

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 17 OCTOBER 2011 AT 7.00pm
IN THE PARISH OFFICE

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

In Attendance:
District Councillor Mike Caswell
Parish Clerk Ainslie Ensor
Chairman Nether Stowey
Library Steering Group Ian Clarke
1 Member of the Public

3992 Apologies

Apologies were received from Cllr Roberts (business) and Cllr Youe (business). The Clerk reported that Cllr Youe had informed him that she was engaged on a 10 week work related course which took place on a Monday evening. The absences were **approved** and it was **agreed** that Cllr Youe be granted a leave of absence until 31 December 2011. Apologies were also received from District Councillor Pay and County Councillor Edney who were attending other meetings.

3993 Declarations of Interest

Cllr Greig declared a personal interest in Agenda Item 5 (minute 3997) as a Parish Council representative on the Nether Stowey Library Steering Group.

3994 Minutes of Previous Meetings

The Minutes of the Parish Council meetings held on 11 July 2011, 5 September 2011 and 9 September 2011 were **approved** as a true record and signed by the Chairman.

3995 Committee Meeting Minutes

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

- (i) Planning Committee, 3 October 2011 (draft)
- (ii) Finance & Audit Committee, 3 October 2011 (draft)

3996 Nether Stowey United Charity

The Clerk reported that Mrs Doreen Day, one of the Parish Council nominated Trustees had resigned due to ill health. It, therefore, fell to the Parish Council to nominate a person to fill the vacancy.

It was **agreed** that Mrs Sandra J Linford be nominated to serve as a Trustee of Nether Stowey United Charity and that Mrs Day be thanked for her service to the village.

3997 Nether Stowey Library

The Clerk reported that on 21 September 2011 the Nether Stowey Library Steering Group, which was established by the Parish Council to examine the feasibility of the community taking over the running and funding of Nether Stowey Library, submitted its draft Business Plan. The Steering Group had concluded that the proposition, subject to the completion of detailed negotiations with Somerset County Council, was viable. The Chairman of the Steering Group explained that the three outstanding areas of negotiation with Somerset County Council were the lease for the premises, the service level agreement for the operation of the library and the data processing agreement. Representatives of the Steering Group would be meeting with Somerset County Council on 18 October to discuss these matters. He indicated that the legal format of the new community organisation had also yet to be finalised. He also stressed that, as indicated in the Business Plan, financial support from the Parish Council was vital. The Parish Council thanked Mr Clarke and the members of the Steering Group for all the work they had put into the project and **agreed** that:

- (i) the Parish Council endorses the Business Plan as a basis for further detailed negotiations between the Steering Group and Somerset County Council
- (ii) upon the conclusion of the detailed negotiations with Somerset County Council the Steering Group be requested to submit a further report to the Parish Council
- (iii) the Clerk to prepare a detailed assessment of the projected costs (to the Parish Council) of the project, to be submitted to the Finance & Audit Committee as part of the 2012/13 budget preparation.

3998 Sedgemoor Core Strategy

The Clerk reported that following the public hearings for the Examination of the Sedgemoor Core Strategy Development Plan, at which Cllr Greig gave evidence on behalf of the Parish Council, the Inspector had issued his report to Sedgemoor District Council. Following a number of changes made during and as a result of the examination, the Inspector found the Core Strategy to be sound and it had now been formally adopted by the District Council. The main issue for the Parish Council was to ensure that the Core Strategy had sufficient flexibility to enable the village to grow in accordance with local needs. The Parish Council input is referred to in paragraph 20 of the Inspector's Report. The overall changes agreed by the Inspector provide a flexible basis for future planning and will enable the Nether Stowey Parish Plan to include reference to the need for future appropriate affordable and market housing development outside the existing settlement boundary and still be in compliance with the Core Strategy.

It was **agreed** that the Parish Council notes and welcomes the changes made to the Sedgemoor Core Strategy during the Examination process, which it is considered will allow Nether Stowey as a Key Rural Settlement to grow in accordance with local needs and priorities.

The Parish Council recorded its thanks to Cllr Greig for his work in connection with the public hearings.

3999 District Council Liaison

Cllr Caswell reported that he had been contacted by a parishioner with regard to a planning enforcement matter he would arrange a meeting with the Chairman and Clerk to discuss the matter. He agreed to follow up the recent meeting at Cannington Village Hall between Parish Council representatives and the MP with regard to highway infrastructure and Hinkley C.

4000 Highways

The Clerk reported that as last winter highways were making salt available to Parish Councils. Cllr Hogg agreed to liaise with the Clerk to arrange collection from Dunball.

Concern was expressed about the amount and speed of traffic coming over the hills and through the village in the early morning. It was **agreed** that the Council write to Over Stowey Parish

Council and the JAC making them aware of the concerns and offering to co-operate in any initiatives they may consider appropriate.

