

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 17 JANUARY 2011 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Tony Rich (Chairman)
 Robert Booth
 Rita Corbett
 Peter Greig
 Malcolm Hogg
 Margaret Hogg
 Pat Pardoe
 John Roberts
 Teresa Youe

In attendance:
District / County Cllr John Edney
Parish Clerk Ainslie Ensor
Chairman of CANS Mary Roberts
68 members of Public

3895 Apologies

Apologies were received from District Cllr Joslin and District Cllr Dyer.

3896 Minutes of Previous Meetings

The Minutes of the Parish Council meeting held on 08 November 2010 were **approved** and signed by the Chairman.

3897 Nether Stowey Library

The Clerk reported on the responses to the Parish Council Newsletter about the future of the library; outlined a proposal that had been discussed with officers of Somerset County Council and answered questions about the proposals. It was noted that many details remained to be worked out and that this process could not start until after the meeting of the County Council on 16 February 2011. Following an invitation by the Chairman in show of hands members of the public indicated unanimous support for the proposals outlined.

The following proposal was **approved** by the Parish Council:

- SCC to maintain the library as currently operated until the end of June 2011.
- During period March to June 2011 the library service to train volunteers in (limited) running of the library.
- During period March to June 2011 SCC to install RFID self service technology in Nether Stowey library.
- From 1 July 2011 professional library staff hours to be reduced from 24 hours per week to 12 hours per week (offering full library service).
- From 1 July 2011 volunteers to operate the library for 12 hours per week, offering self service facilities and some other limited services.
- From 1 July 2011 Parish Office to be moved to library, the Parish Council to pay rent to SCC for period 1 July to 31 December 2011.
- As soon as possible during 2011, the Parish Council will assist in the establishment of a new, independent, community organisation to take over the library (NSCO).

- On 1 January 2012 NSCO to take over responsibility for the Nether Stowey Library by way of a “peppercorn” lease and contract for the provision of library services.
- The Parish Council to underwrite costs of operating the building and library (based on 12 hours per week professional hours plus 12 hours per week volunteers) for period 1 January to 31 March 2012.
- From 1 January 2012 Parish Council to pay rent to NSCO for use of building as parish office.
- NSCO to develop additional uses for the building to (a) provide community facilities and (b) generate additional income.
- £7,650 to be included in the 21011/12 Parish Council budget to fund the above.
- It was **noted** that further Parish Council financial support was likely to be needed in 2012/13.

3898 Committee Meeting Minutes

The minutes, of the following committee meetings (copies of which are appended to these minutes) were **noted**:

- (i) Finance & Audit Committee: 06 December 2010 (approved), 10 January 2011 (draft)

3899 Land Adjacent to Nether Stowey By-Pass

The Clerk reported that Somerset County Council had agreed to transfer the amenity woodland adjacent to the by A39 (By-Pass) to the Parish Council on the following terms. There would be no charge for the land but the Parish Council to pay County Council legal costs, which are unlikely to exceed £500. The transfer to include provision that if the Parish Council wished to dispose of the land it be required to first offer the land to the County Council on the same terms as it acquired it.

The County Council was also prepared (subject to formal approval of the Highways) to lease to the Parish Council the surplus highway verge adjacent to the woodland on the following terms. The rental to be one peppercorn, both sides to bear their own legal costs, the area to be planted with a native hedge and trees, this would be done by a contractor who would be responsible for maintenance and replacement of the planting for a period of two years. It was noted that this area of land was currently not planted with trees and was largely overgrown with brambles due to lack of maintenance. The Parish Council has previously identified the desirability of using part of this area for rear access/parking provision and this will need to be investigated in detail as and when the land has been leased from the County Council.

It was **agreed** that the Parish Council would acquire the amenity woodland on the terms outlined with the provision that the legal costs be a maximum of £500.

It was further **agreed** the Parish Council lease the surplus highway verge on the terms outlined subject to any planting being confined to the northern (road) boundary.

3900 Budget and Precept 2011-2012

The proposed budget for 2011-2012 with total gross expenditure of £48,830, as recommended by the Finance & Audit Committee was **approved**, a copy of which is appended to these minutes.

The Parish Council precept for 2011-2012 of £47,000 was **agreed**.

3901 Highways

The following items were noted:

- Temporary Closure of Over Stowey Road for 10 days from 24 January.
- Cllr Greig requested that the missing “Coleridge Cottage” finger of the direction sign on The Cross be investigated.

