

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 10 JANUARY 2022 AT 7.00pm
AT ST MARYS CHURCH CENTRE

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 (SCC, SDC)
 Nine members of the public

5805 Apologies

All Councillors were present. Cllr Pay had sent apologies as she was at a meeting elsewhere.

5806 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.

5807 Public Session

No issues raised.

5808 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 13 December were **approved** as a true record and signed by the Chairman.

5809 District and County Liaison

Cllr Caswell confirmed that the new Unitary Authority would consist of 55 Divisions with two members each.

Covid continued to take its toll on Council staff some had been deployed to testing/vaccination venues, and most other staff were working from home, with only a minimal staff at County Hall. Sedgemoor District Council were in a similar situation.

Cllr Caswell had been asked by parishioner to find out whether grants were available for the Parish Council to install an electrical vehicle charging point. Such a grant was not offered by either Sedgemoor or Somerset councils and he had been unable to find any elsewhere.

5810 Budget and Precept 2022/2023

Cllr Falla presented the budget for 2022/23. Members had received a briefing at an earlier stage and a written briefing for the meeting and he invited Members' questions. The budget was **approved** – proposed Cllr Roberts, seconded Cllr Rich, unanimous.

It was further **agreed** to keep the precept charge at the current level. Proposed Cllr Jeanes, seconded Cllr Hogg, unanimous.

A copy of the approved Budget is appended to these minutes.

5811 Repairs to Public Toilets

As reported at the last meeting, the Clerk had received a very high water bill in November. The problem had been traced to a faulty mechanism on the gentlemen's urinals. It was **agreed** to accept the quote for £417 to replace the cistern mechanism and fit isolation taps. It was further **agreed** to fit a shelf in the service area.

5812 Speed Indicator Devices

Cllr Ferriday presented a briefing on Speed Indicator Devices covering the requirements of County Highways, the necessary legal agreement, training requirements and costs.

The Chairman felt that it was hard to justify the initial cost (in the region of £6,000) and continuing financial liability when the evidence gathered over recent years from SIDs and the 2019 survey had indicated that there was no real speeding problem. He would like to discuss the possibility of a 20mph zone which research suggested would have more effect, in conjunction with the flashing school signs that Highways had already confirmed would be provided, hopefully before the end of March. Cllr Caswell undertook to follow this up. He added that no-one had come forward to the Parish Council to join setting up a Community Speed Watch group.

Cllr Falla agreed. It was therefore **agreed** not to proceed at this time.

5813 Dog Faeces

It had been noticed that over recent months the level of dog faeces left on the streets had once again become a serious problem and there were numerous complaints. It was suggested that this may be a seasonal phenomenon as people thought they would not be seen/identified. It was noted that the Parish Council currently spends £1,800 on bins around the village and on the playing field. It was **agreed** to print new posters and to provide smaller ones to residents who wished to display them. The Clerk was also directed to investigate whether the centre of the village could become the subject of a Public Space Protection Order.

5814 Grants

Stowey Green Spaces Group: It was **agreed** to purchase litter picking equipment to a value of £100 (unanimous). The Clerk would arrange the purchases. Proposed Cllr Jeanes, seconded Cllr Reid, unanimous.

Cllr Caswell left the meeting at 7.50 pm

5815 Financial Management

a) The Budget Report for the year to 7 January was noted. A copy of the report is appended to these minutes.

b) Expenditure incurred since 10 December:

