STREET PARISH COUNCIL

Meeting of the Council held on 21st February, 2017 at 7.30 p.m.

PRESENT: Councillor T. Rice (Chairman of Council)

Councillors: V.A. Appleby, C.E. Axten,

S.J. Dowden, L. Hughes, A. Leafe, T.W.E.,

Napper, N. Swift and J. Wooldridge

IN ATTENDANCE: Mrs. L.A. Ruff - Parish Clerk

PC M. Pople – Street Police Team

APOLOGIES: Councillors: P. Goater – illness, T.L. Emery

and L. Zaky - family engagements – reasons

accepted

197. MINUTES

The minutes of the meeting held on 17th January, 2017 which had

been circulated were approved as a correct record and

signed by the Chairman and Minute No. 192 be ratified with Councillor

Swift being the media contact in liaison with the Chairman and Clerk.

198. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Hughes, Napper and Rice declared an other interest under Appendix B in any matters relating to the District Council and stated that they would keep an open mind when considering issues at either District or Parish level.

Councillor Napper declared an other interest under Appendix B in any

matters relating to the County Council or Glastonbury Town Council

and that he would keep an open mind when considering issues at

either level. Councillor Napper declared an other interest under

Appendix B in the lease for the first floor of the Parish Rooms as he

was a county councillor and a governor of the pupil referral unit in

Glastonbury. He left the meeting when this item was considered from

9.10 p.m. to 9.15 p.m.

199. COMMUNITY POLICE OFFICER

PC Pople reported on issues raised at the last PACT meeting and

action taken. It was hoped to introduce a community speed watch

soon for areas including The Mead and Strode Road by the swimming

pool. The Civil Parking Enforcement Officers were looking at solutions

to the problem of parked vehicles blocking the pavement at The Bear

and in Church Road. The need for double yellow lines in Downside

would be considered at the site meeting with the Highways Officer.

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It was agreed to issue a press release asking people to contact PCSO

Tim Richards if they were interested in taking part in the community

speed watch. It was also agreed that some of the red advisory parking

tickets produced by the Council be put on the windscreens of parked

cars causing an obstruction at Smithfield Road, Downside etc.

Councillor Hughes invited PC Pople to attend a meeting arranged by

Alison Payne of the District Council at 4 p.m. on 17th March to look at

car parks in general and the concerns of members.

200. PLANNING COMMITTEE

The Clerk submitted the minutes of the meetings of the Committee held

on 17th January and 7th February, 2017 which had been circulated

together with a report on future arrangements. It was noted that a

small steering group of members and community representatives

would need to be set up for the Neighbourhood Plan and that as many

members as possible should attend the meeting on 28th February.

RESOLVED

that the reports be noted, Councillor Axten to come off of the

Committee and Councillors Dowden and Swift to go on it, and in future

one meeting per month of the Committee be held at 6.30 p.m. on the

same date as the Council meeting.

201. POLICY AND FINANCE COMMITTEE

The Clerk submitted the minutes of the meeting held on 7th February

2017 which had been circulated and which appear as Annex A to these

minutes in the Minute Book.

RESOLVED

that the report and recommendations be agreed and the community

groups having free use of the Parish Rooms to be asked to provide

information for inclusion on the new website.

202. PLAY AREAS WORKING GROUP

The notes of the meeting held on 31st January, 2017 had been

circulated. It was noted that in future the Group would only meet in

the evening and that the daytime meetings with Idverde would cease.

RESOLVED

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A. that the report be agreed subject to only urgent recommended

tree works being carried out in Merriman Park and Councillor Axten to

send a copy of her email to Sue Church regarding refurbishing

Ringolds Way play area to Councillors Hughes and Rice so that they

could speak to the officer about proceeding with this matter

B. that the owner of the layby opposite the Youth Hostel be asked to

provide a litter bin in view of the large amount of rubbish there.

203. CULTURE WORKING GROUP

The Clerk submitted notes of a meeting held on 2nd February 2017

which had been circulated. Blue and white bunting would be used for

Somerset Day. Councillors Axten and Swift were producing a policy

document for the Investiture so that in future anyone could organise it.

RESOLVED

A. that the report and the recommendations be agreed and Councillor

Axten be appointed to the Group

B. that £100 + be agreed for the costs of Somerset Day including

having Morris dancers to come from the Contingency Fund

C. that the old Facebook page for the Council be deleted in liaison

with Councillor Swift.

204. WAR MEMORIALS WORKING GROUP

The Clerk submitted the notes of the meetings held on 1st and 8th

February 2017 which had been circulated. The meeting was adjourned

from 8.30 p.m. to 8.33 p.m. to allow the public to speak.

RESOLVED

that the recommendations made be agreed and having 50 large double

sided poppies in the High Street from late October for about 2 weeks at

a cost of about £150.

205. HIGHWAYS WORKING GROUP

The Clerk submitted notes of a meeting held on 15th February, 2017

which had been circulated. The meeting was adjourned from 8.43 p.m.

to 8.45 p.m. to allow the public to speak. The Chairman and Councillor

Hughes had carried out a risk assessment prior to installing the new

speed indicator device and training on manual handling.

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RESOLVED

A. that a photo of the Highways Group by the new speed indicator

device at Brookside School and a press release be issued asking for

volunteers for the community speed watch

B. that the second speed indicator device be ordered

C. that the site meeting with Highways to look at yellow lines be

again requested and the matter be raised by the Chairman with

County Councillor Osman

D. that the proposals regarding bus services in Street from Chris

Hughes be sent to First Bus and a reply be requested by a set date

E. that Councillor Hughes should find out the cost of resiting the

redundant shelters including the one on the bypass which had never

been used

F. that a request be made for a digital display for the shelters by the

side of the Crispin Hall.

206. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Historic England – Mural in Crispin Centre

RESOLVED

that the report be noted and the Clerk to find out what was happening

with regard to the phone box in Portland Road.

207. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

Councillor Napper reported on issues being considered by the County

and District Councils including the reintroduction of the small

improvement scheme. The District Council was having a meeting in

March about toilet facilities for special needs people and Councillor

Hughes felt that a representative of the Council should attend this as

it was planned to provide such a toilet facility at Merriman Park. It

was agreed that the new Neighbourhood Plan and Funding Officer

would be able to seek funding for the project. The meeting was

adjourned from 8.50 p.m. to 8.52 p.m. for the public to speak.

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It was agreed that the Clerk should seek clarification on grant funding

given by the Council and Hindhayes School to resurface the lane

leading to the Victoria Club and provide disabled access to the polling

station there and what was happening regarding parking at the site.

208. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all account at 31st January 2017

had been prepared successfully and sent to all members with the

monthly income and expenditure by account report.

RESOLVED

that the report and schedule of payments as circulated be approved

and initialled by the Chairman and the income and expenditure by

account report at 31st January, 2017 be noted and the schedule of

payments for February be attached as Annex B to the minutes in the

Minute Book in order to publish payments of £500 or more.

209. CHAIRMAN’S REPORT

The Chairman reported on the numerous issues with which he had

been involved including setting up the speed indicator device with

Councillor Hughes and attending a Neighbourhood Plan seminar with

the Clerk.

210. MATTERS FOR REPORT

The Clerk reported on several matters.

RESOLVED

A. that the information on the Out of the Mouth of the Parrett event

in Bridgwater Library be circulated to members

B. that the Council should not get involved in the Great British Spring

Clean 3rd to 5th March in view of the short notice and the clean up

already organised at Merriman Park for 26th February

C. that Councillor Appleby should attend the District Focus Group on

1st March concerning the Peer Challenge requested by Mendip

District Council

D. that the Council should not advertise in the High Street map for

Clarks Village in view of the cost of £499 and the fact that the existing

shopping guides were being updated.

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211. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that in accordance with the Public Bodies (Admission to Meetings)

Act 1960 amended by the Openness of Local Government Bodies

Regulations 2014, the press and public be excluded from the meeting

for the following items as they involved confidential information on

legal negotiations, tenders received and staffing matters.

212. LEASE FOR FIRST FLOOR OF PARISH ROOMS

The Clerk gave a confidential verbal report.

RESOLVED

that the Clerk be instructed to go back to the Council’s solicitors to

establish how the matter could be progressed to make sure that it was

concluded by the end of August and if the notice had not been properly

served it was to be served again.

213. TENDERS FOR MAINTENANCE OF SKATE PARK

The Clerk submitted a confidential report which had been circulated to

members.

RESOLVED

that Taunton Deane Borough Council be engaged to maintain and

inspect the Skate Park from 1st April 2017 to 31st March 2018 at a cost

of £3,893.00.

214. NEW SCOUT HUT

The Chairman reported that as the proposed site for the new scout hut

was on land owned by the County Council the Scout Group was

seeking a longer term authority for the building before committing

considerable funds to the project.

RESOLVED

that the report be noted.

215. TENDERS FOR HANGING BASKETS AND PLANTERS

The Clerk made a confidential verbal report on quotes obtained for

the baskets and planters in the High Street area..

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RESOLVED

that subject to ratification at the next meeting, Financial Regulation

11.1 (h) be suspended and no other quotes be obtained for the

following works in view of the good value for money offered, the high

quality of the goods/services provided and the short time scale -

Sweet Acre Nursery be engaged for the sum of £2,358.31 + VAT to

fill, hang and remove the 78 hanging baskets for the High Street and to

plant and maintain the 12 planters in the High Street and 3 planters in

Leigh Road and the horse trough

Taunton Deane Borough Council be engaged for the sum of £9,843.12

+ VAT to water and feed the baskets and planters 6 days a week from

the end of May to mid October (the feed to be supplied by the Council).

216. STAFFING COMMITTEE

The Clerk submitted the minutes of the meeting held on 13th February

2017 which had been circulated and which appear as Annex C to these

minutes in the Minute Book. She circulated a confidential update on

staff sickness absence for information.

