

Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA Tel. (01458) 440588

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16th July 2020

**PLEASE NOTE DATE AND TIME**

Dear Sir/Madam,

You are summoned to attend the Annual meeting of the Street Parish Council which will

be held **virtually using Zoom** with remote attendance **on TUESDAY, 21st JULY 2020** for the purpose of transacting the business specified in the following agenda. Public Question Time will commence at approximately **6.55 p.m**. The Chair will allow each person who has registered with the Clerk to speak for up to 3 minutes on any subject/s and will firstly explain the procedures for the meeting. Persons speaking will have been informed that the meeting will be recorded. The Council meeting will commence at approximately **7 p.m**. or as soon as Public Question Time is closed by the Chair. There was no Public Question Time on 16th June. The meeting will be streamed live on YouTube on the Council’s YouTube channel at <https://www.youtube.com/channel/UCiwCtXUydITXA9OpDqQfvIA/videos>

In accordance with standing orders 7 c and d, a member with a disclosable pecuniary interest must leave the meeting and be placed in the waiting room during the relevant item of business, unless permitted to remain following the grant of a dispensation. Councillors

with an interest in relation to any item of business being transacted at a meeting under Appendix B (Other Interests) or where a matter relates to a financial interest of a friend, relative or close associate, may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must thereafter leave the meeting and be placed in the waiting room, unless permitted to remain following the grant of a dispensation. At a convenient time the Chair will also give this opportunity to any members of the public who have registered to speak with the Clerk prior to the meeting.

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Yours faithfully,

L.A. Ruff

Clerk of the Council

**AGENDA**

1. ELECTION OF CHAIR – to elect the Chair of the Council until May 2021 – when

elected the Chair signs the Declaration of Acceptance of Office – any member

wishing to stand can address the Council for 2 minutes

2. ELECTION OF VICE CHAIR – to elect the Vice Chair of Council until May 2021

3. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.

4. MINUTES

To approve as a correct record the minutes of the meeting of the Council held on 16th June 2020 (attached) **Pages 4 - 10**

5. MATTERS ARISING

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6. DECLARATIONS OF INTEREST AND DISPENSATIONS

To receive declarations of interest from Councillors on agenda items and to

receive written requests for dispensations for disclosable pecuniary interests

(if any). Clerk to grant any requests for dispensation as appropriate.

7. COMMUNITY POLICEMAN

8. PLANNING COMMITTEE

To receive the minutes of the meeting held on 16th June (attached) **Page 11**

9. POLICY AND FINANCE COMMITTEE

To receive the minutes of the meeting on 7th July (attached) **Pages 12 – 15**

and to receive information on grant of £5,000 for Crispin Community Centre

10. REPORT FROM CHAIR/EX-CHAIR

11. APPOINTMENT OF COMMITTEES (report attached) **Pages 16 - 18**

12. REPRESENTATIVES ON OUTSIDE BODIES (report attached) **Pages 19 - 20**

13. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES (attached) **Pages 21-23**

14. PARISH PATH LIAISON OFFICER – County Cllr. Leyshon to give a verbal

report on behalf of PPLO Jake Dalton.

15. PROJECTS WORKING GROUP

To receive notes of the meeting on 2nd July and verbal update on alteration of Parish

Rooms as necessary **Pages 24 - 30**

16. STREET COMMUNITY SUPPORT GROUP – verbal update

17. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS

18. CORRESPONDENCE/MINOR MATTERS (attached) **Page 31**

19. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

AND COUNTY AND DISTRICT COUNCILLORS

Questions to be noted for written replies and matters for consideration

referred to the appropriate working group. All reports received have been

emailed to members.

20. ACCOUNTS FOR PAYMENT (schedule of payments attached for approval and

initialing by Chair to be arranged) and confidential detailed income and expenditure

by account report at 30th June 2020 including budget variance –

emailed to members only with bank reconciliations and earmarked reserves

schedule. **Pages 32 – 34**

21. MATTERS FOR REPORT

Consideration of items not on agenda for information only

(a) Report from Clerk

(b) Matters raised by members - TO BE NOTIFIED TO THE CLERK IN

ADVANCE OF MEETING.

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22. EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960 as amended

by the Openness of Local Government Bodies Regulations 2014, the press and

public will probably be excluded from the meeting by resolution for the following items

as they involve confidential information on quotations received.

23. QUOTATIONS – MOVING WAR MEMORIAL MERRIMAN PARK (Confidential report

attached for members only from ACPO) **Pages 35 - 36**

24. QUOTATIONS – BIKE RACKS AT GREENBANK POOL (Confidential report

attached for members only from ACPO) **Page 37**

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To: Chair and Members of Street Parish Council

**NOTE** Members are reminded that they **must update their register of interests** within 28 days of receiving any further gift or hospitality with an estimated value of at least £25 by completing the **Update Form** and returning it to the Monitoring Officer, Mendip District Council

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STREET PARISH COUNCIL

Meeting of the Council held virtually using Zoom with remote

attendance on 16th June, 2020 at 7.02 p.m. The Chair gave a

statement on how the meeting would be conducted.

PRESENT: Councillor P. Goater (Chair)

Councillors: C.E. Axten, S. Carswell, M. Daniells, D. Drew, D. Ellis, D. Goater,

A. Leafe, L. Mogg, A. Prior, H. Shearer and

L. Wolfers

IN ATTENDANCE: L. Ruff – Clerk

M. Sandiford – Assistant Clerk Projects Officer

J. Marshfield – Assistant Clerk

County Councillor L. Leyshon

APOLOGIES: Councillors: P. Birch - illness, R. Boyce,

J. Diment and D. Ellis – another engagement –

reasons accepted

238. MINUTES

The minutes of the extraordinary meeting held on 9th June, 2020 which had been circulated were approved as a correct record and signed by the Chairman.

239. MATTERS ARISING

There were no matters arising.

240. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Carswell, P. Goater, Napper and Shearer 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 and that he would keep an open mind.

