

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 14 DECEMBER 2020 AT 7.00pm
(HELD REMOTELY BY ZOOM)

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

In Attendance: Caro Slaymaker (Parish Clerk)
 Cllr Michael Caswell (Somerset CC/Sedgemoor DC)
 Cllr Julie Pay (SDC)

5608 Apologies

Cllr Pardoe was convalescing. Her absence was approved.

5609 Declarations of Interest

Cllrs Jeanes declared an interest as a Trustee of the Village Hall and Recreation Ground CIO, Cllr Rich also declared an interest Village Hall and Recreation Ground CIO as committee member and Parish Council Representative..

5610 Public Session

No issues raised.

5611 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 19 November were **approved** as a true record and signed by the Chairman.

5612 District and County Council Liaison

Cllr Pay had attended quite a few meetings including Full Council meeting. The “Stronger Somerset” proposal had been approved and had now been submitted. The Audit and Standards Committee had been unable to approve the 2019/20 Accounts as the auditor had not completed their work.

Cllr Caswell said it continued to be a difficult time with unitary proposals, but he preferred the ‘Stronger Somerset’ option and that the ‘One Somerset arrangements would be unwieldy.

The Chairman added that members would recall Cllr Caswell for his kind offer to donate a Christmas tree and would like to thank him for this. The tree was now in place at the Cross. He also thanked Cllr Jeanes for his help in transporting the tree and staying to help with the installation of the lights.

5613 Business Continuity Motion

It was **agreed** to extend the BCM for two months (proposed Cllr Reid, seconded Cllr Hogg, unanimous).

5614 Grants Policy

It was **agreed** to adopt the updated Grants Policy (proposed Cllr Rich, seconded Cllr Hogg, unanimous).

5615 Cemetery Fees

It was **agreed** to adopt the revised Cemetery Fees from 1 January (proposed Cllr Jeanes, seconded Cllr Hogg, unanimous).

5616 Dog Bin at the Church Centre

It was **agreed** not to provide a bin without a contribution to the emptying service, but the provision would be kept in the proposed 2021/22 budget (proposed Cllr Roberts, seconded Cllr Hogg, unanimous).

5617 Plot 173

It was **agreed** not to carry out any work to the poplar trees in Plot 173. It was noted that the land was not owned by the Parish Council and that the tree surgeon's advice was that there was no obvious safety risk or other urgent need to trim it (proposed Cllr Ferriday, seconded Cllr Rich, unanimous)

5618 Proposed Budget and Precept 2021/22

The Budget of a nett expenditure of £63,412 was **approved**. It was **agreed** to require a precept of £63,412 to fully fund the budget and to protect Reserves (proposed Cllr Falla, seconded Cllr Ferriday, unanimous).

5619 Financial Management

a) The Budget Report for the year to 11 December was **noted**. A copy of the report is appended to these minutes.

b) Expenditure incurred since 9 November:

Date	Payee Name	Cheque	Amount	Transaction Details
09 Nov	Clarity Copiers	122301	14.88	Photocopier charges
11 Nov	Zoom	Card	14.39	Meeting Hosting service
15 Nov	Santander	DDR A/C 3	1.70	Bank charges
16 Nov	No Butts Bin Co Ltd	122302	612.00	Bench for Playing Field Grant Min No 5600 Nov 2020
18 Nov	Somerset CC	122303	132.44	Pension Fund replace lost cheque
18 Nov	Microsoft OneDrive	E0700CS1Q	4.56	MS OneDrive Service
20 Nov	Void	122305		Cancelled Cheque incorrect amount
20 Nov	Staff Payroll Nov 2020	122306-309	2,602.08	Staff Payroll Oct 2020
20 Nov	NSPC A/c 3	122304	150.00	Payment for future expenditure
25 Nov	water2business	DDR	86.13	Office Water
27 Nov	ICO	DDR	35.00	Data Protection renewal
30 Nov	water2business	DDR	77.98	Public Toilets
30 Nov	Screwfix	Card	34.98	Fixings for Christmas Tree
1 Dec	EDF energy	DDR	16.00	Public Toilets electricity
1 Dec	EDF energy	DDR	120.00	Office electricity
2 Dec	Screwfix	Card	14.99	More fixings for Christmas Tree
2 Dec	SLCC	122310	185.00	Membership renewal
3 Dec	Edward Martin	DDR	28.34	Website Maintenance contract
4 Dec	EDF energy	DDR	9.00	Clock Tower electricity
4 Dec	Marks & Spencer	Card	25.00	Flowers for Cllr Pardoe
4 Dec	GWB Services	122311	396.00	Village Maintenance Sep- Oct
7 Dec	Mrs J Hall	122312	60.00	Christmas Tree

