

**MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING**  
**HELD ON MONDAY 12 OCTOBER 2020 AT 7.00pm**  
**(HELD REMOTELY BY ZOOM)**

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

In Attendance: Caro Slaymaker (Parish Clerk)  
                                 Cllr Michael Caswell (Somerset CC/Sedgemoor DC)  
                                 One member of the public

**5575    Apologies**

Apologies were received from Cllr Jeanes and Pardoe who were both working. Their absences were approved. Cllr Pay also sent apologies

**5576    Declarations of Interest**

Cllr Rich declared an interest in the NS Village Hall and Recreation Ground CIO.

**5577    Minutes of Previous Meeting**

The Minutes of the Parish Council meeting held on 7 September were **approved** as a true record and signed by the Chairman.

**5578    District and County Council Liaison**

Cllr Caswell said that the Ministry of Housing, Communities & Local Government had issued invitations to the County Council and District Councils to submit proposals for unitary local government. The timescale appeared later than first thought – possibly in 2023 rather than 2021. There would be a consultation period. The district Councils proposed splitting the area to create two unitary authorities, combining Sedgemoor and West Somerset and Taunton Districts in one and Mendip and South Somerset in another. The Districts already worked successfully together, for example managing the Somerset Waste Partnership. Somerset County Council proposed a single authority which, in Cllr Caswell's opinion would be too big and too remote. The current two-tier system was not an option.

Recalling his statement at the last meeting, the Chairman advised Cllr Caswell that he intended to write a letter of complaint later in the week regarding the lack of response from the Leader of Sedgemoor DC and others. If such senior figures cannot be bothered to acknowledge or reply to simple email communication how can we expect Council staff to do so. He added that he was deeply concerned about how Local Government reorganisation will work if they cannot communicate now.

Cllr Caswell also reported that there had been an increase in Covid at the Hinkley Point C site. He was concerned about where the workers going – to local accommodation or to their homes elsewhere. He felt that, if tested positive, workers should self-isolate in HPC accommodation campuses, rather than with local families or travelling elsewhere.

Cllr Caswell said that he wished to make a donation to the village's Christmas Tree in memory of the late Cllr Morley Cavill. The Chairman accepted with thanks on behalf of all.

**5579    Parish Office**

The Chairman explained the current working arrangements but stressed that these may once again have to be changed in line with Government guidance. He proposed that the Council make no changes to the office at present until it was clearer what would happen with the unitary Council proposals.

**5580 Business Continuity Motion**

It was agreed to extend the Motion until the December meeting.

**5581 Grants**

- a) **Wednesday Club:** it was **agreed** to award a grant of £100 to the Wednesday Club.
- b) **Playing Field:** it was **agreed** to purchase for donation a bench and wheelchair-accessible picnic table at a cost of £1,005. It was agreed that the request for funding for works to trees would be considered on receipt of an estimate from the contractor.

*Cllr Caswell left the meeting*

**5582 Planning**

- a) **Planning Ref: 36/20/00017** – 12 St Mary Street, Nether Stowey  
Proposal: Variation of Condition 2 of Planning Permission 36/18/00009 (Erection of two storey extension to outbuilding to provide garage parking at ground and storage at first floor.) to vary the approved plans to reflect a smaller scheme..

It was **agreed** to The Parish Council had no comment to make.

**5583 Christmas Tree**

It was **agreed** that Cllr Rich would contact the Fire Service Watch Manager to discuss to what extent the crew would be able to assist this year. A tree would be ordered according to the level of help available.

**5584 Parks Development Survey**

It was **agreed** to send the response as drafted by the Clerk.

**5585 Financial Management**

- a) The Budget Report for the year to 9 October was **noted**. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 7 September:

