

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 16 MAY 2022 AT 7.00pm
AT ST MARYS CHURCH CENTRE

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

In Attendance: Caro Slaymaker (Parish Clerk)
 Cllr Michael Caswell (SCC/SDC)
 Cllr Julie Pay (SDC)

Cllr Roberts, as outgoing Chairman, welcomed everyone to the meeting. He announced, with regret, the resignation of Cllr Jan Burdge. This now left the Parish Council with two vacancies and he urged colleagues to help find replacements.

5874 Declarations of Acceptance of Office

The Clerk confirmed that all Councillors had signed their declarations.

5875 Apologies

Cllr Jeanes sent apologies for family reasons. His absence was approved.

5876 Declarations of Interest

Cllr Rich declared an interest in item 9(a) (grant application) as the Parish Council's representative to Nether Stowey Village Hall and Recreation Ground Committee. Cllr Rich also declared an interest in item 10 (Planning) as a neighbour.

5877 Election of Chairman

Cllr Roberts was elected unanimously as Chairman for the forthcoming year. He signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk.

5878 Election of Vice-Chairman

Cllr Ferriday was elected unanimously as Vice-Chairman for the forthcoming year. He signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk.

5879 Public Session

A member of the public asked whether the election of the Local Democrats as the majority party in the new County Council. The Chairman said it would not directly affect Nether Stowey parish Council, but the change in leadership might lead to a change in approach or policies as the new Council is set up.

5880 Minutes of Previous Meeting

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

5881 District and County Liaison

Cllr Pay said that as Chair of the Audit and Standards Committee some of her work was being transferred to the new Council. Cllr Pay remains a District Councillor until 1 April 2023, will still attend Parish Council meetings and would continue to help at District level.

Cllr Caswell said that Sedgemoor District Council would continue until 31 March 2023, and it was business as usual. He would continue battling for Nether Stowey. Sedgemoor continued to work on the purchase of houses from Strongvox.

The County Council was now led by the Liberal Democrats who would be setting up the Cabinet etc over the next few weeks. Bill Revans would be Leader of the Council this year.

Cllr Everett asked what progress there was on the alternative house purchase project. The Chairman confirmed that Mr Harvey would be attending the Annual Parish Meeting on 23 May and would update on progress then.

5882 Grant Applications

Cllr Rich had declared an interest in the following application and withdrew

It was **agreed** to award a grant to fund the laser show at the Jubilee Party in the Park (£1,590 plus reclaimable VAT) in line with the Parish Council’s Jubilee Policy (min no 5829, Feb 2022)– (proposed Cllr Falla, seconded Cllr Ferriday, unanimous).

Cllr Rich re-joined the meeting

It was **agreed** to award a grant of £300 to the Nether Stowey Women’s Walk towards the hire of a marching band (proposed Cllr Falla, seconded Cllr Hogg, unanimous).

5883 Planning Applications

Cllr Rich had declared an interest in the following application and withdrew

Planning Ref: 36/22/00006 – 58 Banneson Road, Nether Stowey
 Proposal: Erection of single storey (NE) extension
 Response: **No objection**

Cllr Rich re-joined the meeting

5884 Parish Council Meetings 2022/23

The proposed meeting schedule for the forthcoming year was **approved**. A copy of the schedule is appended to these minutes. All Parish Council Meetings would be held at 7pm at St Marys Church Centre. Committee meetings would be held at either the Church Centre or Parish Office as stated on the agenda for a specific meeting.

5885 Parish Council Governance

- a) It was **agreed** to adopt the proposed new Code of Conduct, including the wording Clerk/Responsible Financial Officer at paragraph 7B(1).
- b) It was agreed to readopt the current Standing Orders and Financial Management policies. There were no changes.

5886 Appointment of Committees and Working Groups

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

5887 Appointment of Representative to Outside Bodies

Representatives were **agreed**, and a list is appended to these minutes.

