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**Mrs L. A. Ruff**

**Clerk of the Council**

**6 Leigh Road**

**Street, Somerset**

**BA16 0HA**

**T 01458 440 588 E street.parish@street-pc.gov.uk W street-pc.gov.uk**

**12th May 2022**  **PLEASE NOTE DATE TIME VENUE**

Dear Sir/Madam,

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

be held in **Room 6, Crispin Community Centre, Leigh Road, Street**  **on TUESDAY, 17TH MAY, 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 12th April 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. CONFIRMATION THAT A QUORUM IS PRESENT

2. ELECTION OF CHAIR

To elect the Chair of the Council until May 2023 - when elected the Chair signs the

Declaration of Acceptance of Office

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3. ELECTION OF VICE CHAIR

To elect the Vice Chair of Council until May 2023

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

5. NOMINATIONS TO FILL VACANT SEATS

The Chair will call for nominations to fill the 3 vacancies in the North Ward, 4 vacancies in

the South Ward and 1 vacancy in the West Ward by co option to the Council (report

attached) **Pages 5 - 6**

6. DECLARATION OF ACCEPTANCE OF OFFICE

To agree if necessary that any member may be allowed to make their declaration of

acceptance of office before or at the next ordinary meeting of the Council on 21st June.

7. MINUTES

To approve as a correct record the minutes of the extraordinary meeting of the Council held on 26th April 2022 (attached) **Pages 7 - 9**

8. MATTERS ARISING

9. 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.

10. COMMUNITY POLICE OFFICER

11. PLANNING COMMITTEE

Minutes of meeting held on 12th April (attached) – there was no meeting on 3rd May as there was not a quorum and applications were of minor significance **Page 10**

12. POLICY AND FINANCE COMMITTEE

To receive minutes of the meeting on 3rd May (attached**) Pages 11 – 14**

Minute No. 40 includes the recommendation to increase the public liability cover from

£12 million to £25 million. However the underwriters at Zurich have asked members to

give specific examples on areas of concern which might lead to a £25 million claim as this

level of cover is extremely high for a parish council.

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3

SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2021/22

ANNUAL INTERNAL AUDIT REPORT 2021/22

Reports and documents were circulated with the agenda for the Policy and Finance

Committee on 3rd May and have been issued to new members. Members are asked to

bring their copy with them. Council is asked to consider approving the reports and

documents, review the adequacy of internal audit and control and consider it’s responses

to the statements set out in Section 1 Annual Governance Statement.

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3

SECTION 2 – ACCOUNTING STATEMENTS 2021/22

Section 2 and supporting documents were circulated with the agenda for the Policy and

Finance Committee on 3rd May and issued to new members. Members are asked to bring

their copy with them. Council is asked to approve the accounts, supporting documents and

Section 2.

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15. APPOINTMENT OF COMMITTEES (report attached) **Pages 15 - 18**

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

17. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES – LOCAL GOVERNMENT

ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT (reports attached) **Pages 21 - 24**

18. GENERAL POWER OF COMPETENCE (report attached) **Page 25**

19. REPORT FROM CHAIR/EX CHAIR

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

report on behalf of PPLO Jake Dalton.

21. MENDIP STRATEGIC TOURISM GROUP – verbal report of meeting on 21st April

22. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS

23. CORRESPONDENCE/MINOR MATTERS (attached) **Page 26**

24. 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.

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

initialing by Chair) and confidential detailed income and expenditure by account report at 30th

April 2022 including budget variance – emailed to members only with bank reconciliations

and earmarked reserves schedule. **Page 27 + Confidential attachment for members only**

26. 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.

27. 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. 28 as it involves confidential staffing information.

28. STAFFING

To consider any issues arising as necessary – confidential verbal/written report to be given

to members only and it is probable that the press and public will be excluded for the item.

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To: Chair and Members of Street Parish Council

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NOTES OF PUBLIC QUESTION TIME HELD BEFORE COUNCIL 12 APRIL 2022

Parents and staff from the Kickers and Dribblers Nursery at Street Football Club and 2 representatives asked for support as the Football Club was increasing their rent substantially to an unaffordable level and they would therefore need to close after 22 years if a solution could not be found. The Nursery was operated from purpose built premises with disability access and facilities. It only closed at Christmas and during the rest of the year offered child care for children from 3 months to 5 years and a before and after school service for children up to 11 years. There was a unique booking system whereby each parent could choose the hours they required for the following week. Other nurseries required full time sessions to be booked which were unaffordable for many. Support was requested to relocate to a safe place if necessary. The Nursery had received an outstanding Ofsted assessment. The Chair reported that the legalities of the issue were being investigated. Councillor Napper reported that negotiations were ongoing. The huge ongoing impacts on the young children were acknowledged. It was agreed that Councillors Leafe and Napper would meet with representatives to discuss arrangements in the short term.

2 residents raised the high cost of the family season tickets for Greenbank Pool which had increased from £160 in 2019 to £260 for Street residents and £360 for others. The Chair and Councillor Leyshon had asked the Pool Trust to reduce the charges but this had been declined. They had also asked for Street residents to have a longer period in which to purchase the season tickets at the reduced cost. Residents were encouraged to write to the Trust about this issue and send a copy to the Council.

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AGENDA ITEM NO: 5

To: Council

From: Clerk/RFO

Subject: Nominations to Fill Vacant Seats

The Chair to call for nominations to fill the 3 vacancies in the North Ward, 4 vacancies in the South Ward and 1 vacancy in the West Ward by co-option to the Council (procedure attached). 8 parish councillors were elected without a contest. Public notices have been displayed inviting suitably qualified people to apply to the Council for co option on the noticeboards, website and Facebook. The candidates who have stated that they wish to be considered for the vacant seats are as follows and their forms have been circulated to members. Each candidate will be invited to address the Council for 2 minutes.

Simon Michael Carswell

Jean Marie Howard

Adrian Raymond Sparkes

Nina Margaret Swift

All persons have certified in writing that they meet the criteria for eligibility set out in section 79 of the Local Government Act 1972 to be a member of the Council and are not disqualified pursuant to section 80 of the Act. To qualify as a candidate persons must live, have a business or work in Street or within 4.8 km for at least 1 year or be on the electoral role and be over 18 years of age.

Any candidate who is to be considered for co option until the end of the current term in May 2027 must be proposed and seconded at the meeting. To agree that voting will be carried out by paper ballot issued by the Clerk and that all co opted members can sign the declaration of acceptance of office if present and join the meeting after all co options have been agreed.

The successful candidates will be invited to join committees and working groups now and request any changes when they have served on the Council for 3 months.

L.A. Ruff

Clerk

17.05.22

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A successful candidate must have received an absolute majority vote of those present and voting i.e. over half of the votes cast. If this is not the case voting continues until someone does have an absolute majority of votes cast. This is done by striking off the candidate with the least number of votes and the remainder must then be put to the vote again.

This will mostly be a satisfactory procedure but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum eg. 3:2:2:2:2, it may be thought wise not to strike off all those with the least votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.

If there is an equal number of votes the Chair can use their casting vote to decide on a candidate. The new co-opted member can if present, sign the declaration of acceptance of office and then take part in the meeting and, if not present can sign before or at the next ordinary meeting of the Council.

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STREET PARISH COUNCIL

An extraordinary meeting of the Council held in Room 6, Crispin Community Centre on 26th April 2022 at 6 p.m.

PRESENT: Councillor L. Wolfers (Chair of Council)

Councillors: P. Birch, M. Daniells, D. Goater, P. Goater,

A. Leafe, T.W.E. Napper, H. Shearer, N. Smith and A. Sparkes

IN ATTENDANCE: L. Ruff – Clerk/RFO

County and District Councillor L. Leyshon

R. Clark – Greenbank Pool Trust

APOLOGIES Councillors: R. Boyce, S. Carswell, D. Drew, J. Howard,

D. Knibbs, A. Prior – another engagement – reasons

accepted.

