

7th April 2022 PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend the meeting of the Street Parish Council which will be held in **Room 6, Crispin Community Centre, Leigh Road, Street** on **TUESDAY, 12<sup>TH</sup> APRIL, 2022** for the purpose of transacting the business specified in the following agenda. **In accordance with Standing Order 1 t a councillor shall speak only in relation to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair (excluding motions moved under 1 r).**

Public Question Time will commence at **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. The Council meeting will commence at approximately **7 p.m.** or as soon as Public Question Time is closed by the Chair. Notes of Public Question Time on 15th March 2022 are attached – **Page 4.** Numbers may be restricted in accordance with Covid guidance at the time. All attendees except children under 16 years may be required to check in by scanning the NHS QR code poster or providing their name and number. Current rules must be adhered to including, if relevant, social distancing, wearing a mask and hand sanitizing. Anyone experiencing Covid symptoms must not attend. It may be necessary to invite people in to the meeting in several sessions to keep within permitted numbers. Alternatively residents are encouraged to make written representations on issues rather than attending in person – contact details above.

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.

Yours faithfully,



L.A. Ruff Clerk of the Council

#### AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.
2. MINUTES  
To approve as a correct record the minutes of the meeting of the Council held on 15<sup>th</sup> March 2022 including at Minute No. 258 the replacement of Councillor Napper with Councillor Knibbs on the Victoria Field Charity Committee (attached) **Pages 5 – 10**
3. MATTERS ARISING

4. 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.
5. COMMUNITY POLICE OFFICER
6. PLANNING COMMITTEE  
To agree the notes of the informal meeting held on 16<sup>th</sup> March (attached) **Page 11**
7. INTERNAL AUDIT AND SIGNIFICANT EVENTS (report attached) **Page 12**
8. TASK AND FINISH GROUP – SUPPORT FOR VULNERABLE  
The Group is still considering this matter and it is proposed that a meeting date is agreed at the Annual Council meeting on 17<sup>th</sup> May for the Policy and Finance Committee to make final recommendations to the Council
9. EXCLUSION OF PRESS AND PUBLIC  
In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item no. 10 as it involves confidential staffing information.
10. STAFFING MATTERS  
To receive the Confidential report (attached for members only) **Page 13**
11. FIRE SAFETY AT PARISH ROOMS – report of Clerk attached **Page 14**
12. NEW TREES FOR MERRIMAN PARK (report attached) **Page 15**
13. BUSINESS ACTION GROUP  
Councillor Prior to report
14. REPORT FROM CHAIR
15. PARISH PATH LIAISON OFFICER – County Cllr. Leyshon to give a verbal report on behalf of PPLO Jake Dalton.
16. MENDIP STRATEGIC TOURISM GROUP – verbal report
17. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS
18. CORRESPONDENCE/MINOR MATTERS (attached) **Page 16**
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 March payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 31st March 2022 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 17 + Confidential attachment for members only**
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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To: Chair and Members of Street Parish Council

## NOTES OF PUBLIC QUESTION TIME HELD BEFORE THE COUNCIL MEETING 15.3.22

The owner of a travelling fair informed the Council that he had sent 2 proposals to hold an annual fair within Street, to the Clerk. He assured the Council that he would be happy to work alongside the Council.

Cllr Shearer notified the travelling fair owner that at the Culture working group, the Strode Theatre manager, suggested that the fair could be placed on a grassed area adjacent to the sports hall that has easy access for parking. Cllr. Shearer asked the Assistant Clerk to forward the contact details for Strode Theatre Manager to the fair owner to liaise and arrange a time and date for the fair to take place.

A resident asked if the Council Agenda that she receives could be enlarged as she is finding the new font difficult to read.

The Chair asked the Assistant Clerk for this to be arranged.

## STREET PARISH COUNCIL

A meeting of the Council held in Room 6, Crispin Community Centre on 15<sup>th</sup> March 2022 at 7:05 p.m.

PRESENT: Councillor L. Wolfers (Chair of Council)  
Councillors: P. Birch, J. Howard, D. Knibbs, A. Leafe  
T.W.E. Napper, H. Shearer, N. Smith, A. Sparkes

IN ATTENDANCE: J. Marshfield – Assistant Clerk  
County and District Councillor L. Leyshon

APOLOGIES: Councillors: R. Boyce, S Carswell, D. Drew,  
M. Daniells D. Goater, and A. Prior – another  
engagement – reasons accepted.

