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13th July 2023 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 **Street Library, Leigh Road, Street on TUESDAY, 18th July 2023** 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 20th June 2023 are attached – **Page 4.**

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,

Z.L. Leach Acting Clerk of the Council

AGENDA

1. CONFIRMATION THAT A QUORUM IS PRESENT.
2. APOLOGIES FOR ABSENCE – acceptance of any reasons offered.
3. MINUTES
To approve as a correct record the minutes of the meeting of the Council held on 20th June 2023 (attached) **Pages 5 - 11**

4. MATTERS ARISING
5. 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.
6. COMMUNITY POLICE OFFICER
7. PLANNING COMMITTEE
To note the minutes of the meeting on 20th June 2023 (attached) **Pages 12-13**
8. REPORT FROM CHAIR
9. SUSTAINABLE STREET WORKING GROUP
To receive a short report summarising Street Parish Councils attendance at Climate and Environment Emergency Advisory Committee (CEEAC) on 29th June 2023 (attached) **Page 14**
10. YOUTH OUTREACH AND MENTAL HEALTH WORKING GROUP
To receive the notes of the meeting of 30th June 2023 (attached) **Pages 15-17**
11. CULTURE WORKING GROUP
To receive the notes of the meeting of 5 July 2023 (attached) **Pages 18-19**
12. COMMUNITY AND WELLBEING WORKING GROUP
To receive the notes of the meeting of 6th July 2023 (attached) **Pages 20-22**
13. YMCA PROPOSAL UPDATE
To receive a verbal update from the YMCA Councillor Champions
14. LIBRARY GARDENS PROJECT
Report from Acting Deputy Clerk attached (**Pages**) **23-24**
15. CORRESPONDENCE/MINOR MATTERS (attached) **Page 25**
16. 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.
17. ACCOUNTS FOR PAYMENT (schedule of May payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 30th June 2023 including budget variance – emailed to Members only with bank reconciliations and earmarked reserves schedule. **Page 26 + Confidential attachment for Members only.**
18. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT
The CCLA PSDF statement for June 2023 has been sent to Councillors with the agenda. The CCLA Factsheet for June 2023 will be forwarded once received.
Councillors are asked to approve retaining funds in the PSDF account.

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 19 as they involve confidential information on staffing matters.

19. STAFFING COMMITTEE - **CONFIDENTIAL**

To note the minutes of the meetings on 28th June and 10th July 2023 **and approve the recommendations made. Pages 27-32**

A salary comparison report has been sent separately to Members.

Members are asked to approve the Clerk advert and application pack which has been sent separately to Members.

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 CLERK IN ADVANCE OF MEETING

To: Chair and Members of Street Parish Council

NOTES OF PUBLIC QUESTION TIME HELD BEFORE COUNCIL 20th JUNE

A business owner was concerned about the appearance of the Mini Market and Turkish Barbers on the High Street, including the use of flashing lights, which was affecting the overall appearance of the High Street. The resident has run a successful business in Street for 29 years and was also concerned about the number of barber shops and hairdressers opening in the High Street and the financial viability of this. Somerset Councillor Leyshon agreed to investigate and check if there had been any breach of planning regulations.

Another resident commented on the overall appearance of the High Street and complimented the look of the hanging baskets.

STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre on
20th June 2023 at 7pm

PRESENT: Councillor B. Knickerbocker (Chair of Council)
Councillors: P. Birch, S. Carswell, D. Goater P. Goater, J. Howard,
N. Howiantz, N. Kellett, A. Leafe (arrived at 8.40 pm), T. Napper,
B. Reina, H. Shearer, N. Smith, A. Sparkes and L. Wolfers

IN ATTENDANCE: Acting Clerk: Z. Leach
County and District Councillor: L. Leyshon

APOLOGIES Councillors: N. Swift

25. QUORUM

The meeting was quorate.

26. MINUTES

The minutes of the Council Meeting held on 16th May 2023 which had been circulated were approved as a correct record and signed by the Chair subject to noting the following amendments:

Minute 16: Appointment for Committees 2023-24

Cllr Knickerbocker to be added to the Community Wellbeing working group.

Minute 17: Representatives of outside bodies:

Cllr Smith to be added to the Merriman Park Community Group and Greenbank Swimming Pool Management Committee (in a non-voting capacity)

Cllr P Goater be removed from Victoria Club Charitable Incorporated organisation as he serves on this independent of the Parish Council;

Cllr Kellett be removed from Merriman Park Community Group.

Public Question Time

Should read as £2million section 106 monies and not a £2million fund.

27. MATTERS ARISING

Cllr Napper congratulated local resident, Tina Emery, on her OBE award.

