STREET PARISH COUNCIL

Annual meeting of the Council held in Room 6, Crispin Community Centre on

17th May 2022 at 7.45 p.m.

PRESENT: Councillor L. Wolfers (Chair of Council)

Councillors: P. Birch, D. Goater, P. Goater, A. Leafe,

H. Shearer and N. Smith

IN ATTENDANCE: L. Ruff – Clerk/RFO

Deputy Clerk/RFO – Z. Leach

County and District Councillor L. Leyshon

ABSENT: Councillor T.W.E. Napper – had been asked to leave by

Chair during Public Question Time.

1. CONFIRMATION THAT A QUORUM IS PRESENT

It was confirmed that a quorum was present at the meeting.

2. ELECTION OF CHAIR

RESOLVED

That Councillor Wolfers be elected as Chair of the Council for the ensuing year –

Councillor Wolfers signed the declaration of acceptance of office and stayed in

the Chair.

3. ELECTION OF VICE-CHAIR

RESOLVED

that Councillor P. Goater be elected as Vice-Chair of the Council for the ensuing

year.

4. NOMINATIONS TO FILL VACANT SEATS

The Clerk submitted a report which had been circulated. There were 3 vacant seats

in the North Ward, 4 vacant seats in the South Ward and 1 vacant seat in the West

Ward. In accordance with Standing Order 3 m it was agreed to vote on the co-options

by paper ballot issued by the Clerk. It was also agreed that all of the co-opted

members, if present could sign their declaration of acceptance of office and join the

meeting when all co-options had been agreed. All 6 candidates present made a short

presentation.

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Councillor Leafe proposed Simon Carswell for consideration and this was seconded

by Councillor Shearer. Councillor D. Goater proposed Jean Howard and this was

seconded by Councillor P. Goater. Councillor Wolfers proposed Adrian Sparkes and

this was seconded by Councillor Leafe. Councillor Leafe proposed Nina Swift and

this was seconded by Councillor P. Goater. Councillor Wolfers proposed Neil

Howaintz and this was seconded by Councillor D. Goater. Councillor D. Goater

proposed Bryan Knickerbocker and this was seconded by Councillor Leafe. Councillor

Birch proposed Nicolas Kellett and this was seconded by Councillor Shearer.

The Council agreed to vote on the first vacancy in the South Ward and the voting

was - Simon Michael Carswell – 7 votes.

RESOLVED

that Simon Michael Carswell be co-opted to fill the first vacant seat on the Council

in the South Ward for the current term of office to May 2027.

The Council agreed to vote on the second vacancy in the South Ward and the voting

was - Jean Marie Howard – 5 votes and 2 abstentions.

RESOLVED

that Jean Marie Howard be co-opted to fill the second vacant seat on the Council

in the South Ward for the current term of office to May 2027.

The Council agreed to vote on the third vacancy in the South Ward and the voting

was - Adrian Raymond Sparkes – 7 votes.

RESOLVED

that Adrian Raymond Sparkes be co-opted to fill the third vacant seat on the Council

in the South Ward for the current term of office to May 2027.

The Council agreed to vote on the fourth vacancy in the South Ward and the voting

was - Nina Margaret Swift – 5 votes and 2 abstentions.

RESOLVED

that Nina Margaret Swift be co-opted to fill the fourth vacant seat on the Council

in the South Ward for the current term of office to May 2027.

The Council agreed to vote on the first vacancy in the North Ward and the voting

was - Neil Stewart Howiantz – 7 votes.

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RESOLVED

that Neil Stewart Howiantz be co-opted to fill the first vacant seat on the Council

in the North Ward for the current term of office to May 2027.

The Council agreed to vote on the vacancy in the West Ward and the voting was –

Nicholas Stanhope Kellett – 6 votes and 1 abstention.

RESOLVED

that Nicholas Stanhope Kellett be co-opted to fill the vacant seat on the Council

in the West Ward for the current term of office to May 2027.

The Council agreed to vote on the second vacancy in the North Ward and the voting

was - Bryan Knickerbocker – 7 votes.

RESOLVED

that Bryan Knickerbocker be co-opted to fill the second vacant seat on the Council

in the North Ward for the current term of office to May 2027.

Simon Carswell, Jean Howard, Adrian Sparkes, Nina Swift, Neil Howiantz and Nicholas

Kellett then signed their declaration of acceptance of office and joined the meeting.