RESOLVED

A. that the report and recommendations be agreed subject to the

following changes/clarifications

B. that a member of staff should attend meetings of the Planning and

Policy and Finance Committees but not of the Staffing Committee and

if the Chairman of a Working Group decided not to have a staff

member at a meeting then the notes should not be taken by the person

chairing the meeting (it was noted that staff did carry out work relating

to the Working Groups and did not just take notes)

C. that Councillors Appleby and Axten would update the Policies file

kept in Reception with review dates given for each

D. that there should be a visitors book in Reception of the Parish

Rooms and a timesheet for staff and members

E. that the LGPS Employer Discretions Policy, which had not been

amended by Peninsula Pensions since the 2014 update, be agreed

F. that the new Neighbourhood Plan and Funding Officer should lead

on the Neighbourhood Plan, bid for grants and look at best value for

contracts with a view to cost saving and revenue generation

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G. that the Assistant Clerk should check that the emails and new

website were working correctly and keep the website updated

H. that the salary scale for the new post should probably be

spinal column point 30 - £26,822 and further consideration be given

to the appointment at the meeting on 28th February.

217. LIVE BROADCASTING OF COUNCIL MEETINGS

RESOLVED

that Councillor Dowden be asked to report on the cost and

implications of having microphones and a camera for live broadcasts

of Council meetings or a stand alone camera for Facebook live and a

protocol for this to also be agreed.

The meeting ended at 9.55 p.m.

Councillor Napper left at 9.45 p.m.

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ANNEX B

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 18th January to 21st February, 2017 totalled £ - see below. Internal auditor, P. Male of Probusiness Ltd. felt this was a better system whereby the Council could approve expenses each month prior to reimbursement.

The latest bank reconciliations for all accounts at 31st January, 2017 have been prepared successfully and sent to all members with the monthly income and expenditure by account report. Each reconciliation and original bank statement has been signed by Councillor Appleby as part of the monthly check of accounts.

From 1st December, 2014 a schedule of individual nos. for direct debit payments was introduced so that they could be traced more easily as with payments by cheque. The first no. used was DD141501 and from 1st April 2016 numbers will start DD161701.

£168 received from We Hear You for use of small room in February.

The Council is asked to approve payment of the following -

Clerk’s net salary As agreed

Assistant Clerk’s net salary As agreed

Petty cash float to bring back up to £50 for February £ 15.75 transfer

Pension contributions - February SCC Pension Fund As agreed

+ pension deficit recharge 2016/17 – not April or May 16 As agreed

PO Ltd. PAYE and NI contributions – February As agreed

L. Ruff and J. Marshfield

Probusiness Ltd. – payroll February Month 11 £ 24.17 + VAT

DD161749

Mendip District Council – rates grd flr Parish R – £ Nil

1st February

Idverde Ltd. – maintenance Merriman Park for January £ 769.75+VAT

E.R. Garrett Ltd. – clean ground floor Parish Rooms Jan £ 114.85+VAT

Cognique – website support February £ 49.00+VAT

Southwest Digital Systems Ltd. – copying January £ 26.37+VAT

PC Comms Ltd. – 2 MS Office 365 Business Premium £ 59.00+VAT

emails and 12 Business Essentials emails January

and support for undelivered mail £ 80.00 + VAT

Blachere Illumination UK Ltd. – remove xmas lights £1,177.60 + VAT

High Streeth

BT – broadband January to March (from 1st March line £ 78.40 + VAT

cost to rise by 6%) DD1617

BT – calls 17th October to 13th January and rental £ 312.63 + VAT

charges DD1617

NR Bishop Electrical Contractor Ltd. – remove xmas lights £ 430.00 + VAT

from Parish Rooms and large tree

Viking – paper, stamps etc. £ 177.84 + VAT

Viking – pens, glue etc. £ 32.83 + VAT

Viking – toner, envelopes etc. £ 224.06 + VAT

EM Print and Signs – install 32 banners in High Street £ 345.00 + VAT

TCBs – clean bin in High Street 2nd to 23rd January £ 16.00

Biffa Waste Services Ltd. – emptying 2 wheelibins £ 313.17 + VAT

25th March to 23rd June 2017 DD1617

Cllr. Hughes – padlocks for speed indicator device £ 35.45

Initial Washroom Hygiene – sanitary bins 2nd March to £ 14.40 + VAT

1st June 2017 DD1617

Rialtas Business Solutions Ltd. – on site training for Clerk £ 376.50+VAT

16th January on earmarked reserves, budget etc.

Westcotec Ltd. – speed indicator device £3,200.00+VAT

Brookside School – older peoples tea party £ 300.00

NR Bishop Electrical Contractor Ltd. – install 24 hour £ 95.56+VAT

timeclock for outside floodlights

Cllr. Rice – refund of parking fees for attending seminar £ 10.90

on Neighbourhood Planning in Bath