STREET PARISH COUNCIL

Annual meeting of the Council held on 16th May, 2017 at 7.30 p.m.

PRESENT: Councillor T. Rice (Chairman of Council)

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

T.L. Emery, P. Goater, L. Hughes, A. Leafe,

T.W.E. Napper and L. Zaky

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

County Councillor L. Leyshon

PC M. Pople

APOLOGIES: Councillors: N.M. Swift and J. Wooldridge –

another engagement and S. Dowden – family

illness - reasons accepted

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor Appleby be elected as Chairman of the Council for the

ensuing year – Councillor Appleby signed the declaration of

acceptance of office and then took the Chair.

2. ELECTION OF VICE-CHAIRMAN

RESOLVED

that Councillor Swift be elected as Vice-Chairman of the Council for the

ensuing year.

3. MINUTES

The minutes of the meeting held on 25th April, 2017 which had been

circulated were approved as a correct record and signed by the

Chairman subject to the deletion at the end of recommendation A of

Minute No. 246 of the words ‘at the August meeting’ and the insertion

of the words ‘when there was more information’.

It was agreed to consider a policy in regard to live broadcasting of

Council meetings and to consider all the points raised as this was now

possible through Facebook.

4. 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.

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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.

5. COMMUNITY POLICE OFFICER

PC Pople gave his report for the month and reminded members of

the 3 priorities of the last PACT meeting reported at the last meeting.

Thefts from vehicles at Nature Reserves was being dealt with and one

burglar had been convicted. Information on the covert capture car

could not be given to members. The Police and Crispin School had set

up a parents forum as around 30 to 40 children were regularly using

online chat sites where they could be contacted by unknown people

and could watch just about anything. PC Pople would email Highways

to request additional line markings at the West End/Westway junction

as vehicles were getting in the wrong lanes and there could be a

collision. Councillor Napper reported that the County Council small

improvement scheme would be operating again in June or July and

each County Councillor would probably have £5,000 to spend in the

year as previously. County Councillor Leyshon offered to work with

the Clerk and Councillor Hughes to draw up a list of current highways

proposals in Street in order of priority and to pursue them with the

Highways Department.

6. PLANNING COMMITTEE

The minutes of the meeting on 25th April, 2017 were submitted as

circulated.

RESOLVED

that the report be noted.

7. POLICY AND FINANCE COMMITTEE

The Clerk submitted the minutes of the meeting of the Committee

held on 9th May, 2017 which had been circulated and which appear as

Annex A to these minutes in the Minute Book.

RESOLVED

A. that the report and recommendations be agreed

B. that the Clerk be asked to look into whether indemnity insurance

was needed for members and staff to ensure that they could not be

held personally liable if an accident occurred

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C. that Councillor Emery would carry out the weekly or twice

weekly inspections of Merriman Park for May, Councillor Rice would

do the inspections in June, with the Clerk assisting when necessary

until the question of insurance had been considered

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

on 5th June.

8. ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2017

INTERNAL AUDIT AND CONTROL, SECTION 1 AND PAGE 5

A report and documents were circulated with the agenda for the

Policy and Finance Committee on 9th May.

RESOLVED

A. that the report and documents be approved and having considered

them it be agreed that the internal audit and control system is adequate

B. that agreement be given to each of the statements set out in

Section 1 of the Annual Return and the annual governance statement

be approved and signed by the Chairman and the Clerk.

9. ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2017

SECTION 2, ACCOUNTS AND SUPPORTING DOCUMENTS

A report and documents were circulated with the agenda for the

Policy and Finance Committee on 9th May.

RESOLVED

that Section 2 of the Annual Return, the accounts for the year ended

31st March 2017 and other documents as circulated, be approved and

signed by the Chairman and the Clerk/Responsible Financial Officer.

10. APPOINTMENT OF COMMITTEES

The Clerk submitted a report which had been circulated.

