

**MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING**  
**HELD ON MONDAY 11 JULY 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

**In attendance:**  
County Cllr John Edney  
Chairman of CANS Mary Roberts  
Parish Clerk Ainslie Ensor  
1 Member of the public

**3969 Apologies**

Apologies were received from District Cllr Pay.

**3970 Minutes of Previous Meetings**

The Minutes of the Parish Council meeting held on 13 June 2011 were **approved** and signed by the Chairman.

**3971 Committee Meeting Minutes**

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

- (i) Finance & Audit Committee: 6 July 2011 (draft)
- (ii) Planning Committee 6 July 2011 (draft)

**3972 Parish Office**

The Clerk reported that, pursuant to Minute 3959 (13 June 2011), he had spoken to Somerset County Council and had confirmed that they did not anticipate any impediments to the Parish Office moving into the library building on a "Tenancy at Will". However, the matter would have to go to SCC property/legal services and realistically it would be September before the necessary paperwork would be completed. The Clerk had investigated the costs and timing of any move and had determined that it would need four weeks notice to transfer the telephone / internet connection and that the estimated cost of the move would be about £450 plus VAT. The position was **noted**.

**3973 Nether Stowey Library**

The Clerk reported that, pursuant to Minute 3960, a meeting of those persons who had volunteered to assist with the establishment of a community organisation to take over the library had been arranged for 12 July; the objective of the meeting being the establishment of a Steering Committee. Somerset County Council had now provided a draft service level

agreement for the community operation of the library but, to date, no information about the transfer of the property had been provided. The County Council had requested that they received confirmation that the community were prepared to take over the library by 30 September. Therefore, it was proposed that the Steering Committee be asked to provide, by 16 September 2011, a written report with a recommendation as to whether or not it felt that it could proceed with the proposal and outlining the level of support it would be looking for from the Parish Council in the future. A special Parish Council meeting could then be held on 26 September to consider the matter.

The Terms of Reference for the Steering Committee, a copy of which is appended to these minutes, were **agreed**.

### **3974 Hinkley C Consultation**

The Clerk reported that EDF Energy had issued a further Pre Application Consultation on proposed changes to the preferred proposals including M5 junction 24 and highway improvements in the Bridgwater area. It was **agreed** that the response should be that the Council could not comment on the proposals without being provided with detailed evidence to support them.

### **3975 Reports**

CANS The Chairman of CANS reported on the meeting held on 22 June. There was a discussion about Terms of Reference for Project Groups, which were agreed. An update was given on the War Memorial Project. Martin Carpenter had volunteered to take over as May Fair organiser. There was no action to report on the Old Orchard project or on Youth Activities.

Hinkley Point SSG & Forum Cllr Malcolm Hogg reported on the recent meeting of the Site Stakeholder Group and Forum. The main issue of discussion at the forum was traffic.

Coleridge Cottage Cllr Greig reported that the works to the Cottage were coming to an end. The major building work would finish on 15 July after which the property would be deep cleaned and dressed. It was expected to reopen to the public at the end of August. There would be an official opening in due course and a visit by Simon Jenkins (National Trust Chairman).

### **3976 Highways**

The following items were noted:

- Cllr Booth raised the need for a safe footpath from Lime Street to the school.

### **3977 District Council Liaison**

Cllr Edney gave details of the meeting at West Somerset Council on 28 July that would consider EDF Energy's Hinkley Point C Preliminary Works planning application.

### **3978 Correspondence**

Correspondence received included:

- Various Residents A petition signed by 202 people regarding the planning application ref 36/11/00007 had been received and forwarded to Sedgemoor DC
- Sedgemoor DC Notification that application 36/11/00007 would be considered by the Development Committee on 19 July. It was agreed that the Clerk send a briefing note to District and County Cllrs

- Sedgemoor DC representing Nether Stowey and that Cllr Malcolm Hogg attend the meeting and speak on behalf of the Parish Council.
- Parishioner Update on matters relating to Hinkley Point C  
Complaint re diversion of waters in the brook in St Mary Street. The Clerk had met with Richard Dunn of Sedgemoor DC who will take the matter up with the Environment Agency and write with suggestions as to how the matter could be dealt with.