### 238. MINUTES

The minutes of the meeting held on 15<sup>th</sup> February 2022 which had been circulated were approved as a correct record and signed by the Chair.

### 239. MATTERS ARISING

Nothing to report.

### 240. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors 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 stated that he would keep an open mind when considering issues at County or Parish level.

Councillor Howard declared an other interest under Appendix B in any matters relating to the Crispin Hall as she was a trustee.

Councillor Wolfers declared a disclosable pecuniary interest in any matters relating to Street Chamber of Commerce as she worked freelance for it.

241. COMMUNITY POLICE OFFICER

There was no Police representative at the meeting.  
Councillors were reminded that the next Meet the Team meeting would be held on Monday 4<sup>th</sup> April at 7 pm at the YMCA.

242. PLANNING COMMITTEE

The minutes of the Committee meeting on 15<sup>th</sup> February 2022 were submitted as circulated.

RESOLVED

that the report be noted.

243. CO-OPTION NORTH WARD.

The Clerk submitted a report which had been circulated. There was 1 candidate who was present. Councillor A Leafe proposed Peter Goater for consideration and this was seconded by Councillor L Wolfers. All members voted for the candidate.

RESOLVED

That Peter Goater be co-opted to fill the vacant seat in the North Ward for the current term of office to May 2022 – he then signed the declaration of acceptance of office in the presence of the Chair and joined the meeting.

244. TASK AND FINISH GROUP – SUPPORT FOR VULNERABLE

The Clerk submitted a report which had been circulated. Councillor Shearer gave a short verbal update.

RESOLVED

That the report be noted.

245. 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 item as it involved confidential staffing information.

246. STAFF RECRUITMENT

The confidential report of the Clerk was submitted which had been circulated and Councillor Shearer gave a verbal update.

RESOLVED

- A. that the Interview Panel have delegated authority to appoint an assistant and agree all details with flexibility to decide when to appoint, salary range of 4 spinal column points around SCP 18 depending on duties, job title and description and person specification.
- B. that the Interview Panel have delegated authority to appoint a temp from a selected recruitment agency with flexibility to agree all details including rate of pay, charges to the agency, duties, period/s, and hours.

Councillor A Leafe thanked the Interview Panel for their time and effort with the recruitment procedure.

The meeting was adjourned between 7:32 pm and 7:34 pm for a comfort break and the public to return.

247. CULTURE WORKING GROUP

A verbal report was given by the Assistant Clerk. It was noted that a 1-year extension with Blachere had been agreed for the Christmas illuminations for the High Street and Parish Rooms.

The Council to promote local Platinum Jubilee events on the website and social media pages.

248. HIGHWAYS WORKING GROUP

A verbal report was given by the Assistant Clerk. It was noted that it will not be possible for Mendip District Council to relocate the High Street Market within the next business year due to the need to ensure that services are safe and legal in readiness for the transfer to the new authority.

Mendip District Council have funds to supply two cycle racks within Street. One to be placed in Cranhill Carpark and have asked Councillors for position ideas for the second.

249. POSITIONING OF TRUESPEED CABINET OUTSIDE MERRIMAN PARK.

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

RESOLVED

- A. to enquire if the unregistered land could be adopted by Street Parish Council.
- B. that Mendip District Council be asked to place a cycle rack on the unregistered land.

250. BUSINESS ACTION GROUP

No meeting has been held.

251. REPORT FROM CHAIR.

The Chair informed the Council that the listing for the War Memorial in Merriman Park has been amended to show the new site in the corner.

Meetings have been held between Glastonbury Town Council and Street Parish Council to discuss the possibility of a joint Local Community Network and a joint project regarding the positioning of a new Pump Track. The Chair encouraged Councillors to attend the next meeting which will take place at Glastonbury Town Hall on 11<sup>th</sup> April.

The Chair was deeply saddened by the atrocities happening within the Ukraine and urged residents of Street to support fundraising events being held throughout the village.

The meeting was adjourned from 8.05 pm to 8.07 pm for a member of the public to speak.