All members present declared a personal and prejudicial interest in the alteration of the Parish Rooms for Council and library use and that they had been granted dispensation to speak and vote by the Clerk and would keep an open mind when considering the matter. Councillor Axten declared that she was Chair of the Friends of Street Library and Councillors Drew and Prior that they were a Friend of the Library.

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The following members declared an other interest under Appendix B in

the matters detailed as they were representatives on the Management

Committees of the organisations and left the meeting while each was

considered -

Councillors Axten, Carswell, Daniells – Merriman Park specification for

play area – they did not leave when the quotations to move the war

memorial were discussed as it was only agreed to obtain more

information

Councillor Mogg – disclosable pecuniary interest – bike racks at

Greenbank Pool as he worked there – left the meeting when the

quotations were considered (Councillors Leafe and Wolfers had

already left the meeting)

Councillor Axten as a governor of Elmhurst School and Councillor

Leafe as he worked at local schools – grant to Millfield for hampers

Councillor Leafe - Greenbank Pool

Councillor Mogg as his parents lived nearby – licence for Pillars

Councillor Napper as he knew the owner – licence for Pillars

Councillor Carswell as Vice-Chair of Mendip Licensing Committee –

licence for Pillars

Councillor Napper as he had already voted with the County Council on

the matter as a County Councillor – local government reorganisation.

241. COMMUNITY POLICE OFFICER

Councillor Leafe had spoken to PC Pople and reported that there had

been no problems and the parks had been well respected. An email

had been received from Sgt. M. Slade thanking the Council for all it’s

support as he would not be returning to the Neighbourhood Team. It

was agreed to wish him a very good life with the Police IMPACT Team.

The Chair agreed to talk to the Police about anti social behaviour under

a tree on the Houndwood estate and the need to cut the tree back. It

was noted that persons camped on the bypass would be moving on the

following week and that the Government had stopped councils from

moving people illegally camped on due to the pandemic.

242. PLANNING COMMITTEE

The report on recommendations made was submitted as circulated.

RESOLVED

that the report be noted.

243. CHAIR’S REPORT

The Chair reported that he had been working with the staff to close the

High Street for social distancing from Farm Road to Vestry Road and to

introduce a one way system using signage.

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244. PARISH PATH LIAISON OFFICER

County Councillor Leyshon would keep in touch with Jake Dalton.

245. PROJECTS WORKING GROUP

Notes of the meetings on 28th May and 12th June and the specification

and scoring criteria for up to 11 years play area Merriman Park had

been circulated. 2 residents of Vestry Road had complained about

traffic problems there due to the closure of the High Street. It was

agreed to ask the Police to monitor speeding there. Councillor Axten

reported that the mobile library would visit Street from 3rd August every

2 weeks but needed somewhere to park. She also reported that a

letter had just been received from Millfield explaining the support they

were giving to vulnerable families and requesting a grant of £25,000.

The criteria for those on the free school meals list who received the

Hampers was well monitored. Fresh produce, menu suggestions etc.

were helping people to make healthy choices.

RESOLVED

A. that the reports and specification and scoring criteria be agreed

with the invitation to tender going on Contracts Finder and the Council’s

website on 17th June with tenders to be returned by 12 noon on 22nd

July – a group comprising the Clerk and ACPO with Councillors Axten

and Carswell, D. Atkins, V. Appleby of the Merriman Park Community

Group to score the tenders on 23rd or 24th July – extraordinary meeting

of Council on 28th July at 6.30 p.m. to agree which tender to select

B. that the Clerk and Chair would speak to Highways about diverting

traffic from the High Street closure down Cranhill Road and around in

view of the problems at Vestry Road

C. that the points circulated regarding the alteration of the Parish

Rooms and the permanent CLP agreement and the payment of the

deposit for the lift be agreed with delegated authority for the Clerk in

consultation with the Chair and Vice-Chair to agree the colour of the

walls etc. and vinyl flooring and the final wording of the permanent CLP

agreement

D. that the County Council be informed that having the mobile library

from 3rd August in Street every 2 weeks was supported and the Council

would explore possible locations for it

E. that a grant of £25,000 be made to the separate Millfield account

named Street and Glastonbury Social HUB subject to permission to do

this being approved by SALC.

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246. PILLARS BAR AND GRILL – CHANGE TO LICENCE

The Clerk submitted a report which had been circulated. One objection

had been received from a nearby resident and was detailed in the

report. County Councillor Leyshon stated that she lived on the

opposite side of Wilfrid Road from Pillars and did not think there had

been any complaints since it had opened. Several members pointed

out that a lot had been invested in the business which was struggling to

survive in the pandemic and needed support.

RESOLVED

that the proposed variation to the premises licence be supported as it

would not adversely affect the 4 licensing objectives.

247. LOCAL GOVERNMENT REORGANISATION IN SOMERSET

The Clerk submitted a report which had been circulated. County

Councillor Leyshon explained that the County Council would vote on

the matter on 29th July and a Government White Paper in the Autumn

might include local government reorganisation. She did not think that

BANES would be included in any proposal as it was outside of the 2

Tier Somerset area. There were concerns that with a unitary authority

more could be devolved to local councils which would need to increase

their precept. There was also a concern about what would happen to

very small parishes which might cluster around a bigger town. The

whole process of introducing a new authority would take around 5

years.

RESOLVED

that the matter be deferred to the next meeting and before then an

informal meeting be held to consider the information in detail.

248. REVIEW OF HOLDING ANNUAL MEETING

OF COUNCIL AND MEETING DATES

The Clerk submitted a report which had been circulated.

RESOLVED

that the meeting dates circulated be agreed with the annual Council

meeting held on 21st July 2021 and then again on 18th May 2021.

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249. PATH TO RECOVERY AND HIGH STREET CLOSURE

The Clerk submitted a report which had been circulated. Mendip

District Council wished to reopen the market from Thursday 25th June

in the High Street as previously. Stalls would be placed carefully to

avoid shop queues.

RESOLVED

A. that the report be agreed and approval given to reopen the market

in the High Street from 25th June

B. that a suggestion be made that the mobile library comes to Street

on a Thursday and is parked in the High Street with the market

C. that Councillor Carswell be asked to check if profits from car parks

in Street are ringfenced for car parks only.

250. DRAFT CYCLING AND WALKING MANIFESTO FOR SOMERSET

The Clerk submitted a report which had been circulated. County

Councillor Leyshon reported that the Local Enterprise Partnership was

looking to fund projects which were ready to go. She had written a

paper with the 2018 Sustrans cycle/walk route from Walton to

Glastonbury attached and sent it to the LEP.

RESOLVED

that the Council was in support of the manifesto.

251. MENDIP YMCA

Councillor Drew spoke on a report which had been circulated.

RESOLVED

that payment of part or all of the grant of £10,000 be deferred to the

next meeting and the Council representatives to find out for that

meeting what the funding would be spent on and what work was being

carried out currently.

252. STREET COMMUNITY SUPPORT GROUP

County Councillor Leyshon reported the Group was trying to wind down

a bit by asking people if they could shop online or ask family or

neighbours to help. The Salvation Army was dealing well with the food

parcels. There would be a small number of people with no other option

who would still need some kind of assistance. The accounts would be

kept open so that the support operation could start again in a few days

if there was a second spike in the virus.

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RESOLVED

that the report be noted.

253. REVIEW OF ENERGY SUPPLIER/CONTRACT

PARISH ROOMS AND CLOCK

The ACPO submitted a report which had been circulated.

RESOLVED

that delegated authority be given to the Clerk in consultation with the

Chair to authorise a switch to a new energy supplier if the following

conditions are met -

* + the overall annual cost is at least 10% less than currently paid and
  + an energy supplier that endeavour to secure as much energy as

possible from renewable sources will be chosen if costs are not more than 10% of that from the alternative supplier.

254. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

District Councillor Goater had been dealing with closure of the High

Street and a strategic tourism and then arts strategy.

255. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31st May, 2020 had

been prepared successfully and sent to all members with the monthly

income and expenditure by account report, the final report of receipts

and payments for May and schedule of earmarked reserves.

RESOLVED

that the report and schedule of payments as circulated be approved

and initialled by the Chair and the income and expenditure by account

report at 31st May, 2020 be noted and the schedule of receipts and

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

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

256. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that in accordance with the Public Bodies (Admission to Meetings) Act

1960 as 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 involve confidential information on

quotations received.

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257. QUOTATIONS – MOVING WAR MEMORIAL

The ACPO submitted a confidential report which had been circulated to

members only.

RESOLVED

that the matter be considered by the Projects Working Group with the

quote from Sally Strachey Historic Conservation and a proper quote

from Wells Cathedral Stonemasons being considered together with a

quote from SLH Services to returf the existing site and maintain and

a plan for dealing with the roots of the tree near the new site.

258. QUOTATIONS – BIKE RACKS AT GREENBANK POOL

The ACPO submitted a confidential report which had been circulated to

members only.

RESOLVED

that more details be given on the number of racks to be provided and 2

more quotes from local companies with existing quotes updated.

259. QUOTATION – REMOVALS AT PARISH ROOMS

The Clerk submitted a confidential report which had been circulated.

RESOLVED

A. that delegated authority be given to the Clerk in consultation with

the Chair to agree the licence with Landsec for free use of Unit 5

Crispin Centre to store the Council’s furniture etc. during the works and

for Councillors P. Goater and Shearer or any 2 others in their absence

to sign the licence on behalf of the Council and the Clerk to witness

the signatures

B. that the quote of £4,750 + VAT from Street Removals to move

everything out and back to the Parish Rooms be agreed and Financial

Regulation 11.1(h) be suspended as it was not possible to get 3 quotes

due to the short build time and pandemic restrictions.

The meeting ended at 9.30 p.m.

Councillor Wolfers left at 8.26 p.m.

Councillor Leafe left at 9.06 p.m.

Councillors Drew and Mogg left at 9.19 p.m.

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STREET PARISH COUNCIL

Meeting of the Planning Committee held virtually using Zoom with remote attendance on 16th June 2020 at 6:00pm

PRESENT: Councillor L Zaky - Chair

Councillors: A Leafe, L Mogg

APOLOGIES: Councillors P. Birch, D Ellis, J Diment

IN ATTENDANCE: J Marshfield – Assistant Clerk.

33. MINUTES

The minutes of the meeting held on 18th February 2020 which had been

circulated, were approved as a correct record and signed by the Chair.

34. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

35. PLANNING APPLICATIONS

The Clerk submitted a report which had been circulated.

RESOLVED

2020/1067/HSE Drop kerb and extend driveway at School View House 81A Brooks Road Street - Approval

2020/0984/FUL Split Change of Use Class B1(a) Offices to Use Class A1 Shops (specifically Hairdressers) and Use Class C3(a) Dwelling house – to Use Class B1(a) Office at 213 High Street, Street – Approval on the proviso that technical officers look at the provision for customer parking.

2020/1015/HSE Modify existing ground floor layout and erect a 1st floor extension at 40 Brooks Road Street - Approval

2020/1016/HSE Single Storey Rear Extension on South Elevation at 1 Pine Close Street – Approval.

NOTE – 2 new unit approved – 4 since May 2019.

The meeting ended at 6.20 pm.

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STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held virtually using Zoom

with remote attendance on 7th July, 2020 at 6 p.m. The Chair gave a

statement on how the meeting would be conducted.

PRESENT: Councillor C.E. Axten (Chair)

Councillors: S. Carswell, P. Goater, A. Prior

and H. Shearer

IN ATTENDANCE: L.A. Ruff – Clerk/RFO

M. Sandiford – Assistant Clerk and Projects Officer

PRESENT BY

INVITATION: Councillors D. Goater and D. Drew

43. MINUTES

The minutes of the meeting of the Committee held on 12th May,

2020 which had been circulated, were approved as a correct record

and arrangements would be made for them to be signed by the Chair in

accordance with current guidance.

44. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct the following declarations of

interest were made -

Councillors Carswell, P. Goater and Shearer – other interest under

Appendix B – District Council – would keep an open mind when

considering issues at either level

Councillor Carswell – other interest under Appendix B – grant to

Mendip YMCA as a Council representative on Street Young Peoples

Centre – left the meeting after making representations

Councillors D. Goater and Drew – other interest under Appendix B –

Mendip YMCA as Council representatives on the organisation – left the

meeting after making representations

Councillor Prior declared that he had attended meetings with Mendip

YMCA but was not a Council representative.

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45. GRANTS – MENDIP YMCA AND SALVATION ARMY

The Clerk submitted a report together with a number of documents

giving current information on the YMCA, which had been circulated.

She also reported that the Salvation Army had requested £600 to fund

a further 3 evenings through the Summer where pizzas were

delivered to vulnerable families. The Chair thanked Councillor Drew for

the reports and her work with Mendip YMCA. Councillor Drew reported

on the work being carried out and that around 80 to 100 different young

people had been attending the Youth Club on a Monday or Friday prior

to Lockdown.

The Salvation Army was setting up a Job Club linked to the Food Bank

and it was noted that the organisation ran Job Clubs across the country

with links to the Department for Work and Pensions. Those seeking

work would therefore not need to spend time and money travelling

outside of Street for assistance. A grant application had been sent to

the organisation.

RESOLVED

A. that the report from Councillor Drew and the most recent report

from the YMCA be circulated to all members prior to the annual Council

meeting on 21st July

B. that the Committee is minded and heartly recommends that the

Council supports funding the Salvation Army in it’s endeavours

depending on the grant application made, to help with hardware and

software to set up a Job Club

C. that a grant of £600 be made to the Salvation Army to fund 3

evenings through the Summer where vulnerable families are given a

pizza.

RESOLVED TO RECOMMEND

that the grant of £10,000 be made to Mendip YMCA.

46. BUDGET 2021/22

The Clerk submitted a report, which had been circulated. Road

closure applications would be made for the Remembrance parade and

service and the Christmas Cracker and if these were not needed they

could be rolled over to 2021.

RESOLVED

A. that the District Council be asked to extend the market to have a

Christmas market on a Saturday to be agreed

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B. that consideration be given at the meeting in November when the

budget for the next financial year was discussed to theming allocations

more – it was noted that some grants and contracts were agreed for

more than 1 year and that historical codes needed to be compared

year on year for audit purposes

C. that consideration be given as to whether the allocation for CCTV

Monitoring was value for money.

47. INVESTMENT OF FUNDS

The Clerk submitted a report which had been circulated.

RESOLVED

that consideration be given at the next meeting to investing more funds

in the CCLA Public Sector Deposit Fund.

RESOLVED TO RECOMMEND

A. that the report and access to the Business Reserve Account via

Bankline be agreed

B. that the current account statements would only be sent to the

Council office and 2 members of staff together, in order to prevent

fraud, would copy these and send them out to councillors appointed to

scrutinise the accounts.

48. BI-ANNUAL GENERIC RISK ASSESSMENT

The Clerk submitted a report which had been circulated. She had

updated the report to take account of measures in place to deal with

the pandemic.

RESOLVED TO RECOMMEND

that the bi-annual risk assessment be agreed.

49. CASH FLOW

Councillors Prior and Shearer needed more explanation on how the

Council’s financial system operated.

RESOLVED

that the Clerk and ACPO would hold a Zoom meeting with Councillors

Prior and Shearer to explain the finances of the Council.

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50. MATTERS FOR REPORT

The Clerk reported on 2 matters needing consideration before the

Annual meeting on 21st July. SALC had invited 1 member who was

not on the County or District Councils to attend a session on local

government re-organisation on 20th July. SLCC had advised that some

councils were writing to the Government and MPs about the need to

take out a loan with the Public Works Loan Board or use existing

capital reserves to deal with financial loss from the impact of the

Coronavirus. Many local councils generated up to 60% of their income

from sources other than the precept. Most of the income of Street

Parish Council came from the precept and thus no such action was

deemed necessary at present.

Councillor Shearer would send information to the Clerk on consultation

being undertaken by the Local Government Association on a code of

conduct for members whereby a response could be made by the

Council or individuals by 17th August. Councillor P. Goater agreed to

send information on the work undertaken previously on the

Neighbourhood Plan to Councillor Prior. It was noted that meetings

needed to continue to be held remotely in accordance with guidance

other than any difficult issues which might be held safely between a

small number of people with social distancing.

RESOLVED

that all councillors be invited to consider joining a small sub group of the

Projects Working Group to consider local government re-organisation and a

strategy for the Council and for 1 who did not serve on the County or District

Councils to attend the SALC session on 20th July ahead of the annual meeting

on 21st July.

The meeting ended at 7.25 p.m.

Councillor Prior left from 6.50 p.m. to 7 p.m.

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AGENDA ITEM NO: 11

To: Council

From: Clerk

Subject: Appointment of Committees

In accordance with Standing Order 4 d to consider the appointment of the following Committees and Working Groups for 2020/21, their terms of reference, the number and time of ordinary meetings – agreed on 16th June, appoint the chair (and vice-chair) of standing committees, the place, notice requirements and quorum for a meeting of a committee (no less than three), if the public can participate at a committee meeting. Members are asked to consider that if they wish to be appointed to a committee or working group that if possible they will REMAIN ON IT FOR THE WHOLE YEAR. All meetings will be held remotely until the guidance changes.

To agree for the three standing committees – Planning Committee, Policy and Finance Committee and Staffing Committee that the terms of reference shall be as set out below, the number, time, place or ordinary meetings to be as set out in the calendar of meetings for 2020/21 agreed on 16th June, 3 clear days notice to be given of a meeting as set out in Standing Order 3 b, the quorum to be one half of the members of the committee (no less than 3), public question time for the Planning Committee to be held 5 minutes before the start of the formal meeting and other than that the public only to be permitted to speak at a committee meeting if it is adjourned for such a purpose by the Chair. The colour Committee Structure previously agreed is attached as a separate document with the email.

PLANNING COMMITTEE

Previous Members - Councillors Birch, Diment, Ellis, Leafe, Mogg, Wolfers

Previous Chair - Councillor Wolfers

Previous Vice-Chair - Councillor Leafe

Quorum = 3

Meetings are on the third Tuesday of the month at 6 p.m. prior to the Council meeting – public question time at 5.55 p.m.

Delegated Power - to make recommendations to Mendip District Council as the Local Planning Authority on any application for the Parish. An application of significant importance involving major development will usually be considered by the Committee but it may be considered beneficial for consideration to be made by the Council - this to be decided by the Clerk in consultation with the Chairs of the Council and Planning Committee.

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POLICY AND FINANCE COMMITTEE

Previous Members - Councillors Axten, Carswell, P. Goater, Prior, Shearer

Previous Chair - Councillor Axten

Previous Vice-Chair - Councillor P. Goater

Quorum = one half of the members of the Committee

Also to agree that Councillors Carswell and Prior will scrutinize the accounts every quarter when this can be done safely and until then Councillor P. Goater will scrutinize using Bankline and that Councillors Axten and P. Goater are authorized to operate the Bankline system with the Clerk and ACPO.

Meetings are on the first Tuesday in February, May, July, September and November starting at 6 p.m.

Delegated Power - to agree all grants up to a maximum of £2,000 for any organization in accordance with the agreed policy and within agreed budget limits

- to make recommendations to Council on any grants above £2,000

- to award grants at any time of the year up to a maximum sum of £3,000 in any financial year, this funding to be taken from the Contingency Fund

- to make recommendations to Council on matters of policy including positive ways of using financial resources

- to receive various reports as detailed in Financial Regulations.

STAFFING COMMITTEE

Previous Members - Councillors Axten, Carswell, D. Goater, Leafe, Shearer

Previous Chair - Councillor Shearer

Previous Vice-Chair - Councillor Leafe

Quorum = one half of the members of the Committee

Meetings are held in January and July and as and when necessary.

Remit - to consider all staffing matters including staff absence, annual appraisals and salary reviews and make recommendations to Council.

GRIEVANCE AND DISCIPLINARY PANEL

Required by the Employment Act 2002 and the Dispute Resolution Regulations 2004 SI No. 752. This and the Appeal Panel will deal with any disputes that may arise.

Previous Members - Councillors Birch, Drew, Napper

APPEAL PANEL

Previous Members - Councillors Daniells, P. Goater, Leafe

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WORKING GROUPS

Proposed division attached of current working groups and representatives on outside bodies as set out below to the 3 committees and working groups -

Culture, Projects, Community Support, Health and Well Being and Highways +

Street Community Library Partnership, Emergency Plan Management Team, Neighbourhood Plan Steering Group, Annual Report and Press Releases.

A written report from any of the Groups detailing proposals to be submitted to the Council as necessary. No meeting to be held unless at least 3 members can attend.

HIGHWAYS WORKING GROUP

Previous Members - Councillors P. Goater, Mogg, Napper, Shearer with County Councillor Leyshon

Remit - car parking generally including new lining and resident permit

schemes, street lighting, advertising boards, street cleaning, dog bins, bus shelters, Mendip Community Transport, High Street enhancement, grit bins

PROJECTS WORKING GROUP

**Sub Group to be formed to consider unitary debate and strategy for Street**

Previous Members – Councillors Axten, Carswell, P. Goater, Shearer

NOTE – any councillor to attend

Remit - alteration of Parish Rooms, refurbishment of Merriman Park, any current projects/issues

CULTURE WORKING GROUP **Later separate Christmas Group met**

Previous Members – Councillors Axten, Daniells, Diment, D. Goater, Mogg, Shearer, Wolfers

HEALTH WELL BEING WORKING GROUP **Later merged with Community Support**

Previous Members – Councillors Boyce, Leafe Mogg, Prior, Wolfers

COMMUNITY SUPPORT WORKING GROUP

Previous Members – Councillors Birch, Boyce, Carswell, Drew, D. Goater, Leafe, Mogg, Prior, Wolfers

EMERGENCY PLAN MANAGEMENT TEAM

Previous Members - Councillors Axten, Carswell, P. Goater, Prior, Shearer and the Parish Clerk, Fire Officer, PCSO

Lead Co-ordinator in order of priority - Chair of Council, Vice-Chair of Council

Remit - to review the Street Emergency Plan annually around April and as necessary and to implement the Plan in the event of an emergency in liaison with the 4 rest centres - British Legion, Unity Club, Victoria Club and Football Club

STREET COMMUNITY LIBRARY PARTNERSHIP

Street Parish Council is lead partner with Somerset County Council and Friends of Street Library

Councillors Drew and P. Goater, 1 County Councillor, 1 Somerset Library Service Officer, 2 Friends of Street Library – Parish Clerk to service committee

ANNUAL REPORT

Clerk in consultation with Chair and Vice-Chair of Council

PRESS RELEASES

Assistant Clerk (or Clerk) in consultation with Councillor Shearer.

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AGENDA ITEM NO: 12

To: Council

From: Clerk

Subject: Representatives on Outside Bodies

To consider the appointment of representatives to serve on the following outside bodies for 2020/21. The previous representatives were -

Victoria Club Charitable Incorporated Organisation Cllrs. P. Goater, Napper

Greenbank Swimming Pool Man. Com. Cllrs. Birch, Leafe, Wolfers

2 members to attend each

meeting

Glastonbury Tribunal Ltd. – Street TIC Cllr. Mogg – Parish Council

Street Chamber of Trade and Commerce Cllrs. Birch, Napper, Prior,

Wolfers – any 2

Street Twinning Association Cllrs. Carswell, Leafe

Somerset Association of Local Councils Chair or Clerk

Street Young People’s Centre Cllrs. Carswell, D. Goater,

Mogg

Strode Theatre Board of Management Cllrs. D. Goater, Wolfers

Non Voting – Cllr. Birch

Merriman Park Community Group Cllrs. Axten, Boyce, Carswell,

Daniells, with local residents

and reps of local organisations

NOTE - this Group considers renovation of the Park in accordance with the new

design and assists in organizing the annual Fun Day. It is chaired by a councillor

and reports to the Council as necessary.

