

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

14th July 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, 19th JULY, 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 21st and 27th June and 5 July 2022 are attached – **Pages 4 – 6.**

Anyone experiencing Covid symptoms must not attend.

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 extraordinary meeting of the Council held on 5 July 2022 (attached) **Pages 7-8**
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
Please refer any queries or updates to the beat team.
6. PLANNING COMMITTEE
To note the minutes of the meeting held on 21st June (attached) **Page 9**
7. POLICY & FINANCE COMMITTEE
To note the minutes of the meeting on 5th July (attached). **Pages 10-13**

The Councillors are asked to note the recommendations of the Committee with regards to the Grant Applications and that a number of meetings and much work has been carried out on this matter.

8. MOTION FOR CONSIDERATION – SO 18 FINANCIAL CONTROLS AND PROCUREMENT
In accordance with Standing Order 9 a to h and 25 b the motion is to be moved at the meeting, written notice of which having been given on 5th July 2022 by the Chair, Councillor Wolfers and signed by Councillors P. Goater, N. Kellett and H. Shearer **Page 14**
9. REPORT FROM CHAIR
10. CULTURE WORKING GROUP
To receive the notes of the meeting of 6 July 2022 (attached) and approve the recommendations made. **Pages 15-18**
11. PARISH PATH LIAISON OFFICER
12. STREET COMMUNITY LIBRARY PARTNERSHIP
Minutes of the Street Community Library Partnership meeting of 23rd June are attached for noting. **Pages 19-26**

Councillors are asked to consider agreeing that children from 5-18 years do not have to pay overdue charges.

13. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS
14. ANTI GRAFFITI DAY
An Anti-Graffiti Day took place on 26 June 2022. Councillor P Goater to provide a verbal report.
15. LOCAL GOVERNMENT REVIEW (Report)
Clerk's report of update meeting attached. **Page 27**
16. PARISH OR TOWN STATUS
Clerk's report attached. **Pages 28**
17. CORRESPONDENCE/MINOR MATTERS (attached)
Page 29

18. 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.

19. ACCOUNTS FOR PAYMENT (schedule of June payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 30th June 2022 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 30 + Confidential attachment for members only**

20. 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.

To: Chair and Members of Street Parish Council

NOTES OF PUBLIC QUESTION TIME HELD BEFORE COUNCIL 21 JUNE 2022

The Chair, Councillor Wolfers, read out her opening statement asking all Councillors to abide by the Council's Code of Conduct.

A resident reported that 2 residents of Tor View Court, Somerton Road, had complained that the footpath outside Tor View Court was not in good condition and difficult for elderly people to walk on; they had raised this with the Parish Council and were awaiting a response.

A resident reported that their great grandson had attended the Fair at Cranhill Road car park, it was their first experience of attending a fair and they enjoyed every minute.

A former councillor commented that Councillor Napper had raised comments at the extraordinary meeting of the Council on 26th April 2022 about a dispute and prosecution of himself for harassment of Councillor Napper. The former councillor was not named in the minutes, however he wished to advise the council that the councillor referred to in those minutes was indeed himself. He began to explain the details of the incident that led to the prosecution; the Chair advised him that this was a personal matter to be dealt with by the police and courts.

A resident of Tor View Court, Somerton Road, spoke about the issues she has been experiencing for some time. The resident has lived at Tor View Court for 10 years and traffic has increased phenomenally during this time. The resident has previously raised her concerns with County and District Councillor Leyshon and Councillor Napper. Vehicles are constantly breaking the speed limit and large lorries are passing loudly over the lumps and bumps starting in the very early hours of the morning. The road and pavement are in a bad state of repair, water runs into gutters and stays there and the roundabout at the end of the road becomes a lake when it rains. The pedestrian crossing is dangerous, it is not obviously a pedestrian crossing and some vehicles do not stop. It is dangerous for pedestrians, especially those in wheelchairs and mothers with prams. There are approximately 40 flats in Tor View Court with over 60 elderly people and it is very unfair on them.

Councillor Wolfers stated that she is aware of the issues. These matters are the responsibility of Somerset County Council and Councillors Leyshon, Shearer and Carswell are now elected Somerset Councillors. Councillor Leyshon mentioned in the last meeting that there is a backlog of highways issues that the County Council are working through. Councillor Wolfers, Chair of Street Parish Council, asked the resident to write to her officially so that she can pass this on.

Another member of the public spoke to agree with the previous comments raised. He felt that the traffic calming bumps did nothing except cause noise, small vehicles drive through the middle of them and the noise from the traffic starts at 3am in the morning. Councillor Wolfers again asked the member of the public to write a separate letter to her stating what he feels and it will be passed on.

Councillor Carswell told the residents that once they have emailed Councillor Wolfers, he will copy them into any correspondence.

The Clerk suggested that the Council could make a request to the Police to do a speed check.

