

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 8 FEBRUARY 2021 AT 7.00pm
(HELD REMOTELY BY ZOOM)

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

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

The Chairman had technical difficulties and it was agreed that the Vice-Chairman, Cllr Ferriday, would start the meeting.

5641 Apologies

There were none. Cllr Reid sent apologies the following day.

5642 Declarations of Interest

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

5643 Public Session

No issues raised.

5644 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 11 January were **approved** as a true record to be signed by the Chairman.

5645 District and County Council Liaison

Cllr Pay had attended two Drainage Board meetings. The precept had been agreed with an increase of 5.5%, a smaller increase than expected. She had also attended a Code of Conduct workshop to look at the new Code of Conduct that will apply to both District and Parish Councillors. They commented a draft Code from the Local Government Association, who want everything to be unified. It will be rolled out and she expects Parish Councillors to be invited to comment at a later date. Sedgemoor have also released staff to help on the vaccination programme.

Cllr Caswell reported that Somerset County Council were also redeployed on Covid vaccination work across the County. He had been impressed by the operation at Taunton Racecourse, marred only by people not turning up. He had also attended the Drainage Board meeting and the limited increase. It is expected that County Council elections will take place on 6 May.

Cllr Roberts joined the meeting after technical difficulties and assumed the Chair.

The Chairman added that he had had his vaccination at the QMC and was impressed by the well-organised system. The Practice Manager had asked him to pass on her thanks to the volunteer carpark marshalls and wished to remind people that they are working closely with the Bridgwater practices

Cllrs Jeanes and Rich had declared non-pecuniary interests as the Parish Council's representatives, and were permitted to speak but not vote

5646 Planning Application fees for the Stowey Centre

It was **agreed** to assist the Nether Stowey Village Hall and Recreation Ground by paying the planning fees on their behalf on a repayment basis on condition that the plans are submitted to the Parish Council beforehand and an assurance that it conforms with the findings of the Community Survey. A Working Group (Cllrs Reid, Hogg and Falla plus (*ex officio*) Chairman and Vice-Chairman) would meet CIO representatives to pursue this (proposed Cllr Hogg, seconded Cllr Ferriday, no objections).

5647 HPC Workforce Uplift

The Chairman and Cllr Reid had attended a Zoom presentation on 28 January to explain the projected workforce increase. This would cause a number of issues, in particular on the parking problems. The Chairman had contacted Mr Wagstaff (HPC Transport Service Manager) and it had been agreed to meet to discuss how the situation might be alleviated this time. Members had a number of ideas, and it was **agreed** that the HP Working Group would have a separate meeting to consider them in more detail prior to putting them forward to Mr Wagstaff. A number of members would also be attending further briefing meetings with Hinkley Point managers later in the week.

5648 Butchers Lane

Following complaints, County Highways had confirmed that the road was not unadopted but was so far down the hierarchy of roads that only safety issues were attended to, but the Highways Officer would have a look at it. The Chairman had written to as many supermarkets and courier companies as possible asking them to ensure vehicles were not directed by satnavs to use the road. Many had responded positively. It was **agreed** that the Clerk would obtain Land Registry details of ownership.

5649 Financial Management

- a) The Budget Report for the year to 5 February was **noted**. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 11 January:

Date	Payee Name	Cheque	Amount	Transaction Details
12 Jan	Urban Hygiene	card	17.89	Graffiti Cleaning Products
12 Jan	Toolstation	Card	42.10	Graffiti Cleaning products
13 Jan	SALC	122325	30.00	Training Cllr Roberts
14 Jan	Morrisons	Card	4.30	Bin Bags
15 Jan	Santander	DDR	1.80	Bank Charges
15 Jan	P J Addicott	DDR	350.00	Office Rent
15 Jan	Microsoft OneDrive	E0700DDA4	4.56	OneDrive subscription
15 Jan	GWB Services	122326	1,134.00	Village Maintenance July, Nov & Dec 20
19 Jan	Microsoft	Card	79.99	Microsoft Office
19 Jan	EDF Energy	122324	54.47	Clock Tower Unmetered supply
22 Jan	Office Payroll	122327-330	2,602.08	January 2021 Staff Payroll
1 Feb	Post Office	Card	23.76	3 Books 2 nd class stamps
1 Feb	EDF Energy	DDR	14.00	Public Toilets Electricity
1 Feb	EDF Energy	DDR	105.00	Office Electricity
1 Feb	B&M Retail	card	10.99	Storage boxes for Christmas lights

