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