stogursey Lane would be closed from Theillay Close to the A39 junction for BT works on 15/16 January between 8am and 5pm. This would affect the EDF Community bus service and information had been posted on notice boards and online.

5496 Reports

a) Chairman's Report

A39 Flooding: had been reported several times, and the Chairman was concerned that it may freeze and cause an accident. Highways had promptly put up "ice" warning signs. He had met with representatives of Highways to discuss. The Parish Council's maintenance contractor had done a lot of work to clear the brook in front of the cemetery, as had the Cricketer Farm site. There were toys and a washing up bowl in the brook in the Church Centre car park and the Clerk had reported this to the Church Centre on 6 Jan, but there had been no response. Highways are considering a grille at the entrance to the culvert.

Mill Lane Flooding: discussed with Highways, who would look into it, but thought this was a Land drainage responsibility not theirs.

Castle Street: the flooding at Castle Street was caused by two food waste containers trapped under the bridges. The Chairman recorded his thanks to Mr Dunn, SDC for getting them out. Mr

Dunn had suggested that grilles might assist, but his workload prevented taking it further at the moment. It was not clear who would pay for them.

Parish office: work to investigate the alleged leak would start on Monday 20 January. The staff would vacate the office on Friday (to the outer office), but work may become untenable, depending on what building work was necessary and what facilities would be working.

The Chairman thanked Cllr Jeanes for volunteering to take away and dispose of the Christmas Tree.

b) **Clerks Report**

The Clerk confirmed that the tree at Mount Road/Palmers Path would be cut back on 20 Feb. There had been follow-up with the Landscape Officer about the TPO application for Jacksons Lane before Christmas, but it would not be dealt with until January.

She had received an initial enquiry from the Church Centre about planning or the VE Day commemoration: members were asked to consider this and it would be on the agenda for next month. Two Councillors felt that it would be best to support the activities run by other groups, through grants and practical action such as road closure applications.

c) **Members Reports**

NS Village Hall/Recreation Ground: Cllr Rich reported that they had made a surplus of £325 during September-December. The Village Hall had had a fire inspection and needed to replace smoke alarms and fire doors. The club room roof was leaking.

NS Village Hall/Recreation Ground CIO: Trustees were meeting with the FA technical adviser on 16 January.

Hinkley Point: There had been no meetings since the last report.

Active Living: Active Living had had no meeting since the last report.

Stowey Walking: Stowey Walking will be running a walking festival at the end of June. It was likely that the AONB would take it over in 2021.

AONB JAC: AONB had succeeded in getting a £1.8m grant from the National Lottery and would be renting office space at the Library. They were moving the car park at Crowcombe Gate and making a new car park at Wilmot. The next meeting was later in January.

5497 Forthcoming Events

Wed 22 Jan	NP Policy webinar		9.30 am	KF/CS
Thurs 23 Jan	Community Forum	Cannington College	6pm	MR
28 Feb	Hinkley SSG	Hill House Otterhampton	10am	MR
26 Mar	Transport Forum	The Green Wembdon	6pm	MR

5498 Next Parish Council Meeting

The next meeting will be held on **Monday 10 February** at 7pm at Nether Stowey Village Hall.

The meeting closed at 7.40 pm

Budget Report as at 10 January 2020

Income												
	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Jan 2020	Fourth quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	0.00	0.00	-	-	100.00	100.00	-	0.00	100.00	100.0%
1003 Council Tax Grant	1,214.00	0.00	0.00	0.00	-	-	-	0.00	-	0.00	0.00	**
1004 Bank Interest	160.08	85.00	0.03	0.03	0.01	-	-	0.01	157.25	157.25	157.32	185.1%
1005 Comm Infrastructure Levy	0.00	0.00	0.00	0.00	2,483.62	-	-	2,483.62	-	0.00	2,483.62	0.0%
1006 Cemetery Income	2,420.00	1,500.00	360.00	545.00	-	-	340.00	340.00	-	0.00	1,245.00	83.0%
1009 Miscellaneous Grants	0.00	-	0.00	1,979.00	-	-	-	0.00	-	0.00	1,979.00	**
1011 Precept	47,720.00	53,059.00	26,529.50	26,529.50	0.00	0.00	0.00	0.00	0.00	0.00	53,059.00	100.0%
1012 Printing & Copying receipts	320.36	225.00	161.43	45.95	35.70	52.85	6.90	95.45	-	0.00	302.83	134.6%
1999 Misc Receipts	0.00	-	0.00	0.00	-	-	-	0.00	-	0.00	0.00	**
115 VAT Refunds	2,687.53	-	0.00	485.50	595.65	0.00	0.00	595.65	0.00	0.00	1,081.15	**
Total Income for Year	54,621.97	54,969.00	27,050.96	29,584.98	3,114.98	52.85	446.90	3,614.73	157.25	157.25	60,407.92	109.7%

