

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 13 DECEMBER 2021 AT 7.00pm
AT ST MARYS CHURCH CENTRE

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

In Attendance: Caro Slaymaker (Parish Clerk)
 Cllr Julie Pay (SDC)
 Cllr Michael Caswell (SCC, SDC) – *from minute 5800*
 Eight members of the public

The Chairman welcomed everyone. In line with the Government's announcement of "Plan B" on 8 December, the arrangements for the Parish Office would change. The Clerk would work in the office for the rest of the week, and at home from 20-23 January (available by e-mail or via the office phone number). She would then be on leave for the working days between Christmas and New Year. A further announcement would be made after this, depending on the situation.

He thanked Councillors who had helped put up the Christmas tree and lights, in particular Cllr Jeanes for his patience with the tractor. Finally he thanked Colin Penny who had kindly donated the lights for the tree, which made it look so much brighter.

5789 Apologies

Apologies were received from Cllr Reid (illness). His absence was approved and best wishes for his recovery.

5790 Declarations of Interest

Cllr Rich declared an interest in Nether Stowey Village Hall and Recreation Ground as the Parish Council's representative. Cllr Jeanes declared an interest the NSVHRG CIO as the Parish Council's nominated Trustee. Cllr Falla declared a personal interest in the planning application, on the grounds of a personal acquaintanceship with the applicant.

5791 Public Session

No issues raised.

5792 Co-option

Owing to the candidate's absence, this item was adjourned.

5793 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 8 November were **approved** as a true record and signed by the Chairman.

5794 District and County Liaison

Cllr Pay had chaired an Audit and Standards meeting. She had also attended the SWP briefing on recycling and the Hinkley Point Workers Uplift meeting. It had been confirmed that the next election would take place on 6 May 2022 for 110 Councillors for the new Unitary Authority. Parties' election processes for candidates were starting now. District Councils would continue to operate from May 2022 until 1 April 2023, shadowed by the new Council's members.

The Chairman said that he had been trying to get parishes in the area interested in the Local Councils Network that would play an important role in the new Unitary system and was looking to arrange a meeting with Alyn Jones at Somerset County Council for those parishes to get an understanding of what it all means and the potential costs for parishes. He was

aware that in other areas, Parish and Town Councils were far ahead and more involved than was the case locally (Although the Chairman, Vice-chairman and Clerk attended the meetings and fora on offer). Cllr Pay said she would do anything she could to help.

5795 Grants

Nether Stowey Arts Group: It was **agreed** to award a grant to cover three month's venue hire to help this new group get started and to gauge whether there was sufficient interest (unanimous).

St Mary's PCC: It was **agreed** to contribute a maximum of £200 to the costs of the Christmas Lunch and Hamper project (unanimous). The PCC would claim a refund when final costs and donations had been settled in the New Year.

5796 Planning Applications

Planning Ref: 36/21/00024 – 64 South Lane, Nether Stowey

Proposal: Erection of single storey rear (North) extension part on site of existing (to be demolished) and formation of driveway.

It was understood that this application had been withdrawn, pending Sedgemoor's confirmation. The item was adjourned.

Afternote: it was confirmed that the application would be sent again for consultation at a later date.

5797 Financial Management

a) The Budget Report for the year to 10 December was noted. A copy of the report is appended to these minutes.

b) Expenditure incurred since 11 October:

Date	Payee Name	Cheque	Amount	Transaction Details
3 Nov	Clarity Copiers	122431	35.94	Printing charges July-Nov
5 Nov	GWB Services Ltd	122432	1,004.40	Village maintenance (Sept)
12 Nov	Sedgemoor DC	122433	1,045.52	Village and Playing Field bins
17 Nov	Microsoft	card	4.56	Microsoft OneDrive (Nov)
19 Nov	Post Office	card	5.50	A4 Paper
20 Nov	B&M Retail Ltd	card	28.00	Storage boxes (toilets), bulk A4 paper
22 Nov	Water2business	DDR	449.84	Water/sewerage (public toilets)
22 Nov	Staff payroll	122434-	2,095.09	Staff payroll cleaning (Nov)
22 Nov	SLCC	122438	186.00	Society of Local Council Clerks subs 2022
24 Nov	Information Comm	DDR	35.00	Info Commissioner Data Protection renewal
29 Nov	GWB Services Ltd	122439	260.40	Village maintenance (Oct)
1 Dec	E Martin Computer	DDR	28.34	Website Maintenance contract Dec
1 Dec	EDF Energy	DDR	22.00	Public toilets electricity Dec
3 Dec	EDF Energy	DDR	105.00	Office electricity Dec
4 Dec	EDF Energy	DDR	8.00	Clock Tower electricity Dec
8 Dec	BT Business	DDR	47.94	Phone/broadband (bill 24 Nov)
8 Dec	MW Slaymaker	122441	300.00	Maintenance – village benches (
8 Dec	Mr & Mrs Hall	122442	70.00	Village Christmas tree
8 Dec	Toolstation	Card	9.74	Cable ties for Christmas lights etc
10 Dec	Sedgemoor DC	DDR	225.00	Office rates Dec
15 Dec	P J Addicott	SO	350.00	Office rent Dec

