

## STREET PARISH COUNCIL

Meeting of the Council held on 20<sup>th</sup> February, 2018 at 7 p.m.

PRESENT: Councillor V.A. Appleby (Chairman of Council)  
Councillors: C.E. Axten, S. Dowden,  
T.L. Emery, P. Goater, L. Hughes, A. Leafe,  
T. Rice, 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  
PCSO T. Richards – Street Police

APOLOGIES: Councillors: T.W.E. Napper and L. Zaky –  
another engagement – reasons accepted

### 197. MINUTES

The minutes of the extraordinary meeting held on 12<sup>th</sup> February, 2018 which had been circulated were approved as a correct record and signed by the Chairman.

### 198. 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 2 items on watering baskets and on the Parish Rooms as they involved confidential information on quotes received.

### 199. QUOTES TO WATER BASKETS AND PLANTERS

The Clerk submitted a confidential report which had been circulated. It was noted that the Clerk with the Culture Working Group would decide on the winners of the Parish Awards 2017 to be announced at the Annual Parish Meeting.

#### RESOLVED

that the matter be deferred to the next meeting and the invitation to quote for the work be advertised in the local newspaper, at the Mens Shed, to the County Council's micro providers etc.

200. PARISH ROOMS WORKING GROUP

The Neighbourhood Plan, Funding and Projects Officer submitted a confidential report which had been circulated to members.

RESOLVED

that the report and recommendations be agreed with Glassworks being engaged to refurbish the windows as specified at £17,540 + VAT and Platinum Lifts to provide and instal an Aritco 7000 platform lift at the Parish Rooms at approximately £16,000 + VAT.

201. ORDER OF ITEMS ON AGENDA

The meeting was adjourned from 7.20 p.m. to 7.22 p.m. to allow the public to speak.

RESOLVED

that for March the confidential items should continue to be considered at the start of the meeting and a report be submitted on options for future meetings of the Council and Planning Committee.

The meeting was adjourned from 7.25 p.m. to 7.50 p.m. for Public Question Time.

202. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Hughes 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.

203. COMMUNITY POLICE OFFICER

PCSO Richards gave details of the PACT priorities and reported that the next PACT meeting would be on 11<sup>th</sup> April. The Police had no evidence of alleged incidents of poisoning cats and dogs at Woods Batch but Environmental Health might be involved in investigations.

204. PLANNING COMMITTEE

The minutes of the meeting on 16<sup>th</sup> January 2018 which had been circulated were submitted.

RESOLVED

that the report be noted.

205. POLICY AND FINANCE COMMITTEE

The Clerk submitted the minutes of the meeting held on 6<sup>th</sup> February 2018 which had been circulated and which appear as Annex A to these minutes in the Minute Book.

RESOLVED

that the report and recommendations made be agreed.

206. PARISH PATH LIAISON OFFICER

The Clerk submitted a report which had been circulated and members were introduced to Jake Dalton who had volunteered to be the Parish Path Liaison Officer for Street. Councillor Axten reported that Compton Dundon Parish Council wished to form a group with the Council to clear overgrown trails around Ivythorn Hill for the use of horse riders and cyclists.

RESOLVED

A. that Jake Dalton be appointed as the PPLO for Street and be asked to collect his equipment and instructions from the County Council and report at the next meeting on what he considered should be done

B. that Jake be given a map of the footpaths and to liaise with the Clerk, County Councillor Leyshon and Chris Hughes.

207. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

The Plan Officer reported on progress with the Neighbourhood Plan. He agreed to change the next meeting of the Working Group from 15<sup>th</sup> March as members had planning training on that date.

RESOLVED

that the report be received and a social meeting be arranged with Walton Parish Council to discuss what they wanted to achieve from their Neighbourhood Plan.

208. CLARKS VILLAGE

The Clerk gave a brief report of a meeting on 22<sup>nd</sup> January. In the Summer Clarks Village would be celebrating its 25<sup>th</sup> anniversary.

## 209. PLAY AREAS WORKING GROUP

The notes of the meeting held on 12<sup>th</sup> February were submitted and had been circulated. The Neighbourhood Plan, Funding and Projects Officer reported that Mendip District Council should approve the selected tender for refurbishing Ringolds Way Play Area soon and it was agreed that the information on this be sent to Councillor Rice. The Clerk reported that the annual independent inspection of Street Skate Park had taken place on 13<sup>th</sup> February and the facility was classed as low risk. Minor works would be carried out including checking that gaps between riding surfaces were not more than 5mm in accordance with the requirements of BS EN 14974.

### RESOLVED

A. that the report be agreed and the new NPO be tasked with looking at best value options for provision of toilets at Merriman Park in liaison with the Community Group

B. that the weekly (twice weekly in school holidays) inspections of Merriman Park would be carried out by Councillor Goater in March, Councillor Hughes in April and Councillor Rice in May.

## 210. OLDER PERSONS WORKING GROUP

The notes of the Assistant Clerk which had been circulated, were submitted.

### RESOLVED

that the report be agreed.

## 211. POSSIBLE CLOSURE OF STREET LIBRARY

The Clerk submitted a report which had been circulated.

### RESOLVED

A. that the Council wished to see a library in Street carrying on

B. that immediately after the meeting on 28<sup>th</sup> February with the County Council, a survival plan be discussed and holding a public meeting be considered after the consultation event at the Library on 8<sup>th</sup> March and the children's crafts event on 10<sup>th</sup> March

C. that 4 more banners about saving the Library be ordered for display around Street and the Council to do all that it could to publicise the events on 8<sup>th</sup> and 10<sup>th</sup> March.

212. DEMENTIA FRIENDLY VILLAGE

Councillor Swift reported that the scheme involved training champions who would then train people in shops, community groups, businesses etc. to be dementia friendly.