Mendip CCTV Users Group Cllr. Napper

Deputy – Cllr. P. Goater

Crispin Hall Charitable Incorporated Organisation Cllr. Wolfers

Deputy – Cllr. Prior

grant requirement

Street Business Park Cllr. Prior – PC

Cllr. Napper – MDC

Parish Rooms Emergency Contacts Cllrs. Axten, P. Goater, Clerk

Coxs Charity Cllrs. Axten, Birch

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YMCA Cllrs. Drew, D. Goater

Child Protection Officers for SPC Cllrs. Axten, Drew

Parish Path Liaison Officer Mr. J. Dalton

Members should note that if they serve on local bodies as representatives of the Council they would be covered by the Council’s insurance for anything unless it was something which the organization had done itself, in which case the body’s own insurance would be responsible.

L.A. Ruff

Clerk

21.07.20

- 20 -

AGENDA ITEM NO: 13

To: Council

From: Clerk

Subject: Annual Review of Documents and Procedures

In accordance with Standing Orders the Council is asked to review the following.

1. Arrange review of inventory of land and assets – Assistant Clerk and ACPO to review all assets in May and November and then report on whether they are all in good health and safety order.

3. Arrange review and confirmation of arrangements for insurance cover in respect of all insurance risks – Policy and Finance Committee considered and agreed this on 12th May - recommendations made to Council as necessary.

4. Clerk is reviewing policies including the following and will report to Council - complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998/General Data Protection Regulation

5. Review of subscriptions – attached

6. Review of delegation arrangements to Clerk/RFO – attached.

L.A. Ruff

Clerk

21.07.20

- 21 -

ANNUAL REVIEW OF SUBSCRIPTIONS

Subscriptions paid in 2019/20 -

South West Councils – employment advice £ 425

Somerset Association of Local Councils £1,439

Society of Local Council Clerks £ 308

Parish Online mapping system £ 180

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POWERS DELEGATED TO CLERK

Under section 101 of the Local Government Act 1972 the Council can arrange for the discharge of any of its functions by an officer as well as by a committee or sub-committee. Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to the Clerk and sometimes this is in consultation with one or more specified members. There is no power to delegate to a single member. Standing Order 5 j v states that at the annual meeting of the Council there will be a review of delegation arrangements to committees, sub-committees, employees and other local authorities.

SALC advises that only full Council can set the precept, borrow, agree capital expenditure, exercise the general power of competence. The current delegations to the Clerk/RFO are set out below and in Financial Regulation 4.10

1. delegated power in consultation with the Skate Park Advisory Group – **change to Chair or Vice-Chair**, to make payments and deal with the facility within the agreed budget limit – major issues to be reported to the Council

2. delegated power in consultation with the Chair, to agree a location with the landowner etc. and purchase and fit up to 4 new dog bins a year at the request of residents at a total cost of £1,200 per annum subject to the District Council agreeing to empty the new bins

3. delegated power in consultation with the Chair or Vice-Chair, subject to necessary permissions, to deal with minor works of less than £1,500 for any Council property or activity – 3 quotes to be obtained if possible where the value is above £500, and the expenditure to then be reported to Council. This delegation is subject to any governance issues such as appointing the internal auditor, being considered by the Council.

**4**. Standing Order 13 e states that a decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final. Any dispensation may permit the councillor to speak, or to speak and vote. SALC advises that if the Proper Officer was not sure whether to grant a dispensation they could take it to the Council for a decision.

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**NOTES OF PROJECTS WORKING GROUP**

**Date:** 2 July 2020

**Attendees:** **Street Parish Council**

Peter Goater (PG) Chair Claire Axten (CA) Vice Chair

Heather Shearer (HS) Simon Carswell (SC)

Luke Mogg (LM) Deb Goater (DG)

Pam Birch (PB) Alan Prior (AP)

Liz Leyshon (LL) Mike Daniells (MD)