277. MINUTES

The minutes of the meeting held on 12th April 2022 which had been circulated were approved as a correct record and signed by the Chair subject to County and District

Councillor Leyshon being shown as having given apologies rather than being present.

Councillor Napper read out a statement concerning a long standing personal matter

between himself and a former member and an accusation made against him by a

current member at the meeting on 12th April but not heard by all present.

The Clerk had taken advice from SALC and she and Councillor Shearer, who sat on the

Standards Board, informed members that the matter between Councillor Napper and

a former member was a personal matter to be addressed under the judicial system.

The incident on 12th April was being investigated by the District Council Monitoring

Officer as this was the correct process for a possible breach of the Code of Conduct.

In accordance with advice received from the District Council only very brief details

were contained in the minutes and it was agreed that a confidential note on

proceedings be kept at the office, including the statement read out by Councillor

Napper.

278. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors 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.

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

279. GREENBANK POOL – GRANT FOR 2022/23

The Clerk submitted a report which had been circulated. Members discussed

whether the first £10,000 grant should be paid in part or full as the Pool was to

open on 21st May rather than 30th April. The Pool Trust had explained that it had

been difficult to find and train lifeguards and other staff. Members felt that it was

important to make changes to improve the general and energy sustainability of the

Pool. Grant assistance had only been requested from the Parish Council and with the

cost of a season ticket for a family of four increasing from £160 to £260, without any

discount, it was felt that this was unfair on residents. The ticket prices were felt to be

unaffordable for a lot of people. A number of councillors who had served on the Pool

Management Committee had put forward suggestions to generate income over

several years and disappointment was expressed that no changes had been made. It

was felt by some members that the Trust had not engaged with local people including

replying to their emails and that therefore a Friends of the Pool would not work.

It was agreed that there should be a clear communication to the public explaining

what the Council was doing, why and where responsibilities rested.

RESOLVED

A. that the Council should not grant the first £10,000, look at potential things in the

future – the next 2 payments be made if the conditions had been met but if not

there should be no discussion and they should not be paid

B. that at the first meeting of the Policy and Finance Committee after the annual

meeting of the Council there should be discussion on environmental and funding

sustainability for the Pool for the future and this also be looked at for all grants.

280. REPAIRS AT STREET SKATE PARK

The Clerk submitted a report which had been circulated. She had visited the site

that morning with a representative of D.B. Gibbons and SLH Services.

RESOLVED

that the repairs to the concrete surfacing already agreed be carried out as soon as

the remaining wooden fence framework at MacDonalds had been removed – the

Clerk to liaise with the Police Beat Team to ensure that the 2 days when the work

was being carried out were included in the patrol plan – the hedge be lowered

further if possible.

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281. MATTERS FOR REPORT

The Clerk raised several minor but urgent issues and the following was agreed -

A. no objection be made to the road closure at The Whithys on 4th June for a

Jubilee street party

B. that the Somerset flag be flown at the Parish Rooms for Somerset Day and then

the union jack for the Jubilee celebrations

C. that the cost of fixing the murals to the Library Garden wall might be more than

originally quoted as the artist and the contractors were still deciding the best and

most secure way to fix them

D. that a link to Virgin Media be added to the website and the issue of Jurassic now

starting to install networks in Street be added to the agenda for the next meeting.

The meeting ended at 7 p.m.

Councillor Leafe arrived at 6.10 p.m.

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STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6, Crispin Community Centre, Leigh Road,

Street on 12th April 2022 at 6.30 p.m.

PRESENT: Councillor D. Knibbs (Chair)

Councillors P. Birch, T.W.E. Napper and L. Wolfers

IN ATTENDANCE: J. Marshfield – Assistant Clerk

APOLOGIES: Councillor A. Leafe

33. MINUTES

The minutes of the meeting on 15th February 2022 and notes of the informal meeting on

16th March 2022 which had been circulated, were approved as a correct record and signed by

the Chair.

34. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

35. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

RESOLVED

2022/0399/HSE Single storey side and rear extension at 5 Silver Road, Street - refusal as

overbearing nature of proposal, also existing plans submitted not true to actual property

2022/0411/HSE Demolish utility and store and erect two storey side and single storey rear

extension at 6 Burleigh Lane, Street - approval

2022/0447/HSE Erection of single storey extensions and new dormer window at 4 Wilton

Orchard, Street - approval

2022/0481/HSE Erection of single storey rear extension at 5 Hawkins Close, Street - approval

NOTE - 0 new units approved - 1 since May 2021.

The meeting ended at 6.45 p.m.

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STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community

Centre, Street on 3rd May, 2022 at 6 p.m.

PRESENT: Councillor M. Daniells (Chair)

Councillors: S. Carswell, A. Prior, N. Smith and L. Wolfers

IN ATTENDANCE: Mrs. L.A. Ruff – Clerk

Councillors: P. Goater, J. Howard, A. Leafe and

T.W.E. Napper

C. Perry – Facilities Manager, Victoria Club

APOLOGIES: Councillors P. Birch, D. Knibbs and H. Shearer – another

engagement – reasons accepted

35. MINUTES

The minutes of the meeting of the Committee held on 8th February, 2022 which

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

was agreed to find out if Greenbank Pool Trust had applied for a grant from

Glastonbury Town Council and why the Pool charity declaration stated that the 3

Council representatives were involved in the day to day running of the Pool as this

was not appropriate and needed to be clarified or removed.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Carswell declared an other

Interest under Appendix B as he was a member of Mendip District Council and that

he would keep an open mind when considering matters at either parish or district

level.

Councillor Napper declared that he served on the Devon and Somerset Fire and

Rescue Committee but was not a member of the Policy and Finance Committee.

37. GRANT APPLICATIONS

The Clerk submitted a report which had been circulated to members. Councillor

P. Goater, a trustee of the Victoria Club explained the dire financial position of the

organisation. C. Perry explained that a grant of £1,000 was now being requested

rather than £500 due to the lack of funding. The Jubilee Celebration and Vic Fest

would be free events open to all and it was hoped would encourage more families to

the site. It was noted that the Council had previously given an annual grant of £1,000

towards the Football Club fun day which was no longer held.

RESOLVED

A. that a grant of £1,000 be made to the Victoria Club for the Jubilee Celebration

and Vic Fest and the funding be taken from the Contingency Fund – the Council’s logo

to be included on all promotional materials and information sent on having a stall at

the events

B. that a grant of £200 be made to Street Fire Station to replace pads and battery

for the AED defibrillater outside the Fire Station and the Clerk to find out when the

equipment would need to be renewed and who would be responsible for this

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C. that Councillor P. Goater be asked to check if other defibrillaters including those

at the British Legion and Strode Theatre were out of date and needed replacement

equipment and a GoFundMe page be set up to keep defibrillaters up to date.

38. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3

SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2021/22

ANNUAL INTERNAL AUDIT REPORT 2021/22

The Clerk submitted report and documents which had been circulated, prior to being

submitted to the Council on 17th May for consideration and approval. Page 3 of the

AGAR – the Annual Internal Audit Report 2021/22 and a letter from Probusiness Ltd.

had been circulated and no matters of concern had been raised. In accordance with

areas identified for review but not affecting the audit opinion it was noted that in

future minutes of Council meetings needed to be published on the Council’s website

promptly and, the date given of when new assets were added to the assets register.

The other area concerned some bank statements which the Clerk noted – all

information could be obtained from Bankline.

RESOLVED

that valuations be obtained for the Parish Rooms for when the alterations were

completed and at the present time for the information of members.