Date	Payee Name	Cheque	Amount	Transaction Details
7 Dec	Mr K Sparkes	122313	184.05	Village maintenance Sept - Dec
9 Dec	BT Business	DDR	47.94	Office Telephone and Broadband
10 Dec	Sedgemoor DC	DDR	188.00	Public Toilets Rates
10 Dec	Sedgemoor DC	DDR	225.00	Office Rates
10 Dec	Sainsburys	card	5.00	Office Diary
Total			£5,270.46	

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

c) The most recent bank statements/reconciliations were **noted**.

5620 Highways

Highways had repaired big pot hole outside the Post Office. They advise that the whole area around this junction is scheduled to be resurfaced next August. The Clerk has asked if the Banneson Road/St Mary Street junction could also be done (no reply). A number of other defects in St Mary Street and Castle Street have been reported.

5621 Chairman's Report

The Christmas lights are up, and thanks to those who helped, especially Cllr Jeanes and his assistant. A date to remove them would be agreed after the holiday, probably the week beginning 4 January.

Following an enquiry about a pop-up café, the chairman had consulted a number of local businesses providing similar facilities who objected to the idea.

Cllr Ferriday came across the idea of "chat benches" to encourage people to sit and chat with someone else and hopefully take the edge off isolation. The Chairman had fitted suitable signs to a number of benches around the village, and it seems that some people have used them. Minimal cost to the Parish Council – half a dozen laminated notices.

5622 Clerk's Report

The Clerk had provided a written report covering:

- Electrical works at the Clock Tower completed, including the disconnection of one supply, which should save over £300 per year.
- The Playing Field had received the first bench and table donated by the Parish Council from Grant funds. A second bench was on order, as agreed at the meeting in November.
- Update on Church Christmas preparations.

Correspondence

11 Nov – Enquiry about a "pop-up café" coffee van using the car park. In consultation with the Chairman, reply sent that the car park was, at present, too used for space to be taken up or reserved.

11 Nov – Letter from Stowey Green Spaces to announce that they have received a grant from Somerset Community Fund for equipment.

18 Nov– Publicity for the 2021 census (circulated)

23 Nov – Enquiry about planning proposal for Wilson's Close (reply directed him to SDC and the Neighbourhood Plan)

27 Nov– Report about the Quantock Landscape Partnership Scheme (circulated, for info)

28 Nov – complaint about the removal of the phone box (replied)

1 Dec – notification of DfT consultation on rural transport (circulated)

1 Dec – News about the resumption of the Community bus service

- 1 Dec – Parish Precept request forms and Tax Base details received
- 3 Dec – Enquiry about replacement windows. Information sent
- 4 Dec – Formal Notice of Neighbourhood Plan Reg 18 decision statement
- 6 Dec – Enquiry about a (different) pop-up café van. Replied as enquiry 11 Nov above.

5623 Members Reports

Neighbourhood Plan:

In compliance with Regulation 18 of the Neighbourhood Planning (General) Regulations, Sedgemoor have published the examiners report and their own Decision Statement, which confirms the decision of the Council is that the Nether Stowey Neighbourhood Plan should now proceed to referendum.

Village Hall and Recreation Ground:

The MUGA courts had new padlocks. One new bench and picnic table had been delivered and the Committee thanked Kevin Hellier for assembling them. A second bench would arrive soon. A donation had been made in memory of Neil Sutton , and a brass plaque would be fitted to one of the benches. This equipment had been purchased by the Parish Council and donated. Four Portakabin windows had been broken. The contractor who cut the grass had retired, and a new contractor had been agreed. The Trustees had agreed to a pop-up café parking on Saturday mornings on a trial basis.

Active Living: no meetings

NS VH+RG CIO

The Trustees were negotiating with Highways about use of the adjacent land for parking. They were hopeful of a grant from the Fairfield Trust. They had had an initial meeting with Strongvox about building the new facility. Cllr Jeanes felt 2021 was “make or break” for the project.

AONB

No report.

Stowey Walking:

No report

Hinkley Point:

Cllr Reid had attended the SSG meeting. Hinkley B station would restart on 26 February. Work at Hinkley A continues normally with full staffing levels. They are now recovering high-level radiation material.

NS VH+RG CIO

They had had a good response to the survey – about 43% and there had been about 100 face-to-face consultations. There was a full Trustee meeting on 12 November to discuss the results

5624 Forthcoming Events

There were no official events before the next meeting

5625 Next Parish Council Meeting

The next meeting will be held on Monday 11 January on Zoom.

The Chairman wished everyone a Happy Christmas. He thanked Cllrs Caswell and Pay for their support during the year, and thanked the Clerk for her work.

The meeting closed at 7.50 pm

Budget Report at 11 December 2020

Income	Budget 2020/21	First quarter	Second quarter	Oct 2020	Nov 2020	Dec 2020	Third quarter	Fourth quarter	Total income to date	% of budget
1002 Allotment Rental	100.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
1004 Bank Interest	85.00	0.03	0.00	-	-	-	0.00	0.00	0.03	0.0%
1005 Comm Infrastructure Levy	0.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
1006 Cemetery Income	1,500.00	0.00	265.00	130.00	180.00	-	310.00	0.00	575.00	38.3%
1009 Miscellaneous Grants	-	0.00	0.00	-	-	-	0.00	0.00	0.00	**
1011 Precept	58,379.00	29,189.50	29,189.50	0.00	-	-	0.00	0.00	58,379.00	100.0%
1012 Printing & Copying receipts	300.00	0.00	12.00	-	-	-	0.00	0.00	12.00	4.0%
115 VAT Refunds	-	1,113.53	0.00	421.49	-	-	421.49	0.00	1,535.02	**
Total Income for Year	60,364.00	30,303.06	29,466.50	551.49	180.00	0.00	731.49	0.00	60,501.05	100.7%

Expenditure	Budget 2020/21	First quarter	Second quarter	Oct 2020	Nov 2020	Dec 2020	Third quarter	Fourth quarter	Total spent to date	% of budget
Parish Office										
4101 Office Rent, rates + supplies	4,315.00	1,050.00	1,083.02	350.00	350.00	-	700.00	0.00	2,833.02	65.7%
4102 Office utilities	3,280.00	676.50	1,244.38	345.00	424.27	345.00	1,114.27	0.00	3,035.15	92.5%
4103 Postage	55.00	31.20	0.00	-	-	-	0.00	0.00	31.20	56.7%
4104 Stationery + equipment	180.00	0.00	25.50	60.58	-	4.17	64.75	0.00	90.25	50.1%
4105 Telephone & Internet	535.00	184.73	88.90	44.49	82.02	39.95	166.46	0.00	440.09	82.3%
4106 Website + IT costs	642.00	82.26	236.26	52.42	27.42	23.62	103.46	0.00	421.98	65.7%
4108 Printing costs	650.00	62.79	18.52	-	12.40	-	12.40	0.00	93.71	14.4%
4109 Office Miscellaneous	50.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
TOTAL Parish Office	9,707.00	2,087.48	2,696.58	852.49	896.11	412.74	2,161.34	0.00	6,945.40	71.6%
Staff Costs										
4201 Salaries	30,705.00	7,607.13	8,074.56	2,607.08	2,602.08	-	5,209.16	0.00	20,890.85	68.0%
4202 Staff travel and expenses	60.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
4203 Staff Training	50.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
TOTAL Staff Costs	30,815.00	7,607.13	8,074.56	2,607.08	2,602.08	0.00	5,209.16	0.00	20,890.85	67.8%
Administration & Finance										
4301 Audit Fees	585.00	285.00	0.00	300.00	-	-	300.00	0.00	585.00	100.0%
4302 Bank charges	10.00	2.00	1.49	0.90	1.70	1.10	3.70	0.00	7.19	71.9%
4303 Chairman's Honorarium	250.00	0.00	0.00	250.00	-	-	250.00	0.00	250.00	100.0%