Date	Payee Name	Cheque	Amount	Transaction Details
13 Dec	EW Jeanes & Son	122443	100.00	Allotment rent 2022
15 Dec	Staff payroll	122444-7	2,080.09	Staff payroll and cleaning (Dec)
17 Dec	Harry Brooks	122448	1,090.00	Car park trees
17 Dec	KDR Electrical	122449	191.18	Toilets - lights replacement
24 Dec	BT Business	DDR	48.53	Phone/broadband 22 Dec
4 Jan	E Martin Computer	DDR	28.34	Website Maintenance contract Jan
4 Jan	EDF Energy	DDR	22.00	Public toilets electricity Jan
4 Jan	EDF Energy	DDR	105.00	Office electricity Jan
4 Jan	EDF Energy	DDR	8.00	Clock Tower electricity Jan
5 Jan	Morrisons	card	19.12	Refreshments kit Stowey Art Group
10 Jan	Sedgemoor DC	DDR	225.00	Office rates Jan
15 Jan	P J Addicott	SO	350.00	Office rent Jan
15 Jan	Microsoft OneDrive	Card	4.56	Microsoft OneDrive (Jan)
15 Jan	Santander	DD	2.25	Bank a/c 3 transaction charges (Jan)

Date	Payee Name	Cheque	Amount	Transaction Details
Total Expenditure			£ 4,274.07	

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

- c) The most recent bank statements/reconciliations were **noted**. Cllr Jeanes would carry out the bank reconciliation and voucher check at a later date.
- d) The purchase of a dehumidifier was adjourned, as Cllr Jeanes could lend one for a trial.
- e) It was **agreed** to reinstate the Zoom subscription.

5816 Highways

The Chairman wished to commend the contractors working on the modification of the new junction at St Mary Street/Cricketer. It was **agreed** that the Clerk should write to the contractors to thank them.

5817 Chairman's Report

The Chairman had nothing else to report.

5818 Clerks Report

The Parish Office landlord had been in touch to discuss redecorating the exterior of the office and he and the Clerk would meet to discuss it in the next couple of weeks.

The Clerk attended the fortnightly LGR forum. There had been a lot of complaints that Parishes were expected to contribute to the cost of the election, a year ahead of schedule and at a considerably higher rate than would normally be paid. There would be a LGR Conference for Councils on 17 February.

Sedgemoor DC are changing the way in which Parish Councils send planning responses, to improve their service. In future responses have to be submitted via the website, not by e-mail, which means there is no evidence of submission if there is a glitch.

5819 Members Reports

Village Hall and Playing Field (Cllr Rich): Cllr Rich had attended a Village Hall meeting but there was nothing of note to report.

NSVH&RG CIO (Cllr Jeanes): the CIO's AGM would take place on 20 January (virtually) and was open to all. The planning application had been submitted and was awaiting validation.

Hinkley Point fora (Cllr Reid): owing to illness, Cllr Reid had been unable to attend the last meeting.

Stowey Walking and AONB JAC (Cllr Falla): Stowey Walking had started planning another Walking Festival to be held in June. He would attend the next AONB meeting on 25 January.

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

Thomas Poole Library (Cllr Ferriday): the next meeting would be next week

5820 Forthcoming Events

- Wed 19 Jan – LGR Clerk's forum (10.30 am, CS)
 - Hinkley Point/Sedgemoor meeting (HP WG)
- Tues 25 Jan – AONB JAC meeting (2.15 pm, CF)
- Thurs 17 Feb – LGR Conference (Teams, 6-9pm, JR, KF, CS)

5821 Next Parish Council Meeting

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

The meeting closed at 8.15 pm

Monthly Budget Report 2021/2022
as at 7 January 2022

Income	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Jan 2022	Fourth quarter	Total income	% Original budget
1002 Allotment Rental	100.00	0.00	0.00	-	-	100.00	100.00	-	0.00	100.00	100.0%
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	68.00	418.00	330.00	330.00	2,950.00	196.7%
1011 Precept	63,412.00	31,706.00	31,706.00	-	-	-	0.00	0.00	0.00	63,412.00	100.0%
1012 Printing 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	0.00	1,706.14	**
Total Income for Year	65,397.00	33,921.91	32,674.10	912.03	186.00	178.95	1,276.98	330.00	330.00	68,202.99	104.3%

