

## STREET PARISH COUNCIL

Meeting of the Council held on 17<sup>th</sup> October, 2017 at 7.35 p.m.

**PRESENT:** Councillor V.A. Appleby (Chairman of Council)  
Councillors: C.E. Axten, S. Dowden,  
T.L. Emery, P. Goater, L. Hughes,  
T.W.E. Napper, N.M. Swift and J. Wooldridge

**IN ATTENDANCE:** Mrs. L.A. Ruff - Parish Clerk  
Mr. A. Kinghan – Neighbourhood Plan, Funding  
and Projects Officer  
County Councillor E. Leyshon  
District Councillor B.A. Beha  
PC M. Pople – Street Police

**APOLOGIES:** Councillors: A. Leafe, T. Rice and L. Zaky –  
another engagement – reasons accepted

### 101. MINUTES

The minutes of the meeting held on 19<sup>th</sup> September, 2017 which had been circulated were approved as a correct record and signed by the Chairman subject to the inclusion of Councillor N.M. Swift and the deletion of Councillor T.L. Emery from the list of members present. The report on the formal revision of minute no. 155 of the meeting on 15<sup>th</sup> November, 2016 which had been circulated, was also agreed. Resolution A to be revised by the replacement of 'as agreed' with 'to end the lease on 31<sup>st</sup> August 2017 at the end of the academic year and to consider possible uses for the first floor'.

### 102. MATTERS ARISING

Councillor Axten reported that with reference to minute no. 90 the meeting with the Heritage Lottery Fund would be on 23<sup>rd</sup> November.

### 103. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Hughes and Napper 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.

104. COMMUNITY POLICE OFFICER

PC Pople reminded members that the next PACT meeting would be on 8<sup>th</sup> November.

Councillor Emery asked for Police patrols around Merriman Park as there had been drug related issues. Councillor Dowden raised an issue at New Close of noise from parties etc. and 2 vehicles stored there which were untaxed, uninsured and had no valid MOT. PC Pople agreed to investigate this. It was also recommended that those complaining should keep a detailed diary and then report the problem to the District Council's Environmental Health team.

105. PLANNING COMMITTEE

The minutes of the meeting on 19<sup>th</sup> September 2017 which had been circulated were submitted.

RESOLVED

that the report be noted.

106. NEIGHBOURHOOD PLAN

The Neighbourhood Plan Officer reported that public consultation on the Plan for Street had begun. A leaflet on the process would be delivered to households on 23<sup>rd</sup> October. He asked for the support of members on the 4 consultation days. He would be visiting local schools as the children would live with the impact of the Plan for a long time. A draft of Sustrans report on the cycle/walking route had been received and this would provide quality data for inclusion in the Plan. Leaflets would also be distributed to local businesses including those in the High Street and copies would be available from the Library, Tourist Information Centre etc.

107. CONCLUSION OF AUDIT OF ACCOUNTS  
FOR YEAR ENDED 31<sup>ST</sup> MARCH 2017

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be noted.

108. PLAY AREAS WORKING GROUP

The notes of the meetings held on 25<sup>th</sup> September and 10<sup>th</sup> October and the report of the Clerk which had been circulated, were submitted. Councillor Axten detailed the proposals made and asked members to support them so that plans could move forward.

RESOLVED

A. that the proposals made and the invitation to tender for the refurbishment of Ringolds Way Play Area be approved and when all was in place the tender process should go ahead

B. that A. Kinghan and Councillor Hughes should attend a show in Birmingham on grass cutting machines etc. with expenses paid for mileage and refreshments and A. Kinghan to work on ground maintenance options ready for the following year.

109. CHRISTMAS WORKING GROUP

The notes of the meeting on 26<sup>th</sup> September 2017 which had been circulated were submitted. Councillor Swift gave details of how the Christmas Cracker event would be promoted. Councillor Hughes informed members that there would be no charge to park in Cranhill Road car park on 2<sup>nd</sup> December. Councillors Appleby, Goater, Hughes, Napper, Swift and Wooldridge agreed to assist at the event together with the Clerk and Neighbourhood Plan Officer.