3902 Reports

Hinkley C Cllr Malcolm Hogg reported on a consultation meeting at Bridgwater House regarding the Government's Draft National Nuclear Policy Statement.

3903 Correspondence

Correspondence received included:

- Memo from the Forestry Commission regarding the introduction of car parking charges at Ramscombe (in Great Wood).
- SALC notes on the Localism Bill – the Clerk stated that a copy of the bill was available in the Parish Office.

3904 Forthcoming Meetings and Events

Parish Council Meetings

- Monday 7th February 2011, Finance & Audit Committee, 7.00pm Village Hall
- Wednesday 9th February 2011, Village Maintenance Committee, 7.00pm Village Hall
- Monday 21st February 2011, **CANS**, 7.00pm Village Hall
- Monday 7th March 2011, Finance & Audit Committee, 7.00pm Village Hall

3905 Date of Next Meeting

The next meeting of the Parish Council will be in the Village Hall on Monday 14 March 2011 at 7pm.

The meeting closed at 9.30pm

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 6th DECEMBER 2010 AT 4.30PM
IN THE PARISH COUNCIL OFFICE

Present: Parish Councillors: Robert Booth (Chairman)
Peter Greig
Rita Corbett
Tony Rich

In attendance:
Parish Councillor Pat Pardoe
Parish Council Clerk Ainslie Ensor
2 Parishioners

Public Session

Mrs K Booth explained the background to the application for financial support from Stowey Bears.

FA-0021 Apologies

Apologies were received from Cllr Malcolm Hogg (business), the absence was **approved**.

FA-0022 Election of Chairman

Cllr Booth was **elected** Chairman of the Committee for the remainder of the Council year 2010/11.

FA-0023 Minutes of Previous Meeting

The minutes of the meeting held on 1st November 2010 were **approved** as a true record and signed by the Chairman.

FA-0024 Declarations of Interest – Approval of Payments

The Clerk reported that at the recent SALC Budget & Finance Seminar Peter Lacy (SALC County Secretary) reported on a change in the interpretation of the Code of Conduct as regards approval of payments. It had now been deemed that if a Councillor had a personal and prejudicial interest that Councillor should declare that interest at every stage of the payment process. Whilst this would appear to preclude a Councillor who has declared a personal prejudicial interest for signing a cheque SALC advised that if the resolution was worded as follows *“The above expenditure is approved and (any two) of the authorised signatories are instructed to sign the relevant cheques”* the Councillor who had declared the interest may then sign a cheque as it is in accordance with an instruction of the Parish Council.

The Committee **approved** the revised resolution for the approval of payments and noted the need for members to declare a personal and prejudicial interest at each stage as detailed in the report.

Cllr Booth declared a personal and prejudicial interest in the following item and left the meeting.

FA-0025 Miscellaneous Grants

The Clerk reported that Stowey Bears had applied for financial support towards their fundraising for additional facilities as explained by Mrs Booth in the public session.

The Committee **agreed** to make a grant of £100 subject to Stowey Bears raising the same amount and evidence of expenditure on additional facilities totalling £200.

Cllr Booth rejoined the meeting

FA-0026 Parish Council Banking

The Clerk referred to his detailed report on the present situation regarding the proposed transfer of the Parish Council's banking arrangements to Bank of Ireland, the reasons for proposing to change the Council's banking arrangements and the options open to the Council.

The Committee **agreed**:

- (i) that it was desirable to continue to pursue the change in the Parish Council banking arrangements
- (ii) the action by the Clerk not to proceed with the transfer of Parish Council banking to Bank of Ireland at this time was endorsed
- (iii) the Clerk was authorised to undertake further detailed discussions with Lloyds Bank and Co-operative Bank as regards how they may meet the detailed requirements outlined in the report and to report back to a future meeting of the Committee.

FA-0027 Income & Expenditure Report

The Income and Expenditure report for November 2010 was **noted**.

FA-0028 Expenditure

Payee	Amount	Details
M Pearce	20.00	Active Living Speaker Fee
Sedgemoor CAB	50.00	Grant agreed 01 Nov 2010
Victim Support	50.00	Grant agreed 01 Nov 2010
Bristol Wessex Water	154.96	Toilets Water £75.95 Toilets Sewerage £79.01
SALC	40.00	Cllr Training £20 Clerk Training £20
Chanin & Thomas	333.32	Office Rent Nov / Dec
A Ensor	87.33	Postage £22.44 Office Supplies £0.89 May Fair £64.00
Purnells Secretarial Services Ltd	170.15	Office Stationery £36.90 Village Trail Paper £133.25
Viking Direct	114.24	Office Supplies
G Bickers	926.50	
Somerset Playing Fields Association	10.00	Annual subscription
Buller Taxis	15.00	Active Living Transport
P Peckham	10.00	Print Community Safety Leaflet
Clarity Copiers (Western) Ltd	114.87	Staples
Payroll Expenses December	1503.58	Salary / PAYE / NI
Total	£3,599.95	

The above expenditure was **approved** and (any) two of the authorised signatories were **instructed** to sign the relevant cheques.