A resident complained about taxi drivers dropping off and picking up passengers outside of Touts Pharmacy in the High Street despite there being yellow lines over the pavement to prohibit this. There was a rear access which could be used. Councillor Shearer agreed to contact the District Council officer responsible for taxis about this issue. Councillor Napper felt that sometimes the traffic enforcement officers were waiting for someone to park in the wrong place so that they could issue them with a ticket.

The resident also felt that 16 councillors with the public and others was too many people for Room 6 of the Community Centre. She asked the Council to discuss with the Library Trust the possible use of the 1924 building for meetings and offices. The Parish Rooms could then be sold. Councillor P. Goater pointed out that there was a larger room on the first floor of the Community Centre which could be used for meetings if the lift was working.

Councillor Napper wished to thank whoever had arranged for the yellow lines outside of Elmhurst School and for the Police bay to be repainted as requested at the Meet The Team meeting. He wished it to be noted that there would be nothing to report in regard to the Football Club and the possible use of a unit there by the scouts until September.

STREET PARISH COUNCIL

An extraordinary meeting of the Council held in Room 6, Crispin Community Centre on 5th July 2022 at 6 p.m.

- PRESENT: Councillor L. Wolfers (Chair of Council)
Councillors: P. Birch, D. Goater, P. Goater, N. Kellett,
B. Knickerbocker, T.W.E. Napper, B. Reina, H. Shearer,
A. Sparkes
- IN ATTENDANCE: L. Ruff – Clerk/RFO
Z. Leach – Deputy Clerk/RFO
- APOLOGIES Councillors: S. Carswell, J. Howard, N. Howiantz, A. Leafe,
N. Smith and N. Swift – another engagement – reasons
accepted.

54. MINUTES

The minutes of the extraordinary meeting held on 27th June 2022 which had been circulated were approved as a correct record and signed by the Chair.

55. 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.

Councillor Napper declared an other interest under Appendix B in any matters relating to Glastonbury Town Council and stated that he would keep an open mind when considering issues.

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

56. MOTION FOR CONSIDERATION – HONORARY FREEWOMAN

In accordance with Standing Order 9 a to h the following motion was moved at the meeting by Councillor Wolfers, written notice of which having been given on 27th June 2022 -

that in accordance with the Local Government Act 1972 s 249(5), as amended by the Local Democracy, Economic Development and Construction Act 2009, the Council should confer the title of 'honorary freewoman' to County and District Councillor Liz Leyshon, who in the Council's opinion has rendered eminent services to the Council's area through her valued and dedicated service to the community as a county

councillor and as a district councillor for a number of years. She also set up and ran the Street Community Support Group during the pandemic in 2020/21.

The motion was seconded by Councillor Knickerbocker and all members voted in favour of it. The motion was duly passed with the required minimum of at least two thirds of members present at the meeting having voted for it.

The meeting ended at 6.04 p.m.

STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6 of the Community Centre, Leigh Road, Street, on 21st June 2022 at 6:30pm.

PRESENT: Councillors P Goater (Chair); T Napper and L Wolfers

APOLOGIES: Councillors P Birch and N Howiantz.

IN ATTENDANCE: L Ruff – Clerk and D Price – Assistant Clerk

1. MINUTES

The minutes of the meeting held on 12th April 2022 were approved as a correct record and signed by the Chair.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

3. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

RESOLVED

2022/1036/FUL Change of use of land from agricultural to a dog walking field for land at: 349704 137008 Street Drove, Street, Somerset – Some concern regarding dogs being off-lead and the nature of the environment being too much of a change, however this was soon minimised, as it was mentioned the designated area would offer more control and safety for the public. Similar change of use of land occurred in nearby town, with success - Approval

2022/1059/FUL Refurbishment of the existing unit into a Calvin Klein retail unit at Unit 13 Clarks Village Farm Road Street Somerset BA16 0BB – Approval

2022/1209/ADV Installation of 2no. illuminated fascia signs at Unit 13 Clarks Village Farm Road Street Somerset BA16 0BB – Approval

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

The meeting ended at 6:54 pm.

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Street, on 5 July 2022 at 6.15pm

- PRESENT: Councillor P. Goater (Chair)
Councillors: P. Birch, N. Kellett, H. Shearer and L. Wolfers
- PRESENT BY Councillors: D.Goater, B.Knickerbocker, A.Leafe, T. INVITATION Napper and B. Reina
- IN ATTENDANCE: L.A. Ruff – Clerk/RFO
Z. Leach– Deputy Clerk and RFO
County and District Councillor L.Leyshon
- APOLOGIES: Councillors: S.Carswell, N.Smith – another engagement – reasons accepted.

1. MINUTES

The minutes of the meeting of the Committee held on 3 May, 2022 which had been circulated, were approved as a correct record and signed by the Chair.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct the following declarations of interest were made:

Councillors P.Goater and Shearer declared an other interest under Appendix B in any matters relating to the District Council and stated they would keep an open mind when considering issues at either District or Parish level.