A discussion took place on the possibility of recording and streaming Full Council meetings in future. It is hoped that this would enable the Council to engage more fully with the community.

Cllr Smith advised that the Fondo Lounge are supporting Merriman Park by raising money towards the Merriman Park sensory garden.

RESOLUTION

- A that a letter of congratulations be sent to Tina Emery on her OBE award
- B that the Clerk audio record future Council meetings starting with the July Council meeting.
- C that Councillors Wolfer, Kellett, Birch, Napper and Sparkes form a task and finish group to explore the possibility of live streaming future Full Council meetings and consider the making available of the audio recorded meetings

28 DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Carswell and Councillor Shearer declared an other interest under Appendix B in any matters relating to the Somerset Council and stated that she would keep an open mind when considering issues at County or Parish level.

Councillor Napper declared an other interest under Appendix B in any matters relating to Glastonbury Town Council.

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

Councillor Wolfers declared a pecuniary interest in any matters relating to Street and Glastonbury Chamber of Commerce as she is a board member

Councillor P. Goater declared an other interest under Appendix B in any matters relating to the Victoria Club as he is Chair.

Councillor Smith declared an other interest under Appendix B in any matters relating to Glastonbury FM as she is a board member and any matters relating to Merriman Park and Greenbank Swimming Pool as she attends meetings in a non voting capacity.

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

29 COMMUNITY POLICE OFFICER

PC Pople sent his apologies and advised that he has not received any questions from Councillors.

The latest meet the team priorities from the meeting on 7th June are:

1. Cutting of long grass causing obstructions (Somerset Council)
2. Continue with support for young person's initiative (Parish Council/Police)
3. Licence checks on local shops (licence enforcement Somerset Council/Police)

The next meet the team meeting will be at 7pm on 9 August 2023, Street Foyer (YMCA)

30. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 16 May 2023 were circulated with the agenda.

RESOLVED

that the minutes of the meeting be noted.

31. POLICY AND FINANCE COMMITTEE

The minutes of the Policy and Finance Committee meeting of 13th June were circulated with the agenda.

RESOLVED

that the reports and recommendations be agreed.

32. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2022/23
ANNUAL INTERNAL AUDIT REPORT 2022/23

Reports and documents were circulated with the agenda for the Policy and Finance Committee on 13th June and have been issued to new members. Council considered the internal audit report and section 1 annual governance statement and 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.

33. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2022/23

Section 2 and supporting documents were circulated with the agenda for the Policy and Finance Committee on 16th June and issued to new members.

RESOLVED

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

2023 and other documents as circulated, be approved and signed by the Chair, having already been signed by the Clerk/Responsible Financial Officer.

34. REPORT FROM CHAIR

The Investiture event was held on 18th May and awards were presented to citizens and community groups of the year. The Chair encouraged all Councillors to attend future Investiture events as residents enjoy speaking with Councillors and hearing about the work of the Council.

The Chair, with Street Beat Manager PC Mark Pople, were invited to help unveil the new plaque for the Forest School at Elmhurst Junior School. The Chair acknowledged the tremendous effort that had gone into creating the Forest School for the benefit it offers young people.

The Chair and Councillor Swift attended a presentation by the Lord Lieutenant, Mohammed Sadiq, and learned about the Kings Award for Voluntary Service. Mayors and Chairs from across Somerset were in attendance with an aim to identify voluntary organisations in Somerset. This is the highest award given to local volunteer groups which is equivalent to an MBE and is awarded for life.

The Chair advised that the High Sheriff, Robert Drewett's, visit is on Thursday 13th July from 10pm-4pm. Details will be sent out and Councillors are requested to attend if available.

The Chair advised that he will be undertaking a skydive to raise funds for Merriman Park Sensory Garden.

Cllr Leafe arrived at 8.40pm

35. SUSTAINABLE STREET WORKING GROUP

The notes of the Sustainable Street working group were circulated with the agenda. Cllr Wolfers advised that Glastonbury's Climate and Environmental Emergency Advisory Committee (CEEAC) next meeting will be held at 7pm on Thursday 29th June and the Sustainable Street Working Group have been invited to attend.

RESOLVED
that the notes be agreed

36. COMMUNITY AND WELLBEING WORKING GROUP

The notes of the Community Wellbeing Working Group were circulated with the agenda.

RESOLVED
that the notes be agreed

37 CULTURE WORKING GROUP

The notes of the Culture Working Group were circulated with the agenda.

RESOLVED

A that the notes be agreed

B that Council did not wish to progress with the idea of a Hollywood – style sign for Street.

38 UPDATE ON LