STREET PARISH COUNCIL

Annual meeting of the Council held on 15th May, 2018 at 7.30 p.m.

PRESENT: Councillor V.A. Appleby (Chairman of Council)

Councillors: C.E. Axten, S. Dowden, P. Goater,

L. Hughes, A. Leafe, T.W.E. Napper, N.M. Swift

and L. Zaky

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

County Councillor L. Leyshon

PC M. Pople

District Councillors: B.A. Beha and N. Taylor

E. Dawson – Group Manager Assistant, Mendip

District Council

APOLOGIES: Councillor: T. Rice – family engagement –

reasons accepted

1. ELECTION OF CHAIRMAN

RESOLVED

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

ensuing year – Councillor Swift signed the declaration of acceptance of office and then took the Chair.

2. ELECTION OF VICE-CHAIRMAN

RESOLVED

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

the ensuing year.

3. MINUTES

The minutes of the meeting held on 17th April, 2018 which had been

circulated were approved as a correct record and signed by the

Chairman.

4. 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.

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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. He also gave sincere condolences to the family of June

Sheppard.

Councillor Goater declared a personal interest in the two co-options as

his wife was a candidate and stated that he would not be voting on

either vacancy.

5. MATTERS ARISING

It was agreed to contact the Parish Paths Liaison Officer and find out

if he still wished to carry out the role. A meeting was to be arranged

regarding the walk/cycle path study with Glastonbury Town Council

and Walton Parish Council.

6. TWO CASUAL VACANCIES ON SOUTH WARD

The Clerk submitted a report which had been circulated. Councillor

Appleby proposed Fran Buxton for consideration and this was

seconded by Councillor Axten. Councillor Zaky proposed Simon

Carswell for consideration and this was seconded by Councillor

Dowden. Councillor Dowden proposed Patrick Robinson for

consideration and this was seconded by Councillor Zaky. Councillor

Axten proposed Deborah Goater for consideration and this was

seconded by Councillor Swift. The meeting was adjourned from

7.45 p.m. to 7.47 p.m.

The Council agreed to vote on the first vacancy and the voting was -

Fran Buxton – 4 votes, Simon Carswell – 3 votes, Deborah Goater –

0 votes, Patrick Robinson – 0 votes.

RESOLVED

that Fran Buxton be co-opted to fill the vacant seat on the Council in

the South Ward for the current term of office to May, 2019 and that

she and the second co-opted member be permitted to sign the

declaration of acceptance of office after the second co-option had been

decided.

The Council agreed to vote on the second vacancy and voting was -

Simon Carswell – 2 votes, Deborah Goater – 1 vote, Patrick Robinson

- 1 vote. As no candidate had an absolute majority of votes cast it was

agreed to vote on Deborah Goater and Patrick Robinson to strike one

off. The voting was - Deborah Goater – 2 votes, Patrick Robinson –

3 votes and so it was agreed to strike off Deborah Goater and then

vote on Simon Carswell and Patrick Robinson. The voting was -

Simon Carswell – 3 votes, Patrick Robinson – 1 vote.

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RESOLVED

that Simon Carswell be co-opted to fill the other vacant seat on the

Council in the South Ward for the current term of office to May, 2019.

Both co-opted members then signed the declaration of acceptance of

office and joined the meeting.

7. PRESENTATION BY ACTION 4 YOUTH

Action 4 Youth gave a presentation on proposed benches and tables

for Street Skate Park. It was felt that more tables, seats, bins would

encourage parents, grandparents and others to come into the Skate

Park and that they would monitor what was happening there. There

would be a sign stating who had contributed to the new furniture and

more trees would be planted but not fruit varieties.

RESOLVED

A. that support be given to the project and a meeting be arranged

with the Clerk, Councillors Dowden and Leafe and Action 4 Youth to

discuss ideas and costs and report back to the Council

B. that the two members and Action 4 Youth would ask MacDonalds

Sainsburys and other businesses in the area to contribute to the costs

of the proposals

C. that Action 4 Youth would assist County Councillor Leyshon in

counting lorries going to and from Hinkley Point C and then apply for

mitigation funds for the project from the Somerset Community

Foundation

D. that County Highways be requested to remove the dropped kerbs

and raised surfacing at the former pedestrian crossing by the Skate

Park on safety grounds, particularly for blind people.

8. COMMUNITY POLICE OFFICER

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

the 3 priorities of the last PACT meeting. Anti social behaviour in

Merriman Park was discussed.

RESOLVED

A. that the Play Areas Working Group would consider what to do

about the youth shelter in Merriman Park which had been used by

young people involved in anti social behaviour including graffiti and

music late at night

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B. that PC Pople be invited to a meeting of the Merriman Park

Community Group to discuss issues

C. that the Clerk would pursue the purchase already agreed of a

CCTV camera for the Police by the Council and it was noted that

Street Neighbourhood Watch would buy a second camera.

9. MARKET IN STREET

District Councillor Taylor and Elizabeth Dawson from Mendip District

Council spoke about proposals to have a weekly market in Street.