4001 Reports

Planning Application 36/11/00020 - Cllr Malcolm Hogg reported that he attended the Sedgemoor Development Committee meeting on 11 October 2011 and spoke on behalf of the Parish Council opposing the application. The Committee approved the application.
Clock Tower – The Chairman reported that work to the Clock Tower was progressing.

4002 Correspondence

Correspondence received included the following:

- | From: | Subject: |
|---------------------------|--|
| • Christine Wright | re planning enforcement matter |
| • Somerset County Council | details of Somerset Electoral Review |
| • Boundary Commission | details of 2013 review of parliamentary constituencies |
| • Privy Council | Order in Council, closure of St Mary's Churchyard. |
| • Sedgemoor DC | details of proposed content of Local Impact Report |

4003 Forthcoming Meetings & Events

- | | | |
|---------------------------|---------------------------|-------------------------|
| • Tuesday 18 October 2011 | Councillor Training | Bridgwater House 6.30pm |
| • Monday 7 November 2011 | Finance & Audit Committee | Village Hall 7.00pm |

4004 Date of Next Meeting

- Monday 14 November 2011 Village Hall 7.00pm

The meeting closed at 8.25pm

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD ON MONDAY 3 OCTOBER 2011 AT 6.45PM
IN THE VILLAGE HALL

Present: Parish Councillors: Malcolm Hogg (Chairman)
Peter Greig
Margaret Hogg
Pat Pardoe
John Roberts
Tony Rich
John Roberts

In attendance:
Parish Council Clerk Ainslie Ensor
10 Parishioners

P-0045 Apologies

Apologies were received from Cllr Corbett (family commitment) and Cllr Youe (work). The absences were **approved**.

P-0046 Minutes of Previous Meetings

The Minutes of the Committee meeting held on 1 September 2011 were **approved** and signed by the Chairman. The Clerk reported that with regard to minute P-0043(a), application 36/11/00020 (South Lane) was to be considered by Sedgemoor's Development Committee on 11 October 2011 with a positive recommendation. It was **agreed** that Cllr Malcolm Hogg would attend that meeting and speak on behalf of the Parish Council.

P-0047 Planning Appeal

The Clerk reported that an appeal had been lodged in respect of application 36/11/00007 (South Lane) following its refusal by Sedgemoor DC. It was **agreed** that the Parish Council make written representation to the Planning Inspectorate on the lines of the original response to Sedgemoor DC; the Clerk to draft the submission in consultation with the Chairman of the Committee and another councillor.

P-0048 Planning Applications

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

- (i) Application Ref: 36/11/00023
Address: Castle Hill House, Castle Hill
Proposal: Ilex Oak (T3) reduce branch extending towards swimming pool by 25%
Applicant: Mrs J A Collins
Response: No objections
- (ii) Application Ref: 3/32/11/038
Address: Built Development Area East, Hinkley Point Power Station, Stogursey
Proposal: S73 application to vary Condition No. 1 of planning permission 3/32/10/025 dated 13 January 2011, to

extend the deadline for the completion of the development.
Applicant: NNB Generation Ltd (EDF Energy)
Response: The Parish Council has no observations to make on this application.

(b) The following response agreed prior to the meeting were **noted**.

(i) Application Ref: 36/11/00022
Address: The Old House, St Mary Street
Proposal: Replacement of existing window with timber doors to create external exit
Applicant: M M Scourfield
Response: The Parish Council supports the application, improves the impact and character no traffic issues.

P-0049 National Planning Policy Framework

The Clerk reported that the government had published, for consultation, a draft National Planning Policy Framework which would replace the existing Planning Policy Guidelines. The new policy framework was based on a presumption in favour of development, to encourage economic activity, and a number of conservation and other bodies had raised concerns about it. The Clerk commented that the new framework, together with the Localism Bill and the new Sedgemoor Core Strategy all reinforced the need for the Parish to have an adopted Parish Plan. It was **agreed** that the Parish Council would not comment on the draft framework.

P-0050 Date and Times of Next Meeting

To be arranged.

The meeting closed at 7.30pm

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 3 OCTOBER 2011 AT 7.30PM
IN THE VILLAGE HALL

Present: Parish Councillors: Robert Booth (Chairman)
Peter Greig
Malcolm Hogg
Tony Rich

In attendance:
Parish Councillor Margaret Hogg
Parish Councillor John Roberts
Parish Clerk Ainslie Ensor
Internal Auditor Susan Sherry

FA-0092 Apologies

Apologies were received from Cllr Corbett.

FA-0093 Minutes of Previous Meeting

The minutes of the meeting held on 1 September 2011 were **approved** as a true record and signed by the Chairman.

FA-0094 Internal Financial Controls and Audit

The Clerk reminded the Committee that responsibility for ensuring the Parish Council had adequate internal financial controls lay with elected councillors. The Parish Council was subject to The Accounts and Audit (England) Regulations 2011 which were reflected in the Council's own Financial Regulations. The Clerk proposed that the Parish Council prepared an Internal Financial Control document that set out procedures to be checked on a regular basis by elected councillors. The Internal Auditor stated that effective internal financial control started well before the accounts were prepared. Following discussion it was agreed that the Clerk, in consultation with the Internal Auditor, should prepare a draft document, covering cash handling, ordering and payment of goods and services, and checking of primary accounts records and bank records for consideration by the committee at a future meeting.