Linda Ruff (LR) Clerk Jenny Marshfield (JM) Assistant Clerk

Mark Sandiford (MS) ACPO

|  |  |
| --- | --- |
| **Notes** | **Actions** |
| **1. APOLOGIES FOR ABSENCE**  **Apologies:** Terry Napper, Debra Drew, Andy Leafe  **Absences:** |  |
| **2. NOTES ON PROJECT WORKING GROUP MEETING 12TH June**  No amendments to notes were required.  LL highlighted that the temporary road closure in place relating to the High Street was due to end on 5 July. This could be an issue, particularly if pubs and cafés are allowed to use pavement space for seating. PG will contact Mendip to see if there are any plans to extend the blanket TRO  *Subsequent to the meeting LL received a response from SCC “The road closures in place at both Street and Glastonbury were introduced using Section 14(2) powers (Road Traffic Regulation Act 1984), by way of an Emergency Notice.  Such notices have a lifespan of 21 days, a timeframe that gives us sufficient time to make a Temporary Traffic Regulation Order (TTRO), which is the normal way we introduce a lawful road closure.  When the Emergency Notice you refer to ceases to be in effect the road closures will then be supported by a TTRO…I can confirm that SCC have funding in place to support the closures in their current form for a maximum of 2 months before which we will need to review how we might proceed thereafter.”* | PG |
| **- 24 -**  **3. PROCESS FOR ELECTION OF CHAIR, VICE CHAIR AND CO-OPTION**  PG informed group that he and CA had been asked to estimate how many hours per week they would attribute to time spent on Parish Council business as Chair and Vice Chair. PG and CA reported that they each spend on average 14.5 hours per week. Due to the current situation with the coronavirus, most time is spent during the day, but more things are beginning to happen in the evening.  PG felt that it would be useful if those wishing to stand gave 7 days’ notice prior to the Annual Council Meeting on 21 July 2020. PG also confirmed that both a proposer and seconder is required, and each candidate would have two minutes to speak.  LR confirmed that it would be an open vote, taken from a roll call, however, would not be a recorded vote.  In AL’s absence, on his behalf LR asked if PG and CA would stand again for the position of Chair and Vice Chair. In answer to the question, PG confirmed that he would, as he wishes to see the current projects completed, and CA confirmed that under normal circumstances she would have stood for Chair, but due to the situation with Covid-19 will stand for Vice Chair.  HS thought that the election process should be sent to all councillors as a separate email, as although it was included with the Projects meeting agenda, it could have been easily overlooked by those not attending. LR will action  AP asked if the co-option of the new parish councillor would also take place at the Annual Council Meeting. LR confirmed that it would be done at a later meeting as the parishioners have until 21 July to call for an election. | LR |
| **4. HIGHWAYS MATTERS**  **Upgraded Car Park Signage for Clarks Village**  PG referred to the details that were issued with the agenda.  Discussion ensued regarding the importance of taking the opportunity to replace signage referring to “Town Centre” with more accurate signs stating “High Street”, and ensure that there is no reduction in the number of signs.  RECOMMENDATION  that signs to be placed at Somerton Road, the bypass and Farm Road should include direction to the ‘High Street’ (not Town Centre), signs to Car Park 2 to include direction to the ‘High Street’, that a request be made for signage to Cranhill Car Park when other car parks were full and for signs to have crash barriers.  - 25 -  **Small Improvement Scheme – Brooks Road**  LL referred to the plan that was issued with the agenda.  LL explained that ideally a safe crossing (such as zebra) crossing is required, but this must be agreed by three houses in a row, which has proved impossible as residents do not want to lose the option of parking on the road. Although this is disappointing, the flashing 20mph sign will make a difference.  The opinion was shared that the proposal does not go far enough but was an improvement on the current situation.  RECOMMENDATION  that proposals are supported subject to residents comments, and that SPC were very disappointed that the proposal did not include a zebra crossing  **Small Improvement Scheme – Leigh Road**  LL referred to the plan that was issued with the agenda.  LL confirmed that SPC had previously paid for a feasibility study to overcome issues including Leigh Road being blocked when buses are stopped on both north and southbound routes. This included narrowing the pavement on the Crispin Hall side and having a half pull in for buses on the library side. The Clark family had offered use of land on the library side, but the proposals might now be on hold as the cottage attached to the library was being considered for a source of rental income to increase the sustainability of it and might need parking. The Clark family would need to be consulted and there was ongoing considerations over the library dilapidations.  LR highlighted that the plans only cater for spaces for two taxis, so will probably have to use the existing public spaces further up Leigh Road. It is also seems unlikely that the Crispin Hall CIO will give permission to move the existing bus shelters closer to Crispin Hall.  HS was concerned that the pavements would become too narrow, and LM raised point that parked buses were a good traffic calming measure.  RECOMMENDATION  that the Council was minded not to support the proposals for the following reasons and as part of the land was owned by the Council members would be applying for dispensation to speak and vote on this at the formal meeting when it was considered -  - 26 -   * viability of 1924 library building - rental income from cottage with need for parking provision – Council would like library to move back in future * proximity of highway to Parish Rooms being used by library and Council * unlikelihood of consent for bus shelters by Crispin Hall to be moved back * reduced/relocated taxi rank * reduced/lost public parking close to local businesses * loss of traffic calming from parked vehicles leading to increased speed * narrowed pavements giving much less space for pedestrians * substantial cost and disruption without much benefit.   **Rail to Trail Map**  PG referred to map that was issued with agenda, summarised proposal and encouraged all to complete the brief survey. There was general support. |  |
| **5. LOCAL GOVERNMENT REORGANISATION**  LR asked whether SPC agreed to support the 7 recommendations drawn up in the report included with the agenda (which were also circulated with the agenda for the Council Meeting of 16th June), commissioned by SALC and SLCC.  PG expressed concerns that under unitary, services could become the responsibility of the Parish Council, but without any additional funding. HS stated that SPC have already been taking on more and has the ability to raise the precept to grow into a new role, but must agree on priorities and interests. LM agreed that SPC should be progressive and have a plan in place. AP agreed with comments but believes that a future vision for SPC is needed, irrespective of whether unitary goes ahead.  PG proposed that a working group be set up, possibly as a sub group of the Projects WG. CA agreed that there needs to be a group that can gather more information to help all understand the process. CA agreed that the Projects WG is a good platform, as anyone can join and get involved.  AP expressed opinion that the whole council should be involved and the public needs to be included. Therefore, daytime meetings may not be suitable. HS believes that the Project WG was appropriate for unitary discussions, but a larger group is required to discuss the future vision of SPC.  - 27 -  It was agreed that SPC would need more information before supporting the 7 recommendations. LR to add item to agenda for 21st July to request volunteers for separate Working Group. | LR |
| **6. PROJECTS IN PROGRESS**  MS gave verbal update on following projects:  **Relocation of War Memorial**  A Planning decision was expected by 23 June; however, concerns had been raised over the relocation of the memorial by Historic England and the War Memorial Trust. A response has been sent addressing the concerns, but one point is outstanding regarding the potential impact a nearby tree will have on the memorial once it is relocated. A report has been commissioned by Cliveden Conservation to comment on the proposed location.  Ahead of the planning decision five companies have been invited to quote for the relocation of the memorial. The two most competitive quotations received will be considered at the meeting on 21st July.  **Merriman Park Play Equipment**  We are currently inviting tenders for the replacement of the play equipment in Merriman Park for children aged up to 11.  We have received enquiries from 7 contractors to date, however some were not suitable as only want to complete part of the work required.  To date we have met with 3 contractors on site from whom we expect to receive tenders.  The closing date is midday on 22 July, with a decision being on the successful tender at the Extraordinary Council Meeting on 28 July.  AP raised concern over whether SPC should proceed with Merriman Park and other projects in the current economic climate, possibly suspending the projects until the full impact from Covid-19 is known. CA did not agree as funds for the projects were coming from earmarked reserves and matched funding. MD also expressed opinion that the park is the jewel of the village, and a community space for all to enjoy.  LR confirmed that around £10,000 savings will be made from the building renovations, which could be used for projects such as the memorial, as we are no longer having the temporary library or temporary office space.  - 28 -  **Greenbank Cycle Racks**  As part of the project to encourage cycling and improve facilities within Street, a full planning application has been submitted to Mendip District Council to replace the existing weathered and damaged cycle racks at the front of Greenbank Pool, with 10 stainless steel tubular racks.  Mendip had requested the application be amended to install 13 racks to accommodate 26 bikes, as is the recommendation for a leisure facility of the size of Greenbank. However, after confirming that there was insufficient space in the desired location due to the proximity of car parking spaces, and drainage, full planning was approved on 25 June.  Ahead of the planning decision three contractors were invited to quote for the installation of the replacement racks, including groundworks as specified by Beveridge Chartered Structural Engineers. The two most competitive quotations will be considered at the meeting on 21st July.  The racks will be purchased by SPC at a cost of about £1,224. S106 Funding of £8,445 will be used to fund the racks  **Energy Supplier**  Gas and Electricity for the Parish Rooms was being provided by Eon. A review in May highlighted that significant savings could be made to due low energy prices caused by the coronavirus pandemic. At the Parish Council Meeting on 16 June 2020, authority was delegated to the Clerk in consultation with the Chair to authorise a switch to a new supplier if savings could be made.  Two brokers were engaged, to obtain best prices, and contracts have now been signed to transfer energy supply to Opus Energy, a green energy supplier, as existing contracts end. The electricity supply for the Clock in the High Street will transfer to Opus on 19 July 2020, with other supplies starting on 30 November 2020. |  |
| **7. ANY OTHER BUSINESS**  PG expressed his gratitude towards Landsec for being so accommodating with storage space in the Crispin centre while the Parish Rooms were altered.  **Cycling Routes**  LL asked whether SPC wanted to do more work on the Sustrans report, or hand the project to MDC. All agreed that MDC would be best placed to take things forward until LL confirmed that MDC cannot make a funding application against the earmarked £1m, so the £40k S106 could only be matched if SPC applied.  PG and LL to discuss how to proceed outside of meeting  - 29 -  **Electric Charging Points**  LM recommended that we investigate the option of installing an electric charging point in Sainsbury’s car park. PG and LL confirmed that MDC were currently looking at installing electric charging points across Mendip, and PG confirmed that Landsec were also looking to install points in the Clarks Village car park.  **Millfield Art Project**  CA confirmed that Millfield were looking to hold an art display in association with the hamper project. It was recommended that they can display some pictures in the phone box owned by SPC located at the crossroads at the top of Somerton Road.  **Salvation Army**  Following an email from Louise Melia stating that the Salvation Army is looking to set up a food bank and job club, CA has contacted them to ask for further information on their possible requirements. They have confirmed that they will be looking for funding for equipment such as laptops, printers, network installation and Wi-Fi.  HS support the Salvation Army, but SPC need to consider the wider range of things being offered within the community, such as Strode College, the Parish Library and the Community Centre. This opinion was shared by the group.  PG would speak to Jenny Pitcher, MDC Economic Developer, to find out if they are looking to support the Salvation Army  *Following the meeting PG contacted Jenny Pitcher who confirmed that MDC have been in contact with the Salvation Army regarding help with equipment and other employment support processes. MDC maybe able to support financially, and therefore SPC should stay in contact with MDC before making any agreement with the Salvation Army.* | PG/LL  PG |
| **8. DATE OF NEXT MEETING**  6th August 2020 – 1PM | Admin |

