STREET PARISH COUNCIL

 Meeting of the Council held on 19th March, 2019 at 7.15 pm

 PRESENT: Councillor N. Swift (Chairman of Council)

Councillors: V.A. Appleby, S. Carswell,

S. Dowden, P. Goater, L. Hughes, A. Leafe,

T.W.E. Napper and T. Rice

 IN ATTENDANCE: Mrs. L. Ruff – Clerk

 Mrs. J. Marshfield – Assistant Clerk

 County Councillor L. Leyshon

 PC M. Pople – Street Beat Team

 APOLOGIES: Councillors C.E. Axten, F. Buxton and L. Zaky

 – another engagement – reasons accepted

245. MINUTES

The minutes of the extraordinary meeting held on 18th March, 2019 which had been circulated at the meeting were approved as a correct record and signed by the Chairman.

246. MATTERS ARISING

 No issues were raised.

247. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Hughes, Napper and Rice 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.

Councillor Napper declared an other interest under Appendix B in any

matters relating to the County Council or Glastonbury Town Council

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

248. COMMUNITY POLICE OFFICER

PC Pople reminded members that the next PACT meeting would be

on 22nd May, 2019 at 7 p.m., venue to be arranged as the temporary

library would be in the JW Room. He agreed to check local car washes

and nail bars to make sure that workers were being treated properly.

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249. PLANNING COMMITTEE

The minutes of the meeting on 19th February, 2019 were submitted and circulated.

 RESOLVED

that the report be noted.

250. CHAIRMAN’S REPORT

 The Chairman gave details of the events which she had attended. A

 report was circulated on a large outdoor plaque with stars which the

 Gravenchon Twinning Committee wished to present to Street on their

 visit in April. Members were asked to attend the twinning reception in

 the Crispin Hall on 8th April from 6 p.m. to 8 p.m.

 RESOLVED

 that the twinning plaque be accepted and displayed on the outside of

 the Parish Rooms or elsewhere subject to advert consent if needed.

251. PARISH PATH LIAISON OFFICER

County Councillor Leyshon reported that she had purchased leather gloves for the PPLO to be funded by the Council.

252. NEIGHBOURHOOD PLAN AND LOCAL PLAN PART 2

The report from the Neighbourhood Plan Officer was circulated. The

Clerk reported that the Officer, who was leaving at the end of the month, would be handing over details of his work to her and the

Assistant Clerk the following day.

253. ADDITIONAL CURRENT ACCOUNT WITH DEBIT CARDS

 The Clerk submitted a report which had been circulated.

 RESOLVED

 A. that the report be agreed with the Signing Rules in the current

 mandate for this account being replaced with the Bank being

 authorised to act on behalf of the Council on the instructions of any

 one authorised signatory for unlimited amounts and the current

 mandate to continue as amended

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 B. that £2,000 only is held in the account and topped back up at the

 start of each month and that the account should be available on the

 Bankline system for scrutiny by the authorised members

 C. that the additional paragraph as set out in the report is added at

 the end of Financial Regulation 6.9.

254. CULTURE WORKING GROUP

 Notes of the meeting on 20th February 2019 had been circulated. The

 Civic Pride event had been postponed.

 RESOLVED

 that the report be agreed and the Play Areas Working Group be asked

 to consider where to put Public Space Protection Order signs at Goss

 Drive.

255. STRATEGY WORKING GROUP

 The notes of the meeting on 26th February had been circulated.

 RESOLVED

 that the report be agreed.

256. HIGHWAYS WORKING GROUP

 The notes of the meeting on 4th March had been circulated. It was

 noted that Councillor Napper had given apologies for the meeting.

 RESOLVED

 that the report be agreed and the bid for section 106 funding should be

 to remove the No Cycling signs from Woods Batch underpass, to bring

 forward the stop line at the Middle Leigh/Ivythorn Road junction by

 marking the highway and moving the lamp post there so that it was not

 an obstruction – County Highways would be consulted on the

 proposals and quotes sought before the bid was submitted to Mendip

 District Council.

257. PROJECTS WORKING GROUP

 The notes of the meeting on 4th March had been circulated and a

 verbal report was made of the meeting on 18th March with Orme

 architects. Orme would establish whether change of use permission

was needed to relocate the library to the Parish Rooms.

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It was noted that it would not be cost effective to install a lift in the

building at a cost of around £20,000 as due to the different levels on

the first floor, access would only be gained to a small area. The Clerk

gave a report on the Future High Streets Fund bid.

 RESOLVED

 A. that Orme be engaged for a fee of around £1,800 to produce a

 sketch layout, basic structural information and costs for 2 options to be

 considered at a public meeting in May – 1 option to remove walls

 between the offices and take out the separate toilet and large kitchen

 on the ground floor and have 2 sets of double doors by the front lobby

 which could be held open and, option 2 to reconfigure the staircase to

 come out on the reception side and create one large room at the front

 which would seat around 110 people

 B. that the Clerk in consultation with the Projects Working Group be

 given delegated authority to agree quotes for works relating to the

 relocation of the staff to the large room on the first floor and initial

 alterations needed on the ground floor to accommodate the temporary

 library

 C. that a bid for the Future High Streets Fund should not be made but

 that Mendip District Council should be regularly reminded of the need

 to improve the High Street due to pot holes, loose gratings, empty

 shops, the Crispin Centre being in a poor state etc.

258. CHAIRMAN’S INVESTITURE

It was generally felt that the Investiture should continue to deal with parish matters including presenting the parish awards, introducing new members and awarding the title of honorary freeman to Councillor Hughes.

