

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 14 JANUARY 2013 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Peter Greig (Chairman)
Robert Booth
Malcolm Hogg
Margaret Hogg
Pat Pardoe
Teresa Youé

In Attendance: Parish Clerk Caro Slaymaker
Chair of CANS Mary Roberts
Avon & Somerset Police PCSO Georgina Long
4 Members of the Public

Before the meeting began the Chairman informed the Council that he had received a letter of resignation from Cllr John Roberts on Saturday. Councillor Roberts had expressed his willingness to continue to work with the Parish Council. He thanked Cllr Roberts for his years of service to the Parish Council.

The Chairman also reported that he had met Cllr Corbett's son. Cllr Corbett is seriously ill and is unable to continue as a Councillor.

The Chairman expressed thanks on behalf the Parish Council to Mr Chris Flay and his colleagues for giving up their Sunday morning to install the Christmas Tree at the Cross. A number of people had commented that it looked especially good this year. Thanks also to Chris for helping again to take the tree down after Christmas.

It was agreed that item 15 (Budget and Precept) would be brought forward to follow item 7 (Standing Orders).

4200 Apologies

Apologies were received from District Councillors Julie Pay and Michael Caswell.

4201 Declarations of Interest

There were no declarations of interest.

4203 Minutes of Previous Meetings

The Minutes of the Parish Council meeting held on 10 December 2012 were **approved** as a true record and signed by the Chairman.

4204 Committee Meeting Minutes

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

- a) Finance and Audit Committee, 7 December 2012 (draft)

4205 County and District Council Liaison

There were no reports.

4206 Police Liaison

PCSO Long confirmed that she was arranging a Road Safety Meeting on 18 January. A representative from the Somerset County Council Road Safety team and Mr Adams, Headteacher of Nether Stowey Primary School would be present. Councillors Greig and Hogg would represent the Parish Council. Representatives of the school Governors and FONSS had also been invited.

Speedwatch: There had been no further volunteers.

4207 Standing Orders

The Clerk had previously circulated revised Standing Orders. These were an updated version of the Standing Orders proposed by SALC in the summer of 2010 updated to include amendments required when the new Code of Conduct was introduced. It was **resolved** to adopt the new Standing Orders. The Clerk would provide each Councillor with a final copy in due course.

4208 Budget and Precept

The Chairman explained that the new arrangements for Council Tax Benefit were still being worked out by Sedgemoor District Council (SDC). The Finance and Audit had met on 7 January to consider the draft budget but could go no further until details of the arrangements were received. The Chairman and Clerk would attend a workshop at SDC on 25 January and the new deadline was 8 February. It was **agreed** that

- a) there was no need for the Finance and Audit Committee to meet again on this matter;
- b) that the proposed budget and precept would be considered at the next Parish Council meeting on 11 February;
- c) The Clerk would inform SDC that the Precept Request would be submitted on 12 February.

4209 Highways

The Clerk reported that the problem with the culvert at the corner of the playing field continued to flood the old A39 road. Cllr Pardoe had investigated on the field side, which was clear as far as she could see. After some discussion it was **agreed** that the Clerk would contact Wessex Water, as it was thought that they might be responsible.

4210 Reports

The Chairman reported that he had a meeting (in his role as LARC representative) with Greg Parsons, MD of Cricketer Farm. Cricketer Farm is promoting the idea of a "Food Hub" which will hopefully encourage visitors and business to the area. LARC hoped for involvement in their electric bicycle project. Cricketer has also agreed to provide support to the Playing Field Committee for the "Party in the Park" event on 8 June mainly providing marquees and car parking facilities.

Hinkley Point

Cllr Hogg reported that there had been no meetings since the last report.

CANS

Mrs Roberts reported that there would be a CANS meeting on Friday 18 January.

Active Living

Cllr Pardoe reported that Active Living had had a good meeting last week.

Affordable Housing Project

The Clerk reported that the Planning application was not on the agenda for the SDC Development Committee meeting on 15 January and it was expected the application would now be considered at the next meeting on 5 February. It was understood that there was an unresolved issue regarding the ecology report.

Rubbish

The Clerk reported that SDC had complained about household waste being left in the litter bins on the Cross and by the Castle Street car park. It was thought that the visitors leaving holiday lets were the cause. It was **agreed** that the Clerk would contact the owners and SDC.

4211 Correspondence

- Letter from SDC re Precept – previously circulated by e-mail
- Cheddar Reservoir – information about public consultation – details available from the Clerk

4212 Forthcoming meetings and events

Fri 18 Jan 10am	Road Safety Meeting	Children's Centre (TBC)	PG, MH, CS
Fri 18 Jan 7pm	CANS Meeting	St Mary's Church Centre	
Fri 25 Jan 6.30pm	Precept Workshop	SDC Bridgwater House	PG, CS
Mon 11 Feb 7pm	Parish Council meeting	Village Hall	All Councillors

4213 Date of Next meeting

The next meeting would be held on Monday 11 February at 7pm at the Village Hall.

