

## STREET PARISH COUNCIL

Meeting of the Council held on 21<sup>st</sup> August, 2018 at 7.30 p.m.

- PRESENT: Councillor N.M. Swift (Chairman of Council)  
Councillors: C.E. Axten, S.J. Dowden, P. Goater,  
L. Hughes, T.W.E. Napper and L. Zaky
- IN ATTENDANCE: Mrs. L.A. Ruff – Parish Clerk  
T. Litston – Neighbourhood Plan, Funding and Projects Officer  
County Councillor Leyshon
- APOLOGIES: Councillors: V.A. Appleby, F. Buxton, S. Carswell,  
A. Leafe and T. Rice – another engagement – reasons  
Accepted

### 72. MINUTES

The minutes of the meeting held on 17<sup>th</sup> July 2018 which had been circulated were approved as a correct record and signed by the Chairman. Councillor Napper pointed out that he had left the meeting early due to having an interest in the final item as set out in minute no. 54.

### 73. 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.

Councillor Axten declared an other interest under Appendix B in the item on the Library as she was a representative of the Council on the Library Management Committee and a Friend of the Library. Councillor Napper declared an other interest in the Library as he was a County Councillor and a representative of the Council on the Management Committee. Councillor Swift declared an other interest as she was a Friend of the Library. All three members spoke in favour of Option 1 detailed in the report and answered questions before leaving the meeting from 8.35 p.m. to 8.40 p.m. Councillor Goater chaired the meeting for this item.

Councillor Hughes declared an other interest in the item on Cranhill Road car park and left the meeting while it was considered from 7.50 p.m. to 7.55 p.m. Councillor Napper declared an other interest in the same item and abstained from voting.

74. COMMUNITY POLICEMAN

There was no Police representative at the meeting.

75. PLANNING COMMITTEE

The minutes of the meeting on 17<sup>th</sup> July 2018 were submitted as circulated.

RESOLVED

that the report be noted.

76. STAFFING COMMITTEE

Notes of an informal meeting on 23<sup>rd</sup> July 2018 were submitted as circulated.

RESOLVED

that the report and recommendations be agreed.

77. CHAIRMAN'S REPORT

The Chairman gave her report including a visit to Portsmouth and a further meeting with Land Sec to discuss their plans to improve Clarks Village. She had expressed her disappointment that this did not include refurbishing the Crispin Shopping Centre.

78. PARISH PATH LIAISON OFFICER

County Councillor Leyshon gave the report from the PPLO who would be clearing undergrowth from the path at Slugg Hill before they both looked at the paths to the north of Street.

79. MOTION FOR CONSIDERATION – VOTING BY PAPER BALLOT

In accordance with standing order 9 a to h the following motion as amended was moved at the meeting by Councillor Goater and seconded by Councillor Axten, written notice of which having been given on 31<sup>st</sup> July 2018 by Councillors Appleby, Axten, Goater and Swift -

that the following wording be added to the end of standing order 3 m Meetings Generally -

‘At the request of a councillor voting on a co-option only shall be by paper ballot issued by the Clerk to each member present and bearing the Council’s logo and name of the member.’

RESOLVED

that the motion as above be agreed.

80. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

The Neighbourhood Plan Officer reported that a representative of the Community Council for Somerset would be attending the meeting in September to talk about consultation for the Neighbourhood Plan which should be completed by May 2020.

RESOLVED

that the report be agreed.

81. COMPLETION OF LIMITED ASSURANCE REVIEW FOR YEAR ENDED 31<sup>ST</sup> MARCH 2018

The Clerk submitted a report which had been circulated. It was noted that in the opinion of the external auditors the Annual Governance and Accountability Return Sections 1 and 2 for the Council for the year ended 31<sup>st</sup> March 2018 was in accordance with Proper Practices and no other matters had given cause for concern or had been drawn to the attention of the Council. The required notice and certified AGAR, Sections 1, 2 and 3, have been displayed on the Council's website and on the noticeboards and copies are available for purchase by any person.

RESOLVED

that the report be agreed.

82. CULTURE WORKING GROUP

The notes of the meeting on 24<sup>th</sup> July 2018 were submitted as circulated.

RESOLVED

that the report be agreed apart from item 2 on art displays as the Group would be making a different proposal at the next Council meeting.