It was agreed that Bryan Knickerbocker could sign the declaration of office before or

at the next ordinary of the Council on 21st June.

Newly co-opted councillors were asked to sign up for the training available and to

submit a personal summary for inclusion on the website. Individual and a group

photo of councillors and officers would be arranged.

The Chair introduced the new Deputy Clerk/RFO, Zoe Leach who would join the

Council on 6th June with the new Assistant Clerk – Community Engagement, Danielle

Price.

5. MINUTES

The minutes of the extraordinary meeting held on 26th April 2022 which had been circulated were approved as a correct record and signed by the Chair subject to

showing Councillor Sparkes as having given apologies.

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6. MATTERS ARISING

Councillor Smith stated that she would be meeting up with the Climate Change

Officer for Glastonbury Town Council and would report back.

7. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Carswell, P. Goater 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.

Councillors Carswell and Shearer declared an other interest under Appendix B in any

matters relating to the County Council and stated that they would keep an open mind when considering issues at County or Parish level. Councillor Carswell also declared an other interest in any matters relating to Merriman Park as he was Chair of the

Park Community Group.

Councillor Howard declared an other interest under Appendix B in any

matters relating to the Crispin Hall as she was a trustee and that she was a Friend of

Strode Theatre.

Councillor Swift declared an other interest under Appendix B in any matters relating to the Street Library as she was a member of the Friends of Street Library and to Strode Theatre as she was a Friend of the Theatre. She also declared an interest as Chair of Street and District Allotment Association.

Councillor Kellett declared an other interest under Appendix B in any matters relating

to the British Legion as he was a committee member.

Councillor P. Goater declared an other interest under Appendix B in any matters

relating to the Victoria Club as he was a trustee.

Councillor Howiantz declared an other interest under Appendix B in any matters

relating to Strode Theatre as he was a Friend of the Theatre and to allotments of

which he was an allotment holder.

Councillor Shearer declared an other interest under Appendix B in any matters

relating to the NHS Somerset Trust – governor, Police and Crime Panel and the

Safer Somerset Partnership.

Councillor Wolfers declared a disclosable pecuniary interest in any

matters relating to Street Chamber of Commerce as she worked freelance for it.

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8. COMMUNITY POLICE OFFICER

The Clerk reported that PC Pople had given his apologies and that members should

email any queries to him. Councillor Leafe had explained to the Beat Team the

importance of monitoring the Skate Park when repaired.

9. PLANNING COMMITTEE

The minutes of the meeting on 12th  April, 2022 were submitted as circulated. It

was noted that there had not been a meeting on 3rd May as there was not a quorum

and applications had been minor.

RESOLVED

that the report be noted.

10. POLICY AND FINANCE COMMITTEE

The Clerk submitted the minutes of the meeting on 3rd May 2022 which had been

circulated. Councillor Swift pointed out that the Secretary of State had to give

approval to the sale of allotments.

RESOLVED

that the report and recommendations be agreed except that the public liability

insurance cover be kept at £12 million.

11. 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. Careful consideration

was given to each of the assertions.

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 Return and the annual governance statement be approved and signed by

the Chair and Clerk.

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12. 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.

RESOLVED

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, having

already been signed by the Clerk/Responsible Financial Officer.

13. APPOINTMENT OF COMMITTEES

The Clerk submitted a report which had been circulated.

RESOLVED

A. that an informal meeting on Zoom be arranged to consider the purpose of each

group and whether it needs to be an ongoing Working Group or a Task and Finish

Group – Street Community Library Partnership to continue without the Library

Working Group

B. that the following committees be appointed for the ensuing year, including the

Chair and Vice-Chair with the terms of reference, arrangements for meetings etc.

as detailed in the report -

PLANNING COMMITTEE

Councillors: Birch, P. Goater, Howiantz, Napper and Wolfers

Chair - Councillor P. Goater

Vice-Chair - Councillor Birch

Quorum = 3

POLICY AND FINANCE COMMITTEE

Councillors: Birch, Carswell, P. Goater, Kellett, Shearer, Smith, Wolfers

Chair - Councillor P. Goater

Vice-Chair - Councillor Carswell

Quorum = one half of members on Committee

Councillors Carswell, P. Goater and Sparkes authorised to operate the Bankline

system with the Clerk and the Deputy Clerk/RFO and one of the three to scrutinize

the accounts every quarter.