FA-0029 Budget 2011/2012

(i) Projected Outturn

The Clerk reported that these figures had not yet been completed and would be reported to the next meeting of the Committee

(ii) 2011/2012 Budget Considerations

The Clerk submitted a detailed report on the matters that would need to be considered in the formulation of the budget for 2011/12.

The Committee noted the matters raised and **agreed**

- (i) that the target minimum general reserve for the end of 2011/12 should be £10,000
- (ii) that the target budget allocation for the Cemetery and Village Maintenance Committees should be the same as that budgeted for 2010/11
- (iii) that the Committee was minded to recommend a substantial increase in the budget and precept if this was required to implement a plan to prevent Nether Stowey library from closure.

FA-0030 Correspondence Received

There was no correspondence to report

FA-0031 Date of Next Meeting

It was agreed that the next meeting of the Committee would be held on Monday 10th January 2011.

The meeting closed at 6.45pm

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 10th JANUARY 2011 AT 7.00PM
IN THE VILLAGE HALL

Present: Parish Councillors: Robert Booth (Chairman)
Rita Corbett
Malcolm Hogg
Tony Rich

In attendance:

Parish Councillor Pat Pardoe
Parish Councillor John Roberts
Parish Councillor Margaret Hogg
Parish Councillor Teresa Youe
Chairman of CANS Mary Roberts
Parish Council Clerk Ainslie Ensor
8 Parishioners +2 Members of the Public

Public Session

Parishioners made comments about the need to maintain Nether Stowey Library.

FA-0032 Apologies

Apologies were received from Cllr Greig (away), the absence was **approved**.

FA-0033 Minutes of Previous Meeting

The minutes of the meeting held on 6th December 2010 were **approved** as a true record and signed by the Chairman.

FA-0034 Income & Expenditure Report

The Income and Expenditure report for December 2010 was **accepted**.

FA-0035 Budget 2011/12

(i) Projected Outturn 2010/2011

The Clerk reported the projected outturn income and expenditure figures for the current financial year. It was noted that the projected General reserve at 31 March 2011 was £11,819, which was higher than originally budgeted. This was due to unbudgeted income and underspends on a number of budget heads. The reported was **accepted**.

(ii) Nether Stowey Library – Possible Financial Implications

The Clerk reported on recent discussions with Somerset County Council regarding Nether Stowey Library and gave brief details of a proposal for the library to become a community run library with a phased take over during 2011/12. The Clerk answered questions from councillors and members of the public and outlined the possible costs to the Parish Council in 2011/12.

It was **agreed** that the costs identified in the clerk's report be included in the draft budget for 2011/12.

FA-0036 Draft Budget & Precept 2011/12

The Clerk submitted a draft budget for 2011-2012. The Committee **agreed to recommend** to the Parish Council the budget as submitted with total expenditure of £48,830 and a proposed precept of £47,000.

FA-0037 Expenditure

Payee	Amount	Details
Chanin & Thomas	166.66	Office Rent January
EDF Energy Customers plc	13.38	Clock tower electricity
EDF Energy 1 Ltd	73.69	Clock tower electricity
Nether Stowey Village Hall	21.00	Major Projects meeting 15 Nov 2010
Wibble Farm Nurseries	50.00	Christmas Tree
D & K Buller	734.38	Christmas Lights
Blachere Illuminations UK Ltd	1416.19	Christmas Lights
Southern Installations Management Company Ltd	117.50	Christmas Lights
Quantock Players	25.00	May Fair advert
Society of Local Council Clerks	280.00	Annual Subscription
A Ensor	39.22	Postage £32.00 Office Supplies £7.22
Payroll Expenses	1509.38	Salaries PAYE/NI
Total	£4,446.40	

The above expenditure was **approved** and (any) two of the authorised signatories were **instructed** to sign the relevant cheques.

FA-0038 Correspondence Received

There was no correspondence to report

FA-0039 Date of Next Meeting

It was agreed that the next meeting of the Committee would be held on Monday 7 February 2011.