Expenditure												
	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Jan 2020	Fourth quarter	Total spent to date	% Original budget
Parish Office												
4101 Office Rent and supplies	3,437.73	4,115.00	1,050.00	1,050.96	350.00	353.33	350.00	1,053.33	0.00	0.00	3,154.29	76.7%
4102 Office rates and utilities	0.00	3,280.00	15.84	140.88	50.00	50.00	50.00	150.00	121.69	121.69	428.41	13.1%
4103 Postage	65.70	55.00	0.00	37.68	1.90	0.00	14.64	16.54	0.00	0.00	54.22	98.6%
4104 Stationery + equipment	98.67	250.00	71.65	62.49	0.00	52.04	15.99	68.03	0.00	0.00	202.17	80.9%
4105 Telephone & Internet	512.60	552.00	130.74	148.98	48.74	48.39	48.58	145.71	48.64	48.64	474.07	85.9%
4106 Website + IT costs	565.76	628.00	70.86	221.86	23.62	23.62	93.62	140.86	23.62	23.62	457.20	72.8%
4107 Books and publications	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
4108 Printing costs	422.13	650.00	136.73	174.42	0.00	297.02	0.00	297.02	0.00	0.00	608.17	93.6%
4109 Office Miscellaneous	27.40	-	40.00	0.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00	1,240.00	**
TOTAL Parish Office	5,129.99	9,530.00	1,515.82	1,837.27	1,674.26	824.40	572.83	3,071.49	193.95	193.95	6,618.53	69.4%
Staff Costs												
4201 Salaries	29,182.60	30,086.00	6,962.55	8,065.59	2,504.69	2,504.69	2,504.69	7,514.07	0.00	0.00	22,542.21	74.9%
4202 Staff travel and expenses	73.06	60.00	0.00	0.00	0.00	35.70	33.43	69.13	0.00	0.00	69.13	115.2%
4203 Staff Training	105.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Staff Costs	29,360.66	30,196.00	6,962.55	8,065.59	2,504.69	2,540.39	2,538.12	7,583.20	0.00	0.00	22,611.34	74.9%

Nether Stowey Parish Council

	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Jan 2020	Fourth quarter	Total spent to date	% Original budget
Administration & Finance												
4301 Audit Fees	625.00	625.00	285.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	585.00	93.6%
4302 Bank charges	9.70	5.00	3.80	1.90	0.60	0.00	0.00	0.60	0.60	0.60	6.90	138.0%
4303 Chairman's Honorarium	250.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	100.0%
4304 C/llrs' Expenses/training	53.20	-	81.60	0.60	0.00	18.00	0.00	18.00	0.00	0.00	100.20	**
4306 Elections	0.00	-	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	**
4307 Insurance	1,167.92	1,200.00	1,182.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,182.34	98.5%
4308 Statutory Fees	35.00	35.00	0.00	0.00	35.00	0.00	0.00	35.00	0.00	0.00	35.00	100.0%
4309 Subscriptions	563.99	615.00	5.00	376.06	0.00	0.00	180.00	180.00	0.00	0.00	561.06	91.2%
4310 Village Hall Hire	280.50	320.00	81.00	106.00	25.00	25.00	25.00	75.00	25.00	25.00	287.00	89.7%
4313 Legal Fees	5.00	-	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	**
TOTAL Admin & Finance	2,990.31	3,050.00	2,638.74	784.56	60.60	43.00	205.00	308.60	25.60	25.60	3,757.50	123.2%
Cemetery												
4402 Cemetery Rates	166.45	170.00	187.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.30	110.18%
4403 Maintenance + bins	3,488.76	3,236.00	892.50	962.50	0.00	606.38	210.00	816.38	0.00	0.00	2,671.38	82.55%
TOTAL Cemetery	3,655.21	3,406.00	1,079.80	962.50	0.00	606.38	210.00	816.38	0.00	0.00	2,858.68	83.93%
Community Services												
4501 Christmas Tree & Lights	50.00	50.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	0.00	60.00	120.00%
4502 Allotment	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00%
TOTAL Community Services	150.00	150.00	0.00	0.00	0.00	0.00	60.00	60.00	100.00	100.00	160.00	106.67%
Neighbourhood Plan												
4520 Neighbourhood Plan	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
4521 Neighbourhood Plan Grant	967.41	-	0.00	0.00	0.00	0.00	0.00	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	0.00	**
Village Maintenance												
4601 A39 Verge	952.00	720.00	227.50	175.00	0.00	157.50	0.00	157.50	0.00	0.00	560.00	77.78%
4602 Clock Tower Maintenance	306.24	285.00	0.00	0.00	932.00	0.00	0.00	932.00	0.00	0.00	932.00	327.02%
4603 Clock Tower Electricity	442.28	350.00	108.33	107.32	8.00	8.00	11.62	4.38	106.22	106.22	326.25	93.21%
4604 General Maintenance	387.06	250.00	0.00	32.00	2.00	0.00	0.00	2.00	0.00	0.00	34.00	13.60%
4605 The Cross, Gaol and WM	139.25	150.00	116.83	33.75	37.50	0.00	17.50	55.00	0.00	0.00	205.58	137.05%
4606 Palmers Path	485.50	450.00	70.00	116.25	33.75	52.50	0.00	86.25	0.00	0.00	272.50	60.56%
4607 Public Seating	771.00	250.00	39.59	300.00	0.00	0.00	0.00	0.00	0.00	0.00	339.59	135.84%
4608 Public Footpaths	63.20	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

