

STREET PARISH COUNCIL

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

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

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

APOLOGIES: Councillor P. Goater – illness – reason
accepted

122. MINUTES

The minutes of the meeting held on 17th October, 2017 which had been circulated were approved as a correct record and signed by the Chairman.

123. MATTERS ARISING

The Chairman reported that James Guy was sending a signed letter to the Council confirming that he would be available before Christmas to receive the Freedom of Street as previously agreed. A low key event would be arranged at the Parish Rooms, possibly on 18th December.

124. 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 a disclosable pecuniary interest under Appendix A in the refurbishment of Ringolds Way play area as he lived near to the site. He took no part in the discussion or voting on the item.

125. COMMUNITY POLICE OFFICER

PC Pople reminded members that the next PACT meeting would be on 31st January. It was agreed that the Parish Rooms Working Group should consider the possible use of a room on the first floor of the Parish Rooms by the Police when the Street Station closed.

126. PLANNING COMMITTEE

The minutes of the meeting on 17th October 2017 which had been circulated were submitted.

RESOLVED

A. that the report be noted and the application for a new Marks and Spencer food store be considered first by the Committee on 12th December at a meeting starting at 6 p.m.

B. that any other applications be considered after the Council meeting if there was insufficient time before it started and a press release be issued detailing when the Marks and Spencer application would be considered.

127. POLICY AND FINANCE COMMITTEE

The minutes of the meeting on 7th November, 2017 which had been circulated were submitted and appear as Annex A to these minutes in the Minute Book. It was noted that under the Nat West Bankline system now being used, the 9 digit payment reference number was different to the 18 digit transaction number shown on statements.

RESOLVED

A. that the report be received and the recommendations made be adopted with the Estimates for 2018/19 as attached as Annex A to the minutes of the Committee meeting on 7th November 2017 in the Minute Book and the precept on the Mendip District Council for 2018/19 to be in the sum of £315,000

B. that the information for the council tax section of the District Council's website be as attached as Annex B to the minutes of the Committee meeting on 7th November in the Minute Book

C. that the general revenue reserves be set at £151,893 for 2018/19 to maintain current assets such as Street Skate Park, the Parish Rooms and Merriman Park and fund new projects or services as they arise

D. that all members be invited to a meeting in the New Year with representatives of 1st Street Scout Group to discuss plans for the new scout hut and the contribution from the Council.

128. NEIGHBOURHOOD PLAN

The Neighbourhood Plan Officer thanked members and County Councillor Leyshon for assisting with the public consultation on the Plan. 65 residents had attended the events in the Parish Rooms and 121 had completed the online survey. He would be looking at how to better engage with people. The data gathered would be analysed to put together the vision which would then be checked by the District Council. Residents would be consulted on the vision and then policy production could commence. There was a lot of work to do but the project was on track. A subscription to SurveyMonkey had been paid for a year and this could be used with other projects. The Chairman was very impressed with the power point presentation on the Plan and it was agreed that this should be shown to the Council in the New Year. It was important that the Plan reflected everyone. Councillor Emery and County Councillor Leyshon agreed to assist in contacting groups etc. including Avalon School, Beckery, the new complex in Leigh Furlong and the College. The Chairman explained that a strategy group including local people would need to be set up and that anyone interested should contact the Plan Officer. The Plan would be considered by the Council before it was submitted to the District Council.

RESOLVED

that the report be agreed.

129. CHRISTMAS WORKING GROUP

The notes of meetings on 24th and 31st October and 14th November 2017 had been circulated. Councillor Axten asked members to distribute the Christmas leaflets and it was agreed that someone should be with Father Christmas at all times as part of the risk assessment for the event on 2nd December. Councillor Emery was asked to find out if the guides would assist on the day. The following agreed to be marshalls for the event from 8.45 a.m. to 5.30 p.m. in addition to the Police cadets and carnival marshalls - Councillors Axten, Appleby, Emery, Hughes, Rice, Napper, Wooldridge, the Clerk, Assistant Clerk and Neighbourhood Plan Officer and, from 11 a.m. to 4 p.m. Councillor Zaky.

