

# OVER STOWEY PARISH COUNCIL

## OVER STOWEY PARISH COUNCIL MEETING

### Minutes of the Parish Council meeting held on January 19<sup>th</sup> 2022

**Please note that these minutes are draft until approved  
at the February 2022 meeting**

Present: Parish Councillor

K. Barrow

P. Tully

D. Peaster

B. Bartlett

R. Curtis

G. Goddard

M. Caswell (left at 8.00pm)

J. Pay (left at 8.00pm)

County/District Councillor  
District Councillor

#### 1. Apologies for Absence:

None

#### 2. Members of the Public:

Three members of the public were in attendance with regard to item 5.a.

#### 3. Declarations of Members Interests in Respect of Items on the Agenda:

None were declared

#### 4. Minutes of the meeting held on December 15th 2021

**Proposed:** Cllr Peaster

**Seconded:** Cllr Bartlett

#### 5. Correspondence:

##### a. Proposal received re the Queens Platinum Jubilee event

A group of local residents have met to make initial plans for the above and the following was discussed

- *That the event takes place at the cricket ground*
- *It should be a one-day event with a suggested start time of 12.00*
- *Cllr Goddard queried if 1.30pm may be more suitable and any entrance fee should be as low as possible*
- *Any grant applications should come from the Parish Council – the Clerk will liaise with the Organisers regarding this*
- *Councillors considered that a large marquee for a beer tent might be an expense too far, particularly if the weather does not allow for large numbers of attendees*
- *The Parish Council support the proposal that the members of the public in attendance organise the celebration and Cllrs Barrow and Tully advised that they speak for the Village Hall and Recreation Ground Committee who also*

*support the proposal. Additionally, the Cricket Club and the Parochial Church Council are in support of the above*

- *It was agreed that the date of the event was a priority decision*
- *Cllr Tully agreed to establish whether or not a cricket match was scheduled for the weekend of 4<sup>th</sup> & 5<sup>th</sup> of June*
- *Other points that emerged*
  - *Plainsfield are intending to have a Street Party and the Organisers will liaise with them*
  - *The Cricket Club has adequate car parking space on the grounds*
  - *Those proposing to organise the event have experience of hosting larger numbers of people at previous annual events*
- *Food*
  - *Cllr Barrow has a contact at Munchkins Catering*
  - *Cllr Curtis asked that a Hog Roast be considered*
- *Beacon lighting and tree planting*
  - *Further research on the possibility of organising these activities will be undertaken*
- *The Clerk agreed to act as the intermediary between the Organisers and the Parish Council to monitor progress of the event organisation. Any issues highlighted or requests made by the Organisers will be included on future agendas for consideration by councillors*
- *The Clerk and a member of the group will look into grants available for the event*
- *The Clerk advised that the Parish Council are allowed to help with publicity for this type of event under their Powers and Duties*

Further updates will be made at the February 2022 meeting.

**b. Airband** – a representative from the company will be attending the Parish Council meeting on Wednesday 16<sup>th</sup> February 2022 to provide information on their services and how it might improve internet provision in the area. Members of the public are very welcome to attend this meeting. Please contact the Clerk for further details.

**c. Recycle More update**

This service will come into effect in Sedgemoor in late February/early March and will provide extra opportunities to recycle additional items. There will be a number of changes, further information will be sent to all households and you can also check the details on the SWP website [Recycle More](#)

The Clerk will be ‘test-driving’ the new blue bag to see how this works with regards to splitting items into recycling or general waste. No collection will be made until the changes happen, but it should demonstrate how little the general waste bin will need to be used. The Clerk will report back at the February meeting.

**d. New Somerset Council update/Local Community Network (LCN's) meetings**

The Clerk had attended an online meeting where queries regarding the function of LCN's were the main topic of discussion.

Further details are available at

[Local Community Networks \(newsomersetcouncil.org.uk\)](https://www.newsomersetcouncil.org.uk)

Work is still progressing on this aspect of the new council and additional information on the changes is available on the New Somerset website.

