

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON THURSDAY 6 MAY 2021 AT 7.00pm
(HELD REMOTELY BY ZOOM)

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

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

5690 Election of Chairman

Cllr Roberts was elected unanimously as Chairman for the forthcoming year. He read out the Declaration of Acceptance of Office of Chairman, and it was agreed the Clerk would witness his signature on Monday.

5691 Election of Vice-Chairman

Cllr Ferriday was elected unanimously as Vice-Chairman for the forthcoming year.

5692 Public Session

No issues were raised.

5693 Apologies

Cllr Reid had sent apologies as he was on holiday. Cllr Jeanes had sent apologies as he was working. Their absences were approved.

5694 Declarations of Interest

Cllr Rich declared an interest Village Hall and Recreation Ground CIO as Parish Council representative committee member.

5695 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 12 April were **approved** as a true record to be signed by the Chairman.

District and County Council Liaison - Item delayed until Cllr Pay joined the meeting. Cllr Caswell had sent apologies.

5696 Planning Applications

- a) **Planning Ref: 36/21/00005** – Tom Poole’s Bark House, Tanyard, Nether Stowey
Proposal: Erection of a detached rear (North) garden room to provide living accommodation and garden improvements.

Three members had carried out a site visit on 13 April. It was **agreed** the Parish Council had **no objection** to the proposal.

5697 Parish Council Meetings 2021/22

The proposed meeting schedule for the forthcoming year was **approved**. A copy of the schedule is appended to these meetings. The Chairman reminded everyone that from June, meetings would be held at St Marys Church Centre.

5698 Parish Council Governance

It was **agreed** to readopt the Code of Conduct, Standing Orders and Financial Management policies. There were no changes.

5699 Financial Management

- a) The Budget Report for the year to 4 May was noted. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 12 April:

Date	Payee Name	Cheque	Amount	Transaction Details
4 Apr	Zoom	card	14.39	Zoom (April)
7 Apr	Somerset ALC	122356	50.00	Training Cllrs Rich + Ferriday
14 Apr	Microsoft	Card	4.56	OneDrive (April)
15 Apr	P J Addicott	DDR	350.00	Office Rent
15 Apr	Ball Fire Protection	122357	40.80	Fire extinguisher annual check
15 Apr	NSPC	122358	200.00	To a/c 3 for card expenditure
15 Apr	SCC Pension Fund	122359	582.32	Jan contributions replace lost chq 122329
16 Apr	Amazon	card	14.99	Office 365 for Dummies
16 Apr	Amazon	card	11.75	Windows 10 for Dummies
25 Apr	Office staff	122360-363	2,603.88	Payroll, PAYE, pension fund April
30 Apr	Office staff	122364	348.36	Payroll 1-19 May
1 May	EDF Energy	DDR	14.00	Public Toilet Electricity
1 May	EDF Energy	DDR	105.00	Office Electricity
1 May	Sedgemoor DC	DDR	798.40	Car park rates
3 May	E M Comp Services	DDR	28.34	Website Maintenance Contract
4 May	EDF Energy	DDR	7.00	Clock Tower Electricity
9 May	BT Business	DDR	47.94	Office Broadband/phone 25 Apr
10 May	Sedgemoor DC	DDR	225.00	Office rates
10 May	Sedgemoor DC	DDR	197.00	Public Toilets Rates
10 May	Sedgemoor DC	DDR	50.00	Cemetery Rates
Total			£5,693.73	

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

- c) The most recent bank statements/reconciliations were **noted**.
- d) The Clerk reported that the first tranche of the precept had been received, as had the VAT refund. Non-Domestic Rating (Public Lavatories) Act 2021 had received Royal Assent on 29 April, and the Clerk was waiting to hear about a refund of the Business Rates paid.

5700 Parish Council Insurance

It was **agreed** to accept the recommendations presented in the Clerk's report.

