

MINUTES OF NETHER STOWEY PARISH COUNCIL MEETING
HELD ON MONDAY 13 MAY 2013 AT 7.00pm
IN THE VILLAGE HALL

Present: Parish Councillors Peter Greig (Chairman)
 Robert Booth
 Martin Carpenter
 Malcolm Hogg
 Margaret Hogg
 Shaun O'Byrne
 Pat Pardoe
 Teresa Youé

In Attendance: Parish Clerk Caro Slaymaker
 Chair of CANS Mary Roberts
 Chris Jelley (for Minute 4273)

4261 Apologies

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

4262 Declarations of Interest

There were no declarations of interest.

4263 Election of Chairman

Cllr Peter Greig was **elected** Chairman of the Parish Council for the year 2013/14.

4264 Election of Vice-Chairman

Cllr Malcolm Hogg was **elected** Vice-Chairman of the Parish Council for the year 2013/14.

4265 District and County Council Liaison

No District or County Council representatives were present.

4266 Minutes of Previous Meetings

The Minutes of the Parish Council meeting held on 8 April 2013 were **approved** as a true record and signed by the Chairman.

4267 Parish Council Meeting dates

The proposed dates for Parish Council meetings were **approved**. It was noted that the Finance and Audit Committee would meet on the dates listed only when there was too much business to include in the Parish Council meeting.

4268 Income and Expenditure Budget Report

The Clerk presented the income and expenditure report to 10 May 2013, a copy of which is appended to these minutes. The report was **accepted**. It was agreed that the Clerk would review the terms of the photocopier contract and report at the next meeting.

4269 Expenditure

Expenditure incurred since the Finance and Audit Committee meeting of 8 April 2013

Date	Payee Name	Cheque	Amount	Transaction Details
10 April	EDF Energy	DDR	8.00	Clock Tower metered
10 April	Sedgemoor DC	DDR	66.98	Cemetery rates April payment
15 April	Gary Bickers	103186	493.00	Castle St Toilets; cut & strim

Date	Payee Name	Cheque	Amount	Transaction Details
				Cemetery; cut trees, remove waste Palmer's Path
15 April	Clarity Copiers	103187	336.96	3 x coloured Toners
16 April	Npower Ltd	103188	147.27	Castle St Toilets electricity, metered
16 April	Talktalk	DDR	125.50	Phone & Internet
17 April	St Mary's Church Centre	103189	16.00	CANS Hire of lounge 19/04/13
19 April	Clarity Copiers	103190	88.06	Black & Colour copies mtr
24 April	April Salaries	103191 – 103194	1,772.40	Salaries and PAYE/NI/Pension contributions
4 May	Skin Tight Samba	103195	150.00	May Fair Entertainment
4 May	Mid Somerset Catering	103196	93.00	May Fair Hire of tables
4 May	The Puppetree Co.	103197	275.00	May Fair Entertainment
4 May	Morris Men WS	103198	90.00	May Fair Entertainment
4 May	EDF Energy	DDR	8.00	Clock Tower metered
7 May	N S Village Hall	103199	20.00	Hall Hire 08/04/
7 May	Chanin & Thomas	103200	500.00	1 st quarter rent April – Jun
7 May	Mr John Roberts	103201	71.60	Refund May Fair Expenses, Toolstation & Postage
7 May	EDF Energy	103202	49.49	Clock Tower electricity un-metered
9 May	Sedgemoor DC	DDR	67.00	Cemetery rates May payment
		TOTAL	£4,378.26	

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

4270 Appointment of Representatives to Outside Bodies

The following appointments were **agreed**:

- a) Nether Stowey Village Hall (*as trustee*) Cllr Pat Pardoe
- b) Nether Stowey Recreation Ground (*as trustee*) Cllr Martin Carpenter
- c) Quantock Hills AONB JAC (*as Observer*) Cllr Pat Pardoe
Cllr Greig continues in his role as Representative for the Quantock Parish Cluster
- d) Hinkley Point Site Stakeholder Group Cllr Malcolm Hogg
Deputy Cllr Shaun O'Byrne
- e) Quantock Active Living Cllr Margaret Hogg
- f) Nether Stowey United Charity Clerk

4271 Appointment of Committees and Working Groups

The following appointments were **agreed**:

Committees:

- a) Finance and Audit Committee: Cllrs Rob Booth (*as Chairman*), Rita Corbett, Shaun O'Byrne, Peter Greig (*ex officio*), Malcolm Hogg (*ex officio*);
- b) Planning Committee: All members of the Parish Council (*chairman*: Malcolm Hogg);
- c) Cemetery committee: Cllrs Margaret Hogg, Pat Pardoe, Peter Greig (*ex officio*), Malcolm Hogg (*ex officio*);
- d) Personnel Committee: Cllrs Martin Carpenter, Margaret Hogg, Teresa Youé, Peter Greig (*ex officio*);

- e) Personnel (Appeals) Committee: Cllrs Rita Corbett, Pat Pardoe, Shaun O’Byrne, Peter Greig (*ex officio*), Malcolm Hogg (*ex officio*);

Working Groups:

- a) Parish Plan: Cllrs Rob Booth, Martin Carpenter, Teresa Youé, (*ex officio*), Peter Greig (*ex officio*), Malcolm Hogg (*ex officio*);
- b) Village Maintenance: Margaret Hogg, Shaun O’Byrne, Teresa Youé, Peter Greig (*ex officio*);
- c) CANS: Margaret Hogg, Teresa Youé.

4272 Grant request

It was **agreed** to make a grant of £150 to the Royal British Legion as a contribution to the organisations 90th anniversary.

4273 Plaque for Old Gaol

Mr Chris Jelley gave a presentation in support of his proposal to install a slate plaque in the Old Gaol. The plaque would consist of several QR codes which would give selections of poetry written by children from Nether Stowey School and is one of a number that will be installed along the Coleridge Way. The QR codes can be scanned and decoded by free apps on mobile devices and do not require a broadband or wi-fi connection. It was **agreed** that the plaque could be installed on the Gaol wall. Mr Jelley would liaise with the Clerk to arrange installation.

4274 Highways

The Clerk reported that a CCTV survey of the culvert on St Mary Street (arranged by Sedgemoor District Council) had been postponed due to equipment problems. A new date had not yet been confirmed.

There had been a complaint of falling branches on the path behind the Medical Centre due to the strong winds on 8/9 May. Mr Bickers had been asked to check for damage and clear the debris. The Clerk had since contacted the Medical Centre and Sedgemoor District Council – the latter was responsible and would check for further damage as further strong winds were expected in the coming week.

4275 Reports

May Fair: Mrs Roberts reported that the May Fair on 4 May had gone well. In particular she wished to record CANS’s thanks to the residents of St Mary Street, Lime Street and Castle Street who had all moved their cars off the road. Cllr Pardoe said that some people hoped that there would be more for younger children next year.

Active Living: Active Living had had a Fun Day – with games, quizzes and bingo in UK bingo sites – and it had been excellent. There was some concern about funding after this year. The coordinators were being made redundant and it remained uncertain as to what would happen.

4276 Correspondence

Correspondence received and not previously circulated included:

- Avon and Somerset Policing Plan -2017

4259 Forthcoming meetings and events

Mon 20 May	7pm	Annual Parish Meeting	NS Village Hall	All Councillors
Tues 21 May	6.45pm	Quantock Cluster meeting	Fiddington Village Hall	PG, CS, others welcome
Sat 1 June	3pm	Royal British Legion 90th Anniversary Party	Over Stowey Village Hall	Public event, tickets from RBL
Mon 3 June	7pm	Finance & Audit Committee	NS Village Hall	F&A Committee

<i>Mon 3 June – Start of period for Public Inspection of the Parish Council Accounts (ends Fri 28 June)</i>				
Sat 8 June	7-10pm	Party in the Park/Party after Dark	NS Playing Field	Public event, tickets
Tues 18 June	7.30pm	Chairman’s training	Edgar Hall, Somerton	PG
Mon 1 July		Deadline for submission of Accounts to External Auditor		

4260 Date of Next meeting

The next meeting would be held on Monday 10 June at 7pm at the Village Hall.

