STREET PARISH COUNCIL

Annual meeting of the Council held virtually using Zoom with remote

attendance on 4th May, 2021 at 7 p.m.

PRESENT: Councillor A. Leafe (Chair of Council)

Councillors: P. Birch, S. Carswell, M. Daniells, D. Drew, D. Goater, D. Knibbs, L. Mogg, T.W.E. Napper, A. Prior, H. Shearer, N. Smith and L. Wolfers

IN ATTENDANCE: L. Ruff – Clerk/RFO

PC M. Pople – Street Beat Team

County Councillor Leyshon

APOLOGIES: Councillor R. Boyce – working – reason

accepted

1. ELECTION OF CHAIR

Councillor Leafe thanked the staff, the Vice-Chair and all councillors for

their support during his time as Chair of the Council in a very difficult

year. He also thanked Councillor Liz Leyshon and all key workers in

the Street Community Support Group for assisting the parish during the

pandemic. Councillors Wolfers, Napper and Birch thanked the Chair

for all that he had done.

RESOLVED

that Councillor Wolfers be elected as Chair of the Council until May

2022.

Councillor Wolfers then signed the declaration of acceptance of office

and took the Chair.

2. ELECTION OF VICE-CHAIR

RESOLVED

that Councillor Prior be elected as Vice-Chair of the Council until May

2022.

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3. MINUTES

The minutes of the meeting held on 27th April, 2021 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.

4. MATTERS ARISING

There were no matters raised.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Carswell, 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 also declared an interest under Appendix B in any matters relating to the County Council and that he would keep an open mind.

Councillor Wolfers, Chair declared a disclosable pecuniary interest in any matters relating to local businesses as she worked for Glastonbury

Chamber of Commerce. She did not need to leave the meeting as no such matters were discussed.

Councillors Daniells, Drew and D. Goater declared an other interest under Appendix B in the Community Library Partnership and left after making representations from 8.44 p.m. to 8.51 p.m.

6. COMMUNITY POLICE OFFICER

PC Pople reported that the next meeting of Meet The Team would be

on 1st July. Councillor Napper, Chair of that body hoped that there

would soon be a meeting with the YMCA.

7. PLANNING COMMITTEE

The minutes of the Committee meeting on 27th April were submitted

as circulated.

RESOLVED

that the report be noted.

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8. POLICY AND FINANCE REPORTS

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be agreed and the fidelity guarantee be kept at the

£1 million band.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

PART 3 – SECTION 1 – ANNUAL GOVERNANCE STATEMENT

2020/21 AND ANNUAL INTERNAL AUDIT REPORT 2020/21

The Clerk submitted reports and documents which had been circulated.

Careful consideration was given to each of the assertions in Section 1.

RESOLVED

A. that the reports and documents be approved and having

considered them it be agreed that the internal audit and control system

is adequate

B. that agreement be given to each of the statements set out in

Section 1 of the Annual Governance Statement and this be approved

and signed by the Chair and the Clerk in accordance with current

guidance relating to the pandemic

C. that as recommended by the Internal Auditor, Probusiness Ltd. in

their letter dated 29th April 2021, the asset register be maintained on an

Excel spreadsheet in future with totals calculated using the ‘SUM’

function.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

PART 3 – SECTION 2 – ACCOUNTING STATEMENTS 2020/21

The Clerk submitted Section 2 and supporting documents which had

been circulated.

RESOLVED

that Section 2 of the Annual Return, the accounts for the year ended

31st March 2021 and other documents as circulated, be approved and

signed by the Chair, having already been signed by the

Clerk/Responsible Financial Officer.

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11. REPORT FROM EX-CHAIR

Councillor Leafe had made his report at the meeting on 27th April.

12. APPOINTMENT OF COMMITTEES

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

councillors that she and other staff members really appreciated the

recognition shown for all the work undertaken through the recently

agreed pay award.

RESOLVED

A. that the following committees and working groups be appointed for

the ensuing year and the terms of reference, arrangements for

meetings etc. be as detailed in the report, and Standing Order 4 d vi be

suspended and the Chair and Vice-Chair of Committees to be agreed

at the first meeting of each other than for the Planning Committee – set

out below – to determine clear and defined parameters for each -

PLANNING COMMITTEE

Councillors: Birch, Knibbs, Leafe, Mogg, Napper, Wolfers

Quorum = 3

Chair: Councillor Knibbs

Vice-Chair: Councillor Birch

POLICY AND FINANCE COMMITTEE

Councillors: Carswell, Daniells, Knibbs, Mogg, Prior, Shearer

Quorum = one half of Committee members

Councillors Carswell and Prior to scrutinise the accounts every

quarter when this could be done safely and using Bankline. Councillors

Daniells and Mogg to scrutinise using Bankline. Councillors Carswell,

Daniells, Mogg and Prior authorised to operate the Bankline system

with the Clerk and ACPO.