Councillor Shearer declared an other interest under Appendix B in any matters relating to the County Council and stated that she would keep an open mind when considering issues at either County or Parish level.

Councillor Napper declared an other interest under Appendix B in any matters relating to Street Football club as he was a member.

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

Councillor Leafe explained that the PFSA funding application from the Glastonbury and Street CLP was not in respect of his role.

All Councillors both former and new had recently received guidance and training on the Code of Conduct and declaring an interest.

3. GRANT APPLICATIONS – MENDIP YMCA AND SALVATION ARMY

The Clerk submitted a report which had been circulated which included all information submitted with the full applications.

Grant for Street Football Club, Summer Fete and Dog Show.

All the relevant information was not currently available but would be available before the next Full Council meeting. A general discussion followed about the numbers usually in attendance at the summer event and the Councils desire to continue to support the event.

Support for the vulnerable in Street.

A discussion took place around the fact that the responsibility for PFSA funding was that of the County Council and the government. A more general discussion took place around the need for social care and mental health provision more widely across the community of Street and how the Parish Councils funds could be best spent and in a sustainable way.

Councillor Leafe explained the overwhelming challenges he and other PFSA's faced on a daily basis. Other support services were inadequate due to lack of staff and funding. They were trying to be proactive and work as cost effectively as possible, e.g., Forest School activities in the summer. It was important to make children happy rather than depressed. He explained that often those with mental health issues did not want to go out and so would not access any pop-up services set up at the community centre. PFSA's were able to build up a relationship with people who would then accept help from them.

The meeting was adjourned from 6.38pm to 6.40pm for a representative from the CLP to speak.

Councillor Leafe left the meeting from 6.38pm - 6.48pm

Strode College

A discussion took place around whether Strode College can dovetail with some of the services of the local schools and the £20,000 requested could form a group fund with all schools working collaboratively

Salvation Army

A discussion followed about the probable future need to investigate funding of fuel top ups given the escalating fuel costs and the challenge for those volunteering.

YMCA

A discussion followed about the need for greater outreach work in the community and the need to allocate funds more directly in this area. A discussion followed about the potential for the Council to advertise the scope for future Grant applications it wished to receive to address the priorities identified as a Council.

Crispin Hall and Community Centre

The Councillors discussed the general requirement for greater scoping documents to accompany Grant applications. It was acknowledged that the installation of a lift is required to enable full access to the upstairs meeting rooms. The Crispin Hall and Community Centre requires the Grant from the Council to secure the funding of the remaining £10,000 from elsewhere.

RESOLVED

A. that a grant of £1,000 be given to Street Football Club for their summer fete and dog show; subject to receipt of accounts and a breakdown of how this will be spent before the next Council meeting.

B to go back to the new Principal of Strode College and discuss group funding and everyone working together within the schools where they need support.

RESOLVED TO RECOMMEND

A. that a Grant of £27,000 be made to Street and Glastonbury Community Learning Partnership as a one-off payment towards the cost of additional PFSA hours for Elmhurst and Hindhayes School.

B. that a grant of £4,600 be made to the Salvation Army for Aldi food vouchers, Foodbank and Christmas treats and hampers.

C that the Grant application from YMCA for £7,740.60 for SEND support, £3,235.32 for a life skills programme pilot and £2,405 for additional activities and equipment be refused and instead a group comprising of Councillors: Birch, D.Goater, Kellett, Knickerbocker, Napper, Shearer and Wolfers be set up to draft a request for Grant applications from local organisations to support local people in Street.

D that a Grant be made to the Crispin Hall and Community Centre of £4,400 towards the cost of a new lift (must be returned if not spent on lift), with the £600 unspent from Knit and Natter group, to be repurposed and put towards the cost of the lift.

4. BUDGET 2023/24

The Clerk submitted a report, which had been circulated. The Clerk informed the Committee that the last repayment for Loan1 of £22,222 is due in November 2023. Therefore, from the 24/25 financial year this will be additional monies available to the Council.

A brief discussion took place about the need to monitor the cost-of-living rise and the subsequent effect on the budgeted running costs for the Parish Rooms and to explore other avenues for making savings in running costs.

RESOLVED

A. that the report be agreed, and quotations be obtained for the installation of solar panels and batteries at the Parish Rooms – Grants to be investigated.

5. INVESTMENT OF FUNDS

The Clerk submitted a report which had been circulated.

RESOLVED

that funds continue to be invested as they currently are and will be reviewed again, at the next meeting of the Policy and Finance Committee.

6. BI-ANNUAL GENERIC RISK ASSESSMENT

The Clerk submitted a report which had been circulated. The Risk Assessment had been updated to take account of the recruitment of the DCRO and ACCE who will be obtaining the CILCA qualification prior to the Clerk retiring in March 2023.

The Risk Assessment was amended to show that the Social Media Policy is updated every two years and not annually and that data is now automatically backed up in the Cloud.

RESOLVED

that the bi-annual risk assessment be agreed.