5888 Financial Management

- a) The Budget Report for the year to 13 May was **noted**. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 11 April:

Date	Payee Name	Cheque	Amount	Transaction Details
12 Apr	T Sackett	122484	200.00	Image rights
14 Apr	B&M Retail Ltd	card	14.23	Floor cleaner x4, bleach
14 Apr	Adelos Ltd (via Amazon)	card	20.23	Toilet plunger
20 Apr	St Mary's PCC	122485	90.00	Grant – Jubilee Plates
21 Apr	Staff payroll	122486-89	2,106.77	Staff payroll April, PAYE/NI/LGPS

Date	Payee Name	Cheque	Amount	Transaction Details
29 Apr	Ball Fire Protection	122490	40.80	Fire Extinguishers Annual Service
1 May	EDF Energy	DDR	19.00	Public toilets electricity May
1 May	Edward Martin Computers	DDR	28.34	Website maint contract May
4 May	EDF Energy	DDR	105.00	Office electricity May
4 May	EDF Energy	DDR	9.00	Clock Tower electricity May
4 May	MJ Dodden & Co	122491	342.00	Internal Audit fee 2021/22 accounts
4 May	BHIB Ltd	122492	979.37	PC Insurance 2022/23
8 May	BT Business	DDR	47.94	Office Phone/broadband (bill 25 Apr)
9 May	St Mary's PCC, NS	122493	96.00	Hall hire Apr, May, Jun + APM
9 May	Clarity Copiers	122494	36.64	Printing charges Feb-Apr 2022
9 May	Edward Martin Computers	122495	114.00	Domain name renewal
10 May	Sedgemoor DC	DDR	53.00	Cemetery rates
10 May	Sedgemoor DC	DDR	225.00	Office rates
15 May	P J Addicott	SO	350.00	Office rent (May)
15 May	Microsoft OneDrive	card	4.56	Microsoft OneDrive (May)
15 May	Zoom	card	14.39	Zoom subscription (May)
15 May	Santander	DDR	1.05	Bank charges (April txs)
Total Expenditure			£ 4,897.32	

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

- c) Cllr Everett was appointed as a new bank signatory.
- d) The most recent bank statements/reconciliations to 2 May were **noted**. Cllr Everett had carried out the checks on 9 May and was satisfied that all was in order.
- e) The rota for the monthly bank check was noted.

5889 Highways

- a) It was agreed to defer a decision on the verge markers in favour of more publicity.
- b) The Clerk would reply to the enquiry about pavement levels (to Cllr Ferriday) from a resident in Castle Street. It was noted that work had started to install warning lights near the school. No other issues were raised.

5890 Chairman's Report

The Chairman reported that he and Cllr Ferriday had used the dog stencil over the Easter weekend. It had raised some eyebrows and comment on social media. It had been reported to the Conservation Officer, with whom the Chairman had a discussion, and the Conservation Officer was content for the Parish Council to continue.

He and Cllr Ferriday had attended the second Development Committee. Although a disappointing outcome, Strongvox were entitled to a viability assessment, SDC had had followed the guidelines and the viability assessment met the criteria. Refusal would have led to a costly appeal, which SDC would have lost. It was time to move on and the Parish Council want the people who move there to feel welcome and to integrate. He commended Griffiths, the road contractor, who have been so considerate. Duncan Harvey, Housing Manager at Sedgemoor had kindly agreed to attend the Annual Parish Meeting on 23 May at which he would give an update on an alternative plan to deliver affordable housing.

On the new Unitary Council, he wished to add briefly to the earlier discussion by saying that inevitably this would mean more work and changes for the Parish Council. It was urgent that the two vacant seats were filled.

5891 **Members Reports**

Village Hall and Playing Field: Cllr Rich reminded the meeting that Party in the Park would take place on Friday 3 June from 2pm.

AONB JAC (Cllr Falla): Most of the meeting was administrative details. Staffing has been restructured and a new project manager appointed. DEFRA has increased AONB budget. Management plan being reviewed. Natural England guidance has changed. Governance being reviewed because of Unitary.

Rangers have had a lot of storm damage to deal with. Nearly 5000 new trees planted around the Cothelstone area. Five swalings have taken place. The deer count was slightly up this spring with nearly 840. If you see corrugated iron sheets on the ground near Will's Neck, they are part of an adder survey.