5701 Parish Council Committees and Working Groups

Membership of Committees and Working Groups were **agreed**. A list of these is appended to these minutes.

5702 Appointment of Representative to Outside Bodies

Representatives were agreed, and a copy of the list is appended to these minutes.

Cllr Pay joined the meeting

5703 District Council Liaison

Cllr Pay said that Sedgemoor were working hard on the “Stronger Somerset” bid to form a unitary authority. There had been a meeting the previous week at which was agreed unanimously to have a referendum or poll (probably by post or online). Other Districts had voted similarly. Cllr Pay felt that Sedgemoor were working as one to do the best for Sedgemoor and leaving political differences to one side. In response to a question she confirmed that Sedgemoor had taken legal advice which confirmed that the Districts were able to hold such a referendum. No-one felt it was right that the decision is left entirely to the Secretary of State.

5704 Highways

No issues reported

5705 Chairman’s Report

The Chairman had nothing further to report. However, he felt it would be good to help groups get back on their feet, with perhaps a meeting start-up kit – it would cost about £15-20 per pack. It was agreed the Clerk could offer this to groups.

5706 Clerk’s Report

The Clerk reported as follows:

Allotments: the Clerk had circulated Mr Roper’s reply to the Council’s letter, which she had acknowledged. The Clerk was waiting for legal advice from NALC.

Accounts and Audit: the accounts were sent to MJ Dodden for Internal Audit on 22 April, and their reported was expected at the end of May. The account and Auditor’s report will be presented for consideration and approval at the June meeting, and subsequent submission to the External Auditor. The period for Exercise of Public Rights was

Cemetery: The Building Society where the Lucy Hobbs Trust is held are withdrawing Treasures Accounts, so a new account needs to be opened. A Cemetery Committee meeting needs to be held soon.

Car Park trees: the Chairman and a tree surgeon met to look at the trees behind the toilets block. There are two that are dead, and one dying. The quote was for £320 to remove them and another which has already fallen. The Clerk has made the necessary planning application.

5707 Members Reports

Neighbourhood Plan (Cllr Ferriday):

The referendum was underway and the Clerk would be attending the count and formal declaration the following day.

AONB JAC: (Cllr Reid, who sent a written report as follows)

A new DEFRA funding programme relevant to the Quantocks, is being introduced to be known by the acronym FIPLE (Farming in Protected Landscape).

Dog poo put in bags then left is problem generally. Biodegradable bags only degrade effectively in commercial environments not in open air. Increase in fly tipping, especially near main roads from Bridgwater and Taunton, still happening despite Council tips being reopened.

Volunteering work restarting gradually.

Replanting on Cothelstone Hill progressing well (1,100+ planted) after tree felling due to ash die-back. Climbing of suspect trees strongly discouraged – even professionals now very reluctant as the degree of risk hard to confirm.

Latest survey found 551 red deer and 120 Roe deer (increasing) on the Hills.

Quantock Landscape Partnership Scheme (QLPS) development of Crowcombe Gate car-park subject to major revision due to land ownership, bridle path route and proposed capacity issues. The assumption is that it will start in 2 years' time at best.

Village Hall and Recreation Ground (Cllr Rich):

At the last Playing Field meeting it was reported that there was a problem with rats, believed to be attracted by wild bird food put out by residents adjacent to the field. Environmental Health would be contacted. They had discussed making the MUGA to be open to be available to families during the day. They had agreed to set aside 30% of MUGA income for future maintenance.

The village hall re-opens for socially distanced activities on 17 May, with Pilates starting back on 19 May. Keep fit should be starting back in June and yoga sometime in the summer.

The ceiling of the back room has been repaired so the room is safe to use for the time being.

Nearly £20,000 of grant monies have been received from SDC over the past year, which will help with expenses for a while. It has cost over £4,000 in water, electric, insurance, licenses, grass cutting, electric checks etc. to maintain the hall over the last 7 months.