Date	Payee Name	Cheque	Amount	Transaction Details
3 Feb	E Martin Comp Services	DDR	28.34	Website Maintenance Contract
4 Feb	EDF Energy	DDR	7.00	Clock Tower Electricity
5 Feb	SLCC Enterprises	122331	54.00	Clerk's training
5 Feb	Zoom	card	14.39	Zoom subscription (Feb)
5 Feb	Clarity Copiers	122332	42.98	Photocopier meter charges
8 Feb	BT Business	DDR	47.94	Office telephone and Broadband
		Total	£4,669.59	
	Bank Transfer from Deposit Acc	letter	8,000.00	To Current Account
		Total	£12,669.59	

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

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

5650 Highways

It had been reported that stones from the wall at the Church Centre had fallen out. The Clerk had reported it to Highways, who were waiting for ownership clarification, as half of it is theirs and the other half is (presumably) the Church Centre's.

A number of potholes had been outlined – hopefully for repair shortly.

5651 Chairman's Report

The Chairman had nothing to add to what he had reported elsewhere in the meeting.

5652 Clerk's Report

The Clerk reported as follows:

Parish Council vacancy: the Council now had authority to co-opt a new member to fill the vacancy and a pack for candidates had been prepared.

Graffiti: Although the originator of the project had dropped out, Stowey Green Space were pushing ahead. It was agreed that the Council records its thanks to Mrs Greig, Mr and Mrs Booth and Mr and Mrs Scales (and any others whose names had not been passed on).

Gullifords Garage: the fuel tank have been removed AC Developments have been advised by Highways that they must obtain permissions from the Highways/SCC before undertaking any works which occupy or obstruct the footpath.

As agreed with Cllr Falla, MJ Dodden have been asked to do the Parish Council's internal audit later in the year.

Following the discussion last month about Streetbean Coffee van, the CIO had put an article in the Quantock Messenger which had been circulated to members on 4 February.

Correspondence – there had been very little (non-junk) correspondence, all of which had been circulated and where necessary discussed elsewhere.

5653 Members Reports

Neighbourhood Plan (Cllr Ferriday):

Sedgemoor had confirmed their intention to hold the Neighbourhood Plan Referendum at the same time as the County Council elections on 6 May.

Rights of Way and AONB (Cllr Falla):

Cllr Falla attended the AONB JAC meeting on 26 January. Points of interest

- the AONB had received a lot of complaints from Nether Stowey residents about the number of visitors during the lockdown. The AONB are aware and wardens are out offering advice as have the police. It is expected that the situation will get worse when the lockdown is eased. Many of the visitors are not used to the countryside and there has been a lot of litter, out-of-control dogs attacking sheep resulting in injuries and ewes being put down.
- Kilve are going forward with their proposal to create two Quiet Lanes at Sea Lane and Hilltop Lane.
- AONB are introducing an app “Honesty Box” as a means to make voluntary donations using QR codes.
- There have been complaints about the state of the footpaths on the loop round Stowey Wood and the Millennium and Jubilee woods. They are extremely muddy and suitable hiking/wellington boots are essential.

Village Hall and Recreation Ground (Cllr Rich):

The Village Hall remains closed and is checked weekly and volunteers are keeping an eye on the buildings at the playing field.

Active Living: no meetings

NS VH+ RG CIO (Cllr Jeanes): nothing further to report

5654 Forthcoming Events

9 Feb – HPC Workforce consultation (Cllr Ferriday, Clerk)

11 Feb – HPC Workforce consultation (Cllrs Roberts, Cllr Reid)

26 Feb – Hinkley SSG (Cllr Reid)

5655 Next Parish Council Meeting

The next meeting will be held on Monday 8 March on Zoom.