4214 Resolution to exclude the Public and Press

in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that the Public and Press be temporarily excluded from the following item on the grounds of confidentiality.

Closed Session**4215 Co-option of new Councillors**

It was **agreed** that the Clerk would seek advice from the Monitoring Officer and report to Councillors by e-mail. The Clerk and Chairman would contact others who had expressed an interest.

The meeting closed at 8.40 pm

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 7 JANUARY 2013 AT 7.00PM
IN THE VILLAGE HALL

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

In attendance: Parish Clerk Caro Slaymaker

FA-0158 Apologies

Apologies were received from Cllr Roberts (work commitment) and Cllr Corbett (compassionate leave). The absences were **approved**.

FA-0159 Declarations of Interest

There were no individual declarations of interest. It was noted that all Councillors have a general Disclosable Pecuniary Interest under the new Code of Conduct and dispensation had been granted at the Parish Council meeting on 10 December.

FA-0160 Minutes of Previous Meeting

The minutes of the meeting held on 3 December 2012 were **approved** as a true record and signed by the Chairman.

FA-0161 Income and Expenditure Report

The Clerk presented the income and expenditure report for December 2012, a copy of which is appended to these minutes. The report was **accepted**.

FA-0162 Expenditure

Expenditure incurred since the Parish Council meeting of 3 December 2012

<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Details</u>
103134	Somerset ACF Band	£ 150.00	War Memorial Dedication
103135	Mr B Keen	£ 30.00	War Memorial Dedication
103136	Mrs G Wright	£ 85.92	Expenses War Mem Project
103137	Mr I McDonald	£ 39.00	Expenses War Mem Project
103138	Mr M Henry	£ 70.00	Expenses War Mem Project
103139	SLCC	£ 145.00	Membership Subscription 2013
103140	Blachère Illumination	£ 12.60	Replacement rectifier – Xmas lights
103141	Mrs C Slaymaker	£ 66.87	Clerks expenses
103142	Mr G Bickers	£ 410.00	Clear leaves at library and cemetery; toilet cleaning; clearing toilet gutters
103143	Purnells4print&design	£ 88.40	Printing – War Memorial
DDR	Talk Talk	£ 33.58	Telephone Nov 2012
103144	NS Village Hall	£ 20.00	Parish Council mtg Nov 2012
103146 – 103149	Parish Office staff	£ 4,053.92	Staff payroll – Dec 2012
	TOTAL	£ 5,205.29	

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

FA-0163 Proposed Budget and Precept 2013/14

As background to the discussion the Clerk reported that Sedgemoor District Council had advised that details of the new arrangements for Council Tax Benefit Grant would not be available until the end of January. There would be a seminar, and new spreadsheets would be provided to calculate the tax base and precept.

With this in mind the Committee **considered** the updated Proposed Budget in detail and some changes made.

It was **agreed** that the Clerk would update the spreadsheet on the basis of the discussions and the final budget and precept would be discussed once the Council Tax Benefit Grants arrangements and tax base details were advised.