	Outturn at 31 Mar 2019	Budget 2019/20	First quarter	Second quarter	Oct 2019	Nov 2019	Dec 2019	Third quarter	Jan 2020	Fourth quarter	Total spent to date	% Original budget
Village Maintenance continued												
4609 Dog Bins	1,435.20	1,470.00	348.40	534.30	0.00	185.90	0.00	185.90	0.00	0.00	1,068.60	72.69%
4610 Coleridge Road	195.50	160.00	70.00	105.00	0.00	35.00	0.00	35.00	0.00	0.00	210.00	131.25%
4611 Millennium Wood	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
4612 Plot 173	340.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4613 Mill Ln/Lime St maint	654.50	200.00	0.00	280.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	140.00%
4615 Lime Street Proj +AONB	0.00	-	94.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.24	**
TOTAL Village Maintenance	6,171.73	4,490.00	1,074.89	1,683.62	1,013.25	438.90	5.88	1,458.03	106.22	106.22	4,322.76	96.28%
Castle St Toilets + Car Park												
4701 Castle St Toilets Cleaning	3,303.00	3,420.00	566.00	849.00	0.00	566.00	283.00	849.00	0.00	0.00	2,264.00	66.20%
4702 Castle St Toilets Electricity	178.76	265.00	45.00	41.44	15.00	15.00	24.87	5.13	15.00	15.00	106.57	40.22%
4703 Castle St Car Park Rates	703.10	705.00	785.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	785.60	111.43%
4704 Castle St Toilets Repairs	17.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4705 Castle St Toilets Water	420.65	420.00	188.24	0.00	0.00	0.00	186.26	186.26	0.00	0.00	374.50	89.17%
4706 Castle St Car Park maint	395.75	400.00	0.00	118.75	60.00	35.00	35.00	130.00	0.00	0.00	248.75	62.19%
4709 Castle St misc	232.18	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
TOTAL Castle St Toilets/Car Park	5,250.44	5,310.00	1,584.84	1,009.19	75.00	616.00	479.39	1,170.39	15.00	15.00	3,779.42	71.18%
Grants												
4801 Grants Pool	367.20	3,506.00	0.00	63.98	0.00	0.00	0.00	0.00	0.00	0.00	63.98	1.82%
4802 NS RG + VH	3,600.00	594.00	0.00	0.00	594.00	0.00	1,200.00	1,794.00	0.00	0.00	1,794.00	302.02%
4803 Library	0.00	-	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	**
TOTAL Grants	3,967.20	4,100.00	1,200.00	63.98	594.00	0.00	1,200.00	1,794.00	0.00	0.00	3,057.98	74.58%
CIL + Capital Expenditure												
4901 Comm Infrastructure Levy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
TOTAL CIL + Capital Expenditure	0.00	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	306.38	440.87	137.94	268.44	847.25	27.81	27.81	1,540.39	**
Total Expenditure	58,626.56	60,232.00	16,415.59	14,713.09	6,362.67	5,207.01	5,539.66	17,109.34	468.58	468.58	48,706.60	80.86%
Total Income	54,621.97	54,969.00	27,050.96	29,584.98	3,114.98	52.85	446.90	3,614.73	157.25	157.25	60,407.92	109.89%
Reserve contribution to Budget	4,004.59	5,263.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Balance expenditure-income	- 4,004.59	5,263.00	-10,635.37	-14,871.89	3,247.69	5,154.16	5,092.76	13,494.61	311.33	311.33	11,701.32	

Bank:	Current a/c	18,656.62		Balance:	as at 1 Apr	32,637.40	
	Deposit a/c	25,401.83			Plus: income	60,407.92	
	A/c no 3	280.27	= 44,338.72		Less: payments	48,706.60	= 44,338.72