The meeting closed at 9.00pm

APPROVED BUDGET 2011-2012

Account Code	Account	2009/2010 Actual	2010/2011 Projected	Projected Balance at 31.03.2011	Proposed Budget 2011/12	Notes
Parish Office						
10001	Office Equipment	2,312.50	60.00	0.00	500.00	contingency for office move
10002	Parish Council Office Rent	2,100.00	2,000.00	0.00	2,750.00	assumes increase in rent from 01.07.2011
10003	Postage	129.94	116.26	0.00	150.00	allows for increase in postage rates
10004	Stationery, printing	817.93	949.57	0.00	950.00	based on current year
90012	Printing & Copying	0.00	-110.47	0.00	-100.00	based on current year
10005	Telephone & Internet	712.26	614.58	0.00	550.00	includes £100 contingency for office move
Staff Costs						
20002	Recruitment		0.00	0.00	250.00	allows for change in clerk
20003	Salaries	17,865.17	17,634.24	0.00	20,400.00	allows for 2 month handover & 1% pay rise
20004	Staff Expenses	0.00	0.00	0.00	0.00	
20005	Staff Training	54.00	262.20	0.00	250.00	allows for new clerk
Administration & Finance						
30001	Audit Fees	460.00	535.00	0.00	550.00	based on current year
30002	Bank Charges	0.00	0.00	0.00	0.00	based on current year
30003	Chairman's Honorarium	175.00	175.00	0.00	175.00	based on current year
30004	Councillors' Expenses	0.00	0.00	0.00	0.00	
30005	Councillors' Training	0.00	110.00	0.00	150.00	allows for new cllrs following election
30007	Insurance	1,052.73	1,144.02	0.00	1,200.00	allows for increase in premium rates
30008	Statutory Fees	35.00	35.00	0.00	35.00	
30009	Subscriptions	483.30	500.00	0.00	500.00	based on current year
30010	Venue Hire	19.00	91.96	0.00	25.00	assumes use of library for meetings
30011	Wayleaves	0.00	30.00	0.00	0.00	
90017	Interest Received	-1.35	0.00	0.00	0.00	no income assumed
90009	Miscellaneous Grants Received	0.00	-2,500.00	0.00	0.00	no income assumed
Cemetery						
40001	Cemetery Equipment	0.00	0.00	0.00	0.00	overall cemetery budget shows saving of £130 on 2010/11 budget
40002	Cemetery Rates	203.70	161.38	0.00	170.00	
40003	Maintenance	2,326.00	2,348.75	0.00	2,400.00	
40004	Pest Control	0.00	0.00	0.00	50.00	contingency
90006	Cemetery Income	-3,965.09	-1,969.73	0.00	-2,100.00	assumes 10% increase in charges
Community Services						
50002	Allotment Expenditure	-100.00	200.00	0.00	100.00	accounts balance out
90002	Allotment Income	0.00	-100.00	0.00	-100.00	
50007	Parish Council Newsletter	0.00	377.80	0.00	600.00	assumes 4 newsletters in year
50010	Nether Stowey Village Trail Booklet	0.00	262.50	0.00	0.00	assumed income covers print costs
90016	Village Trail Booklet Income	0.00	-118.00	0.00	0.00	