7. COUNCILLORS ALLOWANCE SCHEME

The Deputy Clerk submitted a report which had been circulated.

RESOLVED

that the report was regretfully noted.

8. CONSIDERATION OF ORGANISATIONS IN STREET

A discussion followed of the organisations within Street, including the Football Club, that were potentially at risk of closure. It was agreed to find out what the current share price for Clarks International was and if dividends had started again. It was recognised that by the Council providing Grants to organisations, in certain circumstances this enabled them to secure further funding from elsewhere. It was reported that Strode College is looking to

consider the Theatre having its own bank account.

The meeting ended at 7.45pm
Councillor Leafe left at 7pm

NOTICE OF MOTION

In accordance with Standing Orders 9 b and 25 b I hereby give 7 clear days written notice of my intention to move the following motion at the meeting of the Council to be held on 19th July 2022 -

The National Association of Local Councils has updated Model Standing Order 18 (financial controls and procurement) to bring it in line with the procurement position post Brexit and the recently reissued Legal Topic Note 87 which contains the current procurement threshold figures. It has also simplified the model standing order and taken out references to the European Union.

The relevant sections of updated Model Standing Order 18 are set out below - sections **18 a. v., c. and f.** The Council therefore resolves that Standing Order 18 is updated as set out.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

Cllr. L. Wolfers, Chair of Street Parish Council 5th July 2022

Cllr. P. Goater

Cllr. H. Shearer

Cllr. D. Goater

CULTURE WORKING GROUP NOTES - MEETING HELD ON 06.07.22 AT 6:30 PM

- PRESENT** CHAIR: Cllr. L Wolfers (LW) VICE CHAIR: Cllr. D Goater (DG) Cllr. B Knickerbocker (BK) Cllr. A Leafe (AL) Cllr. B Reina (BR)
- IN ATTENDANCE** Danielle Price (DP) – Assistant Clerk – Community Engagement
- BY INVITATION** David Atkins (DA) Merriman Park Community Group
Sam Cullen (SC) – Alfred Gillett Trust
- APOLOGIES** David Atkins (DA) Merriman Park Community Group – reasons accepted
Sam Cullen (SC) – Alfred Gillett Trust – reasons accepted
Cllr. N Howiantz – reasons accepted

ELECTION OF THE CHAIR: It was resolved that Cllr. Wolfers would be Chair.

ELECTION OF THE VICE CHAIR: It was resolved that Cllr. D Goater would be Vice Chair.

Merriman Park Fun Day Event – 3rd September 2022

DP explained a meeting with DA had taken place on 05.07.22 to review the status of the event. It was confirmed the programme of events was close to being finalised and the entertainment, refreshments and stallholders were still to be confirmed. DP explained the suppliers were all now confirmed, including St John’s Ambulance (first-aid support), and that the toilets are now being hired from Purple Hire Solutions.

DG referred to SPC having a stall which would be manned by various councillors, all agreed this was necessary. DG, LW and AL concurred this had been an issue in the past. DG put forward the idea a rota would be useful to gain councillors’ commitment. It was agreed this will be circulated at the next full council meeting. DP added that she, the Clerk and the Deputy Clerk would also be available to help. DP to print the rota for next full council meeting. A roster of stewards will be required for the day and LW agreed to follow up with Millfield School and Strode College, as both have offered professionally trained stewards for events in the past.

AL proposed there would need to be an attraction to the stall, such as branded items (stickers, pencils, ichthyosaurus fossils) and/or games the public could participate in. AL recommended in previous years there has been success with “guess the number of sweets in a jar”. BK asked whether the stall would be an opportunity to raise money for SPC or a local charity and it was confirmed that donations are taken on the day by Merriman Park Community Group rather than anything else.

LW put forward she would attend the event to offer opening comments and welcome the public, but that a full speech would not be necessary. All agreed.

DP confirmed Mendip Times had agreed to run the event in the What’s On section of their next publications and that other local press had been invited to cover the day. LW advised to also make contact with Street News Nub (via Facebook) and ITV South West. LW suggested a contact at Clarks Village to help advertise the event and AL recommended we approach them for a donation.

Investiture of New Chair Event – 7th September 2022 (TBC)

The event is provisionally booked at Strode Theatre. AL shared experiences from past Investiture events he'd attended and said the guests would expect a complimentary drink and catering. LW agreed. LW to approach Burns the Bread for a price on catering as well as AL contacting Hecks and a Walton-based cheese company.

The awards for Citizen(s) of the Year (adult and under-18s categories); Community Group and Freedom of Street will be presented. It was unanimously agreed the awards should be limited to local volunteers/voluntary organisations.

DG considered the Freedom of Street recipient would require some special treatment and LW agreed to explore environmentally friendly transport to the event via Millfield School, as the recipient had a professional history with the school.

It was decided there was no need for a separate event for the Freedom of Street award, as the Investiture would offer the ideal opportunity to honour the recipient.