The meeting closed at 9.00 pm

Income and Expenditure as at 10 May 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	April 2013	May 2013	First quarter	Total spent to date	Balance Remaining	% Spent of Total
Reserves Total		- 42,670.34	42,670.34	0.00	0.00	0.00	0.00	42,670.34	
Income									
1002	Allotment Rental	0.00	0.00			0.00	0.00	0.00	see payments
1006	Cemetery Income	0.00	- 2,200.00	- 56.00		- 56.00	- 56.00	- 2,144.00	2.55%
1007	Christmas tree + lights - donations	0.00	0.00			0.00	0.00	0.00	**
1012	Printing & Copying receipts	0.00	- 350.00	- 47.85	- 4.83	- 52.68	- 52.68	- 297.32	15.05%
1013	May Fair 2013 Income	0.00	0.00	- 232.00	- 196.60	- 428.60	- 428.60	428.60	**
1016	Village Trail Booklet Income	0.00	0.00			0.00	0.00	0.00	see payments
1017	War Memorial Project	0.00	0.00			0.00	0.00	0.00	see payments
1018	Quantock Cluster income	0.00	- 390.00		- 30.00	- 30.00	- 30.00	- 360.00	see payments
115	VAT Refunds	0.00	0.00	41.81		41.81	41.81	- 41.81	**
Subtotal Income For Year		0.00	- 2,940.00	- 294.04	- 231.43	- 525.47	- 525.47	- 2,414.53	
1011	Precept	0.00	- 49,705.00	- 24,852.50		- 24,852.50	- 24,852.50	- 24,852.50	
Subtotal Income For Year		0.00	- 52,645.00	- 25,146.54	- 231.43	- 25,377.97	- 25,377.97	- 28,007.03	
Expenditure									
Parish Office									
4101	Office Equipment	0.00	900.00			0.00	0.00	900.00	0.00%
4102	Parish Council Office Rent	0.00	2,500.00		500.00	500.00	500.00	2,000.00	20.00%
4103	Postage	0.00	200.00			0.00	0.00	200.00	0.00%
4104	Stationery, printing	0.00	700.00	354.18		354.18	354.18	345.82	50.60%
4105	Telephone & Internet	0.00	580.00	103.06		103.06	103.06	476.94	17.77%
4109	Office Move	0.00	2,000.00			0.00	0.00	2,000.00	0.00%
TOTAL Parish Office		0.00	6,880.00	457.24	500.00	957.24	957.24	5,922.76	13.91%
Staff Costs									
4201	Terminal Gratuity	0.00	0.00			0.00	0.00	0.00	**
4202	Recruitment	0.00	250.00			0.00	0.00	250.00	0.00%
4203	Salaries	0.00	21,100.00	1,743.15		1,743.15	1,743.15	19,356.85	8.26%

Income and Expenditure as at 10 May 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	April 2013	May 2013	First quarter	Total spent to date	Balance Remaining	% Spent of Total
4204	Staff travel and subsistence costs	0.00	250.00			0.00	0.00	250.00	0.00%
4205	Staff Training	0.00	550.00			0.00	0.00	550.00	0.00%
	TOTAL Staff Costs	0.00	22,150.00	1,743.15	0.00	1,743.15	1,743.15	20,406.85	7.87%
Administration & Finance									
4301	Audit Fees	0.00	750.00			0.00	0.00	750.00	0.00%
4303	Chairman's Honorarium	0.00	200.00			0.00	0.00	200.00	0.00%
4305	Councillors' Training	0.00	250.00			0.00	0.00	250.00	0.00%
4306	Elections + Reserve	0.00	0.00			0.00	0.00	0.00	**
4307	Insurance	0.00	990.00			0.00	0.00	990.00	0.00%
4308	Statutory Fees	0.00	40.00			0.00	0.00	40.00	0.00%
4309	Subscriptions	0.00	520.00			0.00	0.00	520.00	0.00%
4310	Venue Hire	0.00	450.00		20.00	20.00	20.00	430.00	4.44%
4311	Wayleaves	0.00	75.00			0.00	0.00	75.00	0.00%
4312	Quantock Cluster expenditure	0.00	390.00	29.25		29.25	29.25	360.75	7.50%
	TOTAL Administration & Finance	0.00	3,665.00	29.25	20.00	49.25	49.25	3,615.75	
Cemetery									
4401	Cemetery Equipment	0.00	0.00			0.00	0.00	0.00	**
4402	Cemetery Rates	0.00	145.00	66.98	67.00	133.98	133.98	11.02	92.40%
4403	Maintenance	0.00	2,500.00	252.00		252.00	252.00	2,248.00	10.08%
4404	Pest Control	0.00	50.00			0.00	0.00	50.00	0.00%
	TOTAL Cemetery	0.00	2,695.00	318.98	67.00	385.98	385.98	2,309.02	
Community Services									
4501	Active Living	0.00	100.00			0.00	0.00	100.00	0.00%
4502	Allotment	0.00	0.00			0.00	0.00	0.00	**
4503	CANS	0.00	0.00	16.00		16.00	16.00	- 16.00	**
4504	Christmas Tree & Lights	0.00	65.00			0.00	0.00	65.00	0.00%
4505	May Fair 2014 expenditure	0.00	0.00			0.00	0.00	0.00	**
4513	May Fair 2013 expenditure	0.00	0.00		677.90	677.90	677.90	- 677.90	**
4506	Oral History	0.00	0.00			0.00	0.00	0.00	**