RESOLVED

that the Investiture should go ahead for 16th May with the Chairman

contacting the Town Crier to see if she would act as presenter for the

evening.

259. CORRESPONDENCE/MINOR ISSUES

 The Clerk submitted a report which had been circulated.

 1. Strategy Working Group

 RESOLVED

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 that Councillor Carswell be appointed to serve on the Group.

 2. Man Vs Fat

 Councillor Rice reported that late on a Friday evening was the only

 time that the activity could take place as venues were booked at other

 times.

 RESOLVED

 that the grant of £3,000 should not be given for this initiative as late on

 a Friday evening was not considered the right time for it.

 3. Somerset Day – Children’s Art Competition

 RESOLVED

 that a grant of £100 be given to the Crispin Hall Trust towards prizes

 for the competition.

 4. Plastic Free Street

 RESOLVED

 that it should be publicised that the Council would like Street to gain

 plastic free status and that volunteers were sought to manage this –

 Councillor Dowden would meet volunteers and form a group which

 would work with, but separate to the Council.

 5. Meeting Venue

 RESOLVED

 that the Crispin Hall be booked for the Annual Council meeting on 14th

 May.

 6. Somerset County Council Chairman’s Awards

 No nomination was put forward.

260. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

 AND REPRESENTATIVES ON OUTSIDE BODIES

The written reports from County Councillors Leyshon and Napper had

been circulated. Councillor Goater reported on tourist information

matters. Councillors Carswell and Dowden asked for a grant for

Mendip YMCA towards upgrading lights at the outdoor courts.

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RESOLVED

that a grant of £873.66 be made to Mendip YMCA to upgrade lights

at the outdoor courts.

261. ACCOUNTS FOR PAYMENT

 The latest bank reconciliations for all accounts at 28th February, 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 28th February, 2019 be noted and the schedule of

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

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

262. MATTERS FOR REPORT

 Anyone who was interested in becoming a trustee should contact

 Mendip Citizens Advice Bureau.

263. 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 and staffing matters.

264. PARISH ROOMS IT REPORT

 The confidential report of the NPO had been circulated to members

 only.

 RESOLVED

 that the quotation from PC Comms of £2,389.16 for IT hardware and

 systems upgrade as specified be agreed.

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265. STAFFING COMMITTEE

 A confidential report from the Committee had been circulated to

 members only.

 RESOLVED

 A. that the report be agreed with the Clerk as Line Manager being on

the Interview Panel for the new position and the requirements including

occasional weekend working and planning knowledge

B. that the Committee should draw up the advert for the post and

advertise it on Indeed, the Council’s website, and with South West

Councils, Somerset Association of Local Councils, Somerset County

Council and Mendip District Council

C. that the Committee should call the Neighbourhood Plan Steering

Group together.

 The meeting ended at 9.20 p.m.

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 ANNEX A

Accounts for Payment

NOTE – Chairman’s allowance – expenses for 20th February to 19th March 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.

£2,060 donation received from Street Library Trust in return for use of 2 reports on Library. £15 received from DebRA Ltd. for use of the JW Room.

The Council is asked to approve payment of the following -

Clerk’s net salary As agreed

Clerk travel allowance February to March – 205 miles 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 March £ 23.42 transfer

Pension contributions - March SCC Pension Fund As agreed

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

HM Revenue and Customs - PAYE and NI contributions As agreed

for March paid on 8th April

Probusiness Ltd. – payroll March Month 12 £ 34.00 + VAT

 DD1819100

Mendip District Council – rates on whole of Parish Rooms £ 874.75

for 1st April – total of £10,200

SLH Services – maintenance Merriman Park for February £ 2,445.75+VAT

incl. £30 to install gate stopper and replace reflective markers

on bollards and for materials £ 63.99

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

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

Southwest Digital Systems Ltd. – copying February £ 70.17+VAT

PC Comms Ltd. – 2 MS Office 365 Business Premium

emails and 13 Business Essentials emails March £ 73.80+VAT

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

 DD181993

Bankline – monthly fee March £ 30.80

 DD181999

TCBs – clean bin High Street 31 Dec to 31 Jan £ 20.00

and clean war memorial at URC £ 10.00

 Entered in February

Montrose Glass Ltd. – emergency make safe of £ 135.00+VAT

shattered pane of glass in bus shelter Glaston Road

and supply and fit of new pane £ 275.40incVAT

Alex Rosen Associates Ltd. – structural inspection £ 1,500.00+VAT

and report on Street Library

C.S.T. and Sons – painting all exterior windows £ 1,900.00

apart from one at Parish Rooms

and clearing gutters, replace broken roof tile and £ 490.00

repair and paint back door to service yard

Initial Washroom – sanitary bins 2 March to 1 June £ 14.40+VAT

 DD181994

Michael Churches – remove and dispose of large £ 160.00+VAT

Christmas tree

E.on – gas Parish Rooms 28 Jan to 25 Feb £ 265.27+VAT

 DD181995

E.on – electric grd flr Parish Rooms 28 Jan 25 Feb £ 118.11+VAT

 DD181996

E.on – electric 1st flr Parish Rooms 28 Jan 25 Feb £ 30.77+VAT

 DD181997

E.on – electric Clock in High Street 28 Jan 25 Feb £ 14.26+VAT

 DD181998

BT – rental charges 29 Nov to 31 Jan £ 118.00+VAT

Viking – envelopes £ 48.68+VAT

Viking – stamps etc. £ 258.39+VAT

TCBs – clean bin High St. 4th to 25th Feb £ 16.00

water2business – water sewerage PR 21 Sept 6 Mar £ 95.71+VAT

Ian Ryan – Grounds Care – tidy up side entrance £ 474.50

to service yard