STREET PARISH COUNCIL

 Meeting of the Council held on 19th June, 2018 at 7.30 p.m.

 PRESENT: Councillor N.M. Swift (Chairman of Council)

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

F. Buxton, S. Carswell, S. Dowden, P. Goater,

A. Leafe, T.W.E. Napper, T. Rice and L. Zaky

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

 T. Litston – Neighbourhood Plan, Funding and

 Projects Officer

 County Councillor L. Leyshon

 District Councillor B.A. Beha

 J. Dalton – Parish Path Liaison Officer

 APOLOGIES: Councillor: L. Hughes – other engagement –

 reason accepted

28. MINUTES

The minutes of the annual meeting held on 15th May, 2018 which had

been circulated were approved as a correct record and signed by the

Chairman.

29. MATTERS ARISING

 Councillors Dowden and Leafe were arranging with Action 4 Youth for

 the concrete surfacing at the Skate Park to be covered in art graffiti and

 would ensure that the Clerk received copies of the organisation’s risk

 assessment and insurance before work commenced. The J and F

 Trust had given approval to the project and planning consent was not

 necessary. Cracks in the concrete would be filled after the project.

 Sponsors were being sought for provision of benches etc. and a site

 meeting would be called soon with the Clerk. County Councillor

 Leyshon reported that counting of lorries going to and from Hinkley was

 being carried out in Glastonbury. The Assistant Clerk was purchasing

 a CCTV camera for the Police.

30. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors 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.

Councillor Napper declared a disclosable pecuniary interest in minute

no. 51 as he proposed to purchase stone being removed although this

was intended for community use. He did not leave the meeting due to

the community aspect of the proposal but took no part in the discussion

or voting. Councillor Rice declared a personal interest in minute no. 51 as he knew the family of Tony Cinicola well and took no part in the considerations or voting.

31. COMMUNITY POLICE OFFICER

 No Police representative was present.

32. PLANNING COMMITTEE

 The minutes of the meeting on 15th May, 2018 were submitted as

circulated.

 RESOLVED

 that the report be noted.

33. CHAIRMAN’S REPORT

 The Chairman gave details of the events which she had attended since

 the last meeting. She and the Clerk thanked Councillor Axten for the

 lovely flower arrangements and bouquets given to the Clerk and

 Assistant Clerk at the Investiture. She had arranged for a

 representative of the Community Council for Somerset to attend a

 meeting on 17th July to give advice on use of public buildings and

 applying for grant aid.

 Councillor Axten asked if when the Council discussed and voted on a

 subject members were then bound to the decision reached when

considering it in other forums. The Clerk and District Councillor Beha

explained that if members sat on other councils and bodies they could

change their view in the light of more information etc.

34. PARISH PATH LIAISON OFFICER

 PPLO Jake Dalton had given his report on clearance of the main paths

 during public question time.

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35. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

 The Chairman welcomed Theo Litston who had started work with the

 Council the previous day as the new NPO. She thanked Councillor

 Goater for all his hard work in progressing projects.

36. 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 -

 PLANNING COMMITTEE

 Councillors: Buxton, Goater, Leafe, Swift, Zaky

 Chairman: Goater

 Vice-Chairman: Leafe

 Quorum = 3

 POLICY AND FINANCE COMMITTEE

 Councillors: Appleby, Axten, Carswell, Dowden, Goater, Hughes, Rice

 Chairman: Rice

 Vice-Chairman: Goater

 Quorum = one half of Committee members

 NOTE - Monthly inspection of accounts and receipt of current account

statements by Councillors Carswell and Goater

 STAFFING COMMITTEE

 Councillors: Appleby, Axten, Goater, Leafe, Swift

 Chairman: Appleby

 Vice-Chairman: Leafe

 Quorum = one half of Committee members

 Chairman to line manage the NPO and Councillor Goater to be his

work mentor

 GRIEVANCE AND DISCIPLINARY PANEL

 Councillors: Axten, Napper, Rice

 APPEAL PANEL

 Councillors: Carswell, Goater, Hughes

 HIGHWAYS WORKING GROUP

 Councillors: Dowden, Goater, Hughes, Napper, Rice, Swift

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 JOINT LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP

 Councillors: Goater, Napper

 Members of Walton Parish Council and if appropriate, members of

 Glastonbury Town Council

 STREET SKATE PARK ADVISORY GROUP

 Councillors: Dowden, Leafe, Napper, Rice, Assistant Clerk,

 representatives of young users of facility, Cllr Gagg Walton Parish

 Council and a PCSO

 PLAY AREAS WORKING GROUP

 Councillors: Appleby, Axten, Buxton, Carswell, Hughes, Swift

 MERRIMAN PARK COMMUNITY GROUP

 Councillors: Appleby, Axten, Buxton, Carswell, Hughes, Swift and

16 local residents including representatives of Neighbourhood Watch,

Street Society, 1st Street Scouts, local churches, Police Cadets

 CHRISTMAS WORKING GROUP

 Councillors: Appleby, Axten, Buxton, Rice, Swift, Zaky + others

 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: Dowden, Goater, Hughes, Napper, Rice, Swift, Zaky

 CULTURE WORKING GROUP

 Councillors: Appleby, Axten, Buxton, Carswell, Dowden, Leafe, Swift,

Zaky + others

 WALKING/CYCLE STUDY WORKING GROUP

 Councillors: Carswell, Goater, Rice, Swift and from Glastonbury Town

Council Councillors Avalon and Knight and 3 representatives of Walton

Parish Council

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 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: Axten, Rice, Swift

 PARISH ROOMS WORKING GROUP

 Councillors: Appleby, Axten, Goater, Swift with NPO

 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

 PRESS RELEASES

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

 Chairman of Council.

 B. that the annual meeting of the Council be held on 14th May 2019

 subject to the Clerk checking that this fitted in with the timetable for the

 elections in early May 2019 and the Investiture on 16th May – details to

 go on the website.

37. 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 -

 Mendip Health and Well Being Board Cllr. Rice

 Deputy – Cllr. Buxton

 Victoria Field Charity Committee Cllrs. Goater, Napper, Swift

 Greenbank Swimming Pool Man. Com. Cllrs. Leafe, Rice, Zaky

 2 members to attend meeting

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 Glastonbury Tribunal Ltd. – Street TIC Cllr. Appleby until end of June

and then Goater, Zaky –

Parish

 Cllr. Hughes – District

 Street Chamber of Trade and Cllrs. Appleby, Napper,

Commerce Zaky – any 2

 Street Twinning Association Cllrs. Axten, Leafe

 Somerset Association of Local Councils Chairman or Clerk

 including Area Committee

 Street Young People’s Centre Cllrs. Buxton, Dowden,

Leafe

 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 Carswell

 Crispin Hall Man. Com. Cllrs. Appleby and Zaky

 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 - Foyer Cllr. Carswell

 Child Protection Officer for SPC Cllr. Axten

 Parish Path Liaison Officer Mr. J. Dalton.

38. CULTURE WORKING GROUP

 The notes of the meeting on 16th May which had been circulated were

 submitted. It was noted that the banners were being printed.

 RESOLVED

 that the report be agreed.

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39. MARKET WORKING GROUP

 The Clerk submitted the notes of the meeting held on 4th June which

 had been circulated. It was noted that the free stall would be given to

 the Crispin Hall Community Centre on 28th June and then for all other

 markets in the High Street to the Country Market. The free stall would

 be offered to community groups when the market was in Farm Road.

 The District Council had been asked to take action to stop cars

 mounting the pavement in Vestry Road when the road closure was in

 force.

 RESOLVED

 that the District Council be asked if the review meeting would be after

 3 months or 2 and then arranged.

40. HIGHWAYS WORKING GROUP

 Notes of the meeting on 4th June had been circulated. Councillor

 Napper had reported a loose drain cover opposite the Bayliss Centre

 which a lady had tripped over and banged her head.

 RESOLVED

 A. that the report be agreed including the purchase of a third speed

 indicator device and a date be set for the next meeting of the Group

 B. that the problem of parking on pavements be raised at the PACT

 meeting on 20th June.

41. CHRISTMAS WORKING GROUP

 The notes of the meeting on 5th June had been circulated. Councillor

 Axten explained why 3 gazebos had been ordered.

 RESOLVED

 that the report be agreed subject to arrangements for the display at

 Greenbank Pool still being discussed.

42. PLAY AREAS WORKING GROUP

 Notes of a meeting on 6th June 2018 had been circulated. The draft

 Section 106 funding agreement in respect of the enhancement of the

play area at Ringolds Way was available at the meeting.