**3979 Forthcoming Meetings and Events**

Tuesday	12 July	Public Meeting Re Library	Library	7.00pm
Tuesday	19 July	SDC Development Committee	Bridgwater House	9.30am
Wednesday	20 July	CANS	Village Hall	7.00pm
Thursday	21 July	Special Meeting of Quantock Cluster re Hinkley C	Village Hall	7.00pm
Tuesday	23 August	Quantock Cluster meeting	Broomfield	6.45pm
Monday	5 September	Finance & Audit Committee	parish office	7.00pm

**3980 Date of Next Meeting**

- Monday 11 September 2011 at 7.00pm in the Village Hall.

The meeting closed at 9.00pm

## **NETHER STOWEY LIBRARY STEERING COMMITTEE TERMS OF REFERENCE**

### **1. Introduction**

- 1.1 On 15 December 2010 Somerset County Council announced that it was proposing to cease funding Nether Stowey Library. On 16 February 2011 Somerset County Council confirmed the decision to cut the library budget. On 25 May 2011 the decision to cease County Council funding of Nether Stowey Library with effect from 1 April 2012 was confirmed.
- 1.2 On 17 January 2011, following public consultation and a public meeting, Nether Stowey Parish Council resolved to support continuation of Nether Stowey Library as a Community Library. To this end Nether Stowey Parish Council has resolved to promote (*support*) the formation of a new Nether Stowey Community Organisation (NSCO) to assume the funding of the library and the management of the library building.
- 1.3 The Nether Stowey Community Library Steering Committee (the Steering Committee) is being formed to progress matters up to the point that the new NSCO is established (the project).

### **2. Purpose of the Steering Committee**

- 2.1 The Steering Committee is being established to undertake the following roles:
  - (i) To consider the future operation of Nether Stowey Library as a community run library linked to the County Library service.
  - (ii) To consider the operation of the library building as a community building.
  - (iii) To consider in detail all documents issued by Somerset County Council in connection with the proposed change in status of the library.
  - (iv) To report to Nether Stowey Parish Council on all the above matters and to advise the Parish Council whether or not it considers the proposed community library is viable.
  - (v) In conjunction with Nether Stowey Parish Council to make the final decision as to whether to proceed with the project.
  - (vi) To consider the most appropriate legal status for the proposed NSCO and to advise the Parish Council thereupon.
  - (vii) Working with the Parish Council, to negotiate the nature and detailed terms of the acquisition of the library building from Somerset County Council.
- 2.2 It is expected that, if the project proceeds, the Steering Committee will become the management (governing) body for the new NSCO. However, membership of the Steering Committee does not commit a person to becoming part of the management of the NSCO.
- 2.3 The Steering Committee may at its own discretion seek to raise funds (by way of donations or grant aid) to assist the project. Subject to sections 3 and 4 below the Steering Committee will be responsible for accounting for any such funds raised.
- 2.4 The Steering Committee may approach members of the public, Parish Councils, and any other bodies it considers appropriate, in the area served by Nether Stowey Library to obtain information and support for the project.

### **3. Limitation**

- 3.1 The Steering Committee does not have the power to make any financial or other commitment on behalf of the Nether Stowey Parish Council.

#### **4. Parish Council Support**

- 4.1 Nether Stowey Parish Council will support the project by the provision of the following:
- (i) Assisting in liaison and any negotiations with Somerset County Council with regard to the project.
  - (ii) The provision of general and administrative advice and support.
  - (iii) Printing and copying documents connected with the project.
  - (iv) The use of the Parish Office as an official address for the project.
  - (v) Funding external consultants to advise on the nature and legal status of the NSCO, and any other appropriate matters connected with the project, subject to any such expenditure being approved by the Parish Council in advance and limited to the amounts included in the approved Parish Council budget for 2011/2012.
- 4.2 Neither Nether Stowey Parish Council nor its officers are able to provide formal legal or other advice to the Steering Committee or the NSCO with regard to (a) the legal format of the NSCO or (b) any lease or other legal agreement to be entered into with Somerset County Council.

