

OVER STOWEY  
PARISH COUNCIL

**OVER STOWEY PARISH COUNCIL MEETING**

**Minutes of the Parish Council meeting held on March 16th<sup>th</sup> 2022**

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

Present: Parish Councillor

D. Peaster  
B. Bartlett  
G. Goddard  
T. Lindley

County/District Councillor

M. Caswell (left at 8.00pm)

The Chairman and Vice-chair had both given their apologies and therefore a chairman for the meeting need to be proposed and seconded. **Cllr Goddard proposed** that Cllr Peaster take the Chair and this was **seconded by Cllr Bartlett**. Cllr Peaster duly took the Chair and the meeting commenced.

**1. Apologies for Absence:**

Cllr Barrow, Tully and Curtis  
Cllr Pay

**2. Members of the Public:**

No members of the public were in attendance

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

Cllr Peaster declared an interest in item 11.c.  
Cllr Lindley declared an interest in item 5.a.

**4. Minutes of the meeting of the Parish Council held on February 16th 2022**

**Proposed:** Cllr Goddard      **Seconded:** Cllr Bartlett

**5. Correspondence:**

**a. Queens Platinum Jubilee event – update**

Work is progressing well; risk assessments and insurance have been reviewed and are in place, the grant application to the National Lottery Community Fund has been submitted, the order for the glasses is in hand, the Clerk is investigating how the general waste and recycling can be collected. Further updates will be made at the April 2022 meeting.

**b. Recycle More – update**

The new scheme is now up and running and appears to be working well in most cases. One issue that has been highlighted is where residents need more

bags/boxes as they have a number of tenants. Cllr Caswell is happy for residents to contact him if they need help in securing further bags and boxes and with any other issues regarding Recycle More.

**c. New Somerset (Local Government Reorganisation – LGR) – update**

The Clerk has attended various online meetings and has summarised a few of the key points below from correspondence received:

- The Structural Change Order (SCO) has proceeded well and a Made Order was due to be received on Friday (18.03.22)
- Notice of Election to be released 21st Mar - which will formally start the pre-election period
- Programme has shifted into implementation and is being brigaded into manageable 'chunks' – to give assurance that there will be a functioning authority for vesting day, to deliver the Business Case and will provide the right building blocks going forward for the second tranche of work

**Meeting dates**

- LGR Joint Scrutiny has taken place - but has now been stood down until new administration is in place and directs future approach to Scrutiny.
- Joint Committee is scheduled for 25 March (SCO dictates we have to have an Implementation Executive during the pre-election period)
  - New administration will direct future approach once in place
- LGR Advisory Board will have taken place on March 17<sup>th</sup> 2022. Once uploaded, the slides from the meeting can be found at:  
[Meetings \(newsomersetcouncil.org.uk\)](https://www.newsomersetcouncil.org.uk)

Vesting day for the new authority will be April 1<sup>st</sup> 2023. Further details regarding the new council and additional information on the upcoming changes are available on the [New Somerset website](#).

The Clerk also attended an online meeting chaired by Cllr Roberts (Nether Stowey Parish Council) regarding local Parish Councils working together. Concerns were raised by councillors and Clerks and much of this is due to a lack of information from New Somerset regarding decisions that need to be made by all councils on how they would like to move forward under the new authority. As stated above, work is ongoing on with regards to what needs to be undertaken prior to vesting day by New Somerset, but local Parish Council's would like details as soon as possible to ensure plans are in place ready for the 1<sup>st</sup> April 2022. This has been fed back to New Somerset and it is hoped a response will soon be forthcoming. Thank you to Cllr Roberts for hosting the meeting.

**d. Email received from Quantock Hills AONB re dog waste bins**

The Clerk has received an email about the colour and installation of the dog waste bins. Over Stowey Parish Council had ordered green bins as advised by Clean Surroundings at Sedgemoor District Council, however it wasn't until the email

regarding concerns raised by members of the public was received that the Parish Council became aware that the wrong colour had been ordered by Clean Surroundings and subsequently installed. The Clerk has contacted the relevant department - they currently have two green bins in stock and will replace two of the red ones. As soon as another becomes available the third red bin will be replaced.

## 6. Items for Discussion:

### a. Local elections 2022 – update

The notice of election will be published on March 21<sup>st</sup> 2022. Nomination packs for councillors were handed out and will need to be hand delivered to Sedgemoor District Council Electoral Services by 4.00pm on Tuesday 5<sup>th</sup> April 2022. For further information, see [May 2022 Local Elections](#)

### b. Consider most suitable date for the Annual Parish Meeting and the Annual Meeting of the Parish Council regarding the elections

It was suggested, provisionally, that the Annual Meeting of the Parish Council is held on Wednesday 11<sup>th</sup> May 2022 and the Annual Parish Meeting is held on Wednesday 18<sup>th</sup> May 2022. This will be confirmed at the April 2022 meeting

### c. Highways updates

#### i. Damaged culvert at Adcombe Lane

Work will take place to repair the above from **April 4<sup>th</sup> 2022 for 11 days – [Temporary Road Closure Information](#)**

If you have any queries regarding the closure and the diversion, please contact **Somerset Highways** on telephone number **0300 123 2224** quoting reference number **ttro481419**

