

## STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre on 6<sup>th</sup> December 2022 at 7pm

PRESENT: Councillor L. Wolfers (Chair of Council)  
Councillors: P. Birch, S. Carswell, D. Goater, P. Goater, J. Howard, N. Kellett, B. Knickerbocker, T. Napper, B. Reina, H. Shearer, A. Sparkes and N. Swift

IN ATTENDANCE: Clerk/RFO: L. Ruff  
Assistant Clerk: D. Price  
County and District Councillor: L. Leyshon  
S. Cullen – Alfred Gillett Trust  
M. Abdullah – Street & Glastonbury Carers Support Group

APOLOGIES Councillors: N. Howiantz, A. Leafe and N. Smith – reasons accepted.

### 147. MINUTES

The minutes of the Council Meeting held on 15th November 2022 which had been circulated were approved as a correct record and signed by the Chair.

### 148. MATTERS ARISING

Councillor Napper spoke regarding fuel prices in Street compared with other local areas such as Yeovil and Langport. He asked the council to note and investigate.

It was suggested that the council ask the local press to investigate and Trading Standards to investigate the issue.

Councillor Napper commented on the flyposting around Street (in particular Brooks Road), including some events at Strode Theatre and requested this is stopped. He also felt that members should not email without following the due process, as had recently occurred on the issue of lorries causing noise on Somerton Road. Councillor Sparkes agreed to attend the Brooks Road area and take photos of any flyposting in the area or surrounding areas.

### 149. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Carswell, P. Goater, Napper and Shearer declared an 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 another 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 Napper declared another interest under Appendix B in any matters relating to Glastonbury Town Council.

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

Councillor Sparkes declared an interest under Appendix B in any matters relating to the Victoria Club as he is a Trustee.

Councillor Howard declared an interest under Appendix B in any matters relating to Crispin Hall and Community Trust, Victoria Club and Friends of Strode Theatre as she is a Trustee

Councillor Kellett declared an interest under Appendix B in any matters relating to the British Legion as he is a committee member.

150. COMMUNITY POLICE OFFICER

There was no Police representative at the meeting.

151. PRESENTATION FROM ALFRED GILLETT TRUST

S. Cullen presented on the plans for developing the museum and archive for Alfred Gillett Trust (AGT). The vision for the project was described with a keen focus on education; honouring Street's cultural history and engaging the local community, as well as providing an attraction for tourists. The museum will showcase artefacts and historic collections; share the story and legacy of Clarks Shoes; provide a community hub and exhibit key features of Street's vibrant history, such as its industry; supporting Women's Suffrage and exhibiting the iconic ichthyosaur fossils in an "Ancient Underwater World".

Celebrating the bicentenary of the founding of Clarks Shoes will take place in 2025 and all development plans are scheduled to be completed by 2030, which includes the redevelopment of the barn on site, as well as innovating a café area.

The opportunity to contribute to the project by joining a focus group and signing up to their newsletter was encouraged.

RESOLVED

- A. that The Assistant Clerk be asked to publicise updates on the project via a page on the council's website and social media.
- B. Council members were asked to email S. Cullen and/or the office with any questions they may have.

152. PRESENTATION FROM STREET AND GLASTONBURY CARERS SUPPORT GROUP

M. Abdullah gave a presentation on Street and Glastonbury Carers Group and the need for the council to fund their use of the Community Centre at an annual cost of £216.

It was explained the group offers meaningful opportunities and a safe space for those providing ongoing care support. Fundraising is minimal and no subscriptions are paid. Professionals are often invited to speak with the group and attend the meetings, which can be inspirational to those attending.

M. Abdullah expressed his gratitude for the continued support of Street Parish Council and council members were keen to enhance the support available to the group.

He was invited to have a stall at the Discover your Community event in February 2023.

RESOLVED

- A. that the annual cost of room hire of £216 for the group be agreed.
- B. That councillors Knickerbocker and Shearer be asked to meet Mr Abdullah to look at options for funding and other assistance.

