STREET PARISH COUNCIL

 Meeting of the Council held on 11th December, 2018 at 7.30 pm

 PRESENT: Councillor N. Swift (Chairman of Council)

Councillors: S. Carswell, P. Goater, A. Leafe,

T. Rice and L. Zaky

 IN ATTENDANCE: Mrs. L. Ruff – Clerk

 T. Litston – Neighbourhood Plan Officer

 County Councillor L. Leyshon

 PC M. Pople – Street Beat Team

 APOLOGIES: Councillors V.A. Appleby, C.E. Axten,

 F. Buxton, S. Dowden, L. Hughes and T.W.E.

 Napper – another engagement – reasons

 accepted

168. MINUTES

The minutes of the meeting held on 20th November, 2018 which had been circulated were approved as a correct record and signed by the Chairman.

169. MATTERS ARISING

 It was agreed that the Strategy Working Group would meet at 6.30 p.m.

 on 14th January 2019. The Clerk was asked to chase up the provision

 of benches at Woods Batch and the meeting with Mendip District

 Council.

170. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Rice declared an other interest under Appendix B in any matters relating to the District Council and stated that he would keep an open mind when considering issues at either District or Parish level.

171. COMMUNITY POLICE OFFICER

PC Pople reminded members that the next PACT meeting would be

on 9th January, 2019 at 7 p.m. There had been some issues with the Foyer.

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172. PLANNING COMMITTEE

The notes of the informal meeting on 20th November, 2018 were submitted and circulated. Members were reminded of the informal

meeting on 17th December with the Ninesquare Trust regarding the

development off Somerton Road. A public meeting would be arranged

in the New Year.

 RESOLVED

that the report be noted.

173. CHAIRMAN’S REPORT

 The matters which the Chairman wished to raise were covered under

 other agenda items.

174. PARISH PATH LIAISON OFFICER

County Councillor Leyshon reported on the County review of the path

maintenance schedule.

RESOLVED

that the Highways Working Group would consider the Paths review and

Councillor Carswell would ask the Youth Club to also consider it.

175. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

The report from the Neighbourhood Plan Officer had been circulated.

There had been issues with the distribution of the surveys. A flyer would be delivered to each household in the New Year by Royal Mail

detailing analysis of the surveys completed and returned and starting to

set out draft policies.

RESOLVED

that the report be agreed.

176. PARISH ROOMS

The notes of the meeting on 26th November had been circulated. It was noted that the refurbishment of Ringolds Way play area would be

completed quite soon. The Parish Rooms now had superfast broadband. SLH Services had compiled a list of minor repairs needed

for health and safety reasons at the Skate Park and Merriman Park.

RESOLVED

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that the report be agreed and SLH Services Ltd. be engaged to carry

out the works listed for around £4,000 but not the litter bins, the design

of the cigarette bins to be agreed and Kate Carr to be consulted about

new shrubs behind the youth shelter – funding to come from the

Contingency Fund. Other quotes were not sought in view of the need to proceed with the works on health and safety grounds and the specialist knowledge of the company.

177. COMMUNITY EVENTS

 Notes were submitted of the meeting on 26th November to review the

 Remembrance parade. The Chairman reported on the Christmas

 Cracker event and thanked all those who had given their time to help.

 RESOLVED

 A. that the Shadrach Trust be asked to remove algae from around the

 bottom of the new war memorial

 B. that the person who had acted as Santa for the Cracker event be

 given £20 in gardening vouchers in thanks for his assistance

 C. that the volunteers at the Cracker event be sent a letter of thanks

 including the town crier, Santa and partner, Dylan Thomas and the

 Harvest Church, S. Bradley of the Alfred Gillett Trust, Glastonbury and

 Street Sea Cadets, Councillors Appleby and Axten, the Clerk and

 Assistant Clerk and all others who helped on the day

 D. that a reception for the twinning visitors from France be arranged

 in April 2019 with the Culture Working Group agreeing details.

178. STREET LIBRARY

It was noted that the County Council had received the Expression of

Interest and would be working with the partners to establish a Community Library Partnership in Street by 1st April 2019.

RESOLVED

that the report be agreed and Councillor Axten be appointed as the main contact for the Street Community Library Partnership.

179. RINGOLDS WAY PLAY AREA REFURBISHMENT

 It was noted that the works would be completed quite soon and that

 an official opening could be organised in the New Year.

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180. ANNUAL RISK ASSESSMENTS

 The Clerk submitted a report which had been circulated.

 RESOLVED

 that the report be agreed.

181. DEBIT CARDS SYSTEM

 The Clerk submitted a report which had been circulated.

 RESOLVED

 that the report be agreed and the separate current account to have

 £2,000 in it to be reconciled each month and the balance topped up

 from the normal current account.

182. CORRESPONDENCE/MINOR ISSUES

 The Clerk submitted a report which had been circulated.

RESOLVED

that the report be noted and consideration be given in January to

inviting the Head Teacher of Brookside School to be the guest speaker

at the Annual Parish Meeting (Councillor Leafe to email information on

this, the date of the meeting to be also considered and inviting all

school heads to attend).

183. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

 AND REPRESENTATIVES ON OUTSIDE BODIES

County Councillor Leyshon reported that the County Council had been

given £9.8 million by the Government for pot holes. It was agreed that

the Highways Working Group should put forward areas in need of repair.

184. ACCOUNTS FOR PAYMENT

 The latest bank reconciliations for all accounts at 30th November, 2018

 had been prepared successfully and sent to all members with the

 monthly income and expenditure by account report and schedule of

 earmarked reserves.