Councillor Leafe suggested that the Ukrainian flag be flown from the Parish Council to show support.

RESOLVED

To purchase a Ukrainian flag and fly from the Parish Council flagpole.

252. PARISH PATH LIAISON OFFICER

County and District Councillor Leyshon had not seen the PPLO recently.



253. MENDIP STRATEGIC TOURISM GROUP

No report was made. The February meeting could not be attended due to interviews for the Deputy Clerk role taking place.

254. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS

None were made.

255. CORRESPONDENCE/MINOR MATTERS

The report of the Clerk was submitted which had been circulated.

RESOLVED

A. that the report be noted and the Policy and Finance Committee to meet at 6 p.m. on 3<sup>rd</sup> May following by the Planning Committee at 7 p.m.

B. that the grant application from the Victoria Club be considered by the Policy and Finance Committee on 3<sup>rd</sup> May

C. that the owner of the Fun Fair be given the contact details for the Theatre Manager to liaise to arrange a time and date for the fair to take place.

256. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND COUNTY AND DISTRICT COUNCILLORS

Councillor Shearer reported that the NHS Members Somerset Foundation Trust at Musgrove Park Hospital will be merging with Yeovil District Hospital.

Councillors to note that Covid -19 numbers are increasing in the area.

County Councillor Leyshon reported that the Spring and Autumn vaccination programme is underway.

Mendip's public consultation on the proposed introduction of a Public Space Protection Order ends 20<sup>th</sup> March and encouraged Councillors to complete the online survey.

Councillor Napper expressed concern regarding the entrance to Merriman Park and Councillors should consider installing a height restriction bar.

257. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 28<sup>th</sup> February 2022 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 January, schedule of earmarked reserves and a consolidated summary.

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 28<sup>th</sup> February 2022 be noted and the schedule of receipts and payments for February be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.

258. MATTERS FOR REPORT

The Assistant clerk reported that any Councillors interested in having a stand at the Book Festival being held on 1<sup>st</sup> and 2<sup>nd</sup> April to contact Councillor Drew or Strode Theatre.

The Victoria Club needs a Councillor on the board of Trustees as Councillor Napper had resigned.

RESOLVED

That Councillor Knibbs will replace Councillor Napper on the Victoria Club board of Trustees.

The meeting ended at 8:45 pm

## STREET PARISH COUNCIL

Notes from the informal meeting of the Planning committee held on 16<sup>th</sup> March 2022 at 6:30pm

PRESENT: Councillors D Knibbs (Chair) and T Napper  
IN ATTENDANCE: Jenny Marshfield – Assistant Clerk  
APOLOGIES: Councillors Birch, Leafe, Wolfers – Other appointments – reasons accepted.

### PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated. This is to be approved at the next meeting as a quorum was not present.

2022/0269/TCA T1 Oak - Fell at The Chalet Youth Hostel Higher Brooks Street - Approve with the possibility to Pollard.

2022/0274/VRC Application to vary condition 6 (Obscure glass windows) of planning approval 2017/0870/FUL to change window from obscured to clear glass at 8A Park Close – Object due to window overlooking neighbouring property.

2022/0344/HSE First floor extension of existing garage and rear extension to footprint to create first floor annex. at 2 Grangefields, Street – Approve - suggest within planning consent it is stipulated the property remains as one dwelling and not split.

2022/0389/HSE Erection of a garage/workshop Location: 100 West End Street – Approve

NOTE – 0 new unit approved - 1 since May 2021

To: Council  
From: Clerk  
Subject: Internal Audit and Significant Events

The Council is asked to agree the attached terms of reference for the internal auditor, Probusiness Ltd. Tom Bacon of the company will carry on the internal audit of the accounts for the year ended 31<sup>st</sup> March, 2022 at the Parish Rooms on Thursday, 21st April with the Clerk/RFO in attendance.

The Council is also asked to agree to engage Probusiness Ltd. to carry out the internal audit for years ended 31<sup>st</sup> March 2023 and 2024 for a maximum fee and also to carry out the payroll function and file annual PAYE return online for a fee of around £34 + VAT per month for 3 employees or more to 31<sup>st</sup> March 2024. The payroll fee would rise if there was a change in statutory requirements. The company has confirmed that the payroll function is carried out by staff who are completely independent of those who carry out the internal audit function.

