

MINUTES OF NETHER STOWEY ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 7 OCTOBER 2024 AT 7.00pm
AT ST MARYS CHURCH CENTRE

Present: Parish Councillors John Roberts (Chairman)
Lesley Bowditch
Colin Falla
Kevin Ferriday
Margaret Hogg
Terry Yarwood

In Attendance: Caro Slaymaker (Parish Clerk)

6215 Apologies

Apologies had been received from Cllr Jeanes. His absence, for reasons given, was **approved**. Cllr Brett has an approved leave of absence until January 2025.

6216 Declarations of Interest

No declarations of interests were made.

6217 Public Session

No Members of the Public were present.

6218 Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 9 September were **approved** as a true record and signed by the Chairman.

6219 Somerset Council Liaison

No Councillors were present. Cllr Caswell had sent apologies.

6220 Somerset Council Assets and Services Devolution

Nothing to report.

6221 Grants to Local Organisations

It was **agreed** to award a grant to Stowey Bears Preschool in contribution to their plans to expand the preschool to include a baby room to extend provision to 0-2 year old children and to meet local demand. Funding to be split as £1,750 from the Grants budget and £2,500 from the retained Community Infrastructure Levy funds. (Proposed Cllr Falla, seconded Cllr Roberts, all in favour.)

6222 Parish Council Governance

It was **agreed** to adopt the new Financial Regulations. It was further **agreed** to adopt the Financial Risk Assessment.

6223 Review of Cemetery Fees

It was **agreed** to increase the Cemetery Fees from 1 November.

6224 Parsons Close Play Area

It was **agreed** that the Clerk would contact officers at Somerset Council with a view to taking on the play area from Somerset Council.

6225 Planning applications

- a) **Planning Ref: 36/24/00010 – Budley Farm, Cannington Road**
Proposal: Erection of an agricultural building and creation of vehicular access..
Response: No comment/objection
- b) **Planning Ref: 36/24/00011 – Budley Farm, Cannington Road**
Proposal: Erection of general agricultural storage building and associated access.
Response: No comment/objection
- c) **Planning Ref: 36/24/00012 – 30-32 Castle Street**
Proposal: Erection of general agricultural storage building and associated access.
Response: No comment/objection

6226 Financial Management

- a) The Budget Report for the year to 4 October was **noted**. A copy of the report is appended to these minutes.
- b) Expenditure incurred since 10 September. The expenditure was **approved** and any two of the authorised signatories were instructed to sign the relevant cheques/authorise online payments (proposed Cllr Hogg, seconded Cllr Yarwood).

Date	Payee Name	Cheque	Amount	Transaction Details
15 Sept	Santander	charges	0.65	A/c 3 charges (Aug transactions)
16 Sept	GWB Services Ltd	OL 1609/1	1,497.60	Village cleaning (August)
16 Sept	St Mary's PCC	OL 1609/2	104.00	Church Centre hire (Sept-Dec)
16 Sept	Microsoft	card	4.92	Microsoft OneDrive (Sept)
16 Sept	PKF Littlejohn LLP	OL 1609/3	378.00	External Audit 2023/24 accounts
17 Sept	Office Reality Ltd	card	353.82	Meeting tab5le
18 Sept	Dell Corporation Ltd	card	399.00	Laptop
21 Sept	Amazon	card	37.80	Laptop bag, mouse, hub
23 Sept	Ball Fire Protection	OL 2309/1	97.20	Fire extinguisher service
23 Sept	Staff Payroll	OL 2309/2-5	2,419.65	Staff Payroll (Sept)
25 Sept	BT Business	DD	52.70	Office phone/broadband 25 Sept
25 Sept	Somerset ALC	OL 2509	445.51	SALC/NALC subscription 2024/25
25 Sept	Cartridge People	card	82.90	Printer cartridges (JR)
30 Sept	Unity Trust Bank	CHG	18.00	Bank charges (July-Sept)
2 Oct	Clarity Copiers	OL 0210	51.85	Printing charges May-July
3 Oct	EDF Energy	DD	58.00	Public Toilets electricity Oct
3 Oct	EDF Energy	DD	46.00	Office electricity Oct
3 Oct	EDF Energy	DD	18.00	Clock Tower electricity Oct
3 Oct	Royal British Legion	card	22.25	Wreath for Remembrance Sunday
10 Oct	Somerset Council	DD	259.00	Office rates Oct
10 Oct	Somerset Council	DD	52.00	Cemetery rates Oct
15 Oct	PJ Addicott	SO	350.00	Office rent (15 Oct)
15 Oct	Microsoft	Card	4.92	Microsoft OneDrive Oct
Total Expenditure			£ 6,753.77	

- c) The most recent bank statements/reconciliations were noted. Cllr Hogg would carry out the bank and payments check when the last statement was received.