**e. Elections 2022 training for Town and Parish Council**

This will take place on March 8<sup>th</sup> 2022 and the Clerk will be attending. Further information can be found at

New Somerset – News Update – Election and Legal Framework

**6. Items for Discussion:**

**a. Highways updates**

i. Hedge cutting

- Three contractors have responded to express an interest in the initiative
- The Parish Council will be putting a proposal together
- Once this has been agreed it will be made available to the interested parties for consideration
- The Parish Council would like this to take effect late September/early October 2022

ii. Drainage issues

- The issues at Friarn have still not been resolved
- The Clerk has again followed this up with the Highways department
- A site meeting has been arranged for Monday 31<sup>st</sup> January with Cllr Bartlett, the Clerk, the relevant landowner and a representative from Forestry England
- The Highways department will continue to liaise via email

iii. Damaged culvert – Adcombe Lane

- It has been made clear by the Highways department that work will not be undertaken to repair the road until the new financial year
- The Parish Council are extremely disappointed by this and will continue to monitor the situation
- If there is further deterioration, the Highways department will be informed as soon as possible

iv. Road marking issue – Quantock Lane

- Further information has been received
- The Clerk will pass this on to the Highways department for them to review

**b. Adcombe sewage system – update re concerns raised**

Further information has been received. As this has not yet been resolved, the Clerk will follow this up with Wessex Water.

### **c. Councillor Vacancy**

The notice for co-option has been published. To date, one application has been received. Candidates will be invited to the meeting February 2022 meeting and applications will be considered by the Parish Council.

### **d. Projects identified to benefit the parish for 2022/2023 (and additional to be considered)**

#### **i. Consider proposal re Over Stowey car park (Cllr Barrow)**

Three quotes have been received; however, further information has been received regarding the car park and this will be followed up later in the year with all relevant parties being involved in any plans considered

#### **ii. Maintenance of arch in the cemetery**

The Clerk has requested an initial quote for this work and it is anticipated that this will be available for review at the February 2022 meeting

#### **iii. Plaque for Plainsfield Horse Pond**

The Clerk will write to one of the local residents of Plainsfield to ask whether a plaque would be desired and if so what size and wording would be suitable

#### **iv. Cemetery bench**

Work on the bench is progressing and a further update will be made at the February 2022 meeting

## **7. Matters Arising for the Agenda for the February 2022 meeting:**

- Representative from Airband to attend
- Review of Standing Orders, Financial Regulations and Code of Conduct
- Full financial review
- Consider applications for co-option of a new councillor

## **8. Planning:**

### **a. Upcoming changes to planning consultations and commenting on planning applications**

- An email has been received from Sedgemoor District Council detailing changes to how planning responses from the Parish Council should be submitted – see note below:
  - *All consultations will continue to be emailed out as per the details above with a direct link to the planning application. Please note that if we currently provide you with a form to complete and return this will be removed, and we ask that you use our [Planning Online](#) website to submit your comments*
  - *Wherever possible we would appreciate it if you can submit your comments via our [Planning Online](#) website. You can do this by going to the application and clicking on the wording “Planning Comment”*

The Clerk will action this for all planning application responses.

## **9. Personnel Matters:**

The Clerk requested that part of the conversation be confidential. This was proposed and seconded and the members of the public in attendance left the meeting.

**Proposed:** Cllr Curtis      **Seconded:** Cllr Goddard

The issues on the agenda were then considered:

**a. Consider increase to Clerks hourly rate (from April 1<sup>st</sup> 2022) and increase to monthly hours (as of January 1<sup>st</sup> 2022)**

- The Clerk has confirmed with SALC that the increase suggested was in line with the role. It was proposed that the hourly rate increases as per the E01-20 | 2020-21 National Salary Award pay at pay scale SCP17 from April 1<sup>st</sup> 2022
- A slight increase from 18.5 hours per month to 20 hours per month (from January 1<sup>st</sup> 2022) was proposed, with the proviso that any additional tasks over and above the usual workload (taking into consideration the upcoming local elections/changing to a unitary authority and ever-increasing administrative tasks) could be claimed as overtime. Any hours claimed will be considered by the Parish Council prior to undertaking any additional work wherever possible. The Clerk already keeps a record of tasks undertaken and hours worked and will continue to do so for transparency

**Proposed:** Cllr Tully      **Seconded:** Cllr Bartlett      *Resolved unanimously*

**b. Review Homeworking Self-Assessment Checklist**

- The Clerk had completed the checklist (in addition to the DSE Self-Assessment form - November 2020) and this was reviewed and signed off by Cllr Barrow

**10. Financial Matters:**

**a.** Financial summary – see appendix (i) or Financial Summary on the website

**b.** Payments

i. Clerk's wages – Jan 2022	244.20
ii. HMRC – PAYE (quarter 3)	65.80
iii. Wood-Land Southwest – grass cutting/Bincombe Green	1572.00
iv. Parish Online subscription	60.00
v. McAfee subscription	39.99
vi. Mobile phone contract (Dec)	<u>21.00</u>
<b>TOTAL</b>	<b>£2002.99</b>

**Proposed:** Cllr Peaster

**Seconded:** Cllr Tully

In addition, a payment of £191.98 was authorised by Cllr Barrow under Financial Regulations:

*4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by*

- *the council for all items over £500;*
- *a duly delegated committee of the council for items over £250; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £250. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman*

to allow the Clerk to change the Parish Council email address to a gov.uk domain. This will be ratified at the February 2022 meeting.

**Proposed:** Cllr Curtis      **Seconded:** Cllr Goddard

**11. Date of next meeting:**

**Wednesday 16<sup>th</sup> February 2022 at 7.00pm at Over Stowey Village Hall**

There being no other business the meeting adjourned at 8.25pm

Amanda McMurren - Clerk to Over Stowey Parish Council

Email:      **[clerk@overstoweyparishcouncil.co.uk](mailto:clerk@overstoweyparishcouncil.co.uk)**      Tel:      **07391 313740**

# Over Stowey Parish Council

12 January 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (01/04/2021 to date)

### Administration

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
4 Homeworking allowance				312.00	260.00	52.00	52.00 (16%)	
13 Printer ink subscription				75.00	26.19	48.81	48.81 (65%)	remainder of year to pay
14 Stationery/admin allowance				93.50	76.50	17.00	17.00 (18%)	
20 Zoom subscription				14.39	23.98	-9.59	-9.59 (-66%)	only used early 21/22
28 Phone contract					122.50	-122.50	-122.50 (N/A)	new contract 21/22
<b>SUB TOTAL</b>				<b>494.89</b>	<b>509.17</b>	<b>-14.28</b>	<b>-14.28 (-2%)</b>	

### Assets

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
32 Dog Waste Bins					234.00	-234.00	-234.00 (N/A)	From 21/22
<b>SUB TOTAL</b>					<b>234.00</b>	<b>-234.00</b>	<b>-234.00 (N/A)</b>	

### Audit costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Internal auditor				30.00	25.00	5.00	5.00 (16%)
<b>SUB TOTAL</b>				<b>30.00</b>	<b>25.00</b>	<b>5.00</b>	<b>5.00 (16%)</b>

### Cemetery costs

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
27 Cemetery Planting					136.76	-136.76	-136.76 (N/A)	Required during 21/11

<b>SUB TOTAL</b>				<b>136.76</b>	<b>-136.76</b>	<b>-136.76 (N/A)</b>
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### Clerks wages

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Wages				2,594.46	2,326.38	268.08	268.08 (10%)
2 PAYE					66.40	-66.40	-66.40 (N/A)
3 NI							(N/A)
<b>SUB TOTAL</b>				<b>2,594.46</b>	<b>2,392.78</b>	<b>201.68</b>	<b>201.68 (7%)</b>

### Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22 Donations				261.00		261.00	261.00 (100%) no requests received to date
<b>SUB TOTAL</b>				<b>261.00</b>		<b>261.00</b>	<b>261.00 (100%)</b>