RESOLVED

that Street should work towards becoming a dementia friendly village and wait for more feedback from Mendip District Council.

213. STREET YOUNG PEOPLES CENTRE

Councillor Leafe referred to the smart plan on the 4 goals set which had been circulated. He would be meeting again with Mendip YMCA and would give a further update.

214. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Review of Files

RESOLVED

that the Clerk should carry out a review of files and retain council agendas for the current and previous year, the bound signed minutes, all financial documents for 7 years and any other files which she considered necessary for future reference – a further report to be made as necessary when guidance had been received on the General Data Protection Regulation.

2. Banners Displayed on Privately Owned Land

RESOLVED

that the report be noted.

3. Prosecutions – Fouling by Dogs

RESOLVED

that the report be noted.

4. Parent Family Support Advisers

The Clerk reported that advice from NALC had been received and as the PFSAs were employed by the County Council the grant of up to £4,000 could be made to fund them to work with families in Street during the school holidays.

5. Parish Forum with Cabinet and Strategic Leadership Team

RESOLVED

that the report be noted.

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

A report from County Councillor Leyshon had been emailed to members.

216. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31<sup>st</sup> January, 2018 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 31<sup>st</sup> January, 2018 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.

217. CHAIRMAN'S REPORT

Councillor Appleby gave her report for the month. She had attended numerous meetings and events including showing the Acting Chief Constable a room in the Parish Rooms which might be used as a police station when the existing one closed. A get well card had been sent to former Councillor Joyce Smith who had been in hospital.

218. MATTERS FOR REPORT

The Clerk reported on several matters for information. Councillor Rice had given possible dates for a meeting of the Market Working Group to the District Council officer dealing with this issue.

Members noted that a notice of the Community Governance Review would be publicised and the matter would be put on the agenda for the next meeting. Representations could be made up to 26<sup>th</sup> March. The review related to the increase in the number of parish councillors from 12 to 16 from the May 2019 elections.

The meeting ended at 9.02 p.m.

## ANNEX B

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 17<sup>th</sup> January to 20<sup>th</sup> February 2018 totalled £0 - 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 31<sup>st</sup> January 2018 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 Councillors Appleby and Goater 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 2017 numbers will start DD171801.

£224 received from We Hear You for use of small room in January.

The Council is asked to approve payment of the following -

Clerk’s net salary	As agreed
Asst Clerk’s net salary	As agreed
Neighbourhood Plan Officer’s net salary to leave date 25 <sup>th</sup> February + 3.5 days holiday in lieu	As agreed
NPO’s mileage to 20 <sup>th</sup> February – 0 miles	Nil
Petty cash float to bring back up to £50 for February	£ transfer
Pension contributions - February 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 – Jan. - L. Ruff, J. Marshfield and A. Kinghan	As agreed
Probusiness Ltd. – payroll February Month 11	£ 24.17 + VAT DD171862
 Mendip District Council – rates on whole of Parish Rooms for 1 <sup>st</sup> March	 £1,487.00
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	
 Idverde Ltd. – maintenance Merriman Park for January	 £ 1,465.42+VAT
E.R. Garrett Ltd. – clean grd and 1st flr Parish Rooms Jan	£ 172.27+VAT
Southwest Digital Systems Ltd. – copying January	£ 19.73+VAT
PC Comms Ltd. – 2 MS Office 365 Business Premium emails and 13 Business Essentials emails December	£ +VAT



02 – mobile phone for NPO to 15 <sup>th</sup> February	£ 50.00+VAT DD1718
Bankline – monthly fee February	£ 31.40 DD171861
Glastonbury Chilkwell Guy Fawkes Carnival Committee Ltd. - £100 loan of cones Fun Day, £250 Remembrance road closure and £1,100 Christmas Cracker road closure	£1,450.00 Ent in Jan
BT – phone services January to March	£ 74.40+VAT DD1718
BT – broadband January to March	£ 86.80+VAT DD171860
BT – calls and line rental January to March	£ 510.66+VAT
Trinity Mirror Publishing Ltd. – Fish 4 Jobs advert for NPO post	£ 249.00+VAT
Wot A Picture – photo of Freeman of Street Peter Richards with mount and frame	£ 28.34+VAT
NR Bishop Electrical Contractor Ltd. – fitting and removing Christmas lights from Parish Rooms and tree	£ 695.73+VAT
and replacing faulty lamp in cellar and at Merriman Park	£ 65.00+VAT
Tony Cinicola Ltd. – removal of partition wall from large room on first floor and making good	£1,520.00+VAT
Sweet Acre Nursery – planting miniature daffodils by 3 Welcome to Street stones	£ 66.67+VAT
Mant Leisure – supply and fitting of 24m <sup>2</sup> mulch surfacing at either end of table tennis table Merriman Park	£1,740.00+VAT
M. Churches – removal and disposal of Christmas tree	£ 150.00+VAT
G.P. Davis and Son – dripping tap	£ 48.00+VAT
Viking – stamps, staples etc.	£ 147.86+VAT
TCBs – clean bin in High Street	£ 16.00
Westcotec – enable Bluetooth on two speed indicator devices	£ 355.00+VAT
E.ON – electric grd flr Parish Rooms 11 Jan 8 Feb	£ 103.86+VAT DD171865
E.ON – electric 1 <sup>st</sup> flr Parish Rooms 11 Jan 8 Feb	£ 90.65+VAT DD171864
E.ON – gas Parish Rooms 11 Jan 8 Feb	£ 293.99+VAT DD171863
E.ON – electric for clock High St 11 Jan 8 Feb	£ 11.17+VAT DD171866
Initial Washroom – sanitary bins 2 Mar 1 June	£ 14.40+VAT DD1718