They reported that the District Council would meet the costs of the

road closure order and power supply for the High Street and Farm

Road. The success of each road for the market would be measured

by the money taken by traders and by speaking to those visiting the

market. The District Council would work in partnership with the Parish

Council in an open and transparent way. The Parish Council could

suggest traders such as good quality food stalls for the market. The

meeting was adjourned from 8.55 p.m. to 8.58 p.m. to allow the public

to speak.

RESOLVED

A. that the Council was in support of trialling a weekly market in

Farm Road and the High Street on alternate weeks for 3 months – the

Council to be given a free stall in the middle of the High Street by the

entrance to Clarks Village to promote the trade there

B. that the Clerk would arrange a meeting with the District Council

half way through the trial to discuss matters.

10. PLANNING COMMITTEE

The minutes of the meeting on 17th April, 2018 were submitted as

circulated.

RESOLVED

that the report be noted.

11. POLICY AND FINANCE COMMITTEE

The Clerk submitted the minutes of the meeting of the Committee

held on 8th May, 2018 which had been circulated and which appear as

Annex A to these minutes in the Minute Book.

RESOLVED

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that the report and recommendations be agreed.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY

RETURN 2017/18 PART 3

SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2017/18

ANNUAL INTERNAL AUDIT REPORT 2017/18

Reports and documents were circulated with the agenda for the

Policy and Finance Committee on 8th May.

RESOLVED

A. that the reports 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.

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY

RETURN 2017/18 PART 3

SECTION 2 – ACCOUNTING STATEMENTS 2017/18

Section 2 and supporting documents were circulated with the agenda

for the Policy and Finance Committee on 8th May.

RESOLVED

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

31st March 2018 and other documents as circulated, be approved and

signed by the Chairman, having already been signed by the

Clerk/Responsible Financial Officer.

14. APPOINTMENT OF COMMITTEES

The Clerk submitted a report which had been circulated.

RESOLVED

A. 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, with changes being made at

the next meeting – members to email their preferences to the Clerk -

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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

Quorum = one half of Committee members

NOTE - Monthly inspection of accounts and receipt of current account

statements by Councillors Appleby and Goater

STAFFING COMMITTEE

Councillors: Appleby, Axten, Leafe, Rice, Swift

Chairman: Rice

Vice-Chairman: Appleby

Quorum = one half of Committee members

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Axten, Napper, Rice

APPEAL PANEL

Councillors: (Emery), Goater, Hughes

HIGHWAYS WORKING GROUP

Councillors: Dowden, Hughes, Napper, Rice, Swift

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, 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, Swift

MERRIMAN PARK COMMUNITY GROUP

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

MARKETS WORKING GROUP

Councillors: Dowden, Rice, Swift

PARISH ROOMS WORKING GROUP

Councillors: Appleby, Axten, Dowden, Goater, Swift with

Neighbourhood Plan, Funding and Projects Officer

OLDER PEOPLES WORKING GROUP

Councillors: Appleby, Swift and representatives of Reconnect, Men’s

Shed, Diabetes UK, CSW Group, Crispin Community Centre, Health

Connections Mendip, Clarks Pensioners Group, Carer Support

Service, Vicar and Church Warden, Withys Social Group, Somerset

Care/Willows

ANNUAL REPORT

Clerk in consultation with Chairman and Vice-Chairman of Council

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PRESS RELEASES

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

Chairman of Council.

B. that an informal meeting of members and staff be held from

6.30 p.m. to 7.30 p.m. on 24th May to discuss a vision for the year

ahead.

15. REPRESENTATIVES ON OUTSIDE BODIES

The Clerk submitted a report which had been circulated.

RESOLVED

that the following representatives be appointed to serve on the

bodies listed for the ensuing year, with changes being made at the

next meeting – members to email their preferences to the Clerk -

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 Cllrs. Appleby, Dowden,

Commerce Napper, Zaky – any 2

Street Twinning Association Cllrs. Axten, Leafe

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)

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Crispin Community Focus Man. Com. Query if body exists

Street Business Park Cllrs. Dowden, Rice – Parish

Cllr. Napper – District

Parish Rooms Emergency Contacts Cllrs. Axten, Rice and Clerk

Coxs Charity Cllrs. Appleby, Axten

YMCA Cllr. Rice

Child Protection Officer for SPC Cllr. Axten

16. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES

The Clerk submitted a report which had been circulated.

RESOLVED

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

of meetings for 2018/19 apart from the date for the annual meeting and

the Investiture in May, 2019 and see B. below

B. that the standing orders be reviewed to consider adding voting by

paper ballot, the financial regulations be adopted without change and

no changes be made to the Code of Conduct

17. CULTURE WORKING GROUP

The notes of the meeting on 18th April which had been circulated were

submitted.

RESOLVED

that the report be agreed.

18. PLAY AREAS WORKING GROUP

Notes of a meeting on 18th April 2018 had been circulated.

RESOLVED

that the report be agreed.

19. NEW SCOUT HUT

Notes of the meeting on 19th April 2018 had been circulated.

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RESOLVED

that the report be agreed.

20. HIGHWAYS WORKING GROUP

Notes of the meeting on 30th April had been circulated.