RESOLVED

that the following committees and working groups be appointed for

the ensuing year and the terms of reference, arrangements for

meetings etc. be as detailed in the report -

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PLANNING COMMITTEE

Councillors: Dowden, Goater, Leafe, Swift, Zaky

Chairman: Goater

Vice-Chairman: Leafe

Quorum = 3

POLICY AND FINANCE COMMITTEE

Councillors: Appleby, Axten, Dowden, Goater, Hughes, Rice

Chairman: Rice

Vice-Chairman: Axten

NOTE - Monthly inspection of accounts and receipt of current account

statements by Vice-Chairman of Council, Councillor Swift

STAFFING COMMITTEE

Councillors: Appleby, Axten, Leafe, Rice, Swift

Chairman: Rice

Vice-Chairman: Appleby

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Axten, Napper, Rice

APPEAL PANEL

Councillors: Emery, Goater, Hughes

HIGHWAYS WORKING GROUP

Councillors: Dowden, Hughes, Napper, Rice, Swift, Wooldridge

JOINT LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP

Councillors: Chairman of Council and Dowden, Goater, Napper

Members of Walton Parish Council and if appropriate, members of

Glastonbury Town Council

STREET SKATE PARK ADVISORY GROUP

Councillors: Dowden, Emery, Leafe, Napper, Assistant Clerk,

representatives of young users of facility, Cllr Gagg Walton Parish

Council and a PCSO

PLAY AREAS WORKING GROUP

Councillors: Appleby, Axten, Hughes, Wooldridge and also to ask

Dowden and Swift who were not present if one of them would like to

take the place of Rice on the Group

MERRIMAN PARK COMMUNITY GROUP

Councillors: Appleby, Axten, Emery, Hughes, Wooldridge and 16

local residents including representatives of Neighbourhood Watch,

Street Society, 1st Street Scouts, local churches, Police Cadets

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CHRISTMAS WORKING GROUP

Councillors: Appleby, Axten, Emery, Rice, Swift, Wooldridge, Zaky

EMERGENCY PLAN MANAGEMENT TEAM

Councillors: Goater, Leafe, Napper, Rice, Zaky, Parish Clerk, Fire

Officer, PCSO

Lead Co-ordinator in order of priority - Chairman of Council,

Vice-Chairman of Council, Napper, Leafe

HEALTH AND WELL BEING WORKING GROUP

Councillors: Hughes, Napper, Rice

WAR MEMORIAL WORKING GROUP

Councillors: Appleby, Swift, representatives of British Legion, Street

Society, Shadrach Trust, Parish Church and other interested persons

STRATEGY WORKING GROUP

Councillors: Appleby, Axten, Dowden, Goater, Hughes, Napper, Rice,

Swift, Zaky

CULTURE WORKING GROUP

Councillors: Appleby, Axten, Dowden, Leafe, Swift, Zaky

WALKING/CYCLE STUDY WORKING GROUP

Councillors: Goater, Rice, Swift and from Glastonbury Town Council

Avalon and Knight and 3 representatives of Walton Parish Council

NEIGHBOURHOOD PLAN STEERING GROUP

Councillors: Hughes, Rice, District Councillor Sen, County Councillor

Leyshon or Napper to attend meetings, Sharon Morgan of Vine

Surgery, Schools contact, Philip Eavis of Street Chamber of Trade

ANNUAL REPORT

Clerk in consultation with Chairman and Vice-Chairman of Council

PRESS RELEASES

Assistant Clerk (or Clerk) in consultation with Councillor Swift and

Chairman of Council.

11. REPRESENTATIVES ON OUTSIDE BODIES

The Clerk submitted a report which had been circulated.

RESOLVED

A. that the following representatives be appointed to serve on the

bodies listed for the ensuing year -

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Mendip Health and Well Being Board Cllr. Rice

Deputy – Cllr. Emery

Victoria Field Charity Committee Cllrs. Leafe, Napper, Swift

Greenbank Swimming Pool Man. Com. Cllrs. Dowden, Rice, Zaky

2 members to attend meeting

Glastonbury Tribunal Ltd. – Street TIC Cllr. Appleby – Parish

Cllr. Hughes – District

Street Chamber of Trade and Query if there is a Chamber

especially in view of the need

to make arrangements for

Christmas

Street Twinning Association Cllrs. Axten, Leafe

Mendip Citizens Advice Bureau Man. Query if the body exists

Com.

Somerset Association of Local Councils Chairman or Clerk

Street Young People’s Centre Cllrs. Dowden, Emery, Leafe

Street Young People’s Centre Man. Clarify with R. Clark if there is

Com. still a separate Man. Com.

Street Library Committee Cllrs. Axten, Napper

Strode Theatre Board of Management Cllrs. Napper, Rice

Non Voting – Hughes, Zaky

Mendip CCTV Users Group Cllr. Appleby

Deputy – Cllr Wooldridge

Crispin Community Focus Man. Com. Query if body exists

Street Business Park Cllrs. Dowden, Rice – Parish

Cllr. Napper – District

Parish Rooms Emergency Contacts Cllrs. Rice, Axten and Clerk

Coxs Charity Cllrs. Appleby, Axten

YMCA Cllr. Rice

Child Protection Officer for SPC Cllr. Emery

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B. that the Clerk be asked to find out about trustee indemnity

insurance for members serving on outside bodies.

12. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES

The Clerk submitted a report which had been circulated. Councillor

Goater informed members that he would put the meeting dates for

2017/18 on the website. With regard to the review of standing orders

discussion took place on whether members should stand when

speaking at meetings of the Council. It was noted that if this standing

order was to be considered for amendment then it should be proposed

by a special motion, written notice of which to be given to the Proper

Officer by at least 4 members.

RESOLVED

A. that the report and other documents be agreed including details

of meetings for 2017/18 with the Chairman’s Investiture being held on

24th May 2018

B. that the standing orders and financial regulations be adopted

without change and no changes be made to the Code of Conduct

C. that Councillor Goater and 1 other member should review all

assets in June from a list supplied by the Clerk and the Clerk and

Assistant Clerk should review the assets in November and both should

report on whether they are all in good health and safety order.

13. PLAY AREAS WORKING GROUP

Notes of a meeting on 26th April 2017 had been circulated. Councillor

Axten reported on a meeting on 15th May with Mendip District Council

officers. It had been agreed that the Parish Council could proceed with

the refurbishment of the Ringolds Way play area under a service level

agreement to be drawn up by the District Council’s legal team. There

was around £82,000 Section 106 money being held by that Council for

the play area and it was very probable that additional money would

also be given by them. Councillor Hughes was thanked for ensuring

that the matter progressed and a request made that each week an

email be sent asking when the service level agreement would be sent.

Councillor Axten would project manage the scheme and the play area

would still be owned by the District Council. Councillor Napper asked

to be sent reports of meetings about the project.

It was also noted that Kate Carr had marked the position of the

permanent table tennis table on the Merriman Park plan so the item

could be ordered and fixed in position.

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RESOLVED

that the reports be agreed and the Clerk and Assistant Clerk in

consultation with the Chairman be given delegated power to hire 1

standard and 1 disabled portaloo for Merriman Park from the last week

of July to early September, having considered how to anchor them so

they could not be pushed over.

14. CULTURE WORKING GROUP

Notes of the meeting on 8th May 2017 had been circulated. It was

noted that 4 gazebos would be ordered from the District Council for the

Bike Week event subject to approval from the Library Trustees.

RESOLVED

that the report be agreed and Councillors Axten, Swift and Zaky to

meet Realm or the new owners of Clarks Village as soon as possible

to discuss working with them equally and on what to do about using

the Crispin Centre for the Christmas Cracker event.

15. LIVE BROADCAST OF COUNCIL MEETINGS AND EMAILS

The Clerk reminded members of the provisions of the social media

policy, Code of Conduct and Nolan principles.

RESOLVED

A. that Councillors Dowden and Goater and the Assistant Clerk

would arrange drop in sessions for members who were not receiving

all emails and this would be during the day so that PC Comms could be

contacted to reset passwords if necessary – this would include

Councillors Appleby, Hughes, Leafe, Napper and Wooldridge

B. that the Clerk would send a test email to all members the following

day to see who received it

C. that Councillor Goater would deal with the issue of people wanting

to go to the Council’s website sometimes getting a security warning

message.

16. SOMERSET DAY EVENT 13TH MAY

The Clerk read a report on the successful event from Councillor Swift.

17. CHAIRMAN’S INVESTITURE

RESOLVED

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that the following members would read a report at the Investiture on

progress and future plans and instead of a key, a metal plaque

mounted on wood with suitable wording be produced to present to Pete

Richards when bestowing the Freedom of Street on him -

Planning Committee – Councillor Rice

Highways Working Group – written by Councillor Hughes and read out

by Councillor Dowden or Rice

Culture Working Group – Councillor Swift

Christmas Working Group – Councillor Axten

Merriman Park and Play Areas Working Groups – Councillor Appleby.

18. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be noted.

19. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

The Clerk read out a report from Councillor Napper. She then read

out reports from Councillor Swift on the Sustrans consultations on

20th May on the cycle/walk study and on a meeting with the YMCA.

Councillor Hughes reported that the Rotary would finance a defibrillator

for the High Street and suggested Grinters as it was an independent

trader. Councillor Emery felt it should be nearer West End as there

was already a defibrillator at the front of the British Legion. Councillor

Hughes undertook to investigate the best location for the equipment.

20. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all account at 30th April, 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 30th April, 2017 be noted and the schedule of

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

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

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21. EX-CHAIRMAN’S REPORT

Councillor Rice reported on the easement for the Cranhill Road

access lane. The senior board at Millfield were to consider the route

for Parkrun and in the meantime a Parkrun at Collett Park, Shepton

Mallet had started.

22. MATTERS FOR REPORT

The Clerk reported on meetings about transport in Somerset but

members were already aware of this. Consultation documents had

been received on the Investment Strategy and Funding Strategy

for the SCC Pension Fund and a reply was required by 30th May.

It was agreed that the Clerk in consultation with the Chairman and

Councillor Rice would look at these papers and agree any response.

23. 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 item as it involved confidential information on staffing

matters.

24. NEIGHBOURHOOD PLAN, FUNDING AND PROJECTS OFFICER

It was agreed that the Interview Panel would meet as planned on

17th May to short list applicants for the post and if 4 were not selected

for interview the recruitment process would be started again from the

beginning.

The meeting ended at 9.45 p.m.

Councillor Zaky left at 9.05 p.m.

Councillor Napper left at 9.20 p.m.

Councillor Emery and Leafe left at 9.35 p.m.

Councillor Goater left at 9.40 p.m.

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

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ANNEX B

Subject: Accounts for Payment

fNOTE – Chairman’s allowance – expenses for 26th April to 16th May, 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 30th April, 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.

£20 received from Cruse Bereavement Care for hire of small room on 31st March. £300 received from Street and District Allotment Association for the rent on Strode Road allotments in 2017. £964 received from Mendip District Council for Victoria Field Charity towards costs of Vic Fest in 2016 to be paid straight to the Charity. £5,378.41 received from HM Revenue and Customs as VAT refund for January to March 2017. £3,475.47 received from Somerset County Council as rent and services 1st floor Parish Rooms 25th March to 13th June 2017.

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 May £ 31.26 transfer

Pension contributions - May SCC Pension Fund As agreed

+ pension deficit recharge 2017/18 – not April or May 17 As agreed

PO Ltd. PAYE and NI contributions – May As agreed

L. Ruff and J. Marshfield

Probusiness Ltd. – payroll May Month 2 £ 24.17 + VAT

DD1718

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

1st March - due to small business rate relief the rates for 2017/18 of £4,893

will not need to be paid – this assessment may change when the 1st floor is vacated

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

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

Southwest Digital Systems Ltd. – copying April £ 30.57+VAT

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

emails and 12 Business Essentials emails May

St. John Ambulance – 3 day First Aid at Work for £ 295.00+VAT

Asst. Clerk 12th to 14th June 2017

Rialtas Business Solutions Ltd. – year end closedown £ 520.88+VAT

on 10th April

Westcotec Ltd. – second speed indicator device and £ 3,050.00+VAT

Public Works Loan Board – 6 monthly loan £11,111.11

repayment DD1718

Viking – copier paper etc. £ 99.78+VAT

Victoria Field Charity – health and well being grant £ 964.00

from Mendip District Council for Vic Fest 2016 paid

via the Parish Council

Chalice Morris – fee to perform at Somerset Day £ 85.00

event on 13th May

C. Axten – refreshments etc. for Twinning event on £ 81.11

15th April 2017

Probusiness Ltd. – internal audit for year ended £ 575.00+VAT

31st March 2017 done on 4th May 2017

P. Swift – ilets for flags and spray paint Somerset Day £ 9.38

EM Print Ltd. – fit 7 maps to notice boards High St. £ 70.00+VAT

TCBs – clean bin in High Street 3rd to 24th April £ 16.00

Em Print Ltd. – fit 7 maps to notice boards High St. £ 70.00+VAT

Mathews Promotional Products Ltd. – 1,000 hand £ 265.00+VAT

flags for Somerset Day

NR Bishop Electrical Contractor Ltd. – put up flag £ 30.00+VAT

at Parish Rooms for Somerset Day

Burnham and Highbridge Band – travel expenses to £ 150.00

perform at Somerset Day event

G.A. Doble (Civil Engineering) Ltd. – clear roundabout £ 960.00

near McDonalds

Grants -

Street and District Swimming Club – Team Icythosaur £ 600.00

Channel Swim on 13th July – publicity on website

Greenbank Swimming Pool Man. Committee £18,000.00