83. CHRISTMAS WORKING GROUP

The notes of the meeting on 24<sup>th</sup> July 2018 were submitted as circulated. Councillor Axten reported that the road closure order had been made and that the entertainment would be in the Library Garden. A bigger range of free music acts was needed.

RESOLVED

that the report be agreed.

84. STRATEGY WORKING GROUP – CRANHILL ROAD CAR PARK

The notes of meetings on 31<sup>st</sup> July, 14<sup>th</sup> August and of a public meeting on 2<sup>nd</sup> August were submitted as circulated. The meeting was adjourned from 7.55 p.m. to 7.57 p.m. to allow the public to speak.

RESOLVED

- A. that the points as detailed in the notes of 14<sup>th</sup> August be submitted to the District Council together with the point that when Strode Theatre was to extend as Clarks Village was likely to do, provision of more parking was required by the College and that Land Sec should bear the cost of additional parking
- B. that the Highways Group should consider better signage to Cranhill Road car park and a No Through Road sign for Clockhouse View.

85. HIGHWAYS WORKING GROUP

The notes of the meeting on 31<sup>st</sup> July 2018 were submitted as circulated.

RESOLVED

that the report be agreed and County Councillor Leyshon to find out if and when the Leigh Road small improvement scheme was likely to proceed as the Section 106 funding for the 2 new bus shelters by the Crispin Hall needed to be spent or committed by June 2019.

86. PLAY AREAS WORKING GROUP

The notes of the meeting on 14<sup>th</sup> August 2018 and the specification for the grounds maintenance contract were submitted as circulated. The decision on the planning application for the refurbishment of the play area at Ringolds Way had not been received and it was noted that this issue was still ongoing and that members were keen to proceed and provide a new play area for the community. The NPO was to find out if the District Council would pay for the emptying of bins in Merriman Park and the Skate Park.

RESOLVED

that the report and specification for grounds maintenance be agreed with or without bin emptying and the Clerk in consultation with the Vice-Chairman given delegated power to make minor amendments as necessary.

87. STREET LIBRARY

The report as circulated was submitted. After speaking and answering questions the Chairman, Vice-Chairman and Councillor Napper declared an other interest and left the meeting as detailed in minute no. 73 and Councillor Goater took the Chair. It was agreed that Councillor Goater should Chair the meeting for this item. The meeting was adjourned from 8.25 p.m. to 8.30 p.m. to allow the public to speak.

Members felt that retaining the Library would affect Street in many ways including retaining a good level of amenities in general, provision of social and cultural services and footfall in the centre. This was an indicative vote and questions could be asked including if the Council could have an input in key performance indicators through representatives and how any extraordinary costs would be managed. County Councillor Leyshon explained that the County Council would be responsible for the schedule of dilapidations for the Library building under the terms of the existing lease. There would be a new lease under which the Library Trust as owners would be responsible for the building. If any new unitary authority was formed in the future it would inherit the statutory requirement to provide a library service.

RESOLVED

that Option 1 as set out below is put forward to the County Council as a first and preferred option with an offer of funding, not legally binding, of an annual contribution of £20,000 for 2019/20 for 5 years and as a minimum a requirement that the Council has representatives on the new Library Management Committee – consideration of the contribution to be made in November when setting the budget and precept for 2019/20 -

**A Community Supported Library Model** with a new lease from the Library Trust to Somerset County Council, on different terms. Professional staffing, resources and networks to continue to be run by the County Council Library Service but at a reduced cost because of support from the community including the Parish Council. Small scale fundraising and volunteer support would be contributed by The Friends of Street Library.

88. PARISH ROOMS

The NPO submitted a report which had been circulated.

RESOLVED

that the report be received and quotes be obtained for scaffolding around the building and investigative work so that contractors can then draw up a detailed specification of what external works are necessary and the refurbished windows be painted externally while the scaffolding is in place.

89. MERRIMAN PARK FUN DAY 1<sup>ST</sup> SEPTEMBER

The Assistant Clerk was working hard on organising the Fun Day with the Community Group and marshalls were needed for the event.

RESOLVED

that the report be agreed.

90. POLICY FOR LIVE BROADCASTING OF COUNCIL MEETINGS

The report as circulated was submitted.

RESOLVED

that the policy be adopted and live broadcasting of meetings of the Council to commence in October with the necessary equipment being purchased.

91. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Date of Policy and Finance Committee

RESOLVED

that the next meeting of the Committee be held at 7 p.m. on 11<sup>th</sup> September.

2. Fireworks for Bonfire Night

Councillor Dowden circulated a report on the proposed event at Strode College campus on 5<sup>th</sup> November which would be organised by the College and the Harvest Church. The Council was asked to contribute £1,500 towards the costs and it was agreed that this should be a partnership, non evangelical event.

RESOLVED

that £1,500 be given to the event organisers towards the cost of the evening.

3. Changes to Opening of Police Enquiry Office

RESOLVED

that the report be noted.

4. Renting Out Gazebos for Market

RESOLVED

that the Council's gazebos should only be used for it's own purposes or by agreed community organisations and not by commercial traders.

5. Use of Parish Rooms

RESOLVED

that the Parish Rooms should not be hired out to independent financial, legal and other advisers as such advice was available free of charge from the Citizens Advice Bureau, Mendip Credit Union etc.

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

The reports from both County Councillors had been circulated.

93. ACCOUNTS FOR PAYMENT

The report as circulated was submitted and the Clerk gave details of two additional payments. It was noted that there would be a small additional charge from SLH Services for watering the baskets 7 days a week during the extremely hot weather. The Council wished to inform the company that it felt they had done an amazing job in watering and maintaining the plants.

The latest bank reconciliations for all accounts at 31<sup>st</sup> July 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> July 2018 be noted and the schedule of payments for August be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.

94. EARMARKED RESERVES

RESOLVED

that £17,700 from the schedule of dilapidations for the first floor be added to the earmarked reserve for the Parish Rooms and the schedule of reserves be sent to members each month with the income and expenditure report and bank reconciliations.

95. MATTERS FOR REPORT

The Clerk reported on several matters for information.

96. 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 next items as they involved confidential information on a quotation for works to light connections and negotiations with the District Council regarding the refurbishment of Ringolds Way play area.

97. QUOTATION FOR PLUGS – CHRISTMAS LIGHTS

A confidential report which had been circulated to members was submitted.

RESOLVED

that NR Bishop Electrical Contractor Ltd. be engaged to carry out the works specified in the report for the Christmas light fittings at a cost of £2,475 + VAT as this was considered to be good value.

98. LICENCE FOR RINGOLDS WAY PLAY AREA REFURBISHMENT

A confidential report was submitted which had been circulated to members.

RESOLVED

- A. that subject to planning consent being granted for the works, the draft licence as circulated be entered into by the Council with Mendip District Council and the Chairman and Vice-Chairman or any other 2 members be authorised to sign it on behalf of the Council
- B. that subject to A. above, the order for the refurbishment as previously agreed be made with Kompan and the Clerk in liaison with Councillor Axten to project manage the works.

The meeting ended at 9.10 p.m.

## ANNEX A

Subject: Accounts for Payment

NOTE – Chairman's allowance – expenses for 18<sup>th</sup> July to 21<sup>st</sup> August 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> July 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 Carswell 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 2018 numbers will start DD181901.

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	As agreed
Petty cash float to bring back up to £50 for August	£ 31.75 transfer
Pension contributions - August SCC Pension Fund	As agreed
+ pension deficit recharge 2017/18 – August 18	As agreed
HM Revenue and Customs - PAYE and NI contributions for August paid on 7 <sup>th</sup> September	As agreed
Probusiness Ltd. – payroll August Month 5	£ 24.17 + VAT DD1819
Mendip District Council – rates on whole of Parish Rooms for 1 <sup>st</sup> September – total of £10,200	£ 850.00
Idverde Ltd. – maintenance Merriman Park for July as credit note for £1,040 due from 17/18 contract as weekly reporting was not done	£ 425.42+VAT
E.R. Garrett Ltd. – clean grd and 1st flr Parish Rooms July	£ 172.27+VAT
Southwest Digital Systems Ltd. – copying July	£ 23.14+VAT
PC Comms Ltd. – 2 MS Office 365 Business Premium emails and 13 Business Essentials emails July	£ 84.10+VAT