130. PLAY AREAS WORKING GROUP

The notes of the meetings held on 30th October and 9th November and a report on the Merriman Park Lottery bid were submitted and had been circulated. Councillor Axten reported that the bid would be for £590,000 including having a park keeper, using apprentices etc. A contingency fund of £50,000 had been placed in the earmarked reserves. A. Kinghan and the Working Group would be looking at options for maintenance of the Park. This would include having a Park Ranger employed by Idverde but dedicated to the Park and possibly the Skate Park, watering the hanging baskets etc. The meeting was adjourned from 8.05 p.m. to 8.09 p.m. to allow the public to speak.

RESOLVED

that the reports and proposals made be agreed and the Council to agree to commit to the Merriman Park restoration project and to any increased costs for the management and maintenance of the Park.

131. CYCLE/WALKING STUDY WORKING GROUP

Councillor Swift reported on a meeting with Sustrans on 31st October. The report from Sustrans should be available for the public to see by the end of the year, after discussions had been held with relevant land owners. A. Kinghan was dealing with this project and it would be included in the Neighbourhood Plan. Such a report would be needed to gain funding from new development etc. It was hoped that if the new Marks and Spencer food store was approved, some funding might be agreed for the proposals. The study had related to having a safe cycle/walking route from Walton through Street to Glastonbury and to making cycling in Street safer. It was felt that if Ashcott Parish Council wished to have the route extended to the village, they should approach the Council.

132. YMCA MENDIP – STREET YOUNG PEOPLE’S CENTRE

The report from Councillor Dowden had been circulated. He had met with YMCA representatives on 8th November.

RESOLVED

A. that the grant of £5,000 should not be paid until the 4 action points listed in the report had been carried out

B. that the Clerk and Councillor Dowden should write to the YMCA explaining that the Council would support them in the 4 goals, needed them to explain clearly what they wanted the Council to do and required smart targets so that results could be seen

C. that a report be made on what was happening with respect to the ground floor of the Young People's Centre building.

133. PARISH ROOMS WORKING GROUP

The Neighbourhood Plan, Funding and Projects Officer reported that a meeting of the Group would be held on 27th November to look at the renovation of the building and how it might be used by other organisations. The surveys on the building and on the windows would be considered. db+PAUL would be reporting back soon on the schedule of dilapidations in respect of the first floor and there would then be discussions with the County Council.

134. EMERGENCY PLAN FOR STREET

The Emergency Plan, parts of which were confidential, had been emailed to members.

RESOLVED

that Councillors Napper and Rice would review the Plan and it would then be updated and in the meantime the Plan on the website would be updated.

135. MARKET

Councillor Swift reported that a market with around 10 stalls was held once a month in Langport and Somerton. The organiser of those markets had asked about coming to Street. The meeting was adjourned from 8.50 p.m. to 8.52 p.m.

RESOLVED

that a Markets Working Group be set up comprising Councillors Dowden, Rice and Swift to look at having a market in Street and put a proposal to the Council in the New Year.

136. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Devon and Somerset Fire and Rescue Service Draft Integrated Risk Management Plan 2018-2022 Consultation

RESOLVED

that the report be noted.

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

Reports from County Councillors Leyshon and Napper had been emailed to members. The Clerk was to ask the Men's Shed if they would be painting the fingerpost signs and gathering information on the process from Burrowbridge Men's Shed and Parish Council. The Assistant Clerk would obtain a date from the District Council as to when 2 benches could be installed at the lower end of Woods Batch subject to measures being taken to stop illegal occupation of the land. It was agreed that the Highways Working Group would consider having 2 possibly double sided benches along the path by the enclosed play area at Woods Batch and asking the public to sponsor plaques or seats.

138. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31st October, 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 October, 2017 be noted and the schedule of payments for November be attached as Annex B to the minutes in the Minute Book in order to publish payments of £500 or more.

139. CHAIRMAN'S REPORT

Councillor Appleby gave her report for the month. She had attended lots of meetings and events including a meeting at Wells Cathedral on modern slavery and remembrance services in Glastonbury and Street.

140. MATTERS FOR REPORT

The Clerk reported that students of Strode College would produce new banner designs for the High Street which could be considered by the Culture Working Group on 9th January 2018. The Council had agreed to make a donation to the College in recognition of this work.