### Grounds maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5 Grass cutting				1,300.00	1,310.00	-10.00	-10.00 (-0%)
15 Garden waste collection				70.00	75.00	-5.00	-5.00 (-7%)
34 Cemetery grounds maint					1,000.00	-1,000.00	-1,000.00 (N/A) Tree removal necessary
<b>SUB TOTAL</b>				<b>1,370.00</b>	<b>2,385.00</b>	<b>-1,015.00</b>	<b>-1,015.00 (-74%)</b>

### Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Precept	7,649.00	7,649.00					(0%)
23 Uncashed cheque		40.00	40.00				40.00 (N/A)
25 Cemetery memorials		66.00	66.00				66.00 (N/A)
26 Interest		1.76	1.76				1.76 (N/A)
29 Cemetery Reservations		440.00	440.00				440.00 (N/A)
30 Cemetery Interment		484.00	484.00				484.00 (N/A)



31 VAT reclaim		219.41	219.41				219.41 (N/A)
<b>SUB TOTAL</b>	<b>7,649.00</b>	<b>8,900.17</b>	<b>1,251.17</b>				<b>1,251.17 (16%)</b>

## Insurance

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Annual insurance premium				350.00	335.64	14.36	14.36 (4%)
<b>SUB TOTAL</b>				<b>350.00</b>	<b>335.64</b>	<b>14.36</b>	<b>14.36 (4%)</b>

## IT and website

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Website annual fees				125.00		125.00	125.00 (100%) Invoice due
24 Microsoft 365 subscription				94.80	63.20	31.60	31.60 (33%) Remainder of year to pay
38 McAfee					33.32	-33.32	-33.32 (N/A)
<b>SUB TOTAL</b>				<b>219.80</b>	<b>96.52</b>	<b>123.28</b>	<b>123.28 (56%)</b>

## Resources and materials

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Rock salt				150.00		150.00	150.00 (100%) Not needed for winter 21/22
35 Paint					47.89	-47.89	-47.89 (N/A) Phone box maintenance
36 Materials for phone box refurb					46.57	-46.57	-46.57 (N/A)
<b>SUB TOTAL</b>				<b>150.00</b>	<b>94.46</b>	<b>55.54</b>	<b>55.54 (37%)</b>

## Subscriptions

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8 SALC fees				125.00	102.70	22.30	22.30 (17%)
9 SLCC fees				75.00		75.00	75.00 (100%) inv due
16 ICO annual fee				45.00		45.00	45.00 (100%) inv due
37 Parish Online				60.00	50.00	10.00	10.00 (16%)

<b>SUB TOTAL</b>				<b>305.00</b>	<b>152.70</b>	<b>152.30</b>	<b>152.30 (49%)</b>
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## Training

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 SALC Training					25.00	-25.00	-25.00 (N/A)
<b>SUB TOTAL</b>					<b>25.00</b>	<b>-25.00</b>	<b>-25.00 (N/A)</b>

## Utilities

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11 Water				95.00	82.42	12.58	12.58 (13%)
18 Dog waste bin collection				500.00		500.00	500.00 (100%) No collections made as yet
<b>SUB TOTAL</b>				<b>595.00</b>	<b>82.42</b>	<b>512.58</b>	<b>512.58 (86%)</b>

## Village Hall rent

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Hall rental				275.00	100.00	175.00	175.00 (63%) Hall used less 20/21
<b>SUB TOTAL</b>				<b>275.00</b>	<b>100.00</b>	<b>175.00</b>	<b>175.00 (63%)</b>

## Summary

<b>NET TOTAL</b>	<b>7,649.00</b>	<b>8,900.17</b>	<b>1,251.17</b>	<b>6,645.15</b>	<b>6,569.45</b>	<b>75.70</b>	<b>1,326.87 (9%)</b>
V.A.T.					370.31		
<b>GROSS TOTAL</b>		<b>8,900.17</b>			<b>6,939.76</b>		