Entertainment will be arranged with a local contact (as MC); Millfield School (choir); Hindhayes Infants (choir); Crispin School and Strode College. LW suggested alternating the awards and the entertainment to keep up momentum. 45 minutes was allocated for the awards ceremony. DP to get a quote for MC.

AL put forward the bar area would benefit from a visual display demonstrating what SPC does and what has been achieved. All agreed this was a good idea and DP agreed to prepare a presentation which will play on loop for the occasion.

LW proposed all council members in attendance to be introduced briefly to the audience and each working group would make a 2-minute contribution regarding their main objectives. LW suggested Street Chamber of Commerce would like to contribute as well.

LW will also offer thanks to members of staff during the ceremony.

LW stated the lighting was poor quality in the past and DG agreed to liaise with her contact at Strode Theatre to ensure the lighting is suitable in advance of the event.

DG reminded the group would benefit from streamlining the event. DP confirmed the budget allocated at £1,200.

LW stated she would be available to delegate tasks to, if required, due to the limited timeframe.

DP agreed to book in the Investiture 2023 with Strode College for Thursday 18th May 2023.

Remembrance Parade – 13th November 2022

LW will source eco-friendly wreaths this year.

The parade leader will begin the day's event outside the Royal British Legion. The band will follow the parade throughout.

The 9/1 Air Cadets; Sea Cadets and other youth organisations will support the day.

LW highlighted the need to ensure the speaker and sound system was booked for the day, so she can deliver a speech in honour of the event. DP to discuss with Clerks.

Christmas Event – 3rd December 2022

AL opposed putting up a Christmas tree outside SPC as it was too costly and everyone agreed the money could be better spent.

DP confirmed the budget for the lights alone would be approximately £11,000 and overall budget was £16,842. LW mentioned collaborating with Street Chamber of Commerce to make Farm Road more festive. DP agreed to find out cost of closing the High Street only, and the High Street and Farm Road, and report back to group.

Once road closures have been explored, any refreshments or other stalls can be considered.

DG had reservations about the name for the occasion and felt the Christmas Cracker/Sparkle event could be improved. It was agreed all involved would prepare some suggestions for the next meeting.

It was agreed by LW, DG and AL that a walk around Santa was a better idea than a grotto. LW recommended a local contact. DP agreed to seek his availability and get a quote.

Gifts from Santa could be low-value items such as: a Santa's hat and would also enable us to use any of the branded products left over from Merriman Park Fun Day.

LW proposed a hive group would be useful and all present agreed they would be a responsible member of a separate Christmas Task and Finish group. Other councillors will be able to join and this will be explored at the next full council meeting.

Banners around Street

DG nominated the Street murals artist to design the banners and added any original artworks could be displayed at SPC (becoming assets).

BK presented the idea the banners could be monetised by getting local companies/organisations to advertise on one side. LW agreed and felt Street Chamber of Commerce could jointly fund this. DG made the point the adverts shouldn't devalue the banners themselves, to which all agreed. A process for this will need to be devised and will be discussed at the next council meeting.

Twinning

LW explained she will be visiting Notre-Dame de-Gravenchon on 23.08.22 and will create photo opportunities. DP to advise DA from the Twinning Committee about the visit.

LW put forward having a Street flag for the SPC building. DG agreed, adding a second flagpole might look smart. All agreed to be put forward to full council at the next meeting.

Street Postcards

BK suggested the Street murals be used as design for postcards and all agreed. LW raised the question as to whether the intention of the cards is for profit or for SPC correspondence and because the cards can be reproduced at low-cost, all agreed it was possible to use for both.

It was suggested by LW the postcards be used for the Investiture invitations, as well as tweaking them for use as Christmas cards. DP noted this will have to be turned around rather quickly for them to be used for the Investiture and we would need clarification if we had the rights to the pictures for this purpose.

Heritage Trail

DP to discuss with Sam Cullen at Alfred Gillett Trust, as they will likely need to apply for a grant.

LW suggested SC put on a tour of The Grange and AGT for the new councillors. DP to arrange for July/August.

Matters Arising:

Damage to the Street Murals on Leigh Road

In response to the breaking news the murals had been damaged by graffiti, tagging and scratching, some time was spent discussing the council's response. LW confirmed she had been in contact with the Street Beat Manager and that solutions for CCTV were being discussed with Mendip District Council (MDC). LW suggested we can adapt the SPC CCTV and put in a solar-powered camera to monitor the murals.

All agreed a £300 reward could be offered for information which leads to a conviction. BK put forward we should make an example and seek a public apology. AL agreed a restorative justice response was possible via the local police.

DP asked about a social media campaign and asked for feedback on a public statement from SPC appealing for information. It was agreed time was of the essence and a campaign would be launched on 07.07.22.

Next meeting – Wednesday 3rd August 2022 at 6:30pm

Objectives include: review actions from today's meeting; to achieve a Mission Statement; to agree a format for future meetings and to create a vision for how the Culture WG can improve SPC's identity.