153. ESTIMATED EXPENDITURE AND PRECEPT FOR 2023/24

On 15th November the minutes of the Policy and Finance Committee on 1st November as circulated were considered. It was agreed to defer the decision on the estimates and precept for 2023/24 to this meeting for information on how the additional monies raised from the increase in precept in 2022/23 had been spent and how monies raised from any planned uplift in 2023/24 would be spent. The Clerk/RFO submitted a report which had been circulated.

The Committee had recommended that the precept be raised by 12% to £650,000 giving an estimated increase on a Band D of £18.45 a year or £1.54 a month.

It was noted that the future of the Library needed to be debated about a year prior to the end of the current 7 year Community Library Partnership agreement and that this needed to be added to the diary of the Clerk.

RESOLVED

- A. that the YMCA will be invited to present at the meeting on 21<sup>st</sup> March 2023.

- B. that the precept on Mendip District Council for 2023/24 be in the sum of £650,000 – an increase of 12% on a Band D property or £18.45 a year (£1.54 a month) - the council tax base to be confirmed in December and figures revised accordingly.
- C. that the Estimates for 2023/24 be agreed as attached as Annex A to the minutes in the Minute Book including an allocation of £42,000 to the Contingency Fund – it was clarified that the Christmas party related to the party held at Brookside School.
- D. that the information for the council tax section of Somerset Council’s leaflet/website be as attached as Annex B to the minutes in the Minute Book.
- E. that the general revenue reserves be set at £182,596 for 2023/24 to maintain current assets such as Street Skate Park, the Parish Rooms and Merriman Park and fund new projects or services as they arise.
- F. that the earmarked reserves at 31st March 2024 be as attached as Annex C to the minutes in the Minute Book including £165,000 for New Services/Community Support.

154. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 15<sup>th</sup> November 2022 were circulated with the agenda.

RESOLVED

that the minutes of the meeting were circulated and noted.

155. YOUTH OUTREACH AND MENTAL HEALTH SERVICES MEETING

Notes of a meeting held on 17th November and a draft tender document for youth outreach had been circulated.

RESOLVED

- A. that the tender document for youth outreach be agreed and sent out to appropriate organisations as recommended by the Service Manager, Stronger Communities Public Health at the County Council and those attending the meeting on 7th December
- B. that Councillors Birch and Napper join with Carswell, D. Goater, P. Goater, Shearer and County Councillor Leyshon to serve on this Group.

156. COMMUNITY WELLBEING GROUP

The notes of the Community wellbeing Group meeting of 21<sup>st</sup> November were circulated.

RESOLVED

- A. that the report be agreed.
- B. that the office circulate a calendar invitation for the Discover your Community event on 25<sup>th</sup> February 2023.

157. STREET EMERGENCY PLAN

Councillor P. Goater reported on the event he and councillor Swift attended at Somerset County Council relating to enhancing community resilience via an Emergency Plan. He explained he had been identifying potential risks relating to Street and scoring them according to a matrix of probability in readiness of updating the existing Emergency Plan.

RESOLVED

- A. that approval be given for the councillor group to complete the emergency plan including identifying sites where helicopters can land, and others will be invited to join. This will be shared on completion.

158. LOCATION FOR NEW SPEED INDICATORS DEVICES

Councillor Smith sent her recommendation that the SID be positioned on the High Street between The Bear Inn and The Street Inn. This was supported by the section of the Sustrans report relating to the Mullions.

Councillors also suggested a SID be sited in Wilfrid Road, Brooks Road Bove Moor Road and Leigh Road.

The council was reminded the SIDs were moveable, and this would lend itself to a thorough exploration of speeding vehicles in and around Street. County Councillor Leyshon explained that speed humps had not been requested at Bove Moor Road and this would have to be carried out by a Small Improvement scheme. There was currently no funding for this.

RESOLVED

- A. that approval be given to proceed with the 5 sites detailed in the report – High Street to be at Greenbank Pool and priority being given to the sites at Vestry Road and Somerston Road.
- B. that the location detailed above by the Highways Group at the next meeting

- C. that the office will explore reviewing the battery life of the SIDs and will report back to Policy and Finance.