#### **5. Membership**

- 5.1 Membership of the Steering Committee is voluntary and open to any individual with an interest in the continuation of Nether Stowey Library.
- 5.2 In view of the expectation that, if the project proceeds the Steering Committee will become the management (governing) body for the new NSCO, members of the Steering Committee should be able to hold office of a registered charity and or a limited company.
- 5.3 Two members of the Steering Committee will be nominated by Nether Stowey Parish Council.
- 5.4 The Steering Committee shall consist of not less than 6 people.

#### **6. Officers**

- 6.1 The Steering Committee will have the following officers:
- (i) Chairman
  - (ii) Vice Chairman
  - (iii) Treasurer
  - (iv) Secretary
  - (v) Library Co-ordinator
  - (vi) Training Co-ordinator
- 6.2 Officers will be elected by the Steering Committee

#### **7. Meetings**

- 7.1 The Secretary of the Steering Committee will give at least three days notice of each meeting of the Steering Committee to the following:
- (i) All members of the Steering Committee (such notice may be issued via email).
  - (ii) Nether Stowey Parish Council (by notice to the Clerk to the Parish Council).
  - (iii) The general public (by a calling notice on the Parish notice board on the Cross).
  - (iv) Any other bodies the Steering Committee considers appropriate.
- 7.2 The quorum for a meeting of the Steering Committee shall be the greater of 4 people or one half of the current membership of the Committee.

7.3 All decisions relating to the project, including approval of all external communications, shall be made at meetings of the Steering Committee convened in accordance with 7.1 above and approved by a simple majority of those members of the Steering Committee present. In the event of a tie the Chairman shall have a casting deciding vote.

7.4 All meetings of the Steering Committee will be open to members of the public.

**8. Reporting Arrangements**

8.1 The Secretary of the Steering Committee shall prepare minutes of all meetings of the Committee showing the persons present, the matters discussed and actions agreed.

8.2 Within 7 calendar days of the meeting copies of the said minutes shall be delivered to the following:

- (i) All members of the Steering Committee
- (ii) Nether Stowey Library (for public display)
- (iii) Nether Stowey Parish Council (by delivery to the Clerk to the Parish Council)
- (iv) Any other persons or bodies that the Steering Committee considers appropriate.

**AEE/G950/12.07.2011**

**MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE**  
**HELD ON WEDNESDAY 6 JULY 2011 AT 7.20PM**  
**IN THE PARISH OFFICE**

**Present:** Parish Councillors: Robert Booth (Chairman)  
 Rita Corbett  
 Malcolm Hogg  
 Peter Greig

**In attendance:**  
 Parish Councillor Margaret Hogg  
 Parish Councillor Pat Pardoe  
 Parish Clerk Ainslie Ensor

**FA-0077 Apologies**

Apologies were received from Cllr Tony Rich (another meeting), the absence was **approved**.

**FA-0078 Minutes of Previous Meeting**

The minutes of the meeting held on 4 June 2011 were **approved** as a true record and signed by the Chairman.

**FA-0079 Income and Expenditure Report**

The Clerk presented the income and expenditure report for June 2011, a copy of which is appended to these minutes, and answered question thereupon. The report was **accepted**.

**FA-0080 Expenditure**

Expenditure incurred since the Committee meeting of 6 June 2011

<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Nether Stowey Village Hall	118.00	May Fair £61 Venue Hire £57
G Bickers	445.00	Cemetery Mtce £243.00 Toilets Cleaning £175.00 Village Mtce £27.00
May Gurney Ltd	24.00	Office Recycling
June Payroll Expenses	1,491.28	June Salaries/PAYE/NI
Susan Sherry	250.00	Internal Audit Fee 2010/11
Quantock Active Living	1,022.55	£922.55 balance held at 31 March plus £100 grant for 2011/12
Smith of Derby Ltd	1,107.00	Clock refurbishment 1 <sup>st</sup> Payment
A Ensor	36.04	Postage £30.60, Cluster Meeting £2.94 Parking (SDC) £2.50
Clarity Copiers (Western) Ltd	224.64	Toner (2)
EDF Energy Customers plc	15.00	Clock Tower Electricity
July Payroll Expenses	1,491.28	July Salaries/PAYE/NI
August Payroll Expense	1,491.28	August Salaries/PAYE/NI
<b>Total</b>	<b>£7,715.77</b>	