Meeting finished at approximately 8:22pm

**Community Library Partnership quarterly reviews (Street) – Agenda, notes, and actions
2021-2022**

AGENDA ITEM NO 12

Street CLP. Meeting held at 10am on 23 June 2022

**Attending – Councillors P. Goater – Street PC, Councillor S.Carswell – Somerset CC, S.Sheppard, S.Addison (attending via Zoom) and C.Evans – SCC
Library Service, M Fletcher – Friends of Street Library**

L Ruff – Clerk/RFO and Z Leach – Deputy Clerk/RFO – Street Parish Council.

Apologies – Councillor N Kellett – Street PC, P.Fry and S.Ivory – Friends of Street Library

Agenda Item	Leading	Notes	Actions
Election of Chair	LR	Councillor Peter Goater (PG) was elected as Chair.	
Introductions/update	Sue Sheppard	Introductions were made. Sue Sheppard (SS) introduced Christina Evans (CE), Community Library Manager – Somerset LR introduced Zoe Leach (ZL), the new Deputy Clerk.	
Buildings & Maintenance/Health & Safety	CLP	Linda Ruff (LR) proposed that the library was cleaned once a week, rather than twice a week. The Library Information Officers have no objection. SA confirmed she was in agreement with this proposal. SS reported that Covid figures are rising and there is increased absence across libraries. Library staff will continue to clean down regularly, this includes keyboards for public use and when volunteers swap over. All risk assessments are in place. CE advised that a workstation assessment is scheduled to be completed soon. Fire extinguishers have been updated. PAT testing was completed last month.	SA to provide update on workstation risk assessment once completed.

<p>Day to Day Operations</p> <ul style="list-style-type: none"> • Staffing Update • Volunteers • Activities • Library Information • Staff Appraisals 	<p>CLP/Supervisors</p>	<p>Staffing update: Library staff have met the new Parish staff. Communication is key going forward.</p> <p>Volunteers: MF reported that 3 new volunteers joined in the last month. They need time and hands on experience. The library staff are excellent at supporting volunteers.</p> <p>SS is starting to review data on the number of volunteers who have completed the training modules from the E-learning. Volunteers are required to complete this training but not all have done so, some volunteers are not comfortable accessing E-learning. The priority for volunteers is an induction around safeguarding and health and safety.</p> <p>MF confirmed that 15-16 would be a nice number of volunteers to reach. There are 33-34 sessions and ideally volunteers need to do 2 sessions each. It is difficult to find volunteers and pre-Covid the Library had twice the number of volunteers it does now.</p> <p>Activities: All activities seem to have been well attended.</p> <p>Rhyme Time has been moved to Monday which has worked better for customers and supervisors.</p>	<p>Volunteer E-Learning: SS will share data with MF and CE of volunteers who have completed the requisite E-learning.</p>
---	------------------------	---	--

		<p>The Library Information Officers are working with Friends of Street Library (FoSL) to prepare the Summer Reading Challenge activities.</p> <p>Work experience students are due in on 11th and 15th July. Working with Strode Students with their placements has been successful.</p> <p>MF reported on the Summer Reading Challenge. The launch on the 9th July may be lower key, but they would like to offer something to encourage children in, for example, if they sign up they will get a pencil or some other incentive.</p> <p>There will be a display of gadgets and a quiz to guess the gadget. They also hope to bring items from the museum service to display, which will be refreshed part way through. They are considering ceramic plaque activities, Lego and the IT students will be doing some games on Switch. The Outreach Worker is going into schools to promote it.</p> <p>MF reported that 3D pens and 3D printing on Saturdays is quite popular. With funding they will be buying more digital equipment. The difficulties are that few volunteers like to come in on a Saturday and there can be a clash with a lot of sports clubs on Saturdays.</p> <p>IT students also do Switch on Monday afternoon for an hour and help members of public with IT problems.</p>	<p>FoSL to consider alternatives to sweets as rewards, possibly recycled gifts.</p>
--	--	---	--

		<p>Staff Appraisals: SA confirmed that staff appraisals had been completed. LR had not had any input in these and it was discussed that in future this would be good practice. Trustees may wish to add in some targets.</p>	<p>Appraisals: In future SA to send out email to Clerk asking for feedback prior to undertaking staff appraisals.</p>
<p>Training any updates</p> <ul style="list-style-type: none"> • New photocopier / printer/payments 	Supervisors	<p>The Library Information Officers have received first aid and maintenance training this year and will be receiving training on safeguarding.</p> <p>A good working relationship with the Outreach Worker is being formed.</p> <p>Autism Awareness Training will be rescheduled.</p> <p>No issues were reported with the new photocopier/printer.</p> <p>SA reported that they have had to stop purchasing newspapers for the library due to a shortfall in petty cash and lack of invoicing services being offered by retailers. This has been an ongoing issue since the library reopened.</p> <p>SS reported that this is a problem across the County due to the length of time currently needed at Somerset County Council to process invoices for payment. SA reported that this is having an effect on the library as some visitors came in regularly to read the newspapers.</p>	<p>SC to investigate the issue of lengthy lead time on settlement of invoices at SCC.</p>