FA-0164 Date of Next Meeting

To be confirmed

The meeting closed at 8.30pm

DRAFT

Account Code	Account	Balance at 31 Mar 12	Original Budget 2012/13	Total 2012/13	First quarter	Second quarter	Third quarter	Total spent to date	Balance left: Budget less Spend to date	Projected Year to date	% Spent of Total to date
Parish Office											
4101	Office Equipment	0.00	500.00	500.00	393.95	559.99	70.49	1,024.43	- 524.43	1,024.43	204.89%
4102	Parish Council Office Rent	0.00	3,000.00	3,000.00	710.24	355.00	509.05	1,574.29	1,425.71	2,104.29	52.48%
4103	Postage	0.00	175.00	175.00	156.70	-	10.00	166.70	8.30	196.70	95.26%
4104	Stationery, printing	0.00	1,250.00	1,250.00	69.64	229.06	146.16	444.86	805.14	639.86	35.59%
1012	Printing & Copying	0.00	-800.00	-800.00	- 100.55	- 58.66	- 66.52	- 225.73	- 574.27	- 300.73	28.22%
4105	Telephone & Internet	0.00	550.00	550.00	173.44	88.61	86.32	348.37	201.63	543.37	63.34%
1999	Misc Receipts	0.00	0.00	0.00	-	- 2.00	-	- 2.00	2.00	- 2.00	***
Staff Costs											
4201	Payroll Reserve	3,226.40	25.00	3,251.40	1,905.02	-	1,838.14	3,743.16	- 491.76	3,743.16	115.12%
4202	Recruitment	0.00	250.00	250.00	-	-	-	-	250.00	-	0.00%
4203	Salaries	0.00	20,850.00	20,850.00	5,712.11	4,930.02	5,526.43	16,168.56	4,681.44	21,268.56	77.55%
4204	Staff travel and subsistence costs	0.00	100.00	100.00	123.65	-	55.45	179.10	- 79.10	229.10	179.10%
4205	Staff Training	0.00	500.00	500.00	-	-	1.53	1.53	498.47	201.53	0.31%
Administration & Finance											
4301	Audit Fees	0.00	600.00	600.00	250.00	480.00	-	730.00	- 130.00	730.00	121.67%
4303	Chairman's Honorarium	0.00	175.00	175.00	175.00	-	-	175.00	-	175.00	100.00%
4305	Councillors' Training	0.00	150.00	150.00	-	120.00	-	120.00	30.00	220.00	80.00%
4306	Elections	895.00	250.00	1,145.00	-	-	-	-	1,145.00	-	0.00%
4307	Insurance	0.00	1,400.00	1,400.00	935.60	-	-	935.60	464.40	935.60	66.83%
4308	Statutory Fees	0.00	35.00	35.00	-	-	35.00	35.00	-	35.00	100.00%
4309	Subscriptions	0.00	500.00	500.00	35.00	-	175.00	210.00	290.00	210.00	42.00%
4310	Venue Hire	0.00	250.00	250.00	180.00	78.00	60.00	318.00	- 68.00	398.00	127.20%
4311	Wayleaves	0.00	0.00	0.00	-	-	-	-	-	-	***
1018	Quantock Cluster income	0.00	0.00	-390.00	- 60.00	- 150.00	- 180.00	- 390.00	-	- 390.00	100.00%
4312	Quantock Cluster expenditure	0.00	0.00	390.00	12.90	-	245.84	258.74	131.26	333.74	66.34%
Cemetery											
4401	Cemetery Equipment	0.00	0.00	0.00	-	-	-	-	-	-	***
4402	Cemetery Rates	0.00	170.00	170.00	130.50	-	-	130.50	39.50	130.50	76.76%
4403	Maintenance	0.00	2,500.00	2,500.00	504.00	1,014.00	356.00	1,874.00	626.00	2,474.00	74.96%
4404	Pest Control	0.00	50.00	50.00	-	-	-	-	50.00	-	0.00%

Account Code	Account	Balance at 31 Mar 12	Original Budget 2012/13	Total 2012/13	First quarter	Second quarter	Third quarter	Total spent to date	Balance left: Budget less Spend to date	Projected Year to date	% Spent of Total to date
1006	Cemetery Income	0.00	-2,100.00	-2,100.00	- 627.00	- 519.60	- 649.00	- 1,795.60	- 304.40	- 2,645.60	85.50%
Community Services											
4501	Active Living	0.00	100.00	100.00	100.00	-	-	100.00	-	100.00	100.00%
4502	Allotment	100.00	0.00	0.00	100.00	-	-	100.00	- 100.00	200.00	***
4503	CANS	2,148.55	0.00	2,148.55	-	-	-	-	2,148.55	-	0.00%
4504	Christmas Tree & Lights	0.00	150.00	150.00	-	-	10.50	10.50	139.50	10.50	7.00%
1007	Christmas tree and lights - donations for	0.00	-150.00	-150.00	-	-	-	-	- 150.00	-	0.00%
4505	May Fair 2012 expenditure	0.00	0.00	0.00	1,159.06	148.00	6.00	1,313.06	- 1,313.06	1,313.06	non precept
1008	May Fair 2012 Income	2,993.56	0.00	-2,993.56	- 529.24	- 30.00	-	- 559.24	- 2,434.32	- 559.24	non precept
4513	May Fair 2013 expenditure	0.00	0.00	0.00	-	-	6.57	6.57	- 6.57	6.57	non precept
1013	May Fair 2013 Income	0.00	0.00	0.00	-	-	- 300.00	- 300.00	300.00	- 300.00	non precept
4506	Oral History	349.11	0.00	349.11	20.65	-	-	20.65	328.46	20.65	5.92%
4507	Parish Council Newsletter	0.00	600.00	600.00	-	-	-	-	600.00	-	0.00%
4508	Parish Plan	771.19	250.00	1,021.19	-	-	-	-	1,021.19	-	0.00%
4509	Youth Services	326.66	0.00	326.66	-	-	-	-	326.66	-	0.00%
4510	Nether Stowey Village Trail Booklet	0.00	0.00	0.00	27.30	-	-	27.30	- 27.30	27.30	see receipts
1016	Village Trail Booklet Income	0.00	0.00	0.00	- 20.00	-	-	- 20.00	20.00	- 20.00	see payments
4511	War Memorial Project expenditure	0.00	0.00	0.00	150.00	4,135.80	5,656.00	9,941.80	- 9,941.80	9,941.80	non precept
1017	War Memorial Project	2,581.37	0.00	-2,581.37	- 2,456.00	- 5,325.00	- 5,545.00	- 13,326.00	10,744.63	- 13,326.00	non precept
Village Maintenance											
4601	A39 Verge	0.00	150.00	150.00	42.00	56.00	28.00	126.00	24.00	171.00	84.00%
4602	CCTV	0.00	100.00	100.00	-	-	-	-	100.00	-	0.00%
4603	Clock Tower Maintenance & Electricity	0.00	550.00	550.00	50.58	329.10	255.05	634.73	- 84.73	784.73	115.41%
4604	General Maintenance	0.00	400.00	400.00	-	-	260.00	260.00	140.00	260.00	65.00%
4605	Old Gaol	0.00	100.00	100.00	-	-	-	-	100.00	-	0.00%
4606	Palmers Path	0.00	300.00	300.00	42.00	126.00	28.00	196.00	104.00	239.00	65.33%
4607	Public Seating	0.00	250.00	250.00	80.00	-	-	80.00	170.00	120.00	32.00%
4608	South Lane Footpath	0.00	100.00	100.00	35.00	35.00	-	70.00	30.00	105.00	70.00%
4609	Dog Bins	0.00	150.00	150.00	69.68	304.45	-	374.13	- 224.13	374.13	249.42%
4610	A39 Wood	0.00	750.00	750.00	-	-	-	-	750.00	-	0.00%
4611	Millennium Wood	0.00	150.00	150.00	-	-	-	-	150.00	-	0.00%