RESOLVED

that the recommendations made be agreed apart from 2 A – research

to be undertaken on types of speed indicator device and costs before

considering buying a third one.

21. SOMERSET DAY EVENT 12TH MAY AND

CHAIRMAN’S INVESTITURE 17TH MAY

Members wished to record their gratitude to the Assistant Clerk for all

her hard work in organising Somerset Day. It was agreed not to

include giving the Freedom of Street and scroll to James Guy in the

programme for the Investiture as he had not made any contact for a

long time but if he did attend, to present him with the scroll.

22. PARKRUN

The Chairman had taken part in the inaugural Parkrun at the College

campus. It had been a great success. Members commended

Councillor Rice on seing this initiative through to its introduction.

23. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

RESOLVED

that the reports be noted.

24. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

No reports were made.

25. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all account at 30th April, 2018

had been prepared successfully and sent to all members with the

monthly income and expenditure by account report.

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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, 2018 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.

26. EX-CHAIRMAN’S REPORT

Councillor Appleby reported on her engagements for the month

including opening the Men’s Shed and attending the memorial for the

late Lance Clark.

27. MATTERS FOR REPORT

The Clerk reported on one minor matter. Councillor Hughes thanked

Councillor Appleby for all the work she had carried out during the past

year as Chairman. It was agreed that in the interests of health and

safety Idverde be instructed to cut back the hedge on the boundary

of Merriman Park bordering Merriman Road and Gardens as cars were

parking further out in the road and this could cause an accident.

The meeting ended at 9.35 p.m.

Councillor Zaky left at 9.20 p.m.

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ANNEX B

Subject: Accounts for Payment

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 18th April to 15th May 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 31st March 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.

The Council is asked to approve payment of the following -

Clerk’s net salary – national pay award backdated 1st Apr As agreed

Asst Clerk’s net salary – national pay award backdated As agreed

Neighbourhood Plan Officer’s net salary -

Petty cash float to bring back up to £50 for May £ 10.59 transfer

Pension contributions - May SCC Pension Fund As agreed

+ pension deficit recharge 2017/18 – May 18 As agreed

PO Ltd. PAYE and NI contributions As agreed

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

DD1819

Probusiness Ltd. – internal audit for year ended 31.3.18 £ 575.00 + VAT

Mendip District Council – rates on whole of Parish Rooms £ 850.00

for 1st June – total of £10,200

Idverde Ltd. – maintenance Merriman Park for April £ 1,465.42+VAT

E.R. Garrett Ltd. – clean grd and 1st flr Parish Rooms Apr £ 172.27+VAT

Southwest Digital Systems Ltd. – copying April £ 26.17+VAT

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

emails and 13 Business Essentials emails January to £ 232.80+VAT

March

- Office 365 emails for April £ 77.60+VAT

- email set up for J. Gammon £ 96.00+VAT

02 – mobile phone for NPO to 15th May £ 51.60+VAT

DD181912

02 – mobile phone for NPO to 15th June £ 51.60+VAT

DD181920

Bankline – monthly fee May £ 33.00

DD181914

BT – line services April to June £ 86.80+VAT

DD181911

BT – calls and rental charges April to June £ 511.50+VAT

Public Works Loan Board – half yearly repayment of loan £11,111.11

DD181913

Rialtas Business Solutions Ltd. – year end closedown on £ 590.60+VAT

9th April

Mendip District Council – advert consent fee for Lance £ 231.00

Clark Banners for High Street

J. Marshfield – refund for scroll box for James Guy supplied £ 8.29+VAT

by Syntego Ltd.

Sweet Acre Nursery – maintenance on planters £ 54.60+VAT

Street and Glastonbury CLP (SCC) – grant to fund the £4,000.00

Parent Family Support Advisers in Street schools during

the holidays for 1 year – review after 31st March 2019

Somerset Association of Local Councils – affiliation fee £1,431.45

2018/19

Brookside School – older persons Christmas party 2017 £ 300.00

Mendip District Council – CCTV service level agreement £8,754.77

Rendezvous Coffee Bar – 50% in advance for buffet for £ 275.00

Investiture

E.ON – electric ground floor Parish Rooms 12 Apr 10 May £ 85.49+VAT

DD181917

E.ON – electric 1st floor Parish Rooms 12 Apr 10 May £ 72.07+VAT

DD181918

E.ON – gas Parish Rooms 12 Apr to 10 May £ 89.67+VAT

DD181916

E.ON – electric Clock High Street 12 Apr to 10 May £ 10.34+VAT

DD181919

NR Bishop Electrical Contractor Ltd. – Somerset flag up £ 22.50+VAT

TCBs – clean bin High Street 2nd to 23rd April £ 16.00

Viking – coffee, toilet rolls etc. £ 86.96+VAT

Viking – toners £ 87.99+VAT

Viking – door stop and office chair £ 68.98+VAT

Viking – stamps etc. £ 127.97+VAT

EM Print – put up and take down bunting Library Garden £ 90.00+VAT

J. Marshfield – train tickets for Clerk and Asst. Clerk to £ 330.80+VAT

visit House of Commons 16th July with SLCC