STREET PARISH COUNCIL

Meeting of the Council held on 19th February, 2019 at 7.25 pm

PRESENT: Councillor N. Swift (Chairman of Council)

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

S. Carswell, S. Dowden, P. Goater, L. Hughes, , T.W.E. Napper, 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 F. Buxton and A. Leafe – another

engagement – reasons accepted

216. MINUTES

The minutes of the extraordinary meeting held on 12th February, 2019 which had been circulated were approved as a correct record and signed by the Chairman.

217. MATTERS ARISING

Councillor Zaky reported that every day at about 5 pm someone was

firing shots at the front entrance of C. and J. Clark. It was agreed to

publicise this potential danger on the Council’s website. Clarks were

also publicising this on social media and through the local newspaper.

218. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Hughes and 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.

Councillor Napper declared an other interest under Appendix B in any

matters relating to the County or District Councils or Glastonbury Town

Council and stated that he would keep an open mind when considering issues at either level.

- 3 -

Councillors Axten, Napper and Swift declared an other interest under

Appendix B in Minute No. 199 on the Library for the following reasons and left the meeting from 9.05 p.m. to 9.15 p.m. It was agreed that Councillor Appleby should take the Chair for this item -

Councillor Axten – Chairman of the Friends of Street Library

Councillor Napper – member of Somerset County Council

Councillor Swift – member of the Friends of Street Library.

County Councillor Leyshon also left the meeting for this item.

219. COMMUNITY POLICE OFFICER

PC Pople reminded members that the next PACT meeting would be

on 13th March, 2019 at 7 p.m. and would be held jointly with the AGM for Neighbourhood Watch. He spoke about the recent shooting with

pellets in the area including a pane of glass at Glaston Road bus shelter. The Police were looking at CCTV footage for evidence of what was happening. PC Pople was working with the Chairman to obtain special mats to use in Street under a scheme where a cyclist, usually a policeman, cycled with a webcam and when they were overtaken too closely they radioed ahead so that the driver was stopped and shown with the mats what the safe distance from a cyclist was.

220. PLANNING COMMITTEE

The minutes of the meeting on 15th January, 2019 were submitted and circulated.

RESOLVED

that the report be noted.

221. POLICY AND FINANCE COMMITTEE

The minutes of the meeting on 5th February, 2019 were submitted and

circulated and appear as Annex A to the minutes in the Minute Book.

The NPO would report during the confidential part of the meeting on

quotes received for the IT equipment and services. It was noted that

Nat West offered a Liquidity Manager Account at 0.65% interest but the

existing CCLA Public Sector Deposit Fund account gave 0.7942%

interest.

RESOLVED

that the report be received, the recommendations made be adopted

and the new debit cards be requested.

- 4 -

222. CHAIRMAN’S REPORT

The Chairman reported that she had been given a guided tour of

Strode College and had been invited to the launch of the new Job

Centre there. Her suggestion of challenging Glastonbury Town Council

to a skittles match was agreed with a date to be confirmed of 11th

March at the Street Inn. It was noted that Mendip District Council was

funding containers at the College to encourage small businesses. A

restaurant for pre theatre meals was being considered.

As Councillor Hughes was a very long standing councillor and was not

standing again at the elections in May the Chairman proposed that he

be made an Alderman of Street. Councillor Hughes stated that this

would be an honour and members were in agreement. The Clerk

undertook to investigate how this should be done.

223. PARISH PATH LIAISON OFFICER

County Councillor Leyshon reported that the PPLO was resting but

would be out again after Easter and continue to clear footpaths.

RESOLVED

that County Councillor Leyshon would purchase leather gloves for the

PPLO to be funded by the Council.

224. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

The report from the Neighbourhood Plan Officer had been circulated.

The Steering Group evening had been very successful and 11 people

had signed up to be on the Group. Jan Pipes had still not received

her prize from the survey competition and the NPO undertook to sort

this out.

225. CULTURE WORKING GROUP

Notes of the meeting on 16th January 2019 had been circulated.

RESOLVED

that the report be agreed and the launch of a Civic Pride event on 3rd

March from 10.30 am to 12 noon to clean up Street be considered at

the next Group meeting on 20th February.

- 5 -

226. BETTER COMMUNICATION WITH MENDIP DISTRICT COUNCIL

The Chairman reported that she and the Clerk had met with District

Councillors Siggs and Beha to discuss better communication. Cranhill

Road car park was not to be sold and on 4th March height restriction

barriers and boulders would be put in to prevent illegal encampments.