RESOLVED

A. that the reports be agreed and Financial Regulation 11.1 (h) be suspended and the quote from Themes of £2,000 for the display at Greenbank Pool be agreed and no other quotes sought in view of the specialist nature of the supply

B. that sponsorship be sought for this year and the next for the cost of the display at Greenbank from Millfield or Land Securities

C. that the stall holders attending the Cracker event be required to park in Cranhill Road car park.

110. OLDER PEOPLES WORKING GROUP

The notes of the meeting on 3<sup>rd</sup> October 2017 which had been circulated were submitted. Councillor Emery asked that R. Davis of Somerset County Council be contacted as he had a lot of information about services for the elderly.

Councillor Axten reported that Coxs Charity would be contacting nurseries, schools, the Foodbank and the Children's Centre. It would be publicised that anyone in financial difficulty could be referred for consideration for some funds from the Charity to help with costs at Christmas.

RESOLVED

that the report be agreed.

#### 111. CULTURE WORKING GROUP

The notes of the meeting on 10<sup>th</sup> October 2017 which had been circulated were submitted.

RESOLVED

A. that the recommendations be agreed except that there should be large poppies for the Remembrance Parade in 2018 and then this be reviewed for the following year and, all ties be cut with Visit Somerset

B. that if it was not too costly or difficult, cowslips should also be planted in front of the 3 Welcome to Street stones in 2018 and Idverde be instructed not to mow them down

C. that the Parish Council and Men's Shed at Burrowbridge be contacted about refurbishing the old fingerpost sign near Slugg Hill as the one there had already been done

D. that Strode College be asked to produce design/s for the new banners for 2018 so that one could be selected in early January, giving time to obtain advertisement consent and for the banners to be made at a cost of about £1,400 – a donation to be made to the College

E. that the Clerk in consultation with the Chairman be given delegated authority to agree a quotation from Sweet Acre Nursery of not more than £3,000 to provide baskets and plant up the planters in the colours detailed in the notes and to tidy up the planters by the Parish Rooms – Financial Regulation 11.1 (h) to be suspended and other quotes not sought in view of the specialist knowledge of the contractor of the Council's requirements.

#### 112. FREEDOM OF STREET

Discussion took place on awarding the Freedom of Street to James Guy as agreed on 6<sup>th</sup> December 2016.

RESOLVED

that James Guy must make official contact with the office regarding dates and times for his ceremony before arrangements were made.

113. PARISH ROOMS WORKING GROUP

The Neighbourhood Plan, Funding and Projects Officer reported that one window on the first floor of the Parish Rooms was to be repaired as it would not close. A survey had been carried out on the rest of the windows by Glasswood and costs given for the refurbishment of windows and for secondary glazing on the first floor. A representative of the County Council had inspected the first floor referring to the schedule of dilapidations and this would now be served on the County Council. Agreement would then be reached between the two councils and the dilapidations made good. The Chairman reported that there was a need to carry out maintenance works on the building and that there could be some major works. Work could be spread over a number of years. A meeting of the Working Group would be arranged to consider the surveys on the condition of the building and on the windows. It was agreed that the Clerk should arrange for the 3 year independent fire inspection of the Parish Rooms to be carried out.

114. CYCLE/WALK ROUTE STUDY

Councillor Swift reported that there would be a meeting with stakeholders to consider the study prepared by Sustrans on 31<sup>st</sup> October. The plan incorporated the proposed new Marks and Spencer store.

115. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Family Support Services and Children's Centres Consultation

RESOLVED

that the report be noted.

2. Representatives on Victoria Field Charity Committee

RESOLVED

that Councillor Goater be elected as a representative on the above Committee in place of Councillor Leafe.

116. REPORT FROM COUNTY AND DISTRICT COUNCILLORS AND REPRESENTATIVES ON OUTSIDE BODIES

County Councillor Leyshon reported on the changes to be made in the next Traffic Regulation Order. She explained that the improvements in Leigh Road and in Brooks Road would be put forward as the next 2 small improvement schemes. The main issues in Brooks Road near the schools were speeding and not having a safe crossing. Councillor Hughes confirmed that he would organise the exchange of the 2 speed indicator devices for the type required by County policy and Bluetooth enabled.

County Councillor Leyshon also reported that libraries were being reviewed again by the County Council and that there would be changes in Street Library which was very close to the one in Glastonbury. It was felt important for the Council to support the Library eg. by following it on Facebook and sharing photos etc.