 RESOLVED

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 A. that the report be agreed and Idverde be instructed to remove the

 top and sides of the youth shelter in Merriman Park for storage at the

 Parish Rooms

 B. that delegated power be given to the Clerk in consultation with the

 Vice-Chairman to agree and sign the Section 106 funding agreement

 for Ringolds Way play area.

43. WAR MEMORIAL WORKING GROUP

 The Chairman gave a verbal report of the meeting on 18th June 2018.

 RESOLVED

 that the report be agreed and the Mission Church be again asked to

 have the memorial in Merriman Park moved back near to it’s original

 site at the front of the Church and the photo of when the memorial was

 officially dedicated be sent to them as it showed the location.

44. GENERAL DATA PROTECTION REGULATION

 The Clerk submitted a report which had been circulated.

 RESOLVED

 that the report be agreed and that the Council should not have a data

 protection officer in view of it not handling high volumes of personal

 data.

45. PARISH ROOMS

 Councillor Goater reported that the money for the schedule of

 dilapidations for the first floor agreed with the County Council should

 be received soon. He, the NPO and Assistant Clerk were meeting with

 Tony Cinicola on 20th June to look at works required on the outside of

 the Parish Rooms with reference to the condition report. The

 refurbishing of the windows should be done soon. He wanted to

 progress the redesigning of the internal layout including creating an

 open plan office. He explained the difficulties in installing a lift at a cost

 of around £30,000 including alteration and removal of some supporting

walls. If a lift was provided it would still be necessary to negotiate 2

more steps to access the main room and this would require a ramp of

about 12 feet long which would go past the lift opening. There were

other issues including how to stop people falling down the stairs from

the top landing. It had been noted that the Crispin Hall did not have a

lift as it was also an old building and difficult to make completely

accessible.

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RESOLVED

A. that a lift should not be fitted at the Parish Rooms for the reasons

stated above

B. that a stair lift should not be fitted at present and the NPO should

research the requirements of potential users, fire regulations, having a

wheelchair for use on the first floor

C. that quotes be obtained by the NPO for plans to be drawn up of

proposed alterations

D. that the JW Room should remain as the Council Chamber and be

improved

E. that the Working Group should continue negotiations with the

Police for possible use of space on the first floor and report back to

Council

F. that arrangements be made for an independent survey of the

IT, telephone and wi fi systems to look to reduce costs, improve

internet connections and move the systems cabinet out of the JW

Room.

46. CORRESPONDENCE/MINOR ISSUES

 The Clerk submitted a report which had been circulated.

 1. Somerset Libraries Consultation

 Councillor Axten reported on current progress and referred to the

 information in County Councillor Leyshon’s report.

 RESOLVED

 that the report and the additional submission from the Vice-Chairman

 be agreed.

 2. County Council Chairman’s Awards

 for Service to Community 2018

 RESOLVED

 that this be deferred to the next meeting.

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47. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

 AND REPRESENTATIVES ON OUTSIDE BODIES

 County Councillor Leyshon reported that the small improvement

 schemes were being prioritised and those selected would be carried

 out over the next 3 years. County Councillor Napper informed

 members of the memorial service for a former Chairman of the

 Council, Mr. Arthur Westlake.

 District Councillor Beha reported that the District Council planned to

 sell off all or part of Cranhill Road car park to Shape Developments

 Ltd. and he was trying to get the proceeds ringfenced to provide a

 second tier to the North Side car park. Members were concerned

 about the adverse affect of this on retailers and others. It was agreed

 that the Strategy and Neighbourhood Plan Groups should meet to

 look at this matter.

48. ACCOUNTS FOR PAYMENT

 The latest bank reconciliations for all account at 31st May, 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 31st May, 2018 be noted and the schedule of

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

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

49. MATTERS FOR REPORT

 The Clerk reported on several minor matters. It was agreed that she

 should complete the questionnaire on Improving Lives Strategy for

 Somerset making references to the need to retain the Library. It was

 also agreed that Councillor Dowden should work with the Harvest

 Church to find a location such as Crispin playing fields for a fireworks

 display.

50. EXCLUSION OF PRESS AND PUBLIC

 RESOLVED

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 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 item as it involved confidential information on quotations

 for the removal of the sun parlour from Merriman Park.

51. REMOVAL OF SUN PARLOUR – QUOTATIONS

 A confidential report was submitted which had been circulated to

 members only.