FA-0095 Income and Expenditure Report

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

FA-0096 Expenditure

Expenditure incurred since the Committee meeting of 1 September 2011

Cheque No	Payee	Amount	Details
102917	Quantock Players	25.00	Re-issue for uncashed cheque
102918	Viking Direct	221.21	Stationery supplies
102919	J Falla	28.80	Travel expenses to attend training courses

102920/1/2	Payroll Expenses	1,491.08	September salary/payee/ni
102923	G Bickers	1,011.00	Cemetery Mtce £486 Village Mtce £175 Toilets Cleaning £350
Total		£2,777.09	

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

FA-0097 Date of Next Meeting

The next meeting of the Committee will be held on Monday 7 November 2011 at 7.00pm, venue to be confirmed.

The meeting closed at 8.50pm

Financial Report for September 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 Sept 2011	Balance
Parish Office												
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		30.60			74.57	75.43
10004	Stationery, printing	0.00	950.00	950.00	176.40	175.86	64.34	271.09	105.16	180.77	973.62	-23.62
90012	Printing & Copying	0.00	-100.00	-100.00	-19.89	-8.40		-67.50	-7.55	-6.40	-109.74	9.74
10005	Telephone & Internet	0.00	550.00	550.00	26.46	73.38	28.42	26.53	26.52	27.74	209.05	340.95
Staff Costs												
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	2,982.56		1,491.28	8,947.68	11,452.32
20004	Staff travel and subsistence costs	0.00	0.00	0.00				2.50			2.50	-2.50
20005	Staff Training	0.00	250.00	250.00			75.00			28.80	103.80	146.20
Administration & Finance												
30001	Audit Fees	0.00	550.00	550.00			250.00	285.00			535.00	15.00
30003	Chairman's Honorarium	0.00	175.00	175.00				175.00			175.00	0.00
30005	Councillors' Training	0.00	150.00	150.00							0.00	150.00
30006	Elections	750.00	250.00	1,000.00					105.00		105.00	895.00
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	19.00	19.00		152.00	-127.00
90011	Precept	0.00	-47,000.00	-47,000.00		-23,500.00				-23,500.00	-47,000.00	0.00
90009	Miscellaneous Grants	3,700.00	0.00	3,700.00							0.00	3,700.00

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Cemetery												
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	540.00			1,255.50	1,144.50
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	-400.00	-175.00		-1,545.00	-555.00
Community Services												
50001	Active Living	922.55	100.00	1,022.55				1,022.55			1,022.55	0.00
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	19.00		3.50	63.31	1,944.09
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			25.00	876.54	759.55
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					6.83		6.83	-6.83
90016	Village Trail Booklet Income	0.00	0.00	0.00	-1.00	-7.00	-6.00		-11.00		-25.00	25.00
Nether Stowey Library												
	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
Village Maintenance												
60001	A39 Verge	0.00	150.00	150.00	12.75	13.50	13.50	13.50			53.25	96.75
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			937.50	10.20		1,280.69	369.31

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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	13.50		40.50	259.50	
60007	Public Seating	0.00	250.00	250.00						0.00	250.00	
60008	South Lane Footpath	0.00	100.00	100.00				40.00		40.00	60.00	
60009	Dog Bins	0.00	150.00	150.00		69.50			69.68	139.18	10.82	
	A39 Wood	0.00	750.00	750.00						0.00	750.00	
	Millennium Wood	0.00	300.00	300.00						0.00	300.00	
Castle Street Toilets												
70001	Castle Street Toilets Cleaning	0.00	2250.00	2250.00	166.00	175.00	175.00	175.00		691.00	1559.00	
70002	Castle Street Toilets Power	0.00	600.00	600.00			94.73	92.22		186.95	413.05	
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	
Grants												
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	
Total Net Expenditure For Year		23,056.75	730.00	23,786.75	1,869.18	-19,383.28	2,559.02	6,178.05	79.16	-21,679.63	-30,377.50	54,164.25
90013	VAT Paid	0.00	1,100.00	1,100.00	116.31	103.74	27.67	304.22	28.92	56.34	637.20	462.80
Total Expenditure for Year		23,056.75	1,830.00	24,886.75	1,985.49	-19,279.54	2,586.69	6,482.27	108.08	-21,623.29	-29,740.30	54,627.05
	Current Account	22,062.74			1,985.49	-19,279.54	2,586.69	6,482.27	108.08	-21,623.29	51,803.04	
	Deposit Account	994.01									994.01	
	Total	23,056.75			1,985.49	-19,279.54	2,586.69	6,482.27	108.08	-21,623.29	52,797.05	