STAFFING COMMITTEE

Councillors: Carswell, D. Goater, Knibbs, Leafe, Napper, Shearer,

Smith

Quorum = one half of Committee members

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Birch, Drew, Mogg

APPEAL PANEL

Councillors: Daniells, Napper, Smith

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HIGHWAYS WORKING GROUP

Councillors: Mogg, Napper, Shearer, Smith with County Councillor

Leyshon

CULTURE WORKING GROUP

Councillors: Daniells, D. Goater, Knibbs, Leafe, Mogg, Shearer,

Wolfers

CHRISTMAS WORKING GROUP

Councillors: Daniells, D. Goater, Shearer, Wolfers

BUSINESS ACTION GROUP

Councillors: Birch, Carswell, Knibbs, Mogg, Prior, Smith

COMMUNITY AND WELL BEING WORKING GROUP

Councillors: Boyce, Carswell, Drew, D. Goater, Leafe, Mogg, Prior,

Smith, Wolfers

UNITARY WORKING GROUP

Councillors: Carswell, Drew, Knibbs, Napper, Prior, Shearer, Smith

EMERGENCY PLAN MANAGEMENT TEAM

Councillors: Carswell, Napper, Prior, Shearer, Smith, Wolfers, Parish

Clerk, Fire Officer, PCSO

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

Vice-Chair of Council

Consult YMCA at a later date about becoming a rest centre

STREET COMMUNITY LIBRARY PARTNERSHIP

Councillors: Daniells, Drew, Deputy - D. Goater, 1 County Councillor,

3 Somerset Library Service Officers, 2 Friends of Street Library –

Parish Clerk to service

Street Parish Council is lead partner with Somerset County Council

and Friends of Street Library

ANNUAL REPORT

Clerk in consultation with Chair and Vice-Chair of Council

PRESS RELEASES

Assistant Clerk (or Clerk) in consultation with Councillors Leafe, Mogg,

Prior and Shearer.

More press releases to be made on Working Group and Business

Action news etc. to Street Nub News and others – possibly someone

engaged to assist.

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B. that the Culture Group would consider the new banners, twinning

and a Somerset themed fun day/Chair’s investiture/recognition of

groups and individuals who had supported the community during the

pandemic/official opening of the library in June, July or August

C. that the Christmas Cracker event be held on Saturday 4th

December with details considered by the Working Group

D. that the Community and Well Being Group should discuss what

it would focus on going forward.

13. REPRESENTATIVES ON OUTSIDE BODIES

The Clerk submitted a report which had been circulated. It was noted

that members would need to add their appointments to their interests

form.

RESOLVED

A. that the following representatives be appointed to serve on the

bodies listed for the ensuing year -

Victoria Club Charitable Incorporated Cllrs. Birch, Napper

Organisation

Greenbank Swimming Pool Man. Com. Cllrs. Birch, Prior, Smith

2 members to attend meeting

Deputies – Knibbs, Leafe

Glastonbury Tribunal Ltd. – Street TIC Cllr. Leafe

Street Chamber of Commerce Cllrs. Birch, Mogg, Napper,

Prior – 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

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

Non Voting – Birch

Merriman Park Community Group Cllrs. Boyce, Carswell,

Daniells, Leafe with local

residents and reps of local organisations

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NOTE - this Group considers the renovation of the Park in

accordance with the new design and assists in organising the annual

Fun Day. It is chaired by a councillor and reports to Council as

necessary.

Mendip CCTV Users Group Cllr. Napper

Deputy – Cllr Leafe

Crispin Hall Charitable Incorporated Cllr. Wolfers

Organisation Deputy – Cllr. Mogg – grant

requirement

Street Business Park Cllr. Prior – Parish

Cllr. Napper – District

Parish Rooms Emergency Contacts Clerk, Asst. Clerk, ACPO,

Cllr. Leafe

Coxs Charity Cllrs. Birch, Napper

YMCA including the Foyer Cllr. Drew, D. Goater, Prior

Child Protection Officers for SPC Cllrs. Drew, Leafe

Parish Path Liaison Officer Mr. J. Dalton

NOTE – Councillor Leyshon to determine if J. Dalton still wished to be

the PPLO and if not, a gift to be arranged for him. Councillor Daniells

was in discussions with Community Payback about clearance of paths

and other community work.