Councillor Goater reported that the Houndwood Community Group had won 2 1<sup>st</sup> prizes from the Blooming Marvellous competition.

117. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30<sup>th</sup> September, 2017 had been prepared successfully and sent to all members with the monthly income and expenditure by account report.

RESOLVED

A. that the report and schedule of payments as circulated be approved, subject to B below, and initialled by the Chairman and the income and expenditure by account report at 30<sup>th</sup> September, 2017 be noted and the schedule of payments for October be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more

B. that payment of the grant of £5,000 to YMCA Mendip be considered after the meeting between Councillor Dowden and S. Goff on 1<sup>st</sup> November as the Council wanted to see that there was more engagement with young people.

118. CHAIRMAN'S REPORT

Councillor Appleby gave her report for the month. She had attended lots of meetings and events including the Mendip CCTV User Group meeting and a charity ball at Orchardleigh with Councillors Axten and Wooldridge.

119. MATTERS FOR REPORT

The Clerk reported on several matters. A new pedestrian gate had been fitted at the Skate Park as the old one had been vandalised. The new gate had also been vandalised but then rebuilt to make it stronger. It was noted that County Councillor Leyshon would contact the developer of Street Business Park regarding the alterations needed to allow anyone on a mobility scooter to access Home Bargains along the pavement. It was agreed that Councillor Hughes would give the Clerk dates to meet the manager for civil parking enforcement to discuss patrol hours. It was noted that no action could be taken regarding parking on the footway unless there was an associated yellow line.

120. 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 legal negotiations.

121. RINGOLDS WAY PLAY AREA – REFURBISHMENT

The Clerk submitted a confidential report which had been circulated to members only.

RESOLVED

that the report be received and Mendip District Council be required to include a provision in the licence granting permission to enter on the land and carry out the work, stating that all costs associated with any contamination found at the site will be met by the District Council and that none of the Section 106 funding would be used for this purpose.

The meeting ended at 9.50 p.m.

Councillor Emery left at 8 p.m. and returned at 8.12 p.m.  
District Councillor Beha left at 9.30 p.m.

## ANNEX A

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 20<sup>th</sup> September to 17<sup>th</sup> October, 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 30<sup>th</sup> September 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 Goater as part of the monthly check of accounts – took over from May. 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 2017 numbers will start DD171801.

£3,708 received from Groundwork UK to meet the costs of consultation etc. on the Neighbourhood Plan. £10 each received from 26 and £20 from 1 business booking a stall at the Christmas Cracker event totalling £280 – Huxley Sticks, Wakey Cakey, P and P Possibilities, Safferoonies, Glastonbury Carnival Committee, Just Drifting, BM Burton, Sandy Baird, Delia Kelly, Sallys Frocks, Love In The Breath, Mike Rae, Daphne Atkinson, Dizzypop, Gemini Jewels, Disney pops Delights x 2, Buttons and Bows, Bazaar Africa, Ingot Art, Steampunk-Shrunk, Glastonbury and Street Lions Club, New Haven Project, Fortuna Oils, Andiya, Montania Designs, L. Gifford and Tiny Thinkers Books. £224 received from We Hear You for use of small room during October. As agreed £125,000 transferred to CCLA Public Sector Deposit Fund. £50,000 transferred from Nat West Business Reserve Account to Current Account.

The Merriman Park Community Group received £1,815 from the collection, fees from traders, a donation and tombola at the Fun Day and paid out £253 for entertainment and refreshments giving a profit of £1,562. In 2016 the Group received £949 from the collection and tombola and in 2015 £1,683. More details are available upon request.

The Council is asked to approve payment of the following -

Clerk’s net salary	As agreed
Assistant Clerk’s net salary	As agreed
Neighbourhood Plan Officer’s net salary	As agreed
NPO’s mileage to 17 <sup>th</sup> October – 0 miles	Nil
Petty cash float to bring back up to £50 for October	£ 21.85 transfer
Pension contributions - September SCC Pension Fund	As agreed
+ pension deficit recharge 2017/18 – not April or May 17	As agreed
PO Ltd. PAYE and NI contributions and student loan deduction – Sept. - L. Ruff, J. Marshfield and A. Kinghan	As agreed
Probusiness Ltd. – payroll October Month 7	£ 24.17 + VAT
	DD171831



Mendip District Council – rates on whole of Parish Rooms for 1 <sup>st</sup> November	£1,485.66
Small business rate relief on all rates from 1 <sup>st</sup> April to 30 <sup>th</sup> June and then a charge of £7,433.66 from 1 <sup>st</sup> July 2017 to 31 <sup>st</sup> March 2018 as rate relief is not available on the larger area	
Nat West – Bankline fee September	£ 22.50 Ent DD171821 Sept
Nat West – Bankline fee October	£ 32.10 DD171830
Idverde Ltd. – maintenance Merriman Park for September	£ 769.75+VAT
E.R. Garrett Ltd. – clean grd and 1st flr Parish Rooms Sept	£ 172.27+VAT
Southwest Digital Systems Ltd. – copying September	£ 11.61+VAT
PC Comms Ltd. – 2 MS Office 365 Business Premium emails and 12 Business Essentials emails September and set up for Neighbourhood Plan Officer	£ 64.00+VAT
C. Axten – materials for Street Parish Council special bunting	£ 72.00 Entered Sept
V. Sullivan – Creating Health Roadshow 19 Oct – costs	£ 100.00 Entered Sept
E.ON – electric clock High St. 6 March to 6 September	£ 72.52+VAT Entered Sept
E.ON – electric grd flr P Rooms 5 June 5 Sept	£ 73.73+VAT DD171825
E.ON – electric 1 <sup>st</sup> flr P Rooms 30 June 5 Sept	£ 35.39+VAT DD171826
E.ON – gas P Rooms 30 June 5 Sept	£ 33.11+VAT DD171827
Royal Mail Plc – door to door distribution from 23 <sup>rd</sup> October of Neighbourhood Plan consultation leaflet	£ 500.00+VAT
TQ Exel Ltd. – Lantra Awards Sector Scheme 12D – T1 (MWO) Course on 19 <sup>th</sup> September for Cllrs. Goater and Hughes – highways training to move speed indicator devices around – 50% will be contributed by Somerset County Council	£ 350.00+VAT
St. John Ambulance – first aid cover for Fun Day	£ 276.00+VAT
db+PAUL – preparing a schedule of dilapidations for the Parish Rooms	£ 500.00+VAT
Viking – toilet rolls, sprays etc.	£ 85.45+VAT
02 – mobile for NPO 17 <sup>th</sup> August to 15 <sup>th</sup> October	£ 99.34+VAT DD1718
All Tree Services Ltd. – annual survey of trees Merriman Park	£ 250.00+VAT
Signs Express – 2 banner signs for Neighbourhood Plan consultations and delivery	£ 92.00+VAT £ 15.00+VAT
NR Bishop Electrical Contractor Ltd.- change flag to UnionJ	£ 20.00+VAT
Chris Groves Associates – priority 1 tree surgery from annual survey last year	£ 1,420.00+VAT
Water2Business – water/sewerage Parish Rooms 17 <sup>th</sup> March to 26 <sup>th</sup> September 2017	£ 112.34+VAT
Abbey Corfield – 159 wrapped presents for Cracker event	£ 80.00

TCBs – clean bin High St. 4 <sup>th</sup> to 25 <sup>th</sup> September	£ 16.00
Fasthosts – website support – taken from Clerk’s credit card and refunded	£ 201.59+VAT
Cllr. Axten – refund for 104 gifts bought for Santa’s grotto	£ 93.00
Zurich Insurance plc – cover for Xmas display at Greenbank	£ 56.00inc ins premium tax
Siemens Financial Services – quarterly phone lease rental	£ 99.41+VAT DD171828
BT – line rental etc. for NPO phone Oct to Dec	£ 71.40+VAT DD171832
Grants -	
Strode College – additional grant for all weather pitch	£ 5,000.00
Mendip Community Transport	£ 1,000.00
Street Chrysanthemum, Dahlia and Vegetable Society	£ 100.00
Cruse Bereavement Care	£ 750.00
St. Margarets Hospice	£ 2,000.00
1 <sup>st</sup> Street Scout Group	£ 450.00
Mendip Disabled Association	£ 600.00
Golden Oldies Charity	£ 497.60
Glastonbury FM	£ 600.00
Street Fire Station	£ 500.00
Street Men’s Shed	£ 1,000.00
YMCA	£ 5,000.00
Street Parish Church – bell tower	£ 5,000.00