Footpaths (Cllr Falla): Path BW22/4 adjacent to Five Lords considered dangerous owing to the narrowness, adjacent barbed wire fence and overgrown hedges and was the subject of discussions with SCC. The main clearance would not take place until September. He recommended avoiding this path.

There had been a number of near misses in the fields north of Inwood involving farm machinery and walkers who had strayed off the public footpaths. It was important that walkers stuck to the designated public footpaths – anywhere else was trespassing and potentially very dangerous.

Active Living: (Cllr Hogg) Active Living had finally had their first meeting on 28 April with 10 people attending.

Thomas Poole Library (Cllr Ferriday): the TPL had received a grant of £10,000 to fund the Events and PR Manager for a further year.

Affordable Housing Forum (Cllr Ferriday): 17 parishes had expressed interest.

5892 **Forthcoming Events**

Thurs 19 May – HPC Community Forum	6 pm	JR
Mon 23 May – Annual Parish Meeting	7 pm	All
Wed 25 May – LGR Clerk's forum	10.30 am	CS
Fri 3 June – Jubilee Party in the Park	2-11 pm	Public event

5893 **Next Parish Council Meeting**

The next meeting will be held on **Monday 13 June** at the Church Centre at 7pm.

The meeting closed at 8.10 pm

Appendix 1 – Parish Council Meetings 2022-2023

Meetings start at 7pm at the Church Centre

Parish Council

- Monday 16 May 2022
- Monday 13 June 2022
- Monday 11 July 2022
- *Monday 8 August (only held if there is urgent or essential business)*
- Monday 12 September 2022
- Monday 10 October 2022
- Monday 14 November 2022
- Monday 12 December 2022
- Monday 9 January 2023
- Monday 13 February 2023
- Monday 13 March 2023
- Monday 10 April 2023
- Monday 8 May 2023 (*Annual Parish Council Meeting*)

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

Annual Parish Meeting

- Monday 15 May 2023 (provisional) – The APM must be held between 1 March and 31 May.

Committees

Where possible, all business will be included in Parish Council meetings with separate Committee meetings held only if the volume or urgency requires. Committee meetings will usually be held in the Parish Office unless the business indicates that Parish Office will be too small. This will be shown on the agenda.

Appendix 2 – Committees and Working Groups 2022-2023
Committees

Finance and Audit	Penny Everett Margaret Hogg Chairman (<i>ex officio</i>)	Colin Falla Barbara Rich Vice Chairman (<i>ex officio</i>)
Planning	All Councillors	
Cemetery	Colin Falla Barbara Rich Chairman (<i>ex officio</i>)	Margaret Hogg <i>one vacancy</i> Vice Chairman (<i>ex officio</i>)
Personnel	Margaret Hogg Barbara Rich Vice Chairman (<i>ex officio</i>)	Andrew Jeanes <i>one vacancy</i>
Personnel Appeals	Penny Everett <i>one vacancy</i> Chairman (<i>ex officio</i>)	Colin Falla

Working Groups

Cricketer Liaison	Margaret Hogg <i>one vacancy</i> Chairman (<i>ex officio</i>)	Barbara Rich Vice Chairman (<i>ex officio</i>)
Hinkley Point Liaison	Penny Everett <i>one vacancy</i> Chairman (<i>ex officio</i>)	Colin Falla Vice Chairman (<i>ex officio</i>)

It was also agreed to set up a Unitary Council WG, staffing to be agreed at a later date.

Representatives to Outside Bodies

NS VH/RG CIO Trustee	Andrew Jeanes
NS VH/RG Committee	Barbara Rich
AONB JAC	Colin Falla
Hinkley Point SSG	John Roberts/Penny Everett
HPC Transport and Community Fora	John Roberts
Active Living	Margaret Hogg
Unitary Authority groups	John Roberts, Kevin Ferriday (and Unitary Council WG)
T Poole Library	Kevin Ferriday
Welcome Pack	Kevin Ferriday