Date	Payee Name	Cheque	Amount	Transaction Details
15 Dec	Microsoft OneDrive	Card	4.56	Microsoft OneDrive (Dec)
15 Dec	Santander	DD	3.65	a/c 3 transaction charges (Nov)
Total Expenditure			£ 6,324.48	

22 Nov Transfer of funds £18,000.00 From Current a/c to Deposit a/c

7 Dec Transfer of fund (chq 122440) 150.00 From Current a/c to a/c 3 (for debit card)

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

c) The most recent bank statements/reconciliations were **noted**. Cllr Hogg had carried out the bank reconciliation and voucher check and was satisfied that all was in order.

5798 Highways

The Clerk had reported a number of road defects over the past month, including a sink hole in South Lane.

5799 Chairman's Report

The Chairman reported that there had been much comment on social media about the increased parking enforcement activity, particularly with regard to the bus stop. He said that there had been complaints from many years but things had got worse, with bus drivers being verbally abused. There had been many complaints about the lack of enforcement of regulations elsewhere, such as at the junction at the post office. There was a risk that if the situation did not improve, the bus service would be rerouted or withdrawn. The bus stop restrictions had been formalised with an additional sign making the restriction clear. A time restriction might be a compromise.

Another complaint was lorries unloading in the road blocking traffic: Highways had confirmed that the loading bay was covered by the double yellow lines on the road around it, and there should be no parking on the loading bay except for loading/unloading.

Cllr Caswell joined the meeting during the above item.

5800 Clerks Report

Nicola Hale's Community Safety drop-in session took place on 29 November. As last month, there had been no callers and she is going to review the idea. The next session (if there is one) will be on 31 January (provisionally).

The Chairman had received confirmation that Sedgemoor had agreed to change the street names for the Cricketer site to the more locally relevant names proposed by the Parish Council. These are Cricketer Drive, Malherbie Road, Church View, Old Barton Mead, Orchard Court, Pinnacle Walk, Deer Leap Close. Names were taken from historical tithe maps.

The Remembrance Service took place on Sunday 14 November. Mr Husband and Rev Eleanor organised it beautifully. The Chairman laid the Parish Council's wreath on behalf of the village.

The Clerk attended a briefing from Somerset Waste Partnership about the new recycling system which will begin in Sedgemoor in the early Spring. The three other Somerset District are already using the system. There will be a big publicity campaign starting in January and those attending were briefed on how they could join the communications effort.

The Clerk continued to attend the fortnightly Clerks Forum for Local Government reorganisation. As mentioned previously, it was announced that the election would take place in May 2022, with purdah starting in late March.

The budget deadline is 21 January, so this must be on the agenda at the next meeting, and any last thoughts needed to be with the clerk by Christmas to allow for costing etc.

The Clerk and Chairman had received enquiries from "The Leveller" (a local free publication) about Mill Lane traffic and where Parish Council meetings were held. Replies were sent to both.

During Storm Arwen a dead tree in Plot 173 fell into a neighbouring property taking out one of their fence panels. GWB Service cleared away the tree and replaced the fence panel the following Monday.

The works to the car park trees will be carried out on 16 and 23 December. Notices had been posted in the car park and on social media, and flyers would be put on cars during the days before. The vets and the library had been advised.

Work was carried out to repair to the lighting at the public toilets.

5801 Members Reports

Village Hall and Playing Field (Cllr Rich): The Playing Field was doing all right, but the Village Hall was losing a lot of money. The Covid grant was keeping it going.

NSVH&RG CIO (Cllr Jeanes): he and other members had attended a meeting with Tamlyns and Trustees finalising details of the plan for the new facility. It was hoped to submit the application by early January.

Stowey Walking and AONB JAC (Cllr Falla): nothing to report.

Local Government Reorganisation (Cllr Ferriday): nothing to add to reports earlier

Thomas Poole Library (Cllr Ferriday): Nothing to report

5802 County Council Liaison

Cllr Caswell repeated the announcement that the elections would be brought forward to 6 May 2022. The next election would be 4 years after the new authority was vested - 2027.