 RESOLVED

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 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 November, 2018 be noted and the schedule of

payments for December be attached as Annex A to the minutes in the

Minute Book in order to publish payments of £500 or more.

185. MATTERS FOR REPORT

 The charity Scope were looking for sites for clothing donation banks but

 members felt that there were enough banks in Street already. The

 Clerk reported that she and the Assistant Clerk had checked all of the

 Council’s assets and all were in good order apart from -

 the 3 mural frames at Grinters needed repainting, 2 circles were

 missing from the Library mural which was dirty and the pillars were

 chipped

 the noticeboard and map boards needed updating, cleaning inside

 and the noticeboard to be changed to a magnetic one

 the Woods Batch mural to be cleaned and have graffiti removed

 the telephone box in Somerton Road to be cleaned

 the bus shelter at Glaston Road to be cleaned and flyers removed

 the lantern of the horse trough to be cleaned inside and the gold balls

 repainted.

 It was agreed that SLH Services be asked to quote for these works to

 be carried out in the Spring.

186. 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 staffing

matters.

187. NEIGHBOURHOOD PLAN

 The Neighbourhood Plan Officer gave details of the ILCA and CiLCA

 courses available in 2019.

 RESOLVED

 that the NPO should do the ILCA course at £99 and the CiLCA at

 £690 in 2019 to gain knowledge of how the Council operated subject to

 him entering into a training agreement the same as that with the

 Assistant Clerk – he would not be required to pay back any of the costs

 if he left employment with the Council due to it agreeing not to extend

 the 2 year fixed contract.

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188. PARISH ROOMS AND LIBRARY

There was nothing further to report on these matters.

 The meeting ended at 8.35 p.m.

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Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 21st November to 11th December 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 30th November 2018 have been prepared successfully and sent to all members with the monthly income and expenditure by account report and earmarked reserves. 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.

£90 received from Mendip District Council for use of the JW Room 30th October and 29th January 2019 for business start up sessions.

£592.21 full refund from DLM Distribution Ltd. as Neighbourhood Plan surveys not delivered to many houses.

£10 cheque Horseless Bar and Elemental Ceramics and £10 BACS Blu-Fire, £10 cash from Coffee Bike and Petit Jah for Christmas stalls. Total £50

£100 from Mendip Slides for children’s rides.

£265 received from parents paying to see Santa with children (£258.42 spent on gifts and about 30 left over).

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 December £ transfer

Pension contributions - December SCC Pension Fund As agreed

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

HM Revenue and Customs - PAYE and NI contributions As agreed

for December paid on 8th January

Probusiness Ltd. – payroll December Month 9 £ 24.17 + VAT

 DD181973

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

for 1st January – total of £10,200

SLH Services – maintenance Merriman Park for November £ 2,415.75+VAT

SLH Services – maintenance Skate Park for November £ 670.92+VAT

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

Southwest Digital Systems Ltd. – copying November £ 82.56+VAT

and copy November for N Plan surveys £ 300.00+VAT

PC Comms Ltd. – 2 MS Office 365 Business Premium

emails and 13 Business Essentials emails December £ 73.80+VAT

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

 DD181966

 Entered in Nov

Bankline – monthly fee December £ 41.80

 DD181972

C. Axten – gifts for Santa £ 12.21

 Entered in Nov

SurveyMonkey Europe UC – annual plan £ 310.00+VAT

 Entered in Nov

SLCC subscription from 1st January 2019 £ 299.00

Initial Washroom Hygiene – sanitary units 2 Dec to 1 Mar £ 14.40+VAT

 DD181967

Blachere Illumination UK Ltd. – installation Christmas lights £ 1,840.00+VAT

Shaw and Sons Ltd. – binding Council minutes 2016/17 £ 130.00+VAT

Grant - Wessex Youth Football Club £ 1,500.00

 Entered in Nov

Westcotec Ltd. – additional bracket set for speed indicator £ 57.50+VAT

devices

Avalonian Free State Choir – performance at Xmas Cracker £ 50.00

Alltree Services Ltd. – category 1 works from August 2018 £ 1,000.00+VAT

survey except hedge and felling cherry T25 and grind stump

Denis and Ian Pearce Ltd. – hire of 8 radios for Cracker £ 107.00+VAT

Glastonbury Chilkwell Guy Fawkes Carnival Committee £ 1,100.00

Ltd. – donation for Xmas Cracker road closure

E.ON – gas P Rooms 29 Oct to 26 Nov £ 114.23+VAT

 DD181968

E.ON – electric P Rooms gr flr 29 Oct to 26 Nov £ 177.98+VAT

 DD181969

E.ON – electric P Rooms 1st flr 29 Oct to 26 Nov £ 39.03+VAT

 DD181970

E.ON – electric clock High St. 29 Oct to 26 Nov £ 13.82+VAT

 DD181971

Mendip YMCA – grant for youth club in Street Young £ 5,000.00

People’s Centre

V. Appleby – Christmas hampers and lights for grotto £ 77.79

C. Axten – presents for Santa £ 14.99

Concept Products Ltd. – 3 new grit bins £ 253.62+VAT

and 84 x 25kg bags of rock salt £ 411.60+VAT

Viking – toner and sellotape £ 61.48+VAT

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

 DD181959

 Entered in Nov

Rendezvous Coffee Bar – buffet for helpers at Cracker event £ 80.00

NR Bishop Electrical Contractor Ltd. – lights on P. Rooms £ 614.50+VAT

and large tree

Shaw and Sons Ltd. – binding of Council minutes 2016/17 £ 130.00+VAT

Viking – toner £ 54.99+VAT

Viking – toilet rolls and hand towels £ 20.98+VAT

Mendip District Council – market rights for Christmas £ 135.00

Cracker