The recreation ground is busy, and the football club is thriving. The MUGA court is being hired on a regular basis, bringing in additional income.

Party in The Park is being held on 3 July. It would be a lighter event than previously due to the lack of volunteers.

Active Living: no meetings

5708 Forthcoming Events

Monday 24 May – Annual Parish Meeting, Village Hall at 7pm

5709 Next Parish Council Meeting

The next meeting will be held on Monday 14 June at the Church Centre at 7pm.

The meeting closed at 8:10 pm

Appendix 1 – Parish Council Meetings 2021-2022

Meetings start at 7pm at the Church Centre

Parish Council

- Thursday 6 May 2021 (*on Zoom*)
- Monday 14 June 2021
- Monday 12 July 2021
- *Monday 9 August (only held if there is urgent or essential business)*
- Monday 13 September 2021
- Monday 11 October 2021
- Monday 8 November 2021
- Monday 13 December 2021
- Monday 10 January 2022
- Monday 14 February 2022
- Monday 14 March 2022
- Monday 11 April 2020
- Monday 9 May 2022 (*Annual Parish Council Meeting*)

If you would like a matter included on the Agenda, please contact the Clerk. Agendas are prepared on the Tuesday preceding the meeting, and items for inclusion should usually reach the Clerk by the Friday before with prepared briefing for your colleagues where necessary.

Annual Parish Meeting

- Monday 16 May 2022 – The APM must be held between 1 March and 31 May.

Appendix 2 – Budget Report at 4 May 2021

Income	Outturn at 31 Mar 2021	Budget 2021/22	April 2021	May 2021	June 2021	First quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	-	-	-	0.00	0.00	0.0%
1004 Bank Interest	66.12	85.00	-	-	-	0.00	0.00	0.0%
1006 Cemetery Income	2,463.00	1,500.00	-	-	-	0.00	0.00	0.0%
1011 Precept	58,379.00	63,412.00	31,706.00	-	-	31,706.00	31,706.00	50.0%
1012 Printing & Copying receipts	12.00	300.00	-	-	-	0.00	0.00	0.0%
115 VAT Refunds	1,535.02	-	958.11	-	-	958.11	958.11	**
Total Income for Year	62,555.14	65,397.00	32,664.11	0.00	0.00	32,664.11	32,664.11	48.5%

Expenditure	Outturn at 31 Mar 2021	Budget 2021/22	April 2021	May 2021	June 2021	First quarter	Total spent to date	% Original budget
Parish Office								
4101 Office Rent, rates + supplies	4,245.90	4,315.00	384.00	350.00	-	734.00	734.00	17.0%
4102 Office utilities	3,346.61	4,410.00	325.50	330.00	-	655.50	655.50	14.9%
4103 Postage	54.96	60.00	-	-	-	0.00	0.00	0.0%
4104 Stationery + equipment	153.23	250.00	-	-	-	0.00	0.00	0.0%
4105 Telephone & Internet	559.94	480.00	79.90	-	-	79.90	79.90	16.6%
4106 Website + IT costs	747.20	695.00	27.42	23.62	-	51.04	51.04	7.3%
4107 Books and publications	0.00	-	26.74	-	-	26.74	26.74	**
4108 Printing costs	167.54	450.00	-	-	-	0.00	0.00	0.0%
4109 Office Miscellaneous	29.94	-	-	-	-	0.00	0.00	**
TOTAL Parish Office	9,305.32	10,660.00	843.56	703.62	0.00	1,547.18	1,547.18	14.5%
Staff Costs								
4201 Salaries	31,350.03	31,600.00	2,952.24	-	-	2,952.24	2,952.24	9.3%
4202 Staff travel and expenses	0.00	30.00	-	-	-	0.00	0.00	0.0%
4203 Staff Training	45.00	50.00	-	-	-	0.00	0.00	0.0%
TOTAL Staff Costs	31,395.03	31,680.00	2,952.24	0.00	0.00	2,952.24	2,952.24	9.3%
Administration & Finance								
4301 Audit Fees	585.00	595.00	-	-	-	0.00	0.00	0.0%
4302 Bank charges	13.29	10.00	-	-	-	0.00	0.00	0.0%
4303 Chairman's Honorarium	250.00	250.00	-	-	-	0.00	0.00	0.0%
4304 C/llrs' Expenses/training	164.25	20.00	50.00	-	-	50.00	50.00	250.0%