Afternote: Cllr Hogg carried out the bank and payments check on 15 October and was satisfied that all was in order.

6227 Highways

It was noted that there were now confusing speed limit signs on the A39 near Cannington. The Chairman had received a complaint about the road surface at St Mary Street.

6228 Chairman's Report

Cllr Roberts had spoken to the executor of Mr Todd's will. He had confirmed that the house clearance was likely to continue until Christmas. Large vehicles were involved and were having difficulties turning out of the property. Cones were being used and Cllr Roberts had posted on Facebook asking for co-operation and had advised Hinkley Point of the situation.

6229 Clerk's Report

A member of the public had suggested that the Parish Council buy Mr Todd's property and convert it into a car park. The Clerk had explained that that the likely costs involved would be several hundred thousands of pounds.

The outline planning application for the old Village Hall site had now received consent.

6230 Members Reports

HPC Fora: Cllr Roberts had been away and therefore unable to attend the recent Community Forum on 19 September. He would attend the next SSG meeting on 28 October.

Quantock Hill National Landscape JAC: Cllr Falla had attended the last JAC meeting. There was nothing directly affecting Nether Stowey. There had been discussion about the Annual Report (since published). QHNL sought agreement to request that Somerset Council, as the Local Planning Authority, change the process for Class A permitted development rights for agricultural buildings within the QHNL area.

Thomas Poole Library: Cllr Ferriday would attend the next meeting on 16 October. The AGM would be held on 30 October.

6231 Forthcoming Events

Wed 9 Oct	– Meeting with SGSG representatives	KF
Wed 16 Oct	– TP Library meeting	KF
Wed 16 Oct	– SC Clerks Working Group	CS
Mon 28 Oct	– HP SSG meeting	JR
Wed 30 Oct	– SC Clerks Working Group	CS
Thurs 14 Nov	– HPC Transport Forum	JR
Wed 11 Dec	– LCN meeting	JR, KF, CS open to all

6232 Next Parish Council Meeting

The Parish Council meeting will be held on **Monday 11 November** at the Church Centre at 7pm.

The meeting closed at 7.55 pm.

**Budget Report 2024/2025
as at 4 October 2024**

Income	Outturn at 31 Mar 2024	Budget 2024/25	First quarter	July 2024	Aug 2024	Sept 2024	Second quarter	Oct 2024	Third quarter	Total income to date	% of budget
1002 Allotment Rental	100.00	100.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
1004 Bank Interest	1,869.50	1,500.00	768.29	-	-	822.49	822.49	-	0.00	1,590.78	106.1%
1006 Cemetery Income	4,968.92	3,650.00	826.22	586.00	142.00	1,000.47	1,728.47	-	0.00	2,554.69	70.0%
1011 Precept	65,466.00	71,995.00	71,995.00	-	-	-	0.00	-	0.00	71,995.00	100.0%
1012 Printing & Copying receipts	74.61	50.00	65.33	-	-	-	0.00	-	0.00	65.33	130.7%
Subtotal Budget Income	72,479.03	77,295.00	73,654.84	586.00	142.00	1,822.96	2,550.96	0.00	0.00	76,205.80	98.6%
115 VAT Refunds	4,245.57	-	676.40	1,283.24	-	-	1,283.24	-	0.00	1,959.64	**
Subtotal Non-budget income	4,245.57	0.00	676.40	1,283.24	0.00	0.00	1,283.24	0.00	0.00	1,959.64	**
TOTAL All income	76,724.60	77,295.00	74,331.24	1,869.24	142.00	1,822.96	3,834.20	0.00	0.00	78,165.44	