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Jan 2022	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	350.00	350.00	3,499.36	81.1%
4102 Office utilities	4,410.00	969.95	990.00	330.00	300.42	315.60	946.02	330.00	330.00	3,235.97	73.4%
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	40.44	120.34	-	0.00	399.99	83.3%
4106 Website + IT costs	695.00	82.26	206.26	52.42	27.42	27.42	107.26	23.62	23.62	419.40	60.3%
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	733.46	2,418.80	703.62	703.62	7,773.88	72.9%
Staff Costs											
4201 Salaries	31,600.00	6,647.53	5,400.27	1,800.09	1,800.09	1,800.09	5,400.27	-	0.00	17,448.07	55.2%
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	1,800.09	5,404.77	0.00	0.00	17,484.97	55.2%

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Jan 2022	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	2.25	0.00	38.75	387.5%
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	2.25	0.00	3,173.63	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	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	-	-	100.00	100.00	-	0.00	100.00	100.00%
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	170.00	170.00	0.00	0.00	170.00	41.46%
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	-7.50	8.50	8.00	8.00	58.24	48.53%
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%
4611 Millennium Wood	100.00	78.77	49.02	-	-	-	0.00	-	0.00	127.79	127.79%

Expenditure	Budget 2021/22	First quarter	Second quarter	Oct 2021	Nov 2021	Dec 2021	Third quarter	Jan 2022	Fourth quarter	Total spent to date	% Original budget
Village Maintenance (continued)											
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	300.62	1,577.81	8.00	8.00	3,865.51	43.12%
Castle St Toilets + Car Park											
4701 Castle St Toilets Cleaning	3,515.00	0.00	562.79	254.97	308.92	250.00	813.89	-	0.00	1,376.68	39.17%
4702 Castle St Toilets Electricity	200.00	42.00	43.27	22.00	22.00	18.16	62.16	22.00	22.00	169.43	84.72%
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	-	159.32	253.24	-	0.00	357.06	238.04%
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	1,000.00	1,253.20	-	0.00	1,679.85	399.96%
TOTAL Castle St Toilets + Car Park	5,497.00	1,093.79	1,440.36	472.49	932.36	1,427.48	2,832.33	22.00	22.00	5,388.48	98.03%
Grants											
4801 Grants Pool	3,300.00	45.00	46.18	14.48	-	-	14.48	19.12	19.12	124.78	3.78%
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	19.12	19.12	124.78	3.78%
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	0.00	472.81	275.22	60.89	208.77	67.16	336.82	4.72	4.72	1,089.57	**
Total Expenditure	65,397.00	13,844.98	13,502.82	3,396.72	5,970.96	4,502.46	13,870.14	759.71	759.71	41,977.65	64.19%
Total Income	65,397.00	33,921.91	32,674.10	15,366.08	186.00	178.95	15,731.03	330.00	330.00	82,657.04	126.39%
Balance expenditure-income	0.00	-20,076.93	-19,171.28	-11,969.36	5,784.96	4,323.51	-1,860.89	429.71	429.71	40,679.39	

Note 1 – Refund of rates paid in 2020/21

Balance Sheet	Bank:	22,550.37	Balance:	as at 1 Apr	30,596.85
		48,467.92		Plus: income	82,657.04
		257.95	= £ 71,276.24	Less: payments	41,977.65
				= £ 71,276.24	

Budget for Financial Year from 1 April 2022 (approved)

Approved at the Parish Council meeting on Monday 10 January 2022

Account	Outturn 2018/19	Outturn 2019/20	Budget 2020/21	Budget 2021/22	Proposed 2022/23
1002 Allotment Rental	100	100	100	100	100
1004 Bank Interest	160	157	85	85	85
1006 Cemetery Income	2,420	1,460	1,500	1,500	2,000
Council Tax Grant (now ended)	1,214	-	-	-	-
1012 Printing & Copying receipts	320	375	300	300	100
1011 Precept	47,720	53,059	58,379	63,412	
	51,934	55,151	60,364	65,397	2,285