Date	Payee Name	Cheque	Amount	Transaction Details
7 Sept	B&M Retail Ltd	card	30.02	Paper and cleaning supplies
10 Sept	G/zhBM via Amazon	card	14.98	Microphone for office PC
21 Sept	GWB Services	122282	360.00	August Village Maintenance
21 Sept	Staff payroll	122283-87	3,003.14	Sept payroll inc pay rise arrears
25 Sept	BT Business	DDR	53.39	Office Telephone/Broadband
1 Oct	EDF Energy	DDR	16.00	Public Toilets electricity
1 Oct	Edward Martin	DDR	28.34	Website maintenance contract
3 Oct	EDF Energy	DDR	120.00	Office electricity
3 Oct	EDF Energy	DDR	9.00	Clock Tower electricity
5 Oct	EDF Energy	122288	89.43	Clock Tower electricity (UMS)
5 Oct	WJ Roberts	122290	250.00	Chairman's honorarium
7 Oct	Sedgemoor DC	122291	112.10	New dog bin (Lime St/Palmers Path)
7 Oct	Zoom	card	14.39	Meeting Hosting service (Oct)
10 Oct	Sedgemoor DC	DDR	188.00	Public Toilets rates
10 Oct	Sedgemoor DC	DDR	225.00	Office rates
15 Oct	PJ Addicott	SO	350.00	Office rent
15 Oct	Microsoft	card	4.56	MS OneDrive service
15 Oct	Santander	DDR	90p	Bank charges
<b>Total</b>			<b>£ 4,869.25</b>	

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

c) The most recent bank statements/reconciliations were **noted**. It was **agreed** that the monthly invoice check would not be carried out until the situation had eased. Members were asked to check invoices thoroughly when signing cheques.

#### **5586 Highways**

The Assistant Clerk had reported the potholes in St Mary Street to Highways.

#### **5587 Chairman's Report**

The Chairman said that Somerset had now been invited to submit proposals for reorganisation to one or more unitary authorities, as Cllr Caswell had said earlier. It seemed likely that this would devolve more work to Parish and Town Councils – but to what extent was hard to say at present. Evidence of local support for proposals had to be supplied, though how this would be done was unknown. Cllr Ferriday had attended a Zoom meeting chaired by County Council Leader David Fothergill. The Chairman felt that until recently NSPC had had a good relationship with Sedgemoor District Council, but their recent failure to respond to any of our enquiries caused considerable concern for the future.

#### **5588 Clerk's Report**

The Clerk had provided a written report covering:

- Sandbags and trash screens for the brook, (awaiting reply from Sedgemoor DC)
- Tree Preservation Order (ditto)
- Planting licence for A39 land near the village hall (awaiting reply from Somerset CC)
- New bus service for early morning/late afternoon passengers, to supplement the College bus which is restricted to students only.
- Website Accessibility Regulations – progress update
- Public Inspection of Accounts ended 12 October
- Budget work and timetable
- Remembrance Sunday

#### **5589 Members Reports**

##### Neighbourhood Plan:

Cllr Ferriday confirmed that the Examiner's recommended modifications had been accepted.

##### Village Hall and Recreation Ground:

Cllr Rich reported that Toddlers and Pilates groups are now expected to restart in November. The Club room was now permanently closed as further work to repair the roof was not viable. There would be no Village Cinema events until at least April (if enough new volunteers come forward). There was a possibility of a quiz in December, depending on the situation.

Active Living: no meetings

##### Stowey Walking:

Cllr Falla said that Walking for Health was now cancelled. The group had concerns that farmers were planting to the edge of fields obstructing footpaths.

##### Hinkley Point:

Cllr Reid had attended the Community Forum meeting. David Eccles had retired replaced by Andrew Cockcroft. About 16 workers had tested positive for Coronavirus. EdF would not/could not say where they lived. They were looking at whether it would be possible to reinstate the Community bus service.

Continued to work with the Department of Work and Pensions to support individuals out of work due to COVID 19 to find alternative employment at HPC and in the local supply chain. They also offer support to local businesses with recruitment requirements and were working with combined authorities to provide redundancy support to businesses who are facing closure as a result of COVID 19. The next SSG meeting was on 23 October.

**5590 Forthcoming Events**

23 Oct	Hinkley Point SSG meeting	Zoom	tbc	MR
27 Oct	AONB JAC	Zoom	2.15pm	CF
26 Nov	HPC Transport Forum	Zoom	6pm	MR

**5591 Next Parish Council Meeting**

The next meeting will be held on Monday 9 November on Zoom.