Account Code	Account	2009/2010 Actual	2010/2011 Projected	Projected Balance at 31.03.2011	Proposed Budget 2011/12	Notes
Nether Stowey Library						
	Staff costs	0.00	0.00	0.00	2,200.00	support cost of library for period 01.01.2012 to 31.03.2012 - based on current costs allowing for 12 hrs per week professional staff
	Rates	0.00	0.00	0.00	1,000.00	
	Heat & Light	0.00	0.00	0.00	600.00	
	Water	0.00	0.00	0.00	50.00	
	Cleaning	0.00	0.00	0.00	700.00	
	Miscellaneous	0.00	0.00	0.00	250.00	
	Establishment of NSCO	0.00	0.00	0.00	1,500.00	provision to cost of setting up new voluntary body to take over library
Village Maintenance						
60001	A39 Verge	175.00	146.50	0.00	150.00	overall maintenance budget shows saving of £1,400 on 2010/11 budget
60002	CCTV	0.00	0.00	0.00	100.00	contingency
60003	Clock Tower Mtce / Electricity	771.53	891.04	0.00	1,650.00	allows for repairs to clock
60004	General Maintenance	1,105.95	223.25	0.00	400.00	
60005	Old Gaol	28.74	0.00	0.00	50.00	contingency
60006	Palmers Path	187.50	302.00	0.00	300.00	
60007	Public Seating	297.00	225.00	0.00	250.00	
60008	South Lane Footpath	173.50	105.00	0.00	100.00	
	Mount Road Verge	136.00	0.00	0.00	0.00	
	Dog Bins	0.00	0.00	0.00	150.00	allows for take over from SDC
	A39 wood	0.00	0.00	0.00	750.00	allows for take over from SCC
	Millennium Wood	12.50	0.00	0.00	300.00	allows for take over from SCC
90003	Amenity Grant Received	-432.58	0.00	0.00	0.00	
Castle Street Toilets						
70001	Castle Street Toilets Cleaning	2,162.00	1,530.00	0.00	2,250.00	assumes toilets open 12 months
70002	Castle Street Toilets Power	1,807.04	452.19	0.00	600.00	
70003	Castle Street Toilets Rates	-842.40	424.53	0.00	450.00	
70004	Castle Street Toilets Repairs & Mtce	0.00	248.00	0.00	250.00	
70005	Castle Street Toilets Sewerage	155.18	182.26	0.00	275.00	
70006	Castle Street Toilets Water	144.88	171.27	0.00	250.00	
90005	Castle Street Toilets Support	-3,631.00	-500.00	0.00	0.00	
Grants						
80001	Miscellaneous Grants	100.00	200.00	0.00	200.00	based on current year
80003	Playing Field	3,950.29	1,800.00	0.00	1,500.00	£300 saving on 2010/11 budget
80004	Transport	275.00	325.00	0.00	250.00	
80005	Village Hall	1,150.00	1,200.00	0.00	900.00	assumes use of library for meetings

Account Code	Account	2009/2010 Actual	2010/2011 Projected	Projected Balance at 31.03.2011	Proposed Budget 2011/12	Notes
Ring Fenced Accounts & Reserves						
20001	Payroll Reserve		0.00	2,841.22	400.00	to cover contractual retirement payment
30006	Elections		0.00	750.00	250.00	parish elections May 2011
50001	Active Living	586.38	525.79	1,957.44	100.00	£50 saving on current year budget
90001	Active Living Income	-1,152.77	-1,217.55	0.00	0.00	
50004	Christmas Tree & Lights	-160.46	1,444.44	274.79	0.00	expenditure funded by public subscription
90007	Christmas Tree & Lights Income		-1,488.08	0.00	0.00	
50006	Oral History	753.80	97.09	349.11	0.00	
90010	Oral History Income	-1,200.00	0.00	0.00	0.00	
50008	Parish Plan		0.00	771.19	0.00	
50009	Youth Services	-11.38	150.00	226.66	100.00	£50 saving on current year budget
90014	Youth Council Income		0.00	0.00	0.00	
50003	CANS	300.46	520.00	2,276.40	0.00	expenditure funded by public subscription
90004	CANS Income		0.00	0.00	0.00	
	May Fair 2009	1,235.44	0.00	0.00	0.00	self financing
50005	May Fair 2010/11	-1,305.26	1,014.74	1,130.93	0.00	
90008	May Fair 2010/11 Income	0.00	-840.41	0.00	0.00	
90015	May Fair Raffle 2010	0.00	-457.50	0.00	0.00	CANS income
80002	Pavilion Project	20.63	1,535.48	0.00	0.00	assumes release of balance of grant
	General Reserve		0.00	11,819.68	0.00	
Total Net Expenditure For Year		31,473.06	32,020.10	22,397.42	47,730.00	
90013	VAT Paid	1,251.73	956.37	0.00	1,100.00	less VAT refund to be negotiated
Total Expenditure for Year		32,724.79	32,976.47		48,830.00	
90011	Precept	34,500.00	35,825.00		47,000.00	31.19% increase
	Net Expenditure for Year	-1,775.21	-2,848.53		1,830.00	max expenditure to maintain £10K minimum general reserve is £1,819
	Total Balances	18,127.22		22,397.42	20,567.42	Projected at 31 March 2012
	Precept Increase on Previous Year (£)	1,500.00	1,325.00		11,175.00	
	Precept Increase on Previous Year (%)	4.55%	3.84%		31.19%	inflation for 12 months to November 2010 was 4.9%
	Tax Base (Band D property)	572.94	566.64		569.86	
	Precept per Band D property	60.22	63.22		82.48	equivalent to £1.59 per week
	Increase per Band D property (£)	3.18	3.01		19.25	equivalent to 37p per week
	Increase per Band D property (%)	5.57%	5.00%		30.45%	