Account	Outturn 2018/19	Outturn 2019/20	Budget 2020/21	Budget 2021/22	Proposed 2022/23
Parish Office					
4101 Office Rent, + supplies	3,438	3,887	4,315	4,315	4,310
4102 Office utilities		2,695	3,280	4,410	3,900
4103 Postage	66	92	55	60	75
4104 Stationery/small equipment	99	159	180	250	250
4105 Telephone & Internet	513	571	535	480	480
4106 Website + IT costs	566	575	642	695	772
4107 Books and publications	-	-	-	-	50
4108 Printing costs	422	390	650	450	200
4109 Office misc/equipment	27	1,279	50	-	-
TOTAL Parish Office	5,130	9,649	9,707	10,660	10,037
Staff costs					
4201 Salaries	29,183	30,056	30,705	31,600	22,600
4202 Staff travel and expenses	73	69	60	30	30
4203 Staff Training	105	-	50	50	60
TOTAL Staff Costs	29,361	30,125	30,815	31,680	22,690
Administration & Finance					
4301 Audit Fees	625	585	585	595	595
4302 Bank charges	10	9	10	10	35
4303 Chairman's Honorarium	250	250	250	250	250
4304 Councillors' Exps/training	53	100	-	20	395
4306 Elections	-	100	235	235	1,000
4307 Insurance	1,168	1,182	1,200	1,230	920
4308 Statutory Fees	35	35	35	40	35
4309 Subscriptions	564	561	615	635	620
4310 Meeting venue costs	281	362	375	420	280
4311 Wayleaves	-	-	-	-	6
4313 Legal Fees	5	650	-	-	-
TOTAL Admin & Finance	2,990	3,834	3,305	3,435	4,136

Budget for Financial Year from 1 April 2022 (approved)

Approved at the Parish Council meeting on Monday 10 January 2022

Account	Outturn 2018/19	Outturn 2019/20	Budget 2020/21	Budget 2021/22	Proposed 2022/23
Cemetery					
4402 Cemetery Rates	166	187	190	235	285
4403 Maintenance	3,489	3,523	3,400	3,500	3,800
TOTAL Cemetery	3,655	3,710	3,590	3,735	4,085
Community Services					
4501 Christmas Tree & Lights	50	60	50	60	200
4502 Allotment	100	100	100	100	100
4508 Support for tourism			250	250	250
TOTAL Community Services	150	160	400	410	550
Village Maintenance					
4601 A39 Verge	952	735	720	740	980
4602 Clock Tower Maintenance	306	932	285	2,285	1,000
4603 Clock Tower Electricity	442	344	350	120	110
4604 General Maintenance	387	216	200	190	215
4605 Old Gaol + The Cross	139	249	150	150	150
4606 Palmers Path	486	708	450	460	845
4607 Public Seating	771	340	250	250	250
4608 Public Footpaths	63	-	25	25	529
4609 Dog Bins	1,435	1,440	1,610	1,900	1,794
4610 Coleridge Road	196	228	160	160	160
4611 Millennium Wood	-	-	-	100	296
4612 Plot 173	340	123	-	-	400
4613 Mill Ln/Lime St maint	655	217	200	300	588
TOTAL Village Maintenance	6,172	5,811	4,400	6,680	7,317
Castle Street					
4701 Toilets Cleaning	3,303	3,326	3,420	3,515	3,515
4702 Toilets Electricity	179	139	200	200	240
4703 Car Park Rates	703	786	790	852	840
4704 Toilets Repairs/Maintenance	17	131	100	150	350
4705 Toilets Water/Sewerage	421	375	390	360	450
4706 Car Park maintenance	396	358	400	420	592
TOTAL Castle Street	5,250	5,113	5,300	5,497	5,987
Grants					
4801 Grants Pool/Misc Grants	367	296	3,600	3,300	2,800
TOTAL Grants	367	296	3,600	3,300	2,800
Total Expenditure a/cs for Year	53,076	58,699	61,117	65,397	57,602
Total income for year	51,934	55,151	60,364	1,985	2,285
<i>Transfer to(+) or from (-) reserves</i>	<i>- 1,142</i>	<i>- 3,548</i>	<i>- 753</i>	<i>n/a</i>	<i>+ 13,431</i>
(of which) Precept	47,720	53,059	58,379	63,412	68,748

2022/23 Band D rate £114.81 as previous year