Councillor Rice reported that the College would host a Parkrun for Street which would start in the New Year. He had arranged a meeting on 23rd November at 6.30 p.m. to consider arrangements and volunteers were needed to help organise the weekly event at 9 a.m. on Saturday mornings. Councillor Swift was asked to issue a press release.

Councillor Hughes reported that the 2 speed indicator devices would be collected by Westcotec the following week. Sites for the devices needed to be looked at. There was nowhere to stand to change the device at the current site in Somerton Road and therefore it was too high a risk to continue with and also other locations needed to be discussed.

It was agreed that the Clerk should report back at the next Council meeting on what had been agreed at the meeting with the Nine Square Trust regarding housing development on land off Somerton Road. The site was included in the Local Plan and the District Council would be carrying out public consultation on this in the New Year. It was agreed that this should be advertised by the Council. County Councillor Leyshon was compiling figures on infrastructure requirements. A. Kinghan had also gathered comments on the proposal as part of the Neighbourhood Plan consultation.

The Clerk would soon be presenting guidelines in relation to the live streaming of meetings of the Council, using guidance obtained.

141. 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 tenders received.

142. TENDERS - RINGOLDS WAY PLAY AREA REFURBISHMENT

The Neighbourhood Plan, Funding and Projects Officer submitted a confidential report which had been circulated to members only. The 7 tenders received were scored using the District Council's system. Details of those with the top 3 scores were given in the report with an explanation of how the scoring was decided.

RESOLVED

A. that the District Council be informed that Kompan was the preferred contractor for the refurbishment of Ringolds Way play area

B. that the tender from Kompan of £82,387 be accepted subject to prior approval of it by Mendip District Council, and -

- a licence from the District Council to enter on to the land, carry out and manage the works with a provision that all costs associated with any contamination found at the site would be met by the District Council and that none of the £82,407.96 Section 106 funding would be used for this purpose
- the granting of planning consent for the works
- the use of Section 106 funding of £82,407.96 being held by the District Council – the Council wishes to bid for this money to refurbish Ringolds Way play area.

The meeting ended at 9.30 p.m.

Councillors Emery, Leafe and Zaky left at 9 p.m.

Chairman _____

ANNEX B

Subject: Accounts for Payment

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 18th October to 21st November, 2017 totalled £30 - 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 October 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.

As agreed £125,000 transferred from Nat West to CCLA Public Sector Deposit Fund to gain more interest. £100,000 transferred from Nat West Business Reserve Account to Current Account. £4,000 towards Christmas lights from C and J Clark International Ltd. should be received by mid November. £157.50 from Randall Heather for hire of JW Room on 26th October.

£10 each from Christmas stall holders - £30 Mike Branch, £10 Pennypot Crafts, Ashcott Coronation Playing Fields Charity, Taylormade Crafts, Emerald, Save The Children, Sew Street, L. Smith, Mary Kay Cosmetics, Stephen Webber, Brenmoss Babies, R Engraving, Horseless Bar, Ems Craft Creations, M. Stead, DH Designs, Little Star Stitches, Sophies Cakes, Arbonne, Hecks Cider, H. Withers, Street Baptist Church, Street Mens Shed, We Hear You, Miss Dare, Tailored Trading, Bonzos Bites, Maddie Made, 1st Street Scout Group, Emma Robins Jewellery, Pop Fizz Clink Prosecco Bar, Neal’s Yard Remedies, Cake Whisperer - Total £350.

£175 received from Somerset County Council as 50% contribution to training for Cllrs. Goater and Hughes to move speed indicator devices around.

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 21 st November – 0 miles	Nil
Petty cash float to bring back up to £50 for November	£ 29.18 transfer
Pension contributions - November 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 – Nov. - L. Ruff, J. Marshfield and A. Kinghan	As agreed
Probusiness Ltd. – payroll November Month 8	£ 24.17 + VAT
	DD1718

