

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 12 APRIL 2021 AT 7.00pm
(HELD REMOTELY BY ZOOM)

Present: Parish Councillors Kevin Ferriday (Chairman)
Colin Falla
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)
Mrs Mayell, representing NS Village Hall and Recreation Ground

Cllr Ferriday chaired the meeting in Cllr Roberts absence. Before opening the meeting he expressed the Parish Council's regret at the news of the death of HRH Prince Phillip, Duke of Edinburgh and offered the Parish Council's condolences to HM The Queen and the Royal Family.

5673 Public Session

Mrs Mayell said that of the Village Hall's six regular bookings previously, only one exercise class had responded. Work would be carried out on the Club room ceiling for safety purposes. Complications regarding chaperones might prevent the Quantock Players' pantomime going ahead this year.

5674 Apologies

Cllr Roberts was engaged elsewhere. His absence was approved.

5675 Declarations of Interest

Cllrs Jeanes declared an interest as the Parish Council's nominated Trustee of the Village Hall and Recreation Ground CIO, and for agenda item 9 – CIO Planning Application Fees. Cllr Rich also declared an interest Village Hall and Recreation Ground CIO as Parish Council representative committee member.

5676 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 8 March were **approved** as a true record to be signed by the Chairman (proposed Cllr Jeanes, seconded Cllr Rich).

5677 District and County Council Liaison

Cllr Pay continued to have meetings by Zoom, including a Standards and Audit Committee meeting. She felt people were getting used to it and that they were getting through the business efficiently. She reminded the council that the deadline for the unitary Government consultation would end on 19 April.

Cllr Caswell said he was not in favour of the "One Somerset" proposal. He and another Sedgemoor Councillor had voted against the proposal. He thought there should be a referendum. Other than that, he continued with meetings via Teams and Zoom.

5678 End of the Financial Year

The Clerk reported had circulated the final Budget and Reserves report together with a report detailing the final outturn for 2020/21. Overall there had been reduced expenditure which had brought the Reserves to a healthier state, including £1,925 proposed for the toilets refurbishment and reopening to be discussed later in the meeting.

After a bit of a glitch with the accounts system, the account had finally been closed on Sunday.

The Clerk hoped to get the account sent over to the Internal Auditor by the end of the week. The IA's report would be completed by the end of May, to be signed off by the Parish Council at the June meeting. The deadline for submission to the External Auditor was 30 June. The period for the Exercise of Public Rights would start after the June meeting and must include the first 10 working days of July and the appropriate notices would be prepared in due course.

5679 Annual Parish Meeting

It was **agreed** to hold the Annual Parish Meeting on Monday 24 May at 7pm at the Village Hall.

5680 Location of Future Meetings

It was **agreed** to hold future Parish Council meetings at the Church Centre from June. Cllr Rich would investigate the availability and cost of the meeting room at the Fire Station, which may be suitable for other meetings.

5681 Nether Stowey VH and RG CIO – Planning Application Fees

This item was adjourned until revised plans are provided.

5682 Public Toilets

The Clerk had provided a report and draft job description for a new cleaner. It was **agreed** (unanimous):

- a) to re-open the toilets later in the summer, after they had been redecorated and a new cleaner had been recruited
- b) to purchase the required sanitiser dispensers
- c) to approve the job description and advertise the vacancy
- d) to obtain a quote for redecoration

5683 Allotments

There were a number of questions on which the Council required clarification from the Allotment Association. The item was adjourned and Cllr Falla and the Clerk would prepare a draft letter for circulation. The Clerk had been in contact with Somerset Association of Local Councils concerning certain legal aspects, and they would take this up with NALC advisors. The item was **adjourned** until all the necessary information was received.

Cllr Caswell left the meeting

5684 Financial Management

- a) The Clerk had circulated the Budget for 2021/22 which had been agreed in January.
- b) Expenditure incurred since 8 March:

Date	Payee Name	Cheque	Amount	Transaction Details
8 Mar	Land Registry	card	29.94	Title Deeds for Butchers Lane
11 Mar	BT Business	DDR	47.94	Office Broadband and telephone
15 Mar	Santander	DDR	2.00	Bank Charges
15 Mar	P J Addicott	DDR	350.00	Office Rent
22 Mar	Office Payroll	122347-350	2,652.94	Staff payroll
26 Mar	Mrs C F Slaymaker	122351	49.68	Sanitiser, Graffiti Go, OneDrive
29 Mar	GWB Services Ltd	122352	756.00	Village Maintenance Feb & March 2021
30 Mar	Mrs C F Slaymaker	122353	121.02	Wild Flower Seeds (Lime St bank)
30 Mar	NSPC A/c 3	122354	---	Cheque voided by bank - writing error