Expenditure	Outturn at 31 Mar 2024	Budget 2024/25	First quarter	July 2024	Aug 2024	Sept 2024	Second quarter	Oct 2024	Third quarter	Total income to date	% of budget
Parish Office											
4101 Office Rent and supplies	4,291.27	4,595.00	1,058.07	350.00	350.00	431.00	1,131.00	350.00	350.00	2,539.07	55.3%
4102 Office utilities and rates	4,473.70	4,775.00	896.69	305.00	294.75	305.00	904.75	305.00	305.00	2,106.44	44.1%
4103 Postage	53.70	80.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4104 Stationery + equipment	178.63	125.00	25.66	14.16	-	-	14.16	-	0.00	39.82	31.9%
4105 Telephone & Internet	553.87	660.00	199.63	50.97	51.42	43.92	146.31	-	0.00	345.94	52.4%
4106 Website + IT costs	1,312.88	748.00	244.30	4.10	4.10	4.10	12.30	-	0.00	256.60	34.3%
4108 Printing costs	99.62	145.00	23.06	-	-	69.08	69.08	-	0.00	92.14	63.5%
TOTAL Parish Office	10,963.67	11,128.00	2,447.41	724.23	700.27	1,511.94	2,936.44	655.00	655.00	6,038.85	54.3%
Staff Costs											
4201 Salaries	25,196.31	30,815.00	6,298.95	2,099.65	2,099.65	3,565.46	7,764.76	-	0.00	14,063.71	45.6%
4202 Staff travel and expenses	29.86	60.00	14.40	-	-	-	0.00	-	0.00	14.40	24.0%
4203 Staff Training	0.00	60.00	0.00	63.70	-	-	63.70	-	0.00	63.70	106.2%
TOTAL Staff Costs	25,226.17	30,935.00	6,313.35	2,163.35	2,099.65	3,565.46	7,828.46	0.00	0.00	14,141.81	45.7%
Administration & Finance											
4301 Audit Fees	609.50	625.00	294.50	-	-	315.00	315.00	-	0.00	609.50	97.5%
4302 Bank charges	72.92	103.00	23.20	0.35	1.75	18.65	20.75	-	0.00	43.95	42.7%

**Budget Report 2024/2025
as at 4 October 2024**

Expenditure	Outturn at 31 Mar 2024	Budget 2024/25	First quarter	July 2024	Aug 2024	Sept 2024	Second quarter	Oct 2024	Third quarter	Total income to date	% of budget
Admin & Finance (continued)											
4303 Chairman's Honorarium	250.00	250.00	0.00	250.00	-	-	250.00	-	0.00	250.00	100.0%
4304 C/llrs' Expenses/training	209.41	203.00	118.32	-	-	-	0.00	-	0.00	118.32	58.3%
4306 Elections	0.00	235.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4307 Insurance	1,026.34	1,075.00	1,185.26	-	-	-	0.00	-	0.00	1,185.26	110.3%
4308 Statutory Fees	35.00	35.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4309 Subscriptions	591.50	609.00	15.00	-	-	445.51	445.51	-	0.00	460.51	75.6%
4310 Meeting room hire	286.00	420.00	104.00	-	-	104.00	104.00	-	0.00	208.00	49.5%
TOTAL Administration & Finance	3,080.67	3,555.00	1,740.28	250.35	1.75	883.16	1,135.26	0.00	0.00	2,875.54	80.9%
Cemetery											
4402 Cemetery Rates	364.27	385.00	156.27	52.00	52.00	52.00	156.00	52.00	52.00	364.27	94.6%
4403 Maintenance + bins	5,231.76	4,915.00	1,142.43	-	1,945.00	480.00	2,425.00	-	0.00	3,567.43	72.6%
TOTAL Cemetery	5,596.03	5,300.00	1,298.70	52.00	1,997.00	532.00	2,581.00	52.00	52.00	3,931.70	74.2%
Community Services											
4501 Christmas Tree & Lights	96.50	100.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4502 Allotment	100.00	100.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4504 Support for tourism	177.80	200.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
TOTAL Community Services	374.30	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Village Maintenance											
4601 A39 Verge	880.00	1,195.00	336.00	-	192.00	96.00	288.00	-	0.00	624.00	52.2%
4602 Clock Tower Maintenance	199.32	400.00	0.00	-	699.00	-	699.00	-	0.00	699.00	174.8%
4603 Clock Tower Electricity	179.72	235.00	63.92	23.00	15.66	17.80	56.46	18.00	18.00	138.38	58.9%
4604 General Maintenance	90.30	865.00	35.67	4.66	-	-101.17	-96.51	-	0.00	-60.84	-7.0%
4605 The Cross, Gaol and WM	439.93	490.00	38.03	24.50	-	16.33	40.83	-	0.00	78.86	16.1%
4606 Palmers Path	396.00	600.00	72.00	-	48.00	120.00	168.00	-	0.00	240.00	40.0%
4607 Public Seating	180.00	200.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4608 Public Footpaths	44.00	240.00	72.00	-	-	-	0.00	-	0.00	72.00	30.0%
4609 Dog Bins	836.16	2,260.00	446.16	-	-	-	0.00	-	0.00	446.16	19.7%
4610 Coleridge Road	154.00	288.00	96.00	-	48.00	24.00	72.00	-	0.00	168.00	58.3%
4611 Millennium Wood	64.00	166.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4612 Plot 173	3,308.00	1,460.00	192.00	-	96.00	-	96.00	-	0.00	288.00	19.7%

