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