 RESOLVED

 that Tony Cinicola Ltd. be engaged to remove the sun parlour from

 Merriman Park and make the base level with tarmac at a cost of

 £1,850 + VAT and Councillor Napper to be given the opportunity to

 purchase the stone being removed at a price to be agreed with the

 contractor and to store it for future community use.

 The meeting ended at 9.30 p.m.

 Councillors Leafe and Zaky left at 9.15 p.m.

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 ANNEX A

Subject: Accounts for Payment

NOTE – Chairman’s allowance – expenses for 16th May to 19th June 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 May 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.

£75 received from Landsec as contribution towards Christmas events leaflet for 2017.

The Council is asked to approve payment of the following -

Clerk’s net salary As agreed

Clerk – mileage April and May As agreed

Asst Clerk’s net salary As agreed

Neighbourhood Plan Officer’s net salary from 18th June As agreed

Petty cash float to bring back up to £50 for June £ 9.86 transfer

Pension contributions - June SCC Pension Fund As agreed

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

PO Ltd. PAYE and NI contributions As agreed

Probusiness Ltd. – payroll June Month 3 £ 24.17 + VAT

 DD181922

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

for 1st July – total of £10,200

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

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

Southwest Digital Systems Ltd. – copying May £ 29.05+VAT

PC Comms Ltd. – 2 MS Office 365 Business Premium

emails and 13 Business Essentials emails May £ 77.60+VAT

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

 DD1819

Bankline – monthly fee May £ 36.20

 DD181921

Express – cups and engraving for community awards £ 127.50

 Ent. in May

C. Axten – cakes for Somerset Day £ 40.00

 Ent in May

C. Axten – flowers, troughs for Investiture £ 81.16

 Ent in May

Initial Washroom Hygiene – sanitary bins 2nd June 1st Sept £ 14.40+VAT

 DD181923

The Events Industry Forum Ltd. – one year subscription £ 25.00+VAT

for the Purple Guide on event management Ent in May

Rendezvous Coffee Bar – second 50% for Investiture food £ 275.00

 Ent in May

Zurich Municipal – annual insurance premium for new 3 £1,816.11

year agreement including insurance premium tax

Somerset Association of Local Councils – training on 22nd £ 50.00

May on GDPR for Clerk and Asst. Clerk

TCBs – tidy up around Parish Rooms 15th May £ 18.00

TCBs – clean bin High Street 30th April to 25th May £ 16.00

Glastonbury Brass – concert for Somerset Day 12th May £ 400.00

Chalice Morris Men – Somerset Day performance £ 190.00

Biffa Waste Services Ltd. – empty wheelibins 30 June £ 354.12+VAT

to 28 September DD181927

Groundwork UK – repayment of part of grant of £3,708 £2,482.00

for Neighbourhood Plan consultation as not spent within

time limit - £1,226 spent

Dannells – banner and patches for Fun Day £ 36.95+VAT

MK Occupational Health Ltd. £ 20.00

Sweet Acre Nursery – baskets and planters £2,077.95+VAT

Mendip District Council – 50% planning fee Ringolds Way £ 117.00

play area

J. Marshfield – Avaya digital telephone for NPO £ 37.48+VAT

Viking – A4 pads, paper, stapler etc. £ 132.70+VAT

E.ON – gas Parish Rooms 10th May to 5th June £ 343.11+VAT

 DD181924

E.ON – electric Parish Rooms 10th May to 5th June £ 100.31+VAT

 DD181925

E.ON – electric Parish Rooms 8th February to 5th June £ 245.22 IN

 CREDIT

E.ON – electric clock in High St. 10th May to 5th June £ 11.27+VAT

 DD181926

Surf and Turf Instant Shelters Ltd. – 2 Canopro Lite £1,039.17+VAT

3m x 3m and 1 Canopro Lite 4m x 2m

Tamar Security Ltd. – maintenance of intruder alarm and £ 356.00+VAT

monitoring via Redcare for 1 year from 9th June

Tamar Security Ltd. – maintenance of fire alarm and £ 290.00+VAT

emergency lighting for 1 year from 1st June

PC Comms – computer, monitor, Dell laptop, cables and £1,845.32+VAT

set up

db+PAUL – work for schedule of dilapidations for first £1,082.40+VAT

floor of Parish Rooms