Mendip District Council – rates on whole of Parish Rooms for 1 st December	£1,487.00
Small business rate relief on all rates from 1 st April to 30 th June and then a charge of £7,433.66 from 1 st July 2017 to 31 st March 2018 as rate relief is not available on the larger area	
Idverde Ltd. – maintenance Merriman Park for October	£ 769.75+VAT
E.R. Garrett Ltd. – clean grd and 1st flr Parish Rooms Oct	£ 172.27+VAT
Southwest Digital Systems Ltd. – copying October	£ 29.13+VAT
PC Comms Ltd. – 2 MS Office 365 Business Premium emails and 12 Business Essentials emails October	£ 64.40+VAT
Public Works Loan Board – half yearly loan repayment	£11,111.11
C. Axten – costume for town crier	£ 54.99
BT – phone services October to December	£ 71.40+VAT DD1718
BT – calls 14 July to 14 Oct, rental charges Oct to Dec, one off charges for phone and lines fdoor NPO + additional BT – broadband October to December	£ 975.34+VAT
02 – mobile phone for NPO to 30 th October	£ 83.50+VAT DD1718
02 – mobile phone for NPO to 15 th November	£ 50.00+VAT DD1718
Bristol Fire – servicing of 6 fire extinguishers and 2 fire blankets at Parish Rooms	£ 46.00+VAT
British Legion Street Branch – donation as Abbas Marquees will provide matting for the wreath laying in Merriman Park free of charge	£ 250.00
Local World Ltd. – advert on 26 th October inviting tenders for refurbishment of Ringolds Way play area	£ 360.10+VAT
Viking – stamps, ink cartridges etc.	£ 173.73+VAT
Taunton Deane Borough Council – remove old broken gate and fit new gate and clear out ditch at Skate Park and watering of baskets and planters May to mid Oct	£ 330.00+VAT
Grant Thornton UK LLP – fee for Annual Return 2017	£9,843.12+VAT
SLCC – Clerk and Asst. Clerk at regional training seminar	£ 800.00+VAT
TCBs – clean bin High Street 2 nd to 23 rd October	£ 128.00+VAT
EM Print and Signs – remove banners and store	£ 16.00
Somerset County Council – fee for Section 171 permit to work on/adjacent the highway for GA Doble to clear the pavement at Slug Hill	£ 232.00+VAT
Martin Dannell and Co. Ltd. – xmas banner	£ 90.00
Grants -	
Glastonbury and Street Sea Cadets	£ 46.95+VAT
Wessex Youth Football Club	£1,000.00
Mid Somerset RAFA – 2 tickets for RAF concert at Millfield	£1,000.00
from Chairman's allowance	£ 30.00

GP Davis and Son – safety check on boilers P. Rooms	£ 130.00+VAT
Viking – toners, diaries etc.	£ 164.44+VAT
E.ON – gas Parish Rooms 5 th Sept to 9 th Nov – estimate	£ 217.99+VAT
	DD1718
E.ON – electric High St clock 5 th Sept to 9 th Nov – estimate	£ 25.47+VAT
	DD1718
E.ON – electric Parish Rooms 5 th Sept to 9 th Nov – estimate	£ 93.50+VAT
ground floor	DD1718
E.ON – electric Parish Rooms 5 th Sept to 9 th Nov – estimate	£ 94.44+VAT
first floor	DD1718
Sweet Acre Nursery – removal of baskets and replanting of planters and trough	£ 496.08+VAT
C. Axten – paint for xmas signs, Santa suit, xmas leaflets	£ 223.46+VAT
Super 8 Media – November half page advert in The Basis	£ 90.00
SurveyMonkey Europe UC – annual subscription for use with Neighbourhood Plan – 15 Nov to 14 Nov 2018	£ 370.00+VAT
Parkrun Ltd. – contribution to start up costs for Street	£ 2,500.00+VAT
Walton Press – 100 xmas cards and envelopes	£ 148.00+VAT
Martin Dannell and Co. Ltd. – 1 banner and patch for xmas	£ 46.95+VAT
TCBs – tidy up around Parish Rooms 8 th November	£ 18.00
Mrs. K.J. Carr – revision of drawings and preparation of presentation for Heritage Lottery Fund meeting 23 rd Nov.	£ 295.25
Initial Washroom Hygiene – sanitary bins 2 nd Dec – 1 st Mar	£ 14.40+VAT
	DD1718
Strode College – LECDL Level 1 course for Clerk	£ 427.00
Biffa Waste Services Ltd. – emptying 2 wheelibins at Parish Rooms 23 Dec to 30 Mar 2018	£ 337.26+VAT
	DD1718