Expenditure	Outturn at 31 Mar 2021	Budget 2021/22	April 2021	May 2021	June 2021	First quarter	Total spent to date	% Original budget
Admin & Finance (continued)								
4306 Elections	0.00	235.00	-	-	-	0.00	0.00	0.0%
4307 Insurance	1,197.18	1,230.00	-	-	-	0.00	0.00	0.0%
4308 Statutory Fees	35.00	40.00	-	-	-	0.00	0.00	0.0%
4309 Subscriptions	572.35	635.00	-	-	-	0.00	0.00	0.0%
4310 Meeting room hire/Zoom	131.89	420.00	11.99	-	-	11.99	11.99	2.9%
TOTAL Administration & Finance	2,948.96	3,435.00	61.99	0.00	0.00	61.99	61.99	1.8%
Cemetery								
4402 Cemetery Rates	218.85	235.00	51.67	50.00	-	101.67	101.67	43.26%
4403 Maintenance + bins	2,791.79	3,500.00	-	-	-	0.00	0.00	0.00%
TOTAL Cemetery	3,010.64	3,735.00	51.67	0.00	0.00	101.67	101.67	2.72%
Community Services								
4501 Christmas Tree & Lights	288.04	60.00	-	-	-	0.00	0.00	0.00%
4502 Allotment	100.00	100.00	-	-	-	0.00	0.00	0.00%
4508 Support for Tourism	0.00	250.00	-	-	-	0.00	0.00	0.00%
TOTAL Community Services	388.04	410.00	0.00	0.00	0.00	0.00	0.00	0.00%
Neighbourhood Plan								
TOTAL Neighbourhood Plan	1,586.31	0.00	0.00	0.00	0.00	0.00	0.00	**
Village Maintenance								
4601 A39 Verge	504.00	740.00	-	-	-	0.00	0.00	0.00%
4602 Clock Tower Maintenance	350.00	2,285.00	-	-	-	0.00	0.00	0.00%
4603 Clock Tower Electricity	405.14	120.00	7.00	7.00	-	14.00	7.00	11.67%
4604 General Maintenance	230.08	190.00	-	-	-	0.00	0.00	0.00%
4605 The Cross, Gaol and WM	94.75	150.00	-	-	-	0.00	0.00	0.00%
4606 Palmers Path	351.00	460.00	-	-	-	0.00	0.00	0.00%
4607 Public Seating	0.00	250.00	-	-	-	0.00	0.00	0.00%
4608 Public Footpaths	0.00	25.00	-	-	-	0.00	0.00	0.00%
4609 Dog Bins	1,603.50	1,900.00	-	-	-	0.00	0.00	0.00%
4610 Coleridge Road	0.00	160.00	-	-	-	0.00	0.00	0.00%
4612 Plot 173	216.00	-	-	-	-	0.00	0.00	**
4613 Mill Ln/Lime St maint	607.02	300.00	-	-	-	0.00	0.00	0.00%
TOTAL Village Maintenance	4,361.49	6,680.00	7.00	7.00	0.00	14.00	14.00	.21%