Income and Expenditure as at 10 May 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	April 2013	May 2013	First quarter	Total spent to date	Balance Remaining	% Spent of Total
4507	Parish Council Newsletter	0.00	0.00			0.00	0.00	0.00	**
4508	Parish Plan	0.00	0.00			0.00	0.00	0.00	**
4509	Youth Services	0.00	0.00			0.00	0.00	0.00	**
4510	Nether Stowey Village Trail Booklet	0.00	0.00			0.00	0.00	0.00	**
4511	War Memorial Project expenditure	0.00	0.00			0.00	0.00	0.00	**
4551	NS Library Misc costs	0.00	0.00			0.00	0.00	0.00	**
	TOTAL Community Services	0.00	165.00	16.00	677.90	693.90	693.90	- 528.90	
Village Maintenance									
4601	A39 Verge	0.00	220.00			0.00	0.00	220.00	0.00%
4602	CCTV	0.00	110.00			0.00	0.00	110.00	0.00%
4603	Clock Tower Maintenance & Electricity	0.00	450.00	8.00	47.14	55.14	55.14	394.86	12.25%
4604	General Maintenance	0.00	500.00			0.00	0.00	500.00	0.00%
4605	Old Gaol	0.00	0.00			0.00	0.00	0.00	**
4606	Palmers Path	0.00	320.00	56.00		56.00	56.00	264.00	17.50%
4607	Public Seating	0.00	200.00			0.00	0.00	200.00	0.00%
4608	South Lane Footpath	0.00	120.00			0.00	0.00	120.00	0.00%
4609	Dog Bins	0.00	580.00	209.04		209.04	209.04	370.96	36.04%
4610	A39 Wood	0.00	0.00			0.00	0.00	0.00	**
4611	Millennium Wood	0.00	0.00			0.00	0.00	0.00	**
4612	Plot 173	0.00	1,000.00			0.00	0.00	1,000.00	0.00%
4613	Mill Lane/Lime Street safety	0.00	2,000.00			0.00	0.00	2,000.00	0.00%
	Flooding - legal advice	0.00	0.00			0.00	0.00	0.00	**
	TOTAL Village Maintenance	0.00	5,500.00	273.04	47.14	320.18	320.18	5,179.82	
Castle Street Toilets									
4701	Castle Street Toilets Cleaning	0.00	2,300.00	185.00		185.00	185.00	2,115.00	8.04%
4702	Castle Street Toilets Power	0.00	600.00	140.25		140.25	140.25	459.75	23.38%
4703	Castle Street Toilets Rates	0.00	950.00			0.00	0.00	950.00	0.00%
4704	Castle Street Toilets Repairs & Mtce	0.00	450.00			0.00	0.00	450.00	0.00%
4705	Castle Street Toilets Sewerage	0.00	320.00			0.00	0.00	320.00	0.00%

Income and Expenditure as at 10 May 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	April 2013	May 2013	First quarter	Total spent to date	Balance Remaining	% Spent of Total
4706	Castle Street Toilets Water	0.00	320.00			0.00	0.00	320.00	0.00%
4708	Car Park trees/hedges maint	0.00	750.00			0.00	0.00	750.00	
4709	Castle St Car Park	0.00	0.00			0.00	0.00	0.00	**
	TOTAL Castle Street Toilets	0.00	5,690.00	325.25	0.00	325.25	325.25	5,364.75	
Grants									
4801	Miscellaneous Grants	0.00	500.00			0.00	0.00	500.00	0.00%
4803	Playing Field	0.00	2,000.00			0.00	0.00	2,000.00	0.00%
4804	Transport	0.00	0.00			0.00	0.00	0.00	**
4805	Village Hall Maint Grant	0.00	900.00			0.00	0.00	900.00	0.00%
	TOTAL Grants	0.00	3,400.00	0.00	0.00	0.00	0.00	3,400.00	
Transfers to Reserves									
4851	Service Devolution Reserve	0.00	2,500.00			0.00	0.00	2,500.00	0.00%
4852	General Reserve**	0.00	0.00			0.00	0.00	0.00	**
VAT Account									
515	VAT Paid	0.00	0.00	98.78	4.05	102.83	102.83		
Total Expenditure A/cs For Year		0.00	52,645.00	3,261.69	1,316.09	4,577.78	4,577.78		
Income			- 52,645.00	25,146.54	231.43	25,377.97	25,377.97		
Balance expenditure-income			0.00	21,884.85	-1,084.66	20,800.19	20,800.19		