Date	Payee Name	Cheque	Amount	Transaction Details
31 Mar	BP Services	card	1.29	Loo rolls (to activate new bank card)
31 Mar	Boston Seeds	card	133.00	Wild flower seeds (SGS + Cemetery)
31 Mar	Clarity Copiers	122355	45.61	Printer contract (meter)
TOTAL			£4,189.42	
1 April	EDF Energy	DDR	14.00	Public Toilet Electricity
1 April	EDF Energy	DDR	105.00	Office Electricity
1 April	Sedgemoor DC	DDR	798.40	Car park rates
3 April	E Martin Computers	DDR	28.34	Website Maintenance Contract
4 April	EDF Energy	DDR	7.00	Clock Tower Electricity
8 April	BT Business	DDR	47.94	Telephone and Broadband
10 April	Sedgemoor DC	DDR	220.50	Office rates
10 April	Sedgemoor DC	DDR	198.05	Public Toilets Rates
10 April	Sedgemoor DC	DDR	51.67	Cemetery Rates
Total			£1,470.90	

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

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

d) The list of Direct Debits was **approved** (proposed Cllr Rich, seconded Cllr Hogg).

5685 Highways

Highways had confirmed that the road closure for works on Lime Street and St Mary Street would take place in October.

A bollard outside the office had been knocked over, and the Clerk would report it.

Highways had now confirmed that both the loading bay and the bus stop were covered for parking enforcement, contrary to the advice of the Parking Warden who had recently visited. The information had been passed to the Parking Enforcement team.

The drain at Jacksons Lane was still flooded, Highways might have jetted the wrong one. The pothole patched a month ago was already falling apart. Also a blocked drained at Wilsons Close.

5686 Chairman's Report

There was no Chairman's report

5687 Clerk's Report

The Clerk reported that she had received a questionnaire from the Valuation Agency in connection with business rates on the Cemetery.

5688 Members Reports

Neighbourhood Plan (Cllr Ferriday):

Cllr Ferriday reminded that the Neighbourhood Plan referendum would take place on 6 May and he encouraged everyone to vote for it. A straight majority was all that was required.

Unitary Authority: Cllr Ferriday had attended a number of online meetings.

Village Hall and Recreation Ground (Cllr Rich)

Cllr Rich reported that Party in the Park would take place on Saturday 3 July. The ceiling at the Village Hall was being made safe, although the room was no longer in use, it was still a fire escape.

Hinkley Point (Cllr Reid):

Cllr Reid had attended the Transport Forum, but this had been overtaken by the more specific meetings the Parish Council had had with EDF. Vehicle movements were well below the DCO levels, averaging 148. Materials for the site are mainly on-site already, reducing further transport movements.

Village Hall and Recreation Ground CIO (Cllr Jeanes):

There was a Trustees' meeting on 22 March. It was evident that the funding available was less than hoped before Covid, so they were revising their plans to reflect this reduced funding. The aim remains to get consent this year. The lease on the adjacent land had not been completed. New plans would be presented to the Parish Council in due course.

Footpaths (Cllr Falla)

Stowey Walking had a meeting later in the week – mainly about the Walking Festival. and he would report at the next meeting

There was a JAC meeting coming up, Cllr Reid would attend in Cllr Falla's absence, technology permitting.

Active Living: no meetings

5689 Forthcoming Events

20 May – AONB JAC (Cllr Reid)

5690 Next Parish Council Meeting

The next meeting will be held on Thursday 6 May on Zoom and the agenda would be sent on Friday 30 April.

The meeting closed at 8:10 pm

Budget Report at 31 March 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 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	2,253.00	0.00	265.00	310.00	1,005.00	693.00	190.00	1,888.00	2,463.00	109.3%
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	12.00	0.00	12.00	0.00	-	-	-	0.00	12.00	100.0%
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	60,829.00	30,303.06	29,466.50	831.49	1,071.09	693.00	190.00	1,954.09	62,555.14	102.8%

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	350.00	358.58	1,062.88	4,245.90	98.4%
4102 Office utilities	2,695.32	3,280.00	676.50	1,244.38	1,100.36	340.37	-120.00	105.00	325.37	3,346.61	102.0%
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	-	57.16	-	57.16	153.23	85.1%
4105 Telephone & Internet	571.39	535.00	184.73	88.90	166.46	39.95	79.90	-	119.85	559.94	104.7%
4106 Website + IT costs	574.90	642.00	82.26	236.26	107.26	94.08	196.12	31.22	321.42	747.20	116.4%
4108 Printing costs	390.41	362.00	62.79	18.52	12.40	-	35.82	38.01	73.83	167.54	46.3%
4109 Office Miscellaneous	1,267.98	50.00	0.00	0.00	0.00	-	-	29.94	29.94	29.94	59.9%
TOTAL Parish Office	9,638.42	9,419.00	2,087.48	2,696.58	2,507.05	828.70	622.76	562.75	2,014.21	9,305.32	98.8%
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	2,652.94	7,857.10	31,350.03	102.1%
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	2,647.08	2,652.94	7,902.10	31,395.03	101.9%
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	2.30	2.00	6.10	13.29	132.9%
4303 Chairman's Honorarium	250.00	250.00	0.00	0.00	250.00	-	-	-	0.00	250.00	100.0%

Expenditure	Outturn at 31 Ma r2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan2021	Feb2021	Mar2021	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 Meeting venue Hire	362.00	375.00	23.98	35.97	35.97	11.99	11.99	11.99	35.97	131.89	35.2%
TOTAL Administration & Finance	3,834.20	3,425.00	1,925.51	97.46	853.92	43.79	14.29	13.99	72.07	2,948.96	86.1%
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	108.00	577.03	1,243.03	2,791.79	82.11%
TOTAL Cemetery	3,710.06	3,590.00	965.23	523.00	279.38	558.00	108.00	577.03	1,243.03	3,010.64	83.86%
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	-	36.00	108.00	504.00	70.00%
4602 Clock Tower Maintenance	932.00	535.00	0.00	0.00	350.00	-	-	-	0.00	350.00	65.42%
4603 Clock Tower Electricity	344.25	350.00	111.37	108.93	110.96	59.88	7.00	7.00	73.88	405.14	115.75%
4604 General Maintenance	215.80	200.00	0.00	2.00	29.55	50.48	-	148.05	198.53	230.08	115.04%
4605 The Cross, Gaol and WM	249.33	150.00	0.00	38.50	40.00	-	-	16.25	16.25	94.75	63.17%
4606 Palmers Path	707.50	450.00	54.00	92.25	65.50	18.00	-	121.25	139.25	351.00	78.00%
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 Ma r2020	Budget 2020/21	First quarter	Second quarter	Third quarter	Jan2021	Feb2021	Mar2021	Fourth quarter	Total spent to date	% Original budget
Village Maintenance (continued)											
4612 Plot 173	122.50	-	0.00	0.00	0.00	-	-	216.00	216.00	216.00	**
4613 Mill Ln/Lime St maint	216.74	607.02	0.00	0.00	0.00	486.00	-	121.02	607.02	607.02	100.00%
TOTAL Village Maintenance	5,810.61	5,057.02	1,047.57	403.68	1,551.31	686.36	7.00	665.57	1,358.93	4,361.49	86.25%
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	14.00	40.11	179.64	89.82%
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	-	-	35.00	35.00	272.00	68.00%
TOTAL Castle St Toilets + Car Park	5,113.42	5,300.00	1,576.85	669.53	864.98	200.11	14.00	49.00	263.11	3,374.47	63.67%
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	676.32	50.82	185.59	45.38	281.79	1,379.60	**
Total Expenditure	63,885.42	63,892.33	17,088.37	13,044.01	16,708.24	4,969.86	3,598.72	4,566.66	13,135.24	59,975.86	93.87%
Total Income	60,974.77	60,829.00	30,303.06	29,466.50	831.49	1,071.09	693.00	190.00	1,954.09	62,555.14	102.84%
Reserve contribution to Budget	2,910.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Balance expenditure-income	-2,910.65	3,063.33	-13,214.69	-16,422.49	15,876.75	3,898.77	2,905.72	4,376.66	11,181.15	2,579.28	

Balance Sheet

Bank:	9,847.93	Balance:	as at 1 Apr	28,017.57
	20,467.92		Plus: income	62,558.30
	281.00	= £ 30,596.85	Less: payments	59,979.02
				= £ 30,596.85