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STAFFING COMMITTEE

Councillors: Birch, D. Goater, Napper, Shearer, Smith, Sparkes and Wolfers

Chair - Councillor Sparkes

Vice-Chair - Councillor D. Goater

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Birch, Shearer, Swift

APPEAL PANEL

Councillors: Kellett, Napper, Smith

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 – Community Engagement (or Clerk) in consultation with Chair and

Vice-Chair of Council.

14. REPRESENTATIVES ON OUTSIDE BODIES

The report of the Clerk was submitted as circulated.

RESOLVED

that the following representatives be appointed to serve on the bodies listed for

the ensuing year -

Victoria Club Charitable Incorporated Organisation Cllrs. Howard, Sparkes

Greenbank Swimming Pool Man. Com. Cllrs. Smith, Swift, Wolfers

2 members to attend

each meeting – find out

what Council’s role is

Street Chamber of Commerce Cllr. Kellett

Cllrs. Birch and P. Goater

to receive minutes

Street Twinning Association Cllrs. Carswell, Swift

Somerset Association of Local Councils Chair or Clerk

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

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

Non Voting – Cllr. Wolfers

Merriman Park Community Group Cllrs. Carswell, Kellett,

Leafe and Sparkes 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 organising 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. P. Goater

Grant requirement

Street Business Park Cllr. Swift – SPC

Cllr. Napper – MDC

Parish Rooms Emergency Contacts Clerk, Deputy Clerk,

Asst. Clerk, Cllrs. P. Goater

and Wolfers

Bus Services Cllr. Howard

Coxs Charity Cllrs. Howiantz, Napper

YMCA including the Foyer Cllrs. Carswell, Shearer,

Wolfers

Child Protection Officer for SPC Cllr. Leafe

Parish Path Liaison Officer Mr. J. Dalton

15. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES

- LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR

CODE OF CONDUCT

The Clerk submitted a report which had been circulated.

RESOLVED

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A. that the report and documents be agreed and the new Somerset Code of

Conduct – SALC version – be adopted and the Standing Orders and Financial

Regulations having been reviewed be adopted – Financial Regulation 4.10 to read

‘deal with Street Skate Park’ not ‘deal with the facility’

B. that Councillor Shearer be asked to lead a meeting following the completion of

training sessions by all members followed by a social event.

16. GENERAL POWER OF COMPETENCE

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be agreed and it be noted that the Council no longer met the criteria

to be eligible to use the General Power of Competence.

17. REPORT FROM CHAIR

The Chair thanked Councillor Leafe for all his work as Chair of the Council in 2020/21.

Officers had and would be lost due to retirement and moving on to other things and

there would be a fresh start for the next 5 years. She thanked members for keeping

calm and supporting the public during the difficult public question time session earlier

in the evening. She had been privileged to meet some amazing people around

Somerset when attending civic events.

18. PARISH PATH LIAISON OFFICER

County and District Councillor Leyshon had no report to make.

19. MENDIP STRATEGIC TOURISM GROUP

No report was made.

20. CORRESPONDENCE/MINOR MATTERS

The Clerk submitted a report which had been circulated.

1. Strode Road Allotments

RESOLVED

that the report on removal of compost by the Allotments Association be agreed.

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2. Consultation on Street Naming

Councillor P. Goater reported that one of the new roads on the development off

Somerton Road might be named Isny in recognition of the twin town with Street.

It was noted that permission was needed if a road was to be named after a

living person.

21. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

AND COUNTY AND DISTRICT COUNCILLORS

Councillor Shearer had asked the Clerk to circulate an email to members about the

Health and Well Being Board. Councillor Carswell reported that electric charging

points would be fitted in Mendip owned car parks in the next few months with some

funding from the Government. County Councillor Leyshon reported on the new

Leader of the Council and that she would be the new Deputy Leader.

22. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30th April 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

April, 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 30th April 2022

be noted and the schedule of receipts and payments for April 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

The Clerk reported that a resident of Vestry Road was still upset about the volume of

traffic using that road on a Thursday when the High Street was closed for the market.

Councillor Carswell undertook to respond to the resident on this matter. County

Councillor Leyshon had spoken to a traffic engineer about the problem and had been

informed that consultation on any proposals would need to take place in all roads

which would experience displaced traffic. The Chair asked new members to inform

the Clerk if they wished to raise any issues at future meetings so that she could add

them to the agenda.

The meeting ended at 9.20 p.m.

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

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