B. that Greenbank Pool be discussed at the next meeting of the

Council.

14. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES

The Clerk submitted a report which had been circulated.

RESOLVED

A. that the report be agreed, including meeting dates and Standing

Orders, Financial Regulations and the Code of Conduct be adopted

B. that the Annual Parish Meeting be held at 6.30 p.m. on 25th May

in the main library, Parish Rooms as remote meetings were not

permitted after 6th May

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C. that holding monthly councillor surgeries for 1 hour be considered

at the next meeting

D. that the Chair and Clerk would hold meetings at the office with

each councillor individually to discuss what they wanted to get from

being a parish councillor, available training courses they might want to

attend, and a particular project about which they were passionate and

could give back to the community – at the end of the year there would

be a review of what had been done.

15. CO-OPTION TO NORTH AND SOUTH WARDS

The Clerk submitted a report which had been circulated. Several

people were considering becoming a councillor.

RESOLVED

that any future candidate be asked to provide a short summary rather

than completing the form and those co-opted to be given a welcome

pack and then asked to decide which committees and working groups

they wanted to serve on after an initial 3 month period.

16. PARISH PATH LIAISON OFFICER

Councillor Leyshon would find out if the PPLO wished to continue in the

role. Others and Community Payback could assist with such matters.

Councillor Mogg suggested that a number be added to the walking

maps so that if someone saw an overgrown path etc. they could log

this with the Council. It was also agreed to publicise an app where a

photo of any abandoned shopping trolleys could be sent and

arrangements would then be made for them to be collected promptly.

17. STREET COMMUNITY LIBRARY PARTNERSHIP

Notes of the meeting on 28th April had been circulated.

RESOLVED

A. that it is acknowledged that the Friends of Street Library (FOSTL)

are an equal partner within the agreement and will not be charged for

using rooms in the Parish Rooms

B. that the Council will subsequently decide what the strategy is for

using or letting rooms.

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18. HIGHWAYS WORKING GROUP

The meeting on 29th April had been rescheduled. Councillor Napper

Reported that he had requested that the order for the new road layout

at Brooks Road be suspended as a number of residents were unhappy

as they would not be able to park outside of their houses.

19. CHAIR UPDATES

No reports were made.

20. CORRESPONDENCE/MINOR MATTERS

The Clerk submitted a report which had been circulated.

RESOLVED

A. that Councillors Carswell and Prior be authorised to operate the

Bankline system, in addition to Councillors Daniells and Mogg, with the

Clerk or ACPO

B. that County and District Councillor Leyshon be asked to proceed with an options appraisal of the extension to the multi user path on the

A39, obtain an indication of cost, using the £55,000 Section 106

funding from the Business Park and the possibility of applying for

funding.

21. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

AND REPRESENTATIVES ON OUTSIDE BODIES

District Councillor Shearer would share information regarding the Health and Well Being Board where agencies came together.

District Councillor Carswell reported on the My Mendip, Visit Somerset

and Walkers are Welcome initiatives and gave details of grants which

were available.

22. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30th April, 2021

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 April, schedule of earmarked reserves

and a consolidated summary.

RESOLVED

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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 30th April, 2021 be noted and the schedule of receipts

and payments for May be attached as Annex A to the minutes in

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

23. MATTERS FOR REPORT

Councillors Birch and Daniells wished Councillor Shearer good luck

as she was standing in the elections on 6th May to be the next Police

and Crime Commissioner for Avon and Somerset.

It was agreed to live stream physical meetings on Youtube if this could

be arranged and to write to the MP expressing disappointment that

remote meetings were to end. In line with GDPR to retain the

recording of this last remote meeting for the archives. The Clerk

reported on 2 matters which had just arisen. It was agreed to work

with the British Legion to replicate the dedication of the war memorial

in Merriman Park on 2nd October 2021 to mark the centenary of this. It

was also agreed to support the proposal for a bus stop in the High

Street so that Berrys Coaches could use it in the early morning and

late evening.

The meeting ended at 9.15 p.m.

Councillor Carswell arrived at 7.19 p.m.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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