Expenditure	Outturn at 31 Mar 2021	Budget 2021/22	April 2021	May 2021	June 2021	First quarter	Total spent to date	% Original budget
Castle St Toilets + Car Park								
4701 Castle St Toilets Cleaning	0.00	3,515.00	-	-	-	0.00	0.00	0.00%
4702 Castle St Toilets Electricity	179.64	200.00	14.00	14.00	-	28.00	28.00	11.67%
4703a Car Park Rates	798.40	852.00	798.40	-	-	798.40	798.40	93.71%
4703b Public Toilets Rates	1,884.65	-	198.05	197.00	-	395.05	395.05	**
4704 Castle St Toilets Repairs	0.00	150.00	-	-	-	0.00	0.00	0.00%
4705 Castle St Toilets Water	239.78	360.00	-	-	-	0.00	0.00	0.00%
4706 Castle St Car Park maint	272.00	420.00	-	-	-	0.00	0.00	0.00%
TOTAL Castle Street	3,374.47	5,497.00	1,010.45	211.00	0.00	1,221.45	1,221.45	22.22%
Grants								
4801 Grants Pool	1,726.00	3,300.00	-	-	-	0.00	0.00	0.00%
4803 Library	500.00	-	-	-	-	0.00	0.00	**
TOTAL Grants	2,226.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00%
CIL + Capital Expenditure								
TOTAL CIL + Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account								
515 VAT Paid	1,379.60	-	22.67	12.71	-	35.38	35.38	**
Total Expenditure	59,975.86	65,397.00	4,949.58	984.33	0.00	5,933.91	5,933.91	9.07%
Total Income	62,555.14	65,397.00	32,664.11	0.00	0.00	32,664.11	32,664.11	49.95%
Balance expenditure-income	-2,579.28	0.00	-27,714.53	984.33	0.00	-26,730.20	26,730.20	

Balance Sheet

Bank:	36,623.82	Balance:	as at 1 Apr	30,596.85
	20,467.92		Plus: income	32,664.11
	<u>235.31</u>		Less: payments	<u>5,933.91</u>
	= £ 57,327.05			= £ 57,327.05

Nether Stowey Parish Council



PARISH COUNCIL

Chairman: John Roberts
Vice Chairman: Kevin Ferriday

Colin Falla
Andrew Jeanes

Margaret Hogg
2 vacancies

Malcolm Reid
Barbara Rich

CLERK & RFO

Caro Slaymaker

FINANCE & AUDIT COMMITTEE

Colin Falla
Margaret Hogg
Malcolm Reid
Barbara Rich

Ex Off: John Roberts
Ex Off: Kevin Ferriday

PLANNING COMMITTEE

All Parish Councillors

PERSONNEL COMMITTEE

Margaret Hogg
Andrew Jeanes
Barbara Rich

1 vacancy
Ex Off: Kevin Ferriday

PERSONNEL (APPEALS) COMMITTEE

Colin Falla
Malcolm Reid

1 vacancy
Ex Off: John Roberts

CEMETERY COMMITTEE

Colin Falla
Margaret Hogg

1 vacancy
Ex Off: John Roberts
Ex Off: Kevin Ferriday

WORKING GROUPS

HINKLEY POINT WG

Colin Falla Malcolm Reid

Ex Off: John Roberts,
Kevin Ferriday

CRICKETER WG

Malcolm Reid Barbara Rich

1 vacancy
Ex Off: J Roberts, K Ferriday

NS VH and RG CIO (Plans) (Task & Finish) WG

Colin Falla Malcolm Reid
Margaret Hogg

Ex Off: J Roberts, K Ferriday

REPS ON OUTSIDE BODIES

NS VILLAGE HALL + RECREATION GROUND CIO

Nom Trustee: Representative:
Andrew Jeanes Barbara Rich

REPRESENTATIVES ON OUTSIDE BODIES

QH AONB JAC

Colin Falla

UNITARY AUTHORITY GROUPS

Kevin Ferriday

HINKLEY POINT GROUPS

Malcolm Reid
(alt John Roberts)

THOMAS POOLE LIBRARY

Kevin Ferriday

STOWEY WALKING

Colin Falla
(alt Malcolm Reid)

ACTIVE LIVING

Margaret Hogg

QUANTOCK CLUSTER

Malcolm Reid