Monthly Budget Report 2022/23
as at 13 May 2022

Income	Outturn at 31 Mar 2022	Budget 2022/22	April 2022	May 2022	First quarter	Total income to date	% Original budget
1002 Allotment Rental	100.00	100.00	-	-	0.00	0.00	0.0%
1004 Bank Interest	2.86	85.00	-	-	0.00	0.00	0.0%
1011 Precept	63,412.00	68,748.00	34,374.00	-	34,374.00	34,374.00	50.0%
1006 Cemetery Income	3,513.27	2,000.00	68.00	-	68.00	68.00	3.4%
1005 Comm Infrastructure Levy	14,454.05	0.00	0.00	-	0.00	0.00	**
1012 Printing & Copying receipts	45.40	100.00	-	-	0.00	0.00	0.0%
115 VAT Refunds	1,706.14	-	750.00	0.00	750.00	750.00	**
Total Income for Year	22,157.37	2,285.00	818.00	0.00	818.00	818.00	35.8%

Expenditure	Outturn at 31 Mar 2022	Budget 2022/23	April 2022	May 2022	First quarter	Total spent to date	% Original budget
Parish Office							
4101 Office Rent + supplies	4,199.36	4,310.00	384.00	350.00	734.00	734.00	17.0%
4102 Office rates + utilities	3,445.97	3,900.00	325.50	330.00	655.50	655.50	16.8%
4103 Postage	57.69	75.00	0.00	0.00	0.00	0.00	0.0%
4104 Stationery + equipment	157.79	250.00	0.00	0.00	0.00	0.00	0.0%
4105 Telephone & Internet	479.89	480.00	79.90	0.00	79.90	79.90	16.6%
4106 Website + IT costs	544.70	772.00	27.42	118.62	146.04	146.04	18.9%
4107 Books and publications	26.74	50.00	0.00	0.00	0.00	0.00	0.0%
4108 Printing costs	159.15	200.00	0.00	30.53	30.53	30.53	15.3%
4109 Office Miscellaneous	-29.94	-	0.00	0.00	0.00	0.00	**
TOTAL Parish Office	9,041.35	10,037.00	816.82	829.15	1,645.97	1,645.97	16.4%
Staff Costs							
4201 Salaries	23,250.09	22,600.00	1,841.77	0.00	1,841.77	1,841.77	8.1%
4202 Staff travel and expenses	36.90	30.00	0.00	0.00	0.00	0.00	0.0%
4203 Staff Training	0.00	60.00	20.00	0.00	20.00	20.00	33.3%
TOTAL Staff Costs	23,286.99	22,690.00	1,861.77	0.00	1,861.77	1,861.77	8.2%
Administration & Finance							
4301 Audit Fees	585.00	595.00	0.00	285.00	285.00	285.00	47.9%
4302 Bank charges	44.50	35.00	3.65	1.05	4.70	4.70	13.4%