The meeting closed at 8.15 pm

**Budget Report at 9 October 2020**

<b>Income</b>	<b>Outturn at 31 Mar 2020</b>	<b>Budget 2020/21</b>	<b>First quarter</b>	<b>July 2020</b>	<b>Aug 2020</b>	<b>Sept 2020</b>	<b>Second quarter</b>	<b>Oct 2020</b>	<b>Third quarter</b>	<b>Total income to date</b>	<b>% Original budget</b>
1002 Allotment Rental	100.00	100.00	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	0.0%
1004 Bank Interest	157.34	85.00	<b>0.03</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.03</b>	0.0%
1005 Comm Infrastructure Levy	2,483.62	0.00	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	0.0%
1006 Cemetery Income	1,460.00	1,500.00	<b>0.00</b>	-	170.00	95.00	<b>265.00</b>	130.00	<b>130.00</b>	<b>395.00</b>	26.3%
1009 Miscellaneous Grants	2,259.00	-	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	**
1011 Precept	53,059.00	58,379.00	<b>29,189.50</b>	0.00	0.00	29,189.50	<b>29,189.50</b>	0.00	<b>0.00</b>	<b>58,379.00</b>	100.0%
1012 Printing & Copying receipts	374.66	300.00	<b>0.00</b>	-	12.00	-	<b>12.00</b>	-	<b>0.00</b>	<b>12.00</b>	4.0%
115 VAT Refunds	1,081.15	-	<b>1,113.53</b>	0.00	0.00	0.00	<b>0.00</b>	0.00	<b>0.00</b>	<b>1,113.53</b>	**
<b>Total Income for Year</b>	<b>60,974.77</b>	<b>60,364.00</b>	<b>30,303.06</b>	<b>0.00</b>	<b>182.00</b>	<b>29,284.50</b>	<b>29,466.50</b>	<b>130.00</b>	<b>130.00</b>	<b>59,899.56</b>	99.6%