**Budget Report 2024/2025
as at 4 October 2024**

Expenditure	Outturn at 31 Mar 2024	Budget 2024/25	First quarter	July 2024	Aug 2024	Sept 2024	Second quarter	Oct 2024	Third quarter	Total income to date	% of budget
<i>Village Maintenance (continued)</i>											**
4613 Mill Lane/Lime St maintenance	708.62	720.00	63.93	41.06	-	59.49	100.55	-	0.00	164.48	22.8%
4614 New grass cutting areas	0.00	1,164.00	240.00	-	192.00	216.00	408.00	-	0.00	648.00	55.7%
4616 Clock Tower major works	0.00	1,000.00	0.00	-	-	-	0.00	-	0.00	0.00	0.0%
4617 Parson Cl play area	0.00	-	72.00	-	96.00	168.00	264.00	-	0.00	336.00	**
TOTAL Village Maintenance	7,480.05	11,283.00	1,727.71	93.22	1,386.66	616.45	2,096.33	18.00	18.00	3,842.04	34.1%
Castle St Toilets + Car Park											
4701 Castle St Toilets Cleaning	1,873.31	150.00	688.29	407.65	420.45	-	-317.71	-	0.00	370.58	247.1%
4702 Castle St Toilets Electricity	455.14	575.00	183.00	61.00	54.51	57.62	173.13	58.00	58.00	414.13	72.0%
4703 Castle Street Rates	838.32	880.00	922.15	-	-	-	0.00	-	0.00	922.15	104.8%
4704 Castle St Toilets Repairs	797.78	180.00	260.00	-	82.46	-	82.46	-	0.00	342.46	190.3%
4705 Castle St Toilets Water	393.57	450.00	348.23	-	-	-	0.00	-	0.00	348.23	77.4%
4706 Castle St Car Park maint	1,128.45	900.00	58.33	23.10	-	138.22	161.32	-	0.00	219.65	24.4%
4707 Castle St Toilets major works	0.00	2,000.00	1,910.42	-	-	-	0.00	-	0.00	1,910.42	95.5%
TOTAL Castle St Toilets/Car Park	5,486.57	5,135.00	4,370.42	491.75	557.42	-949.97	99.20	58.00	58.00	4,527.62	88.2%
Grants											
4801 Grants Pool	3,333.56	5,300.00	400.00	150.00	-	-	150.00	-	0.00	550.00	10.4%
4811 Payments - Other Orgs	1,035.46	1,200.00	483.60	-	167.83	-	167.83	-	0.00	651.43	54.3%
TOTAL Grants	4,369.02	6,500.00	883.60	150.00	167.83	0.00	317.83	0.00	0.00	1,201.43	18.5%
Total Budget Expenditure	62,576.48	74,236.00	18,781.47	3,924.90	6,910.58	6,159.04	16,994.52	783.00	783.00	36,558.99	49.2%
Total Budget Income	72,479.03	77,295.00	73,654.84	586.00	142.00	1,822.96	2,550.96	0.00	0.00	76,205.80	98.6%
Reserve contribution to Budget	-2,498.12	3,059.00									
Non Budget											
515 VAT Paid	3,234.59	-	1,283.24	26.17	461.87	484.58	972.62		0.00	2,255.86	
TOTAL Non-Budget Expenditure	16,646.24	-	1,283.24	26.17	461.87	484.58	972.62	0.00	0.00	2,255.86	
TOTAL ALL Expenditure	79,222.72	74,236.00	20,064.71	3,951.07	7,372.45	6,643.62	17,967.14	783.00	783.00	38,814.85	
TOTAL ALL Income	76,724.60	77,295.00	74,331.24	1,869.24	142.00	1,822.96	3,834.20	0.00	0.00	78,165.44	
Balance expenditure-income		-	-54,266.53	2,081.83	7,230.45	4,820.66	14,132.94	783.00	783.00	-39,350.59	

Budget Report 2024/2025
as at 4 October 2024

Balances

Bank	UT Current acc	3,254.01		Balance:	as at 1 Apr	79,373.27	
	UT Deposit acc	115,242.77			Plus: income	78,165.44	
	Santander a/c3	227.08	= £ 118,723.86		Less: payments	38,814.85	= £ 118,723.86