The meeting closed at 7.55 pm

Budget Report at 5 February 2021

Income	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan 2021	Feb 2021	Mar 2021	Fourth quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	0.00	0.00	100.00	-	-	-	0.00	100.00	100.0%
1004 Bank Interest	157.34	85.00	0.03	0.00	0.00	66.09	-	-	66.09	66.12	77.8%
1005 Comm Infrastructure Levy	2,483.62	0.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.0%
1006 Cemetery Income	1,460.00	1,500.00	0.00	265.00	310.00	1,005.00	-	-	1,005.00	1,580.00	105.3%
1009 Miscellaneous Grants	2,259.00	-	0.00	0.00	0.00	-	-	-	0.00	0.00	**
1011 Precept	53,059.00	58,379.00	29,189.50	29,189.50	0.00	0.00	0.00	0.00	0.00	58,379.00	100.0%
1012 Printing & Copying receipts	374.66	300.00	0.00	12.00	0.00	-	-	-	0.00	12.00	4.0%
115 VAT Refunds	1,081.15	-	1,113.53	0.00	421.49	0.00	0.00	0.00	0.00	1,535.02	**
Total Income for Year	60,974.77	60,364.00	30,303.06	29,466.50	831.49	1,071.09	0.00	0.00	1,071.09	61,672.14	102.7%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan 2021	Feb 2021	Mar 2021	Fourth quarter	Total spent to date	% Original budget
Parish Office											
4101 Office Rent, rates + supplies	3,887.10	4,315.00	1,050.00	1,083.02	1,050.00	354.30	-	-	354.30	3,537.32	82.0%
4102 Office utilities	2,695.32	3,280.00	676.50	1,244.38	1,100.36	340.37	-345.00	-	-4.63	3,016.61	92.0%
4103 Postage	91.90	55.00	31.20	0.00	0.00	-	23.76	-	23.76	54.96	99.9%
4104 Stationery + equipment	159.42	180.00	0.00	25.50	70.57	-	9.16	-	9.16	105.23	58.5%
4105 Telephone & Internet	571.39	535.00	184.73	88.90	166.46	39.95	39.95	-	79.90	519.99	97.2%
4106 Website + IT costs	574.90	642.00	82.26	236.26	107.26	94.08	23.62	-	117.70	543.48	84.7%
4108 Printing costs	390.41	650.00	62.79	18.52	12.40	-	35.82	-	35.82	129.53	19.9%
4109 Office Miscellaneous	1,267.98	50.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.0%
TOTAL Parish Office	9,638.42	9,707.00	2,087.48	2,696.58	2,507.05	828.70	-212.69	0.00	616.01	7,907.12	81.5%
Staff Costs											
4201 Salaries	30,056.28	30,705.00	7,607.13	8,074.56	7,811.24	2,602.08	-	-	2,602.08	26,095.01	85.0%
4202 Staff travel and expenses	69.13	60.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.0%
4203 Staff Training	0.00	50.00	0.00	0.00	0.00	-	45.00	-	45.00	45.00	90.0%
TOTAL Staff Costs	30,125.41	30,815.00	7,607.13	8,074.56	7,811.24	2,602.08	45.00	0.00	2,647.08	26,140.01	84.8%
Administration & Finance											
4301 Audit Fees	585.00	585.00	285.00	0.00	300.00	-	-	-	0.00	585.00	100.0%
4302 Bank charges	8.60	10.00	2.00	1.49	3.70	1.80	-	-	1.80	8.99	89.9%
4303 Chairman's Honorarium	250.00	250.00	0.00	0.00	250.00	-	-	-	0.00	250.00	100.0%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan 2021	Feb 2021	Mar 2021	Fourth quarter	Total spent to date	% Original budget
Admin & Finance (continued)											
4304 C/llrs' Expenses/training	100.20	120.00	30.00	60.00	44.25	30.00	-	-	30.00	164.25	136.9%
4306 Elections	100.00	235.00	0.00	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	-	-	-	0.00	1,197.18	99.8%
4308 Statutory Fees	35.00	35.00	0.00	0.00	35.00	-	-	-	0.00	35.00	100.0%
4309 Subscriptions	561.06	615.00	387.35	0.00	185.00	-	-	-	0.00	572.35	93.1%
4310 Village Hall Hire	362.00	375.00	23.98	35.97	35.97	11.99	11.99	-	23.98	119.90	32.0%
TOTAL Administration & Finance	3,834.20	3,425.00	1,925.51	97.46	853.92	43.79	11.99	0.00	55.78	2,932.67	85.6%
Cemetery											
4402 Cemetery Rates	187.30	190.00	163.85	55.00	0.00	-	-	-	0.00	218.85	115.18%
4403 Maintenance + bins	3,522.76	3,400.00	801.38	468.00	279.38	558.00	-	-	558.00	2,106.76	61.96%
TOTAL Cemetery	3,710.06	3,590.00	965.23	523.00	279.38	558.00	0.00	0.00	558.00	2,325.61	64.78%
Community Services											
4501 Christmas Tree & Lights	60.00	250.00	0.00	0.00	288.04	-	-	-	0.00	288.04	115.22%
4502 Allotment	100.00	100.00	0.00	0.00	100.00	-	-	-	0.00	100.00	100.00%
4508 Support for Tourism	0.00	250.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.00%
TOTAL Community Services	170.63	600.00	0.00	0.00	388.04	0.00	0.00	0.00	0.00	388.04	64.67%
Neighbourhood Plan											
4521 Neighbourhood Plan Grant	392.69	1,586.31	1,586.31	0.00	0.00	-	-	-	0.00	1,586.31	100.00%
TOTAL Neighbourhood Plan	392.69	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	735.00	720.00	162.00	162.00	72.00	72.00	-	-	72.00	468.00	65.00%
4602 Clock Tower Maintenance	932.00	635.00	0.00	0.00	350.00	-	-	-	0.00	350.00	55.12%
4603 Clock Tower Electricity	344.25	350.00	111.37	108.93	110.96	59.88	7.00	-	66.88	398.14	113.75%
4604 General Maintenance	215.80	200.00	0.00	2.00	29.55	50.48	-	-	50.48	82.03	41.02%
4605 The Cross, Gaol and WM	249.33	150.00	0.00	38.50	40.00	-	-	-	0.00	78.50	52.33%
4606 Palmers Path	707.50	450.00	54.00	92.25	65.50	18.00	-	-	18.00	229.75	51.06%
4607 Public Seating	339.59	250.00	0.00	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	0.00%
4609 Dog Bins	1,440.40	1,610.00	720.20	0.00	883.30	-	-	-	0.00	1,603.50	99.60%
4610 Coleridge Road	227.50	160.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.00%