<b>Expenditure</b>	<b>Outturn at 31 Mar 2020</b>	<b>Budget 2020/21</b>	<b>First quarter</b>	<b>July 2020</b>	<b>Aug 2020</b>	<b>Sept 2020</b>	<b>Second quarter</b>	<b>Oct 2020</b>	<b>Third quarter</b>	<b>Total spent to date</b>	<b>% Original budget</b>
<b>Parish Office</b>											
4101 Office Rent + supplies	3,887.10	4,315.00	<b>1,050.00</b>	350.00	359.97	373.05	<b>1,083.02</b>	-	<b>0.00</b>	<b>2,133.02</b>	49.4%
4102 Office utilities and rates	2,695.32	3,280.00	<b>676.50</b>	302.00	597.38	345.00	<b>1,244.38</b>	120.00	<b>120.00</b>	<b>2,040.88</b>	62.2%
4103 Postage	91.90	55.00	<b>31.20</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>31.20</b>	56.7%
4104 Stationery + equipment	159.42	180.00	<b>0.00</b>	-	-	25.50	<b>25.50</b>	-	<b>0.00</b>	<b>25.50</b>	14.2%
4105 Telephone & Internet	571.39	535.00	<b>184.73</b>	-	38.86	50.04	<b>88.90</b>	44.49	<b>44.49</b>	<b>318.12</b>	59.5%
4106 Website + IT costs	574.90	642.00	<b>82.26</b>	151.42	57.42	27.42	<b>236.26</b>	23.62	<b>23.62</b>	<b>342.14</b>	53.3%
4108 Printing costs	390.41	650.00	<b>62.79</b>	-	18.52	-	<b>18.52</b>	-	<b>0.00</b>	<b>81.31</b>	12.5%
4109 Office Miscellaneous	1,267.98	50.00	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	0.0%
<b>TOTAL Parish Office</b>	<b>9,638.42</b>	<b>9,707.00</b>	<b>2,087.48</b>	<b>803.42</b>	<b>1,072.15</b>	<b>821.01</b>	<b>2,696.58</b>	<b>188.11</b>	<b>188.11</b>	<b>4,972.17</b>	51.2%
<b>Staff Costs</b>											
4201 Salaries	30,056.28	30,705.00	<b>7,607.13</b>	1,962.72	3,108.70	3,003.14	<b>8,074.56</b>	-	<b>0.00</b>	<b>15,681.69</b>	51.1%
4202 Staff travel and expenses	69.13	60.00	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	0.0%
4203 Staff Training	0.00	50.00	<b>0.00</b>	-	-	-	<b>0.00</b>	-	<b>0.00</b>	<b>0.00</b>	0.0%
<b>TOTAL Staff Costs</b>	<b>30,125.41</b>	<b>30,815.00</b>	<b>7,607.13</b>	<b>1,962.72</b>	<b>3,108.70</b>	<b>3,003.14</b>	<b>8,074.56</b>	<b>0.00</b>	<b>0.00</b>	<b>15,681.69</b>	50.9%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Oct 2020	Third quarter	Total spent to date	% Original budget
<b>Administration &amp; Finance</b>											
4301 Audit Fees	585.00	585.00	285.00	-	-	-	0.00	-	0.00	285.00	48.7%
4302 Bank charges	8.60	10.00	2.00	0.30	-	1.19	1.49	0.90	0.90	4.39	43.9%
4303 Chairman's Honorarium	250.00	250.00	0.00	-	-	-	0.00	250.00	250.00	250.00	100.0%
4304 C/llrs' Expenses/training	100.20	-	30.00	60.00	-	-	60.00	-	0.00	90.00	**
4306 Elections	100.00	235.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4307 Insurance	1,182.34	1,200.00	1,197.18	-	-	-	0.00	-	0.00	1,197.18	99.8%
4308 Statutory Fees	35.00	35.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4309 Subscriptions	561.06	615.00	387.35	-	-	-	0.00	-	0.00	387.35	63.0%
4310 Village Hall Hire	362.00	375.00	23.98	11.99	11.99	11.99	35.97	11.99	11.99	71.94	19.2%
<b>TOTAL Administration &amp; Finance</b>	<b>3,834.20</b>	<b>3,305.00</b>	<b>1,925.51</b>	<b>72.29</b>	<b>11.99</b>	<b>13.18</b>	<b>97.46</b>	<b>262.89</b>	<b>262.89</b>	<b>2,285.86</b>	<b>69.2%</b>
<b>Cemetery</b>											
4402 Cemetery Rates	187.30	190.00	163.85	55.00	-	-	55.00	-	0.00	218.85	115.18%
4403 Maintenance + bins	3,522.76	3,400.00	801.38	234.00	-	234.00	468.00	-	0.00	1,269.38	37.33%
<b>TOTAL Cemetery</b>	<b>3,710.06</b>	<b>3,590.00</b>	<b>965.23</b>	<b>289.00</b>	<b>0.00</b>	<b>234.00</b>	<b>523.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,488.23</b>	<b>41.45%</b>
<b>Community Services</b>											
4501 Christmas Tree & Lights	60.00	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%
4507 Corona Comm Support	10.63	-	0.00	-	-	-	0.00	-	0.00	0.00	**
4508 Support for Tourism	0.00	250.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
<b>TOTAL Community Services</b>	<b>170.63</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Neighbourhood Plan</b>											
4520 Neighbourhood Plan	0.00	-	0.00	-	-	-	0.00	-	0.00	0.00	**