5803 Forthcoming Events

24 Dec – Carols on the Cross (5.30pm)

5804 Next Parish Council Meeting

The next meeting will be held on **Monday 10 January** at the Church Centre at 7pm.

The meeting closed at 7:45 pm

Budget Report at 10 December 2021

Income	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Fourth quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
1004 Bank Interest	85.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
1005 Comm Infrastructure Levy	0.00	0.00	0.00	14,454.05	-	-	14,454.05	0.00	14,454.05	**
1006 Cemetery Income	1,500.00	1,245.00	957.00	164.00	186.00	-	350.00	0.00	2,552.00	170.1%
1011 Precept	63,412.00	31,706.00	31,706.00	-	-	-	0.00	0.00	63,412.00	100.0%
1012 Printing & Copying receipts	300.00	12.80	11.10	-	-	10.95	10.95	0.00	34.85	11.6%
115 VAT Refunds	-	958.11	0.00	748.03	-	-	748.03	0.00	1,706.14	**
Total Income for Year	65,397.00	33,921.91	32,674.10	912.03	186.00	10.95	1,108.98	0.00	82,159.04	125.6%

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Fourth quarter	Total spent to date	% Original budget
Parish Office										
4101 Office Rent, rates + supplies	4,315.00	1,084.39	1,010.48	354.49	350.00	350.00	1,054.49	0.00	3,149.36	73.0%
4102 Office utilities	4,410.00	969.95	990.00	330.00	300.42	330.00	960.42	0.00	2,920.37	66.2%
4103 Postage	60.00	26.01	0.00	31.68	-	-	31.68	0.00	57.69	96.2%
4104 Stationery + equipment	250.00	0.00	0.00	108.32	20.74	-	129.06	0.00	129.06	51.6%
4105 Telephone & Internet	480.00	159.80	119.85	39.95	39.95	-	79.90	0.00	359.55	74.9%
4106 Website + IT costs	695.00	82.26	206.26	52.42	27.42	23.62	103.46	0.00	391.98	56.4%
4107 Books and publications	-	26.74	0.00	-	-	-	0.00	0.00	26.74	**
4108 Printing costs	450.00	0.00	5.66	-	29.95	-	29.95	0.00	35.61	7.9%
4109 Office Miscellaneous	-	-29.94	0.00	-	-	-	0.00	0.00	-29.94	**
TOTAL Parish Office	10,660.00	2,319.21	2,332.25	916.86	768.48	703.62	2,388.96	0.00	7,040.42	66.0%
Staff Costs										
4201 Salaries	31,600.00	6,647.53	5,400.27	1,800.09	1,800.09	-	3,600.18	0.00	15,647.98	49.5%
4202 Staff travel and expenses	30.00	32.40	0.00	4.50	-	-	4.50	0.00	36.90	123.0%
4203 Staff Training	50.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
TOTAL Staff Costs	31,680.00	6,679.93	5,400.27	1,804.59	1,800.09	0.00	3,604.68	0.00	15,684.88	49.5%

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Fourth quarter	Total spent to date	% Original budget
Administration & Finance										
4301 Audit Fees	595.00	285.00	300.00	-	-	-	0.00	0.00	585.00	98.3%
4302 Bank charges	10.00	17.00	10.80	2.25	2.80	3.65	8.70	0.00	36.50	365.0%
4303 Chairman's Honorarium	250.00	250.00	0.00	-	-	-	0.00	0.00	250.00	100.0%
4304 C/llrs' Expenses/training	20.00	50.00	0.00	37.25	-	-	37.25	0.00	87.25	436.3%
4306 Elections	235.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.0%
4307 Insurance	1,230.00	884.55	500.00	-	-	-	0.00	0.00	1,384.55	112.6%
4308 Statutory Fees	40.00	0.00	0.00	-	35.00	-	35.00	0.00	35.00	87.5%
4309 Subscriptions	635.00	0.00	384.64	-	186.00	-	186.00	0.00	570.64	89.9%
4310 Meeting room hire/Zoom	420.00	57.97	104.47	60.00	-	-	60.00	0.00	222.44	53.0%
TOTAL Administration & Finance	3,435.00	1,544.52	1,299.91	99.50	223.80	3.65	326.95	0.00	3,171.38	92.3%
Cemetery										
4402 Cemetery Rates	235.00	151.67	100.00	-	-	-	0.00	0.00	251.67	107.09%
4403 Maintenance + bins	3,500.00	471.98	1,395.00	-	788.18	-	788.18	0.00	2,655.16	75.86%
TOTAL Cemetery	3,735.00	623.65	1,495.00	0.00	788.18	0.00	788.18	0.00	2,906.83	77.83%
Community Services										
4501 Christmas Tree & Lights	60.00	0.00	0.00	-	-	70.00	70.00	0.00	70.00	116.67%
4502 Allotment	100.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4504 Support for tourism	250.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
TOTAL Community Services	410.00	0.00	0.00	0.00	0.00	70.00	70.00	0.00	70.00	17.07%
Village Maintenance										
4601 A39 Verge	740.00	74.40	446.40	-	186.00	-	186.00	0.00	706.80	95.51%
4602 Clock Tower Maintenance	2,285.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4603 Clock Tower Electricity	120.00	21.00	20.74	8.00	8.00	8.00	24.00	0.00	65.74	54.78%
4604 General Maintenance	190.00	0.00	166.67	-	-	8.12	8.12	0.00	174.79	91.99%
4605 The Cross, Gaol and WM	150.00	0.00	10.00	5.00	5.00	-	10.00	0.00	20.00	13.33%
4606 Palmers Path	460.00	18.60	111.60	14.91	55.80	-	70.71	0.00	200.91	43.68%
4607 Public Seating	250.00	27.62	0.00	-	-	300.00	300.00	0.00	327.62	131.05%
4608 Public Footpaths	25.00	0.00	0.00	-	-	-	0.00	0.00	0.00	0.00%
4609 Dog Bins	1,900.00	789.88	0.00	-	789.88	-	789.88	0.00	1,579.76	83.15%
4610 Coleridge Road	160.00	0.00	0.00	-	55.80	-	55.80	0.00	55.80	34.88%
Village Maintenance continued										