RESOLVED TO RECOMMEND

A. that the internal audit and control reports including the annual risk assessment

and internal control procedures, 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 Return and the Annual Governance Statement 2021/22 be approved and

signed by the Chair of the Council meeting on 17th May and the Clerk/RFO at that

meeting.

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3

SECTION 2 – ACCOUNTING STATEMENTS 2021/22

The Clerk submitted a report, Section 2 and supporting documents which had been

circulated, prior to being submitted to the Council on 17th May for consideration and

approval.

RESOLVED

A. that after the annual meeting of the Council a confidential meeting be arranged

with the Football Club, Scouts and District Council to discuss a particular matter

raised in confidence at the meeting – no press or public were present

B. that the District Council be asked if the Strode Road allotment site could be sold

for low cost housing.

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RESOLVED TO RECOMMEND

that Section 2 of the Annual Return, the accounts for the year ended 31st March,

2022 and other documents as circulated, be approved and signed by the Chair of the

Council meeting on 17th May, having already been signed by the Clerk/Responsible

Financial Officer.

40. INSURANCE AND RISK ASSESSMENT

The Clerk submitted a report which had been circulated. Members gave careful

consideration to insurance cover and risk assessment.

RESOLVED

A. that the repairs to the Skate Park be carried out soon so that it could be

reopened and an official reopening event and sign be arranged to highlight how

much public money had been needed and asking all to monitor the facility – the

fence at MacDonalds to be removed if possible and the Police to patrol the area

as much as practicable

B. that a group of young people be set up to take responsibility for monitoring the

Skate Park and reporting any issues to the Council.

RESOLVED TO RECOMMEND

that the fidelity guarantee should remain at the £1 million band and the report,

levels of cover provided and updated risk assessments be agreed subject to the public

liability cover being increased from £12 million to £25 million.

41. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated. Internal control checks for

the year ended 31st March 2022 had been carried out by Councillors Carswell,

Daniells and Prior during the year on the Bankline system and Councillor Prior would

check the accounts at the office on 4th May 2022.

RESOLVED

that the report be approved.

42. RECEIPTS AND PAYMENTS JANUARY TO MARCH 2022

The Clerk submitted the confidential and other report which had been circulated.

The detailed income and expenditure report by code at 31st March 2022 appears as

Annex A to these minutes in the Minute Book. Attention was drawn to significant

variations between the budget set and expenditure/income. With regard to £5,000

earmarked for a sensory garden at Merriman Park it was hoped that this might be

provided in the Summer.

RESOLVED

that the reports be approved.

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43. PAYROLL SUMMARY 2021/22

The Clerk reported that the confidential report would be circulated to members as

soon as it was received from Probusiness Ltd.

RESOLVED

that the action be agreed with any queries being raised with the Clerk and then

reported to the Committee if necessary.

The meeting ended at 7.10 p.m.

Councillor Carswell arrived at 6.10 p.m.

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AGENDA ITEM NO: 15

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 2022/23, their terms of reference, the number and time of ordinary meetings, 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. Most working group meetings will be held remotely if guidance allows.

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 2022/23, 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.

PLANNING COMMITTEE

Previous Members - Councillors Birch, Knibbs, Leafe, Napper, Wolfers

Previous Chair - Councillor Knibbs

Previous Vice-Chair - Councillor Birch

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 Birch, Carswell, Daniells, Knibbs, Prior, Shearer, Smith, Wolfers

Previous Chair - Councillor Daniells

Previous Vice-Chair - Councillor Shearer

Quorum = one half of the members of the Committee

Also to agree 2 Councillors to scrutinize the accounts every quarter and 3 Councillors to be authorized to operate the Bankline system with the Clerk/RFO and Deputy Clerk/RFO – Councillor Carswell previously operated Bankline and Councillor P. Goater has offered to operate the system.