The company is independent of the Council and is not involved in the process of accounts preparation or the implementation of financial controls. It has been confirmed that they have the appropriate skills and experience to complete the internal audit function. They have been involved in this area of work since 2002 and carry out internal audit work for a number of other councils in the Mendip area. They refer to the Practitioners Guide to Governance and Accountability for Local Councils and maintain knowledge through regular contact with involved parties such as Clerks, NALC, SLCC and the external auditors. They use staff who are specialised in this area of work.

The Council is asked to consider if any events that occurred during the financial year or after the year-end, have consequences, or potential consequences, on the Council's finances. If any such events are identified eg. damage to or theft of a significant asset, the Council then needs to determine whether the financial consequences need to be reflected in the statement of accounts. The coronavirus or any future emergency was discussed and delegations agreed in 2020 to carry on the Council's operations if necessary.

L.A. Ruff  
Clerk/RFO  
12.04.22

**AGENDA ITEM NO: 11**

To: Council  
From: Clerk  
Subject: Fire Safety at Parish Rooms

On 19<sup>th</sup> April 2021 PJ Fire Safety carried out the 3 year independent Life Safety Fire Risk Assessment at the Parish Rooms. A small number of actions were identified and carried out by staff.

It is acceptable for the Clerk to carry out the fire safety inspection for 2 years after an independent inspection. I carried out a fire safety risk assessment on 5<sup>th</sup> April 2022 and did not identify any issues.

The lift is inspected every 6 months and the last check was carried out on 25<sup>th</sup> January 2022 with no issues found.

The Evac chair is inspected every 12 months and was checked on 21<sup>st</sup> February 2022 with no issues found. Council and Library staff are trained in use of this equipment.

The annual inspection of all fire extinguishers was carried out by Bristol Fire on 29<sup>th</sup> November 2021.

L.A. Ruff  
Clerk/RFO  
12.04.22

To: Councillors  
From: Jenny Marshfield – Assistant Clerk  
Report: New trees for Merriman Park.

At the Council meeting on the 18<sup>th</sup> of January, it was agreed that the Fir tree in Merriman Park would be removed and that at least two replacement trees would be replanted elsewhere within the park.

Kate Carr, the landscape designer for the park, has given the following options for positioning new trees within the park: -

- 1) Centrally within the 0-10yr play area
- 2) Against the back wall/Silver Road side of the 0-10yr play area
- 3) Behind the shelter in the teenage area
- 4) Surrounding the war memorial (See below rough sketch below)



Kate suggests having a living structure to help settle the war memorial into the corner space. As there is a columnar/fastigiata Liquidambar tree already growing in the corner, Kate's proposal would be to add another two trees (or 4 if possible) so that these living structures reflect the columnar shape of the war memorial and soften the new fencing.

Prices would be dependent on the size of the tree £60-100 each plus £80 (approx.) for installation, brace and strap.

SPC has also received a request from a resident to plant a tree, in remembrance of a family member, within the park.

Councillors are asked to consider positions for the new trees and how many to be purchased.

To: Council  
From: Clerk  
Subject: Correspondence/Minor Issues

1. List Entry Amended – Street War Memorial in Merriman Park

Notification has been received from Historic England that List Entry Number 1455731 has been amended to the new location of the war memorial in Merriman Park. This is shown on the accompanying plans as a small blue dot.

2. Changes to Crossing at Farm Road

The Assistant Manager of The Body Shop has asked if the main crossing in Farm Road could be painted as the LGBTQ+ Pride Progress Flag. This has been done in Wine Street, Bristol close to Castle Park and had an unexpected positive impact on footfall for local businesses. County Highways would need to approve any such change and the cost met by the Council.

L.A. Ruff  
Clerk/RFO  
12.04.22

To: Council  
From: Clerk  
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 31<sup>st</sup> March 2022 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 Councillor Prior as part of the quarterly check of accounts and Councillors Carswell and Daniells are doing an online check.

Receipts and, payments to be authorised, for March are detailed on the attached pages and will appear as an annex to the minutes.

L.A. Ruff  
Clerk  
12.04.22

Approved by Council on 12<sup>th</sup> April 2022 and initialled by Chair:



