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