159. CLIMATE CHANGE

The Assistant Clerk reported on the meeting of the group on 5<sup>th</sup> December where the acquisition of Thermal Imaging Camera had been considered.

It was clarified that Street Parish Council would host a stall themed around environmental resilience at the Discover your Community event in February, and would host a larger event with local and environmental organisations/experts in June 2023, in line with World Environment Day.

RESOLVED

- A. that the office would contact Wells City Council to request borrowing their Thermal Imaging Camera equipment to help assess whether it is a useful investment.
- B. that publicising tips and advice on social media to promote more efficient behaviours, and help the community save money, would be done more frequently.

160. STREET FESTIVE MARKET

The overall feedback on the market was positive. The footfall for the day was up 17% according to the Geo-sense counters and it was clear that most areas of the centre of Street were visibly busy for the duration of the event. Numerous shops and businesses reported having their most profitable Saturday to date, which was a fantastic result in line with Small Business Saturday.

Free parking to Cranhill Road car park on the day of the event had greatly assisted in the success of the day. This had been arranged by Mendip District Council.

The few issues or complaints that were shared were dealt with and will be reviewed for next year.

RESOLVED

- A. that the Culture Working Group will debrief on Street Festive Market during the next meeting on Wednesday 13<sup>th</sup> December.
- B. that the office will research the benefits and potential cost-savings of purchasing the council's own lighting solutions and explore what storage may be available via Clarks Village or another local organisation.

161. REPORT FROM CHAIR

The Chair reported that Lord-Lieutenant of Somerset and deputies would visit Street and The Alfred Gillett Trust. Members will be invited to attend.

The second recruitment event run by the Chamber of Commerce was held in Glastonbury on 1<sup>st</sup> December. It proved to be a great success drawing over 200 attendees and 25 businesses benefitting from the event. The next recruitment event will return to Street in the summer of 2023.

Attention is being paid to cleaning up the area around the Crispin Centre, as it is currently in an unpleasant state. It is hoped this will be improved quickly, as contracts are being discussed.

The Chair attended a presentation by London Community Kitchen which was inspiring, and she hopes Street Parish Council will become part of the enterprise, alongside Strode College.

RESOLVED

that the council's potential involvement be raised at the Youth Outreach meeting on 7<sup>th</sup> December and a report be made on what would be required from the council and costs.

162. PARISH PATH LIAISON OFFICER

County Councillor Leyshon had nothing to report.

163. CORRESPONDENCE/MINOR MATTERS

The Clerk reported on the Library Garden project which is progressing very well. The building work is projected as being finished by the end of February 2023. On completion, the artist, J. Minshull, can start working on the murals. Sponsorship has been requested from numerous sources and we await their responses.

The Assistant Clerk recently became First Aid Trained and as a result gave a verbal report on the benefits of having a defibrillator on the Parish Rooms and shared some costings courtesy of St John's Ambulance.

*The meeting adjourned at 8:33pm as a member of the public wanted to comment on having a defibrillator in the High Street. The meeting resumed at 8:34pm.*

The council members discussed the locations of the other defibrillators in the area. It was noted by Councillor Leyshon that it would not be permitted to be installed on any listed buildings such as Crispin Hall.

The Council discussed Woods Batch Subway and what would be a fitting theme/design, but it was agreed this required more time and consideration. Councillor Leyshon put forward the suggestion that postcards from Street could be a nice way of inspiring the design.

Councillor Swift spoke on the proposal from the Commonwealth War Graves Commission to provide a sign identifying the six war graves at Street Cemetery. She mentioned her difficulty identifying all the graves and explained the cemetery entrance was unkempt with broken rails and lots of litter. She suspected the grave she could not locate was likely in an unmaintained area where the gravestones are damaged. She proposed setting up a Friends of Street Cemetery group.

Councillor Shearer advised that Covid-19 had affected the progress made by Mendip District Council's Bereavement Strategy and Councillor Leyshon confirmed she had previously provided photographs of the disrepair to the relevant team on several occasions and would follow up.

The Assistant Clerk referred to the Remembrance Parade debrief meeting and encouraged councillors to offer their feedback in advance of the meeting and Councillor Carswell mentioned a member of the public wanted to be involved

#### RESOLVED

- A. that the report be agreed.
- B. Councillor Swift asked that the report on the Allotment Society was noted.
- C. that the council approved the purchase of the defibrillator and container unit subject to an investigation being conducted as to where the best location would be in Street – either in the High Street or Parish Rooms.
- D. Councillor Shearer reminded the council that it was not a council decision to make in relation to Glastonbury Skip Hire's request, as the roundabout is not council owned, and suggested the decision be escalated to Somerset County Council.
- E. that the theme and design for Woods Batch Subway would be deferred to the next meeting.
- F. Councillors Leyshon and Shearer agreed to take the council's concerns and feedback regarding Street Cemetery with a view to progress the improvement required.
- G. that approval be given to the sign proposed at the cemetery by the Commonwealth Commission.

#### 164. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND COUNTY AND DISTRICT COUNCILLORS

County and District Councillor Shearer reported that she had come straight from the Police and Crime Commissioners' Public Engagement Forum where there had been a presentation



and contributions from the Police Inspector for the area. She encouraged council members to attend future meetings and would share any invitations on receipt.

Councillor Shearer went on to advise that at County Council level there were numerous challenges to overcome and that an external consultancy company was assisting with boosting the council's efficiency. It was also mentioned the first draft of the new 5-year Health and Care Plan will be forthcoming in the next few weeks.

Councillor P. Goater shared an update relating to a new guide by Somerset Waste Partnership to advise the community on changes to the recycling programme and what is permitted in individual bins. He was also assisting a local resident with issues in a lane behind the High Street which was ongoing.

District Councillor Carswell shared his experience visiting the YMCA recently and was impressed by the level of engagement and activity he saw there. He commented that they had collaborated with Bridgwater College to create a film and that attendance of young people and family members was greatly increased compared with a visit several years before.

County and District Councillor Leyshon advised she is working with Mendip District Council on a Public Art Commission in Shepton Mallet as well as continuing promote Active Travel. She went on to inform that the quarterly performance and management reporting will have some disruption due to the migration over to Unitary Council but explained there will be a legacy document in place.

Councillor Leyshon also reassured the council that the telephone numbers of existing contacts would stay as is after the Unitary Council launches; it is only the email addresses which will change. She also explained historic emails were being transferred over to the new system.

#### 165. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts had been prepared successful and sent to all members with the monthly income and expenditure by accounts report, the final receipts and payments for November and schedule of earmarked reserves for 30<sup>th</sup> November 2022 were approved.

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

#### 166. MATTERS FOR REPORT

The Clerk reported P.K.F Littlejohn had been appointed as external auditors for the next 5 years.

167. EXCLUSION OF PRESS AND PUBLIC.

It was not necessary to pass a resolution as no press or public were present when the Staffing Committee item was considered.

The Clerk and Assistant Clerk left the meeting from 8.55 p.m. to 9.08 p.m. while this matter was considered.

168. STAFFING COMMITTEE

The minutes of the meeting of the Committee held on 30th November 2022 had been circulated.

The Chair had circulated to members the Clerk's letter notifying the Council of her retirement on 1st May 2023. On behalf of councillors she thanked L. Ruff for her many years of service, the many projects she had delivered and issues dealt with including taking responsibility for the operation of the Council during the Covid Lockdown. The Clerk thanked councillors for their support.

RESOLVED

that the report and recommendations made be agreed.