		As a short-term fix, MF suggested that FoSL may be able to help by using their funds to enable the library to purchase the newspapers and submit an invoice for reimbursement to the library. SA will need to ensure that receipts are provided.	MF to ask the FoSL to use their funds to purchase newspapers for the library, to be reimbursed by SCC.
Libraries Amnesty DVD sales	Sue S	<p>Libraries Amnesty: The Amnesty is now finished. A review of the data is in the process of being finalised and will be sent as a report to the Council soon. SS is awaiting figures on the percentage of people that came in to have their Library debt removed that have come back as customers.</p> <p>Awaiting a decision from Council on whether to remove charges for all children. Currently, there are no charges for children between 0-4 but there are for those between 5-18.</p> <p>DVD sales Plan to phase this out. Withdrawing DVDs across the rest of the County slowly. Most now removed, with the exception of Street. Reviewing every quarter. When selling DVDs, the income will come to Street Parish Council.</p>	Street Parish Council to agree that children from 5-18 years do not have to pay overdue charges.

<p>Quarterly Performance</p> <ul style="list-style-type: none"> • Statistics • Covid footfall • Customer Complaints • Incidents • Volunteer Stats Spreadsheet 	<p>Sue S/Supervisors/CLP</p>	<p>Visitor numbers for 2021-22 are only 32% down on visitor numbers for 2019-20 (pre Covid). This compares favourably with the County wide figure of 68%.</p> <p>Footfall may be down, but visitors are taking more away.</p> <p>Data for new memberships is very good. This includes online registrations. Summer months were popular due to the Summer Reading Challenge and credit must go to the library staff and volunteers for offering a welcoming environment.</p> <p>Active members trend is going up.</p> <p>PG stated that it would be nice to know how well we are doing against other libraries. SS commented that some libraries did not want to share this information and she did not feel it was appropriate to share individual library data however average percentages across the County could be shared. PG stated that it was more about sharing best practice and learning from others.</p> <p>The data for March is very good. During March there was a school visit from Hindhayes Infant School for World Book Day, which brought 243 attendees. There was also a series of activities hosted by the Outreach Worker, including story time and Easter crafts which were popular.</p>	<p>Add PN Usage to the data sheet</p>
--	----------------------------------	---	--

		<p>There is a CLP event on 8 September in Taunton Library 10am-12.30pm. There will be time factored into sessions to share information and discuss what is going well/not so well. The Lottery Community Fund will deliver a session on getting potential additional funding under or over £10,000.</p> <p>Priorities are set for the year and there is an Events Calendar where there are set events. Libraries are asked to contribute to two high priority events each month.</p> <p>Customer complaints LR commented that visitors to the library are often frustrated to find that it is closed on a Tuesday. SS suggested a volunteer morning for Tuesdays. A discussion followed about whether volunteers would need to be DBS checked if there was not a member of staff present. SS advised that she believed it was ok so long as they were in pairs and that it would be good practice to Rota the pairings.</p> <p>Incidents: No incidents to report.</p>	<p>SS to recirculate the email invite to the CLP event in September.</p> <p>Friends of the Library to consider a volunteer morning for Tuesdays.</p>
Community Library Partnership Meetings	Sue S	<p>It was agreed that the Parish Clerk will continue to service the meetings.</p> <p>The notes of the CLP meeting on 3 November 2021 were agreed.</p> <p>LR reported that the break clause at 31 March 2023 could be used if wanted but clause 12.4 also gives</p>	

		<p>the option of notifying SCC of a change of premises by giving 9 months notice.</p> <p>It was agreed to start negotiating when works are due to start on the 1924 library building.</p>	
Communication Marketing and Promotion	CLP	SA commented that there were no issues. The library is promoted on social media and has its own notice board which is very popular with customers.	
<p>AOB</p> <ul style="list-style-type: none"> • 		<p>MF reported that the library took part in the Literacy festival in early April, instigated by Strode Theatre, which was very successful and brought people into the library. They hope to do this again next year.</p> <p>Several visitors come into the library asking for bus timetables. The library staff have printed bus timetables and charge 10p a time. The Parish Council will also print out bus timetables to give to visitors when the library is closed.</p> <p>T level funding of £2000 has been awarded for Street Library to spend on the Digital Den. They will consult with the Parish Council.</p> <p>CLP income from PayPal payments is currently paid annually to Street Parish Council. A representative from Somerton Library will be at the CLP conference in September to advise on the use of a card reader.</p>	<p>ZL to look into acquiring street maps of Street for the Library.</p> <p>Library to consult with Steet PC on the T Level funding spend.</p>
Date of next Review Q 4 - 2022	Sue Sheppard	5 October 10am – 11.30am	