#### ii. Drainage issues at Friarn and Aley – update

- No work has taken place at Friarn re the ditch clearance. The Clerk has contacted Forestry England who will be undertaking the work and this is being chased up by them
- No work has taken place at Aley. The Clerk will press the Highways department for an update and feedback at the April 2022 meeting

### d. Projects identified to benefit the parish for 2022/2023

#### i. Maintenance of arch in the cemetery – update

The work has taken place and an invoice submitted

#### ii. Memorial bench (cemetery) refurbishment – update

Deferred until the April 2022 meeting

#### iii. Request from Plainsfield for a road sign (on the north side from Over Stowey) – update

The Clerk contacted the relevant Highways department after the February 2022 meeting but did not receive a response. This was then followed up with another request on March 9<sup>th</sup> 2022, but still no reply. The Clerk will continue to contact Highways until a response is received and will feedback at the April 2022 meeting

## 7. Planning updates:

Application 40/21/00008 – granted permission

## 8. Matters Arising for the Agenda for the March 2022 meeting:

- Agree dates for annual meetings
- Cemetery memorial bench – update
- Highways issues
- Dog waste bin replacements – update
- Consider donation request for Baby/Toddler Group if submitted
- Confirm upgrade re ink subscription for two months to avoid any excess charges if printing exceeds usual monthly allowance

## 9. Policy reviews:

The Risk Management Report and Statement of Internal Control/Annual Review of Effectiveness had been circulated prior to the meeting for review. It was proposed that these policies in addition to the policies reviewed at the February 2022 meeting be adopted for the year 2021/2022.

**Proposed:** Cllr Lindley      **Seconded:** Cllr Goddard

## 10. Personnel:

- a. Agree new pay scale following increase of 1.75% (backdated to April 1<sup>st</sup> 2021) agreed by the National Joint Council for Government Services (NJC)
- b. Agree back pay from April 1<sup>st</sup> 2021 – as per item 10.a.
- c. Consider request from the Clerk re overtime claim  
The Clerk has undertaken additional tasks including updating policies and procedures, election training, unitary authority meetings and work on moving to a gov.uk email address and requested 30 hours overtime (from December 1<sup>st</sup> 2021)  
The above items were proposed and seconded:

**Proposed:** Cllr Bartlett      **Seconded:** Cllr Lindley

## 11. Financial Matters:

- a. **Update re online banking application and consider other options:**  
The Clerk had originally sent the application for an online bank account to NatWest in March 2021. The application has been received by them, but despite regular chasing, the account has still not been opened. The Clerk has undertaken research on suitable accounts and the one that many councils use is called Unity Trust. There is a charge of £6.00 per month, which was queried by Cllr Lindley. The Clerk communicated that the SLCC will meet with NatWest to arrange a project to improve and streamline the offering from the bank to Town and Parish Councils. Cllr Lindley asked when this might take place. The Clerk will investigate this and feedback at the April 2022 meeting.
- b. **Consider donation request from Citizens Advice:**  
It was proposed that a donation of £100 (under S137) be made for 2021/2022  
**Proposed:** Cllr Goddard      **Seconded:** Cllr Lindley
- c. **Consider potential request for donation for books/toys for baby/toddler group which may be starting in Over Stowey:**

Cllr Peaster had declared an interest but explained that the group are now looking at a venue in Nether Stowey which will include parents/guardians and their babies/toddlers who reside in Over Stowey. It is expected that any donation made will be put towards larger equipment that will last and be of use for the medium to long term rather than books or toys.

This was deferred until the April meeting when an idea of that might be needed with associated costs may be available.

**d. Payments**

i. Clerk's wages		
March 2022 (including overtime as agreed under item 10.c.)		553.74
ii. Expenses:		
HP Ink subscription (Dec 2021 – Feb 2022)	38.98	
MS365 subscription (Dec 2021 – Feb 2022)	28.44	
SLCC annual subscription	80.00	
Land Registry x 2	6.00	
Stamps (6 x 2 <sup>nd</sup> )	3.96	
Printer paper	<u>5.90</u>	163.28
iii. ICO		
Data Protection Fee renewal (Direct Debit to be set up)		35.00
iv. R. Curtis		
Bench ends shot blasting		55.00
v. Wood-Land South West Ltd		
vi. Cutting back of the cemetery archway		180.00
vii. Citizens Advice		
Donation request agreed under item 11.b.		100.00
viii. Baby/toddler group donation request		
Deferred to the April 2022 meeting		
ix. Mobile phone contract		
D/D Feb 2022 (includes 55p for attachment sent)		<u>21.55</u>
	<b>TOTAL</b>	<b>£1108.57</b>

**Proposed:** Cllr Lindley      **Seconded:** Cllr Goddard

**e. Ratify payment of £191.98 to Cloud Next re gov.uk email address**

**Proposed:** Cllr Lindley      **Seconded:** Cllr Goddard

As no cheque signatories were in attendance, it was agreed that the Clerk take the cheques for signing to ensure payments were made in a timely manner.

**Proposed:** Cllr Goddard      **Seconded:** Cllr Lindley

**12. Date of next meeting:**

Wednesday 20<sup>th</sup> April 2022 at 7.00pm at Over Stowey Village Hall

There being no other business the meeting adjourned at 8.05pm

Amanda McMurren - Clerk to Over Stowey Parish Council

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