Expenditure	Outturn at 31 Mar 2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan 2021	Feb 2021	Mar 2021	Fourth quarter	Total spent to date	% Original budget
Village Maintenance (continued)											
4612 Plot 173	122.50	-	0.00	0.00	0.00	-	-	-	0.00	0.00	**
4613 Mill Ln/Lime St maint	216.74	200.00	0.00	0.00	0.00	486.00	-	-	486.00	486.00	243.00%
TOTAL Village Maintenance	5,810.61	4,750.00	1,047.57	403.68	1,551.31	686.36	7.00	0.00	693.36	3,695.92	77.81%
Castle St Toilets + Car Park											
4701 Castle St Toilets Cleaning	3,326.00	3,420.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.00%
4702 Castle St Toilets Electricity	138.57	200.00	48.00	43.53	48.00	12.11	14.00	-	26.11	165.64	82.82%
4703a Car Park Rates	785.60	790.00	798.40	0.00	0.00	-	-	-	0.00	798.40	101.06%
4703b Public Toilets Rates	0.00	-	568.65	564.00	564.00	188.00	-	-	188.00	1,884.65	**
4704 Castle St Toilets Repairs	131.25	100.00	0.00	0.00	0.00	-	-	-	0.00	0.00	0.00%
4705 Castle St Toilets Water	374.50	390.00	161.80	0.00	77.98	-	-	-	0.00	239.78	61.48%
4706 Castle St Car Park maint	357.50	400.00	0.00	62.00	175.00	-	-	-	0.00	237.00	59.25%
TOTAL Castle St Toilets + Car Park	5,113.42	5,300.00	1,576.85	669.53	864.98	200.11	14.00	0.00	214.11	3,325.47	62.74%
Grants											
4801 Grants Pool	3,889.98	3,600.00	0.00	-50.00	1,776.00	-	-	-	0.00	1,726.00	47.94%
4803 Library	1,200.00	500.00	0.00	500.00	0.00	-	-	-	0.00	500.00	100.00%
TOTAL Grants	5,089.98	4,100.00	0.00	450.00	1,776.00	0.00	0.00	0.00	0.00	2,226.00	54.29%
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	0.00	**
VAT Account											
515 VAT Paid	1,709.18	0.00	292.29	129.20	786.32	50.82	33.10	-	83.92	1,291.73	**
Total Expenditure	63,885.42	63,873.31	17,088.37	13,044.01	16,818.24	4,969.86	-101.60	0.00	4,868.26	51,818.88	81.13%
Total Income	60,974.77	60,364.00	30,303.06	29,466.50	831.49	1,071.09	0.00	0.00	1,071.09	61,672.14	102.17%
Balance expenditure-income	-2,910.65	3,509.31	-13,214.69	-16,422.49	15,986.75	3,898.77	-101.60	0.00	3,797.17	9,853.26	

Balance Sheet

Bank:	Current a/c	17,338.99	Balance:	as at 1 Apr	28,017.57
	Deposit a/c	20,467.92		Plus: income	61,672.14
	A/c 3	63.92		Less: payments	51,818.88
		= £ 37,870.83			= £ 37,870.83