To: Council
From: Clerk
Subject: Local Government Review

NOTES OF LOCAL GOVERNMENT REVIEW MEETING ON 6TH JULY 2022

Main points -

- the new unitary council will have a significant financial gap and will need to realise efficiencies from the LGR process
- there would be consultation soon on the Local Community Networks including the potential area for each with decisions being made around November on budgets, activities and when they would be rolled out. There would be a unitary officer for each LCN area
- Local Plans for the different councils would probably take 2 – 3 years to bring together post Vesting Day on 1st April 2023 and the new policy in regard to Community Infrastructure Levy (CIL) and Section 106 funding would be part of this process
- the full boundary review will take place in around 4 to 5 years, possibly ready for the elections in 2027
- the LGR team was working with SALC and SLCC on a charter for engagement with local councils to ensure there was an equal relationship between them and the new unitary council
- there was a pilot scheme for devolution of assets and services to Bridgwater Town Council but this was generally behind schedule due to lack of resources for other councils. The business case for the unitary included development of what local councils wanted to take on rather than what the unitary did not want to do
- an operating model was being developed to set the principles of how the unitary would work including how it would have a presence in places and with people to deliver services. It would be looking to make significant savings through rationalising property and would consider utilising the local council structure eg. having an information point at the offices of a local council. It would be good for local councils to also look at rationalising their assets to make the best use of them
- the pilot scheme on Exmoor was progressing with the highway steward in post – there would be a small budget of £10,000 capital and £20,000 revenue. This scheme would then be rolled out with local councils directing the work which needed to be carried out.

Following this meeting the Clerk and Deputy Clerk decided to log all enquiries received by the Council and the Library to see the number, type etc. and use this information to improve the efficiency of this Council and the unitary eg. suggesting a more clear and simple way of contacting the unitary if refuse is not collected as this is one of the main queries.

L.A. Ruff
Clerk
19.07.22

To: Council
 From: Clerk
 Subject: Parish or Town Status

On 18th January 2022 a short report was considered on whether the Council should become a town council and the following was agreed -

- A. that further information on the advantages/disadvantages of being a village be sought
- B. would there be any financial benefits e.g for bidding or funding?
- C. that if the Council wishes to proceed, a public consultation be arranged for the people of Street to decide.

SALC have confirmed that the Council can decide whether to be a parish or a town council with the area having the corresponding status of village or town. With a town council the chair is entitled to use the title Town Mayor and the Vice Chair can use Deputy Town Mayor. The decision rests with the post holder. There are many town councils that have no tradition of the chair adopting the title of town mayor – Castle Cary, Somerton and Shepton Mallet all have town councils with a chair and the term mayor is not used. If the Council was minded to make this change it would be good practice to consult the local community first. The Council could be called a community, neighbourhood or village council but SALC agrees that there is nothing to gain from this and it may well cause confusion.

Local councils vary considerably in size, budget and activities from the larger town or city councils employing 30 + staff, providing multiple services, events etc. and often with a precept of £3 million + to the small parish councils with a part-time clerk working from home. A place the size of Street with a population of around 14,000 and attractions such as Clarks Village and Greenbank Pool would normally be classed as a town and is usually referred as such in reports such as in respect of the Local Plan for the area. However there is no real advantage to being called a town rather than a village. Any request for funding would depend on the quality of the application made including sustainability, community value of the proposal etc.

Several places claim to be the largest village in England. The title is disputed as there is no standard definition of a village as distinct from a town and largest can refer to population or area. A typical contender is Lancing, West Sussex with a population of around 19,000. The Council has never received either recently or in the past requests for Street to become a town and most residents seem to prefer it to be a village.

L.A. Ruff
 Clerk
 19.07.22

To: Council
From: Clerk/RFO
Subject: Correspondence/Minor Matters

1. Appointment to Committees

At the request of Councillor Napper to agree that he is appointed to serve on the Policy and Finance Committee.

2. Graffiti of the murals

Councillors are asked to approve the offer of a reward of £300 for information leading to a conviction of those responsible.

3. Proposed improvements to Merriman Park entrance.

Merriman Park group would like to improve the appearance of the main entrance by putting two pillars at the entrance to the park with a graduated wall running from the pillars into the Park. The pillars and the wall would be made from locally sourced Blue Lias. The dimensions would be approximately 2 metre high pillars, 70cm wide (square). The walls would run from roughly half way up the pillars graduating to ground level.

The Merriman Park group would also propose removing the low wall atop the bandstand and replacing with open railings. The stone removed could be used, partly, for the new walls.

The group are investigating whether planning is required. The group would pay for the installation.

The Park is owned by the Parish. Subject to any planning that may be required, Councillors approval is requested to the group making the proposed alterations.

L.A. Ruff
Clerk
19.07.22

To: Council
From: Clerk
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th June 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 June are detailed on the attached pages and will appear as an annex to the minutes in the Minute Book.

L.A. Ruff
Clerk
19.07.22