Account Code	Account	Balance at 31 Mar 12	Original Budget 2012/13	Total 2012/13	First quarter	Second quarter	Third quarter	Total spent to date	Balance left: Budget less Spend to date	Projected Year to date	% Spent of Total to date
4612	Plot 173	0.00	0.00	0.00	-	-	112.00	112.00	- 112.00	112.00	***
Castle Street Toilets											
4701	Castle Street Toilets Cleaning	0.00	2,250.00	2,250.00	364.00	555.00	555.00	1,474.00	776.00	2,029.00	65.51%
4702	Castle Street Toilets Power	0.00	700.00	700.00	149.51	150.05	97.41	396.97	303.03	576.97	56.71%
4703	Castle Street Toilets Rates	0.00	930.00	930.00	-	-	-	-	930.00	930.00	0.00%
4704	Castle Street Toilets Repairs & Mtce	0.00	250.00	250.00	-	-	15.00	15.00	235.00	15.00	6.00%
4705	Castle Street Toilets Sewerage	0.00	300.00	300.00	115.11	-	161.46	276.57	23.43	276.57	92.19%
4706	Castle Street Toilets Water	0.00	300.00	300.00	120.77	-	177.93	298.70	1.30	298.70	99.57%
Grants											
4801	Miscellaneous Grants	0.00	500.00	950.00	750.00	-	-	750.00	200.00	750.00	78.95%
4802	Diamond Jubilee	0.00	600.00	150.00	-	-	150.00	150.00	-	150.00	100.00%
4803	Playing Field	0.00	1,500.00	1,500.00	-	-	-	-	1,500.00	-	0.00%
4804	Transport	0.00	500.00	500.00	-	-	-	-	500.00	-	0.00%
4805	Village Hall	900.00	900.00	1,800.00	900.00	-	900.00	1,800.00	-	1,800.00	100.00%
1009	Miscellaneous Grants	0.00	0.00	0.00	-	-	-	-	-	-	***
Nether Stowey Library											
4511	Miscellaneous costs	0.00	0.00	0.00	0.31	-	-	0.31	- 0.31	-	No budget allocation
4510	Establishment of Community Organisation	0.00	0.00	0.00	-	-	-	-	-	-	
Reserves											
	Service Devolution Reserve	0.00	5,000.00	5,000.00	-	-	-	-	5,000.00	-	0.00%
	General Reserve**	16,060.72	1,740.00	17,800.72	-	-	-	-	17,800.72	-	0.00%
Total Net Expenditure For Year		30,352.56	49,800.00	68,902.70	11,950.93	7,608.82	10,793.81	30,353.56	38,549.14	38,661.56	56.11%
1011	Precept	0.00	-47,850.00	-47,850.00	-23,925.00	-23,925.00	0.00	- 47,850.00	-	-47,850.00	
	VAT Refunds	0.00	-1,200.00	-1,200.00	-4,501.08	0.00	-1,266.94	- 5,768.02	-	-5,768.02	
90013	VAT Paid	0.00	0.00	0.00	247.01	1,044.59	1,050.63	2,342.23	-	2,342.23	
Total Expenditure for Year		30,352.56	750.00	19,852.70	-16,228.14	-15,271.59	10,577.50	-20,922.23	40,774.93	- 12,314.23	