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 D. Goater, Knibbs, Leafe, Napper, Shearer, Smith

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, Mogg

APPEAL PANEL

Previous Members - Councillors Daniells, Napper, Smith

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WORKING GROUPS

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 Boyce, Howard, Napper, Shearer, Smith, Sparkes, Wolfers with County Councillor Leyshon

Previous Chair - Councillor Mogg

Previous Vice-Chair - Councillor Smith

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

LIBRARY WORKING GROUP

Previous Members – Councillors Drew, D. Goater, Howard, Shearer with County Councillor Leyshon

Previous Chair - Vacant

Previous Vice-Chair - Councillor

Remit - consider moving library back to the 1924 building for the centenary – break clause can be changed

CULTURE WORKING GROUP

Previous Members – Councillors Daniells, D. Goater, Knibbs, Leafe, Shearer, Wolfers

Previous Chair - Councillor Leafe

Previous Vice-Chair - Councillor Knibbs

CHRISTMAS WORKING GROUP

Previous Members – Councillors Daniells, D. Goater, Shearer, Wolfers

BUSINESS ACTION GROUP

Previous Members – Councillors Birch, Carswell, Knibbs, Prior, Smith

COMMUNITY AND WELL BEING WORKING GROUP

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

UNITARY WORKING GROUP

Previous Members – Councillors Carswell, Drew, Knibbs, Napper, Prior, Shearer, Smith

EMERGENCY PLAN MANAGEMENT TEAM

Previous Members - Councillors Carswell, Napper, Prior, Shearer, Smith, Wolfers 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

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STREET COMMUNITY LIBRARY PARTNERSHIP

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

Councillors Daniells and Drew – D. Goater as Deputy, 1 County Councillor, 3 Somerset Library Service Officers, 2 Friends of Street Library – Parish Clerk to service committee

STAGE 1 INTERNAL DISPUTE RESOLUTION PROCEDURE APPEALS – LGPS

Parish Clerk

ANNUAL REPORT

Clerk in consultation with Chair and Vice-Chair of Council

PRESS RELEASES

Assistant Clerk (or Clerk) in consultation with Councillors Leafe and Shearer.

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AGENDA ITEM NO: 16

To: Council

From: Clerk

Subject: Representatives on Outside Bodies

To consider the appointment of representatives to serve on the following outside bodies for 2022/23. The previous representatives were -

Victoria Club Charitable Incorporated Organisation Cllrs. Birch, Napper

Greenbank Swimming Pool Man. Com. Cllrs. Howard + 2 Vacancies

2 members to attend each

meeting

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

Street Chamber of Trade and Commerce Cllrs. Birch, 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 – Cllr. Birch

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

Leafe 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. Leafe

Crispin Hall Charitable Incorporated Organisation Cllr. Wolfers

Deputy – Cllr. Prior

grant requirement

Street Business Park Cllr. Prior – PC

Cllr. Napper – MDC

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

Cllr. Leafe

Bus Services Cllr. Howard

Coxs Charity Cllrs. Birch, Napper

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

Child Protection Officers for SPC Cllrs. Drew, Leafe

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

17.05.22

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AGENDA ITEM NO: 17

To: Council

From: Clerk

Subject: Annual Review of Documents and Procedures – Local Government

Association Model Councillor Code of Conduct

Council is asked to review and adopt Standing Orders and Financial Regulations – see green booklet. It is also asked to adopt the new Somerset Code of Conduct as circulated. SALC have reduced the Code down to 13 pages and I would recommend that this is the version adopted and added to the green booklet. The LGA has produced the new Code in association with key partners and it is being promoted to councils across the country. It can be adopted with or without amendments. The LGA will carry out an annual review of the Code to ensure that it continues to be fit for purpose incorporating advances in technology, social media and changes in legislation. If the Code is adopted all councillors in Somerset, particularly dual and triple hatted members, can be working to the same Code which will provide clarity and consistency for councillors and the public. There will be a wealth of guidance available and SALC and Somerset Monitoring Officers will offer advice and support in relation to interpretation of the Code as well as training events. The protocol for remote meetings is attached as an annex to Standing Orders.