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

**FA-0081      Review of Risk Management & Insurance Cover**

The Committee undertook a review of the various risks faced by the Parish Council and the controls and insurance in place to control the risks and mitigate their impact. The following was **agreed**:

- (i) To obtain estimates of rebuilding costs for the clock tower from local stone masons
- (ii) To review the insurance cover for the clock mechanism in the Clock Tower; the Clerk to request the current insurers to provide further information on premiums
- (iii) The Clerk to implement off site data back-up of the office computers

It was further **agreed** that the Clerk would draft a comprehensive risk assessment based on the review carried out by the Committee and present it to a future meeting for approval by the Committee.

**FA-0082      Correspondence**

The Clerk stated that there was no correspondence to report.

**FA-0083      Date of Next Meeting**

The next meeting of the Committee will be held on Monday 5 September 2011 at 7.00pm in the Parish Office.

The meeting closed at 9.20pm



Monthly Financial Report June 2011

Account Code	Account	Balance at 31.03.2011	Budget 2011/2012	Total 2011/2012	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Total to 30 June 2011	Balance
<b>Parish Office</b>												
10001	Office Equipment	0.00	500.00	500.00							0.00	500.00
10002	Parish Council Office Rent	0.00	2,750.00	2,750.00	333.33		186.67				520.00	2,230.00
10003	Postage	0.00	150.00	150.00	25.16	18.81					43.97	106.03
10004	Stationery, printing	0.00	950.00	950.00	176.40	175.86	64.34				416.60	533.40
90012	Printing & Copying	0.00	-100.00	-100.00	-19.89	-8.40					-28.29	-71.71
10005	Telephone & Internet	0.00	550.00	550.00	26.46	73.38	28.42				128.26	421.74
<b>Staff Costs</b>												
20001	Payroll Reserve	2,833.81	400.00	3,233.81							0.00	3,233.81
20002	Recruitment	0.00	250.00	250.00							0.00	250.00
20003	Salaries	0.00	20,400.00	20,400.00	1,491.28	1,491.28	1,491.28				4,473.84	15,926.16
20005	Staff Training	0.00	250.00	250.00			75.00				75.00	175.00
<b>Administration &amp; Finance</b>												
30001	Audit Fees	0.00	550.00	550.00							0.00	550.00
30003	Chairman's Honorarium	0.00	175.00	175.00							0.00	175.00
30005	Councillors' Training	0.00	150.00	150.00							0.00	150.00
30006	Elections	750.00	250.00	1,000.00							0.00	1,000.00
30007	Insurance	0.00	1,200.00	1,200.00		1,256.27					1,256.27	-56.27
30008	Statutory Fees	0.00	35.00	35.00							0.00	35.00
30009	Subscriptions	0.00	500.00	500.00							0.00	500.00
30010	Venue Hire	0.00	25.00	25.00	19.00	57.00	38.00				114.00	-89.00
90011	Precept	0.00	-47,000.00	-47,000.00		-23,500.00					-23,500.00	-23,500.00
90009	Miscellaneous Grants	3,700.00	0.00	3,700.00							0.00	3,700.00

Nether Stowey Parish Council

Account Code	Account	Balance at 31.03.2011	Budget 2011/2012	Total 2011/2012	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Total to 30 June 2011	Balance
<b>Cemetery</b>												
40002	Cemetery Rates	0.00	170.00	170.00	62.57	63.00					125.57	44.43
40003	Maintenance	0.00	2,400.00	2,400.00	229.50	243.00	243.00				715.50	1,684.50
40004	Pest Control	0.00	50.00	50.00							0.00	50.00
90006	Cemetery Income	0.00	-2,100.00	-2,100.00	-690.00		-280.00				-970.00	-1,130.00
<b>Community Services</b>												
50001	Active Living	922.55	100.00	1,022.55							0.00	1,022.55
50002	Allotment	0.00	100.00	100.00							0.00	100.00
90002	Allotment Rental	0.00	-100.00	-100.00							0.00	-100.00
50003	CANS	2,007.40	0.00	2,007.40	19.00	0.91	20.90				40.81	1,966.59
50004	Christmas Tree & Lights	224.79	0.00	224.79							0.00	224.79
50005	May Fair 2011	1,636.09	0.00	1,636.09	183.63	606.91	61.00				851.54	784.55
90008	May Fair 2011 Income	0.00	0.00	0.00	-498.00	-125.80					-623.80	623.80
50006	Oral History	349.11	0.00	349.11							0.00	349.11
50007	Parish Council Newsletter	0.00	600.00	600.00							0.00	600.00
50008	Parish Plan	771.19	0.00	771.19							0.00	771.19
50009	Youth Services	226.66	100.00	326.66							0.00	326.66
50010	Nether Stowey Village Trail Booklet	0.00	0.00	0.00							0.00	0.00
90016	Village Trail Booklet Income	0.00	0.00	0.00	-1.00	-7.00	-6.00				-14.00	14.00
<b>Nether Stowey Library</b>												
	Staff Costs	0.00	2,200.00	2,200.00							0.00	2,200.00
	Rates	0.00	1,000.00	1,000.00							0.00	1,000.00
	Heat & Light	0.00	600.00	600.00							0.00	600.00
	Water	0.00	50.00	50.00							0.00	50.00
	Cleaning & Refuse	0.00	700.00	700.00							0.00	700.00
	Miscellaneous	0.00	250.00	250.00							0.00	250.00
	Establishment of Community Organisation	0.00	1,500.00	1,500.00							0.00	1,500.00

Account Code	Account	Balance at 31.03.2011	Budget 2011/2012	Total 2011/2012	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Total to 30 June 2011	Balance
<b>Village Maintenance</b>												
60001	A39 Verge	0.00	150.00	150.00	12.75	13.50	13.50				39.75	110.25
60002	CCTV	0.00	100.00	100.00							0.00	100.00
60003	Clock Tower Maintenance & Electricity	0.00	1,650.00	1,650.00	332.99						332.99	1,317.01
60004	General Maintenance	0.00	400.00	400.00							0.00	400.00
60005	Old Gaol	0.00	50.00	50.00							0.00	50.00
60006	Palmers Path	0.00	300.00	300.00		13.50	13.50				27.00	273.00
60007	Public Seating	0.00	250.00	250.00							0.00	250.00
60008	South Lane Footpath	0.00	100.00	100.00							0.00	100.00
60009	Dog Bins	0.00	150.00	150.00		69.50					69.50	80.50
	A39 Wood	0.00	750.00	750.00							0.00	750.00
	Millennium Wood	0.00	300.00	300.00							0.00	300.00
<b>Castle Street Toilets</b>												
70001	Castle Street Toilets Cleaning	0.00	2250.00	2250.00	166.00	175.00	175.00				516.00	1734.00
70002	Castle Street Toilets Power	0.00	600.00	600.00			94.73				94.73	505.27
70003	Castle Street Toilets Rates	0.00	450.00	450.00							0.00	450.00
70004	Castle Street Toilets Repairs & Mtce	0.00	250.00	250.00							0.00	250.00
70005	Castle Street Toilets Sewerage	0.00	275.00	275.00			48.99				48.99	226.01
70006	Castle Street Toilets Water	0.00	250.00	250.00			40.69				40.69	209.31
<b>Grants</b>												
80001	Miscellaneous Grants	0.00	200.00	200.00							0.00	200.00
80003	Playing Field	0.00	1,500.00	1,500.00							0.00	1,500.00
80004	Transport	0.00	250.00	250.00							0.00	250.00
80005	Village Hall	0.00	900.00	900.00							0.00	900.00
	General Reserve	9,635.15	0.00	9,635.15							0.00	9,635.15