Notes produced by: **Mark Sandiford - Assistant Clerk & Projects Officer**

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AGENDA ITEM NO: 18

To: Council

From: Clerk

Subject: Correspondence/Minor Issues

1. Protocol for Remote Meetings

The protocol for remote meetings was agreed on 19th May. The Council is asked to decide how long recorded meetings should be held on it’s YouTube channel eg. 2 months.

2. Honours and Awards

The Chair has received a letter from Mrs. A. Maw, Lord-Lieutenant of Somerset detailing the National Honours, Covid-19 Honours, Queen’s Awards for Enterprise and Queen’s Awards for Voluntary Service.

3. LGA Member Model Code of Conduct – Consultation

The Council has already adopted a Code of Conduct which is included in the green booklet with Standing Orders and Financial Regulations. To date I have not received any guidance from SALC on this. The Local Government Association is consulting on a draft model and the link to reply to the questionnaire is

[https://research.local.gov.uk/jfe/form/SV\_bIupYNXmiJ0xECV](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fresearch.local.gov.uk%2Fjfe%2Fform%2FSV_bIupYNXmiJ0xECV&data=02%7C01%7Cstreet.parish%40street-pc.gov.uk%7C30bbcb41bb784c2bae7b08d822a6782c%7C1b2a435d8c0c4c29a248215370c6a4ab%7C0%7C0%7C637297445770546456&sdata=GakNte%2FYnTqptzAo3zWkauMo0r9uNKyUtAxZ4fTmAmM%3D&reserved=0)

L.A. Ruff

Parish Clerk

21.07.20

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AGENDA ITEM NO: 20

To: Council

From: Clerk

Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th June 2020 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 will be signed by Councillors Carswell and Prior as part of the monthly check of accounts when guidance allows and the Chair is doing an online check.

Receipts and payments are detailed on the attached pages and a final report for July will be sent to members in early August.

L.A. Ruff

Clerk

21.07.20

Approved by Council on 21st July 2020 and initialled by Chairman:

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