Expenditure	Outturn at 31 Mar 2022	Budget 2022/23	April 2022	May 2022	First quarter	Total spent to date	% Original budget
Admin & Finance (continued)							
4303 Chairman's Honorarium	250.00	250.00	0.00	0.00	0.00	0.00	0.0%
4304 C/llrs' Expenses/training	87.25	395.00	0.00	0.00	0.00	0.00	0.0%
4306 Elections	0.00	1,000.00	0.00	0.00	0.00	0.00	0.0%
4307 Insurance	1,384.55	920.00	0.00	979.37	979.37	979.37	106.5%
4308 Statutory Fees	35.00	35.00	0.00	0.00	0.00	0.00	0.0%
4309 Subscriptions	570.64	620.00	0.00	0.00	0.00	0.00	0.0%
4310 Meeting room hire/Zoom	330.41	280.00	11.99	96.00	107.99	107.99	38.6%
TOTAL Administration & Finance	3,287.35	4,136.00	15.64	1,361.42	1,377.06	1,377.06	33.3%
Cemetery							
4402 Cemetery Rates	251.67	285.00	50.05	53.00	103.05	103.05	36.16%
4403 Maintenance + bins	3,788.16	3,800.00	0.00	0.00	0.00	0.00	0.00%
TOTAL Cemetery	4,039.83	4,085.00	50.05	53.00	103.05	103.05	2.52%
Community Services							
4501 Christmas Tree & Lights	70.00	200.00	0.00	0.00	0.00	0.00	0.00%
4502 Allotment	100.00	100.00	0.00	0.00	0.00	0.00	0.00%
4504 Support for tourism	0.00	250.00	200.00	0.00	200.00	200.00	80.00%
TOTAL Community Services	170.00	550.00	200.00	0.00	200.00	200.00	36.36%
Village Maintenance							
4601 A39 Verge	781.20	980.00	0.00	0.00	0.00	0.00	0.00%
4602 Clock Tower Maintenance	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00%
4616 Bellcote repair	0.00	825.00	9.00	9.00	0.00	18.00	2.18%
4603 Clock Tower Electricity	76.24	110.00	9.00	9.00	18.00	18.00	16.36%
4604 General Maintenance	192.69	215.00	0.00	0.00	0.00	0.00	0.00%
4605 The Cross, Gaol and WM	53.60	150.00	0.00	0.00	0.00	0.00	0.00%
4606 Palmers Path	368.31	845.00	0.00	0.00	0.00	0.00	0.00%
4607 Public Seating	327.62	250.00	0.00	0.00	0.00	0.00	0.00%
4608 Public Footpaths	306.60	529.00	0.00	0.00	0.00	0.00	0.00%
4609 Dog Bins	1,636.10	1,794.00	0.00	0.00	0.00	0.00	0.00%
4610 Coleridge Road	55.80	160.00	0.00	0.00	0.00	0.00	0.00%
4611 Millennium Wood	127.79	296.00	0.00	0.00	0.00	0.00	0.00%
4612 Plot 173	932.80	400.00	0.00	0.00	0.00	0.00	0.00%

Nether Stowey Parish Council

Expenditure	Outturn at 31 Mar 2022	Budget 2022/23	April 2022	May 2022	First quarter	Total spent to date	% Original budget
Village Maintenance (continued)							
4613 Mill Ln/Lime St maint	595.20	588.00	0.00	0.00	0.00	0.00	0.00%
TOTAL Village Maintenance	5,453.95	7,317.00	9.00	9.00	18.00	18.00	0.25%
Castle St Toilets + Car Park							
4701 Castle St Toilets Cleaning	2,147.56	3,515.00	293.72	0.00	293.72	293.72	8.36%
4702 Castle St Toilets Electricity	207.43	240.00	19.00	19.00	38.00	38.00	15.83%
4703a Car Park Rates	798.40	840.00	798.40	0.00	798.40	798.40	95.05%
4703b Public Toilets Rates	-1,884.65	-	0.00	0.00	0.00	0.00	see note 1
4704 Castle St Toilets Repairs	3,113.78	350.00	0.00	0.00	0.00	0.00	0.00%
4705 Castle St Toilets Water	565.27	450.00	0.00	0.00	0.00	0.00	0.00%
4706 Castle St Car Park maint	1,791.45	592.00	0.00	0.00	0.00	0.00	0.00%
TOTAL Castle St Toilets + Car	6,739.24	5,987.00	1,111.12	19.00	1,130.12	1,130.12	18.88%
Grants							
4801 Grants Pool	1,353.27	2,800.00	90.00	0.00	90.00	90.00	3.21%
4803 Library	0.00	-	0.00	0.00	0.00	0.00	**
TOTAL Grants	1,353.27	2,800.00	90.00	0.00	90.00	90.00	3.21%
TOTAL CIL + Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	**
VAT Account							
515 VAT Paid	1,498.03	0.00	36.40	86.83	123.23	123.23	**
Total Expenditure	54,870.01	57,602.00	4,190.80	2,358.40	6,549.20	6,549.20	11.37%
Total Income	85,569.37	2,285.00	35,192.00	0.00	35,192.00	35,192.00	**
Balance expenditure-income	30,699.36	68,748.00	-31,001.20	2,358.40	-28,642.80	28,642.80	
Balance Sheet	Bank:	29,333.53		Balance:	as at 1 Apr	61,296.21	
		60,470.78			Plus: income	35,192.00	
		134.70	= £ 89,939.01		Less: payments	6,549.20	= £ 89,939.01