Account Code	Account	Balance at 31.03.2011	Budget 2011/2012	Total 2011/2012	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Total to 30 June 2011	Balance
<b>Total Net Expenditure For Year</b>		<b>23,056.75</b>	<b>730.00</b>	<b>23,786.75</b>	<b>1,869.18</b>	<b>-19,383.28</b>	<b>2,309.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-15,205.08</b>	<b>38,991.83</b>
<b>90013</b>	VAT Paid	0.00	1,100.00	1,100.00	116.31	103.74	27.67				<b>247.72</b>	852.28
<b>Total Expenditure for Year</b>		<b>23,056.75</b>	<b>1,830.00</b>	<b>24,886.75</b>	<b>1,985.49</b>	<b>-19,279.54</b>	<b>2,336.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-14,957.36</b>	<b>39,844.11</b>
	Current Account	22,062.74			1,985.49	-19,279.54	2,336.69	0.00	0.00	0.00	<b>37,020.10</b>	
	Deposit Account	994.01									<b>994.01</b>	
	<b>Total</b>	<b>23,056.75</b>			<b>1,985.49</b>	<b>-19,279.54</b>	<b>2,336.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,014.11</b>	

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE**  
**HELD ON WEDNESDAY 06 JULY 2011 AT 7.00pm**  
**IN THE PARISH OFFICE**

**Present:** Parish Councillors: Malcolm Hogg (Chairman)  
Robert Booth  
Rita Corbett  
Peter Greig  
Margaret Hogg  
Pat Pardoe

**In attendance:**  
Parish Council Clerk Ainslie Ensor

**P-0036 Apologies**

Apologies were received from Cllr Tony Rich (another meeting) and Cllr John Roberts (business). The absences were **approved**.

**P-0037 Election of Chairman**

Cllr Malcolm Hogg was **elected** Chairman of the Committee for the council year 2011/12.

**P-0038 Minutes of Previous Meetings**

The minutes of the Committee meeting held on 11 May 2011 were **approved** and signed by the Chairman.

**P-0039 Planning Applications**

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

(a) The following response was **agreed**.

- |     |                  |   |
|-----|------------------|---|
| (i) | Application Ref: | 36/11/0015  |
|     | Address:         | 6 Stogursey Lane  |
|     | Proposal:        | Erection of first floor and part two storey, side extension and single storey rear extension.   |
|     | Applicant:       | Mr & Mrs A Jeffery  |
|     | Response:        | Support – the proposed extension is in keeping with the existing property and the street scene and will not have any detrimental impact on neighbouring properties. |

Cllr Booth rejoined the meeting.

(b) The following responses, agreed prior to the meeting via e-mail, were **approved**.

- |      |                  |  |
|------|------------------|--|
| (ii) | Application Ref: | 36/11/00013  |
|      | Address:         | Coleridge Cottage, 35 Lime Street  |
|      | Proposal:        | Carry out internal repairs, improvements and alterations to casement window in kitchen and relaying of original cobbles in rear courtyard. |
|      | Applicant:       | National Trust   |

Response: Support – the Parish Council wholeheartedly supports the repairs and other works to this important historic building.

(iii) Application Ref: 36/11/00014  
Address: Telephone Exchange, Banneson Road  
Proposal: Replacement of glazed windows with aluminium louvers to two windows to north elevation and two sections of glazing from a window to south elevation  
Applicant: British Telecom  
Response: No Objections.

(iv) Application Ref: 36/11/00016  
Address: 53 Castle Street  
Proposal: Repair and draught-proof 6 sash windows and 2 doors to front elevation  
Applicant: Mr I Clarke  
Response: Support – no adverse impact on visual appearance of listed building or the area.

**P-0040**      **Date and Times of Next Meeting**

To be arranged.

The meeting closed at 7.20pm