Admin & Finance (continued)										
4304 C/llrs' Expenses/training	90.00	30.00	60.00	19.25	-	25.00	44.25	0.00	134.25	149.2%
4306 Elections	235.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
4307 Insurance	1,200.00	1,197.18	0.00	-	-	-	0.00	0.00	1,197.18	99.8%
4308 Statutory Fees	35.00	0.00	0.00	-	35.00	-	35.00	0.00	35.00	100.0%
4309 Subscriptions	615.00	387.35	0.00	-	-	185.00	185.00	0.00	572.35	93.1%
4310 Village Hall Hire	375.00	23.98	35.97	11.99	11.99	-	23.98	0.00	83.93	22.4%
TOTAL Administration & Finance	3,395.00	1,925.51	97.46	582.14	48.69	211.10	841.93	0.00	2,864.90	84.4%
Cemetery										
4402 Cemetery Rates	190.00	163.85	55.00	-	-	-	0.00	0.00	218.85	115.18%
4403 Maintenance + bins	3,400.00	801.38	468.00	81.38	-	198.00	279.38	0.00	1,548.76	45.55%
TOTAL Cemetery	3,590.00	965.23	523.00	81.38	0.00	198.00	279.38	0.00	1,767.61	49.24%
Community Services										
4501 Christmas Tree & Lights	50.00	0.00	0.00	-	29.15	22.49	51.64	0.00	51.64	103.28%
4502 Allotment	100.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4508 Support for Tourism	250.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
TOTAL Community Services	400.00	0.00	0.00	0.00	29.15	22.49	51.64	0.00	51.64	12.91%
Neighbourhood Plan Grant										
TOTAL Neighbourhood Plan	1,586.31	1,586.31	0.00	0.00	0.00	0.00	0.00	0.00	1,586.31	100.00%
Village Maintenance										
4601 A39 Verge	720.00	162.00	162.00	-	-	72.00	72.00	0.00	396.00	55.00%
4602 Clock Tower Maintenance	285.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4603 Clock Tower Electricity	350.00	111.37	108.93	92.96	9.00	9.00	110.96	0.00	331.26	94.65%
4604 General Maintenance	200.00	0.00	2.00	-	-	29.55	29.55	0.00	31.55	15.78%
4605 The Cross, Gaol and WM	150.00	0.00	38.50	-	-	40.00	40.00	0.00	78.50	52.33%
4606 Palmers Path	450.00	54.00	92.25	-	-	65.50	65.50	0.00	211.75	47.06%
4607 Public Seating	250.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4608 Public Footpaths	25.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4609 Dog Bins	1,610.00	720.20	0.00	883.30	-	-	883.30	0.00	1,603.50	99.60%
4610 Coleridge Road	160.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
Village Maintenance (continued)										
4611 Millennium Wood	-	0.00	0.00	-	-	-	0.00	0.00	0.00	**
4612 Plot 173	-	0.00	0.00	-	-	-	0.00	0.00	0.00	**
4613 Mill Ln/Lime St maint	200.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%

TOTAL Village Maintenance	4,400.00	1,047.57	403.68	976.26	9.00	216.05	1,201.31	0.00	2,652.56	60.29%
Castle St Toilets + Car Park										
4701 Castle St Toilets Cleaning	3,420.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4702 Castle St Toilets Electricity	200.00	48.00	43.53	16.00	16.00	16.00	48.00	0.00	139.53	69.77%
4703a Car Park Rates	790.00	798.40	0.00	-	-	-	0.00	0.00	798.40	101.06%
4703b Public Toilets Rates	-	568.65	564.00	188.00	188.00	188.00	564.00	0.00	1,696.65	**
4704 Castle St Toilets Repairs	100.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4705 Castle St Toilets Water	390.00	161.80	0.00	-	77.98	-	77.98	0.00	239.78	61.48%
4706 Castle St Car Park maint	400.00	0.00	62.00	-	-	175.00	175.00	0.00	237.00	59.25%
TOTAL Castle St Toilets + Car Park	5,300.00	1,576.85	669.53	204.00	281.98	379.00	864.98	0.00	3,111.36	58.70%
Grants										
4801 Grants Pool	3,600.00	0.00	-50.00	1,105.00	510.00	-	1,615.00	0.00	1,565.00	43.47%
4803 Library	500.00	0.00	500.00	-	-	-	0.00	0.00	500.00	100.00%
TOTAL Grants	4,100.00	0.00	450.00	1,105.00	510.00	0.00	1,615.00	0.00	2,065.00	50.37%
CIL + Capital Expenditure										
TOTAL CIL + Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account										
515 VAT Paid	0.00	292.29	129.20	493.31	141.45	16.04	650.80	0.00	1,072.29	**
Total Expenditure	63,293.31	17,088.37	13,044.01	6,901.66	4,518.46	1,455.42	12,875.54	0.00	43,007.92	67.95%
Total Income	60,364.00	30,303.06	29,466.50	551.49	180.00	0.00	731.49	0.00	60,501.05	100.23%
Reserve contribution to Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Balance expenditure-income	2,929.31	-13,214.69	-16,422.49	6,350.17	4,338.46	1,455.42	12,144.05	0.00	17,493.13	

Balance Sheet

Bank:	Current a/c	16,927.96	Balance:	as at 1 Apr	28,017.57
	Deposit a/c	28,401.83		Plus: income	60,501.05
	A/c 3	180.91		Less: payments	43,007.92
		<u>180.91 = £ 45,510.70</u>			<u>= £ 45,510.70</u>