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Fourth quarter	Total spent to date	% Original budget
4611 Millennium Wood	100.00	78.77	49.02	-	-	-	0.00	0.00	127.79	127.79%
4612 Plot 173	-	0.00	223.20	-	148.80	-	148.80	0.00	372.00	**
4613 Mill Ln/Lime St maint	300.00	55.80	186.00	-	-	-	0.00	0.00	241.80	80.60%
TOTAL Village Maintenance	6,680.00	1,066.07	1,213.63	27.91	1,249.28	316.12	1,593.31	0.00	3,873.01	43.20%
Castle St Toilets + Car Park										
4701 Castle St Toilets Cleaning	3,515.00	0.00	562.79	254.97	308.92	-	563.89	0.00	1,126.68	32.05%
4702 Castle St Toilets Electricity	200.00	42.00	43.27	22.00	22.00	22.00	66.00	0.00	151.27	75.64%
4703a Car Park Rates	852.00	798.40	0.00	-	-	-	0.00	0.00	798.40	93.71%
4703b Public Toilets Rates	-	-1,884.65	0.00	-	-	-	0.00	0.00	-1,884.65	see note 1
4704 Castle St Toilets Repairs	150.00	116.18	-12.36	93.92	-	-	93.92	0.00	197.74	131.83%
4704b Castle St Toilets Refurb	-	1,906.43	420.01	-	-	-	0.00	0.00	2,326.44	**
4705 Castle St Toilets Water	360.00	115.43	0.00	-	449.84	-	449.84	0.00	565.27	157.02%
4706 Castle St Car Park maint	420.00	0.00	426.65	101.60	151.60	-	253.20	0.00	679.85	161.87%
TOTAL Castle St Toilets/Car Park	5,497.00	1,093.79	1,440.36	472.49	932.36	22.00	1,426.85	0.00	3,961.00	72.06%
Grants										
4801 Grants Pool	3,300.00	45.00	46.18	14.48	-	-	14.48	0.00	105.66	3.20%
4803 Library	-	0.00	0.00	-	-	-	0.00	0.00	0.00	**
TOTAL Grants	3,300.00	45.00	46.18	14.48	0.00	0.00	14.48	0.00	105.66	3.20%
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	472.81	275.22	60.89	208.77	6.34	276.00	0.00	1,024.03	**
Total Expenditure	65,397.00	13,844.98	13,502.82	3,396.72	5,970.96	1,121.73	10,489.41	0.00	37,837.21	57.86%
Total Income	65,397.00	33,921.91	32,674.10	15,366.08	186.00	10.95	15,563.03	0.00	82,159.04	125.63%
Balance expenditure-income	0.00	-20,076.93	-19,171.28	-11,969.36	5,784.96	1,110.78	-5,073.62	0.00	44,321.83	

Note 1 – Refund of rates paid in 2020/21

Balance Sheet	Bank:	26,166.88	Balance:	as at 1 Apr	30,596.85
		48,467.92		Plus: income	82,159.04
		283.88		Less: payments	37,837.21
		= £ 74,918.68			= £ 74,918.68