There was discussion on having an alternative to boulders but they

were the most cost effective form of protection and it was agreed that

it would be best to get the work done as soon as possible. Councillor

Axten agreed to try to find out who organised the foreign coaches

which dropped off in Cranhill Road car park so that they could be told

about the barriers going up. It would be suggested that they ask to use

the College campus instead.

The Clerk reported that the District Council would be organising

guidance for district councillors after the May elections and planning

training for district and parish members.

RESOLVED

that Mendip District Council be informed that it was felt that the district

councillors in place should receive training as they did not feed back

information, particularly at Cabinet level where it would be useful for

parish councillors and was embarrassing to them when details that

they were not aware of were made public.

227. STRATEGY WORKING GROUP

The notes of the meeting on 22nd January had been circulated.

RESOLVED

that the report and recommendations made be agreed.

228. PROJECTS WORKING GROUP

The notes of the meeting on 4th February had been circulated.

RESOLVED

that the report be agreed.

229. GRITTING

Councillor Appleby put forward a proposal that the Council should

acquire a gritting machine, possibly to be used by SLH Services to grit

roads such as the High Street, main bus routes and West End on to the

bypass.

- 6 -

RESOLVED

that the Strategy Working Group on 26th February should consider

this matter including if the County Council would supply the grit, where

to store the machinery and grit and if this could be done in liaison with

Glastonbury Town Council.

230. CORRESPONDENCE/MINOR ISSUES

The Clerk submitted a report which had been circulated.

1. Parish/Police Surgery

RESOLVED

that the Parish/Police Surgery should not continue as it was not an

appropriate use of time.

2. Highways Act 1980 – Proposed Diversion of Parts of

Public Footpaths WS18/24 and WS18/27 Millfield School

The meeting was adjourned from 8.20 p.m. to 8.22 p.m. to allow the

public to speak.

RESOLVED

that the comments on WS18/27 made by County Councillor Leyshon

be noted.

3. Plastic Free Community Status

RESOLVED

that Councillors Dowden and Napper should look into what was

achievable in becoming plastic free in Street and working in liaison

with Glastonbury.

4. Mourning Protocol – Death of a Senior Figure

RESOLVED

that Councillor Axten would make a black cuff for the flag and the

protocol be considered by the Strategy Working Group.

- 7 -

5. The Public Sector Bodies (Websites and Mobile

Applications) (No. 2) Accessibility Regulations 2018

RESOLVED

that the report be agreed.

6. Annual Fire Risk Assessment

RESOLVED

that the report be agreed.

231. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

The written reports from County Councillors Leyshon and Napper had

been circulated. Discussion took place on investments and funding of

the County Council. It was noted that places on the route of HGV

lorries going to and from Hinkley such as the Skate Park could apply

for a grant from the Hinkley Community Fund. County Councillor

Leyshon was asked to find out what impact additional funding would

have on the Get Set service prior to the Strategy meeting on 26th

February.

232. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31st January, 2019

had been prepared successfully and sent to all members with the

monthly income and expenditure by account report and schedule of

earmarked reserves.

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 January, 2019 be noted and the schedule of

payments for February be attached as Annex B to the minutes in the

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

233. MATTERS FOR REPORT

It was agreed that Councillor Rice should complete the short survey

on behalf of the Council from Fitformyfuture NHS Somerset.

- 8 -

234. 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 items as they involved confidential information on quotations, possible legal negotiations and staffing matters.

235. QUOTATIONS

The NPO reported on quotations received as a result of reports on the

agenda. Quotations had been received for the supply and set up of IT

equipment and services at the Council office. C. Thomas was painting

the exterior of the windows at the Parish Rooms and had been asked

to quote for other minor works which needed to be done and which he

could do at the same time. Quotations had been received for the

conservator’s report needed to move the old war memorial.

RESOLVED

A. that a report be made at the March meeting on the IT equipment

and services including the quotation from Microbitz and others – the

replacement of the Clerk’s computer to be the first priority – free

training from the selected company to be taken up to move to a system

without the need to use emails or papers

B. that C. Thomas be asked to clear the guttering at the Parish

Rooms, repair and paint the door to the service yard and replace a

broken roof tile at a total cost of £490

C. that Cliveden be engaged to produce a conservator’s report on

moving the old war memorial from Merriman Park to the Holy Trinity

churchyard at a cost of £550 + VAT.

236. STREET LIBRARY

Discussion took place on the dilapidations reports received from

Alex Rosen Associates Ltd. and Davis Blackburn Ltd. for the Library.

The reports had been commissioned for the use of the Council. The

dilapidations was a matter for the Library Trust and Somerset County

Council. Councillor Appleby in the Chair when the Chairman declared

an other interest and left the meeting.

- 9 -

RESOLVED

that the Library Trust should not be permitted to use the Council’s

reports on the Library and they be kept for it’s own use.

237. STAFFING COMMITTEE

A confidential report had been sent to members only on the review of

staff salaries.

RESOLVED

that with effect from 1st April 2019 the Assistant Clerk be upgraded to

LC2 SCP 20 pro rata.

The meeting ended at 9.35 p.m.

Councillor Carswell arrived at 7.34 p.m.

Councillor Napper arrived and Councillor Zaky left at 8.10 p.m.

County Councillor Leyshon left at 8.55 p.m.

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- 81 -

ANNEX B

Accounts for Payment

NOTE – Chairman’s allowance – expenses for 16th January to 19th February 2019 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 January 2019 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.

In December £1,000 was received from C. and J. Clark Ltd. towards the Christmas lights in the High Street. Street Society is to cease operating and from remaining funding £425 has been donated to the Council for the relocation of the old war memorial – it is suggested that an information board is put by it in the new location to explain the history and where the new one is. In addition £200 has been donated towards refurbishment of finger sign posts in liaison with Street Men’s Shed.

The Council is asked to approve payment of the following -

Clerk’s net salary As agreed

Clerk travel allowance November to January – 334 miles As agreed

Asst Clerk’s net salary As agreed

Neighbourhood Plan Officer’s net salary As agreed

NPO travel allowance visit to MDC offices – 24 miles As agreed

Petty cash float to bring back up to £50 for February £ 12.26 transfer

Pension contributions - February SCC Pension Fund As agreed

+ pension deficit recharge 2017/18 – February 19 As agreed

HM Revenue and Customs - PAYE and NI contributions As agreed

for February paid on 8th March

Probusiness Ltd. – payroll February Month 11 £ 34.00 + VAT

DD181992

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

for 1st March – total of £10,200

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

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

SLH Services – annual maintence Strode Road allotments £ 640.00+VAT

50% as cost split with Crispin School + disposal of waste £ 10.00

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

Southwest Digital Systems Ltd. – copying January £ 39.60+VAT

PC Comms Ltd. – 2 MS Office 365 Business Premium

emails and 13 Business Essentials emails January £ 73.80+VAT

Entered in Jan

and for February £ 73.80+VAT

and 3 year Meraki Enterprise Cloud Controller £ 199.10+VAT

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

DD181976

Entered January

and to 15th February £ 48.92+VAT DD181985

Entered January

Bankline – monthly fee February £ 32.40

DD181991

Idverde – purchase and installation of 2 benches £2,326.30+VAT

Woods Batch Entered in January

Viking – envelopes £ 55.64+VAT

Entered in December

Biffa Waste Services Ltd. – wheelibins collection £ 354.12+VAT

29 December to 29 March 2019 DD181974

Entered in December

BT – broadband January to March £ 90.40+VAT

DD181986

Entered in January

BT – phone and bundled services 12 Nov 31 Mar £ 631.09+VAT

DD181984

Entered in January

Shire Leasing Plc – 1 Avaya IP Office Telephone £ 324.65+VAT

System – initial payment DD181975

Entered in January

Southlawns Comforts Fund – grant for motoview £1,000.00

bike – invitation coming to launch party

Blachere Illumination UK Ltd. – removal of Christmas £1,177.60+VAloT

lights in High Street

Viking – stamps, keyboard etc. £ 161.25+VAT

Bloom and Wild – flowers for Chairman due to £ 19.12+VAT

bereavement

Royal Mail Group Ltd. – Freepost returns of £ 22.56+VAT

Neighbourhood Plan survey

E.ON – gas Parish Rooms 30 Dec to 28 Jan £ 278.87+VAT

DD181987

E.ON – electric grd flr P Rooms 30 Dec to 28 Jan £ 107.77+VAT

DD181988

E.ON – electric 1st flr P Rooms 30 Dec to 28 Jan £ 24.36+VAT

DD181989

E.ON – electric clock High St 17 Dec 28 Jan £ 18.67+VAT

DD181990

The Play Inspection Company – annual independent £ 225.00+VAT

inspection of Skate Park

Barratt and Canniford Ltd. – hire of cherry picker £ 686.25+VAT

The Rewarding Results Company Ltd. – training on £ 45.00

Outlook on 6th February

Viking – paper etc. £ 60.55+VAT

NR Bishop Electrical Contractor Ltd. – remove £ 435.00+VAT

Christmas lights large tree and Parish Rooms Entered in Jan

TCBs – clean bin High St December £ 12.00

Entered in Jan

Davis Blackburn Ltd. – schedule of dilapidations for £ 560.00+VAT

Street Library for Council’s own use