4521 Neighbourhood Plan Grant	392.69	-	1,586.31	-	-	-	0.00	-	0.00	1,586.31	**
<b>TOTAL Neighbourhood Plan</b>	<b>392.69</b>	<b>0.00</b>	<b>1,586.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,586.31</b>	<b>**</b>
<b>Village Maintenance</b>											
4601 A39 Verge	735.00	720.00	162.00	72.00	-	90.00	162.00	-	0.00	324.00	45.00%
4602 Clock Tower Maintenance	932.00	285.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4603 Clock Tower Electricity	344.25	350.00	111.37	90.93	9.00	9.00	108.93	94.17	94.17	314.47	89.85%
4604 General Maintenance	215.80	200.00	0.00	-	2.00	-	2.00	-	0.00	2.00	1.00%
4605 The Cross, Gaol and WM	249.33	150.00	0.00	-	38.50	-	38.50	-	0.00	38.50	25.67%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	July 2020	Aug 2020	Sept 2020	Second quarter	Oct 2020	Third quarter	Total spent to date	% Original budget
<b>Village Maintenance (continued)</b>											
4606 Palmers Path	707.50	450.00	54.00	18.00	38.25	36.00	92.25	-	0.00	146.25	32.50%
4607 Public Seating	339.59	250.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4608 Public Footpaths	0.00	25.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4609 Dog Bins	1,440.40	1,610.00	720.20	-	-	-	0.00	93.42	93.42	813.62	50.54%
4610 Coleridge Road	227.50	160.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4611 Millennium Wood	0.00	-	0.00	-	-	-	0.00	-	0.00	0.00	**
4612 Plot 173	122.50	-	0.00	-	-	-	0.00	-	0.00	0.00	**
4613 Mill Ln/Lime St maint	216.74	200.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4615 Lime Street Proj +AONB	280.00	-	0.00	-	-	-	0.00	-	0.00	0.00	**
<b>TOTAL Village Maintenance</b>	<b>5,810.61</b>	<b>4,400.00</b>	<b>1,047.57</b>	<b>180.93</b>	<b>87.75</b>	<b>135.00</b>	<b>403.68</b>	<b>187.59</b>	<b>187.59</b>	<b>1,638.84</b>	<b>37.25%</b>
<b>Castle St Toilets + Car Park</b>											
4701 Castle St Toilets Cleaning	3,326.00	3,420.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4702 Castle St Toilets Electricity	138.57	200.00	48.00	11.53	16.00	16.00	43.53	16.00	16.00	107.53	53.77%
4703a Car Park Rates	785.60	790.00	798.40	-	-	-	0.00	-	0.00	798.40	101.06%
4703b Public Toilets Rates	0.00	-	568.65	188.00	188.00	188.00	564.00	-	0.00	1,132.65	**
4704 Castle St Toilets Repairs	131.25	100.00	0.00	-	-	-	0.00	-	0.00	0.00	0.00%
4705 Castle St Toilets Water	374.50	390.00	161.80	-	-	-	0.00	-	0.00	161.80	41.49%
4706 Castle St Car Park maint	357.50	400.00	0.00	-	62.00	-	62.00	-	0.00	62.00	15.50%
<b>TOTAL Castle St Toilets + Car Park</b>	<b>5,113.42</b>	<b>5,300.00</b>	<b>1,576.85</b>	<b>199.53</b>	<b>266.00</b>	<b>204.00</b>	<b>669.53</b>	<b>16.00</b>	<b>16.00</b>	<b>2,262.38</b>	<b>42.69%</b>
<b>Grants</b>											
4801 Grants Pool	295.98	3,600.00	0.00	-50.00	-	-	-50.00	-	0.00	-50.00	-1.39%
4803 Library	1,200.00	-	0.00	500.00	-	-	500.00	-	0.00	500.00	**
<b>TOTAL Grants</b>	<b>5,089.98</b>	<b>3,600.00</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>	<b>12.50%</b>
<b>CIL + Capital Expenditure</b>											
<b>TOTAL CIL + Capital Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>**</b>
<b>VAT Account</b>											
515 VAT Paid	1,709.18	0.00	292.29	43.81	57.79	25.20	126.80	41.36	41.36	460.45	**
<b>Total Expenditure</b>	<b>63,885.42</b>	<b>61,117.00</b>	<b>17,088.37</b>	<b>4,001.70</b>	<b>4,604.38</b>	<b>4,435.53</b>	<b>13,041.61</b>	<b>695.95</b>	<b>695.95</b>	<b>30,825.93</b>	<b>50.44%</b>
<b>Total Income</b>	<b>60,974.77</b>	<b>60,364.00</b>	<b>30,303.06</b>	<b>0.00</b>	<b>182.00</b>	<b>29,284.50</b>	<b>29,466.50</b>	<b>130.00</b>	<b>130.00</b>	<b>59,899.56</b>	<b>99.23%</b>
<b>Balance expenditure-income</b>	<b>-2,910.65</b>	<b>753.00</b>	<b>-13,214.69</b>	<b>4,001.70</b>	<b>4,422.38</b>	<b>-24,848.97</b>	<b>-16,424.89</b>	<b>565.95</b>	<b>565.95</b>	<b>29,073.63</b>	

**Balance Sheet**

<b>Bank:</b>	Current a/c	28,460.23		<b>Balance:</b>	as at 1 Apr	28,017.57	
	Deposit a/c	28,401.83			Plus: income	59,901.96	
	A/c 3	229.14	= £ 57,091.20		Less: payments	30,828.33	= £ 57,091.20