02 – mobile phone for NPO to 15 <sup>th</sup> August	£ 51.60+VAT
	DD1819
Bankline – monthly fee July	£ 34.60
	DD181934
BT – line rental July to September	£ 74.40+VAT
	DD181935
BT – broadband line rental July to September	£ 86.80+VAT
	DD1819
E.ON – gas Parish Rooms 5 June to 12 July	£ 69.31+VAT
	DD181931
E.ON – electric Parish Rooms 5 June to 12 July ground floor	£ 104.63+VAT
	DD181932
E.ON – electric Parish Rooms 5 June to 12 July first floor	£ 210.80
	IN CREDIT
E.ON – electric clock High Street 5 June to 12 July	£ 14.62+VAT
	DD181933
E.ON – gas Parish Rooms 12 July to 9 Aug	£ 13.17+VAT
	DD1819
E.ON – electric Parish Rooms 12 July to 9 Aug gr floor	£ 32.84+VAT
	DD1819
E.ON - electric Parish Rooms 12 July to 9 Aug 1 <sup>st</sup> floor	£ 190.20
	IN CREDIT
E.ON – electric clock High Street 12 July to 9 Aug	£ 12.51+VAT
	DD1819
County Play Inspections – annual independent inspections of toddler and 10 to 16s play areas in Merriman Park	£ 150.00
EM Print and Signs – fitting new banners and updating Chairman’s board	£ 345.00+VAT
	£ 17.40+VAT
J. Marshfield – 2 sets of gazebo weights and sack trucks	£ 241.94
BT – calls and rental July to September	£ 513.80+VAT

Harvest Church – donation for assistance with new banners	£	50.00
Nadia – donation for work on new banners	£	50.00
Foodbank – donation in accordance with wishes of Master of Ceremonies at Chairman’s Investiture	£	25.00
P. Goater – hire of United Reformed Church hall 2 <sup>nd</sup> August	£	25.00
John Candler - Sole Concepts Europe – design and overseeing production of war memorial - 120 glass poppies	£	2,240.00
Glasswood – second payment for refurbished windows and secondary glazing less £2,770 for remaining joinery work and fitting of secondary glazing to be paid when fitted (50% paid before work started of £8,770)	£	6,000.00+VAT
YHC Hire Solutions – disabled portaloo at Merriman Park 20 <sup>th</sup> July to 3 <sup>rd</sup> September	£	332.80+VAT
Walton Press – A1 poster for Neighbourhood Plan consultation	£	25.00+VAT
Mendip District Council – pre application fee for advice on change of use of part of Parish Rooms from office to residential C3	£	45.00
TCBs – clean bin High Street 2 <sup>nd</sup> to 23 <sup>rd</sup> July	£	16.00
TCBs – tidy up around Parish Rooms 31 <sup>st</sup> July	£	18.00
Viking – stamps etc.	£	229.89+VAT
PKF Littlejohn LLP – limited assurance review of Annual Governance and Accountability Return for year ended 31 <sup>st</sup> March 2018	£	800.00+VAT
NR Bishop Electrical Contractor Ltd. – taking England flag down from Parish Rooms	£	25.50+VAT
L. Ruff – Eventbrite Half Day Training on Neighbourhood Plans for NPO on 20 <sup>th</sup> September in Tiverton	£	76.05
SLH Services – watering and maintaining baskets, planters and trough for 9 weeks	£	4,050.00+VAT
Siemens Financial Services – quarterly phone rental	£	99.41+VAT
		DD181928 Ent July

NOTES OF PUBLIC QUESTION TIME HELD BEFORE COUNCIL MEETING ON  
21<sup>ST</sup> AUGUST 2018

Mr. Mozley spoke on behalf of himself and his wife in support of keeping the Library open for many reasons including support for the elderly and young families, free use of IT equipment and the activities and exhibitions organised. The High Street was changing rapidly and he felt that members should be proud to make a direct contribution to retaining such an important facility.

Mr. Mizen drew attention to the number of young people who enjoyed going to the Library.

J. Lewis also felt that it was very important to keep a vibrant Library in Street. The one in Frome was about twice the size of that in Street and it would not be good if a similar size population covering Street and Glastonbury ended up using just the Library in Glastonbury.

P. Humphries of Grangefields asked for a new No Through Road sign at the entrance to Grangefields as the existing one was very small and faded. Drivers using sat navs often mistakenly drove into the road instead of to Portway. It was agreed that the Highways Group should consider this and that the two County Councillors would try to sort out a new sign.

M. Davies was assured that paper agendas for Council meetings would continue to be sent out.