The meeting ended at 9:16pm

Chair \_\_\_\_\_

## STREET PARISH COUNCIL - ESTIMATES 2023/2024

**1. ADMINISTRATION****STAFFING**

Net Salary Clerk	)	
PAYE/NI/Pension	)	
Deputy Clerk	)	128,828
PAYE/NI/Pension	)	
Assistant Clerk – Community Engagement	)	
PAYE/NI/Pension	)	

**GENERAL**

Payroll Costs		449
Telephone/Broadband		4,604
Insurance		2,880
SALC/SLCC/Com. Council subscriptions		3,119
Audit		2,118
Print/Post/Stationery		2,200
Binding Council Minutes		165
Advertising and Publicity		307
Room Hire		913
Computer Aid/RBS/Data Protection		4,773
Travel and Subsistance		400
Training – Staff/Members		2,500
Furniture/Equipment/Improvements		2,000
Chair’s Allowance		825

**SPC BUILDING**

Rates		11,715
Electric/Gas		5,720
Water/Sewerage		428
Waste Collection		2,135
Janitorial		8,544
Maintenance/Renovations		3,000
Legal/Professional		400

LOAN 1 SPC BUILDING REPAYMENTS		22,222
LOAN 2 SPC BUILDING REPAYMENTS		7,985

CONTINGENCY FUND		42,000
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<b>TOTAL</b>		<b>260,230</b>
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## 2. GRANTS TO OUTSIDE BODIES

GENERAL GRANTS	25,000
<b>OTHER GRANTS</b>	
Mendip Citizens Advice Bureau	10,000
Twinning Association	0
Crispin Community Focus	10,000
Strode Theatre	20,000
Mendip YMCA	10,000
Library - Staffing	36,312
GREENBANK SWIMMING POOL	30,000
COMMUNITY SAFETY	1,000
<b>TOTAL</b>	<b>142,312</b>

## 3. COMMUNITY

CCTV MONITORING	10,632
HIGH STREET ENHANCEMENT	16,858
LITTER AND DOG BINS	2,000
HIGHWAYS	2,500
ISSUES FOR STREET – YOUTH, VULNERABLE	55,000
STRODE ROAD ALLOTMENTS	788
<b>TOTAL</b>	<b>87,778</b>

**4. STREET SKATE PARK** 12,804

**5. MERRIMAN PARK** 37,180

## 6. EVENTS

Chair's Investiture/Awards	1,320
Christmas Event/Lights/Party	20,776
Merriman Park Fun Day	6,600
Remembrance/Other	3,000
<b>TOTAL</b>	<b>31,696</b>

**7. COUNCIL REFORM** - STAFFING/ASSETS/SERVICES 100,000

**TOTAL GROSS PAYMENTS** £672,000

## INFORMATION FOR COUNCIL TAX LEAFLET

The following information to appear on the Somerset Council leaflet/website -

Expenditure	2022/23	2023/24
Administration/CCTV/Events	£202,448	£238,409
Grants	£111,312	£111,312
Greenbank Swimming Pool	£18,000	£30,000
Skate Park/Merriman Park	£43,495	£49,984
Parish Rooms incl. loans/Community/High St	£130,753	£141,295
Council Reform/Community Safety	£101,000	£101,000
	Gross Expenditure	£607,008
Less:	Income	£18,160
	Reserves	£8,848
	Precept	£580,000
		£650,000

## Earmarked Reserves at 31.03.2024

ANNEX C

Reserve	Opening Balance	Used to Fund expenditure	Added in Year	Closing Balance
Gratuity – NOTE – as recommended by Ext Auditors Aug. 2014, advice to be sought from NALC/SLCC before making any payments to the Clerk	2,295.00	2,295.00	-	0.00
Future Fund Sk Park/Scout Hut	23,000.00	-	-	23,000.00
Bike Racks and Bus Shelters S106 Funding – MDC – 1,555 Bus Shelters C. Hall, 4,692 Bike Racks Greenbank	3,753.00	-	-	3,753.00
Neighbourhood Plan Grant	4,890.00	-	-	4,890.00
PRooms 5 Yr Ext Paintwork 2025	5,000.00	-	-	5,000.00
Sensory Garden/Fitness M Park	5,000.00	-	-	5,000.00
Replacement Fund Skate Park	10,000.00	-	-	10,000.00
New Services (Unitary changes)/ Community Support	75,000.00	-	90,000.00	165,000.00
<b>TOTAL</b>	<b>128,938.00</b>	<b>2,295.00</b>	<b>90,000.00</b>	<b>216,643.00</b>