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

1. Arrange review of inventory of land and assets – Deputy Clerk/RFO and Assistant Clerk 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 – see recommendations made to Council from meeting of Policy and Finance Committee on 3rd May.

4. Clerk reviewed all policies in January/February 2021 and most are due for review again in 2023. Council is asked to review and adopt - complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000, the General Data Protection Regulation policies and LGPS employer discretions policy (circulated).

5. Review of subscriptions – attached

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

7. To agree the attached meeting dates for 2022/23 subject to any new guidance on holding remote or physical meetings. The **Annual Parish Meeting must be held by 1st June** each year and cannot be held remotely.

L.A. Ruff, Clerk

17.05.22

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ANNUAL REVIEW OF SUBSCRIPTIONS

Subscriptions paid in 2021/22 -

South West Councils – employment advice £ 445

Somerset Association of Local Councils £1,492

Society of Local Council Clerks £ 351

Parish Online mapping system £ 203

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 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 - **amend Financial Regulation 4.10 to read ‘deal with Street Skate Park’ instead of**

**‘deal with the facility’**

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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DATES OF COUNCIL MEETINGS JUNE 2022 TO MAY 2023

Public Question Time begins at 6.55 p.m.

Council Meeting begins at 7 p.m. approx. (depending on length of Public Question Time)

Meetings are usually held in Room 6 Crispin Community Centre, Leigh Road, Street – details on website and agendas

TUESDAY, 21ST JUNE 2022

TUESDAY, 19TH JULY, 2022

TUESDAY, 16TH AUGUST, 2022

TUESDAY, 20TH SEPTEMBER, 2022

TUESDAY, 18TH OCTOBER, 2022

TUESDAY, 15TH NOVEMBER, 2022

TUESDAY, 6TH DECEMBER, 2022

TUESDAY, 17TH JANUARY, 2023

TUESDAY, 21ST FEBRUARY, 2023

TUESDAY, 21ST MARCH, 2023 – ANNUAL PARISH MEETING AT 6.30 PM IF HELD (CANNOT BE HELD REMOTELY) FOLLOWED BY COUNCIL MEETING AT ABOUT 7.30 PM

TUESDAY, 18TH APRIL, 2023

GOOD FRIDAY ON 7TH APRIL

TUESDAY, 16TH MAY, 2023 - ANNUAL COUNCIL

INVESTITURE OF NEW COUNCIL CHAIR TO BE AGREED

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MEETINGS OF THE POLICY AND FINANCE COMMITTEE JULY 2022 TO MAY 2023 Meeting begins at 6 p.m.

(Note - Arrangements may be altered by Council as necessary)

TUESDAY, 5TH JULY, 2022 - Interest Rates for Investments

TUESDAY, 6TH SEPTEMBER, 2022 - Grant Applications

TUESDAY, 1ST NOVEMBER, 2022 - Estimated Expenditure and Precept for 2023/24

TUESDAY, 7TH FEBRUARY, 2023 - Risk Assessment, Annual Investment Strategy

TUESDAY, 9TH MAY, 2023 - Income and Expenditure Account and Balance Sheet and Annual Return

MEETINGS OF PLANNING COMMITTEE JUNE 2022 TO MAY 2023

Meetings held on 3rd Tuesday of month -

Public Question Time begins at 5.55 p.m.

Planning Meeting begins at around 6 p.m. depending on Question Time

21ST JUNE, 2022

19TH JULY, 2022

16TH AUGUST, 2022

20TH SEPTEMBER, 2022

18TH OCTOBER, 2022

15TH NOVEMBER, 2022

6TH DECEMBER, 2022

17TH JANUARY, 2023

21ST FEBRUARY, 2023

22ND MARCH, 2023

18TH APRIL, 2023 (GOOD FRIDAY 7TH APRIL)

16TH MAY, 2023

Other meetings of the Council and its Committees are held as necessary and full details of all meetings are displayed in the Public Library, at Street Parish Rooms and on the Community Noticeboard in front of the Crispin Hall, High Street, Street.

Details of meetings, agendas and minutes can be accessed via the website www.street-pc.gov.uk or by contacting the Parish Clerk.

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AGENDA ITEM NO: 18

To: Council

From: Clerk

Subject: General Power of Competence

The General Power of Competence is found in sections 1 – 8 of the Localism Act 2011 and is the power to do anything that individuals generally may do that is not otherwise prohibited. A local council must meet the following criteria at the time the resolution is passed to be eligible to use the power and must confirm that it remains eligible at each subsequent annual Council meeting held after ordinary elections -

1. the number of councillors that have been declared to be elected at the last ordinary election or at any by-election must be equal to or exceed two thirds of the total number of councillors

- two thirds of the total number of 16 members is 11 and only 8 councillors were elected without a contest to serve on the Council. The other 8 vacancies will be filled by co-option to the Council at this meeting

2. a Clerk who holds one of the specified qualifications including the Certificate in Local Council Administration – the Clerk holds the CiLCA qualification

3. a Clerk who has completed training in the exercise of the power as part of one of these qualifications or as a separate exercise

- the Clerk was awarded a pass in Section 7 General Power of Competence CiLCA 2012 on 16th August, 2012 and holds a certificate to this effect.

The Council on 14th May, 2019 resolved that it remained eligible to use the power. However as two thirds of members have not been elected the Council does not meet the criteria in this respect and therefore cannot pass a resolution stating that it remains eligible to use the general power of competence. It must now revert to using specific powers for activities and

Section 137 of the Local Government Act 1972 whereby a council has a general power to do something of benefit for the community. The expenditure must be commensurate with the benefit to the community i.e. it cannot be used to spend money on an individual. The power is often used for items such as Remembrance wreaths and small grants to a local group. The decision to spend money under Section 137 must be resolved by the Council and the expense either noted in a separate account or at least marked in a separate column in the normal accounts. One of the conditions applied to the use of s.137 is a spend restriction. The value per elector for 2021/22 was £8.41 x 5,495 electors = £46,213. If the Council has started an activity it can finish that but not start anything new.

If a council has the GPC it can be used for all activities. Restrictions must be considered before using the power including other statutory duties such as crime and disorder and biodiversity, procedural, investment and financial duties, employment and health and safety law duties and any commercial trading must be through a company.

L.A. Ruff, Clerk

17.05.22

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AGENDA ITEM NO: 23

To: Council

From: Clerk

Subject: Correspondence/Minor Issues

1. Strode Road Allotments

The Street and District Allotments Association has paid the annual rent for the allotments of £300 and thanked the Council for it’s continued support. The annual review form has been returned and there have been no issues during the past year other than the need to remove a fly tipped pile of compost from Strode Road. The Allotment Association will hire a skip and digger on a Saturday to do this and will tape off the area. The skip will cover the pavement and a bit of the road so they will check if they need a permit from the hire company. I have asked them to keep me fully informed and provide insurance details and a risk assessment from the company doing the work.

2. Consultation on Street Naming

The current system for street naming relies on 3 Acts dating from the early 20th century and create nationally inconsistent and unclear procedures for changing street names. The Government is considering legislation to ensure there is a common requirement across England for votes on proposed changes of street names and is interested in views on how this would be implemented. It will have regard to the potential impact of any proposal on the public sector equality duty, as well as any potential impacts on business, local authorities, and communities. The consultation will run from 11th April to 22nd May 2022. Technical consultation on street naming – GOV.UK (www.gov.uk)

L.A. Ruff

Clerk/RFO

17.05.22

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AGENDA ITEM NO: 25

To: Council

From: Clerk

Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th April 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 an authorised Councillor as part of the quarterly check of accounts and Councillors operating the Bankline system will also carry out an online check.

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

L.A. Ruff

Clerk

17.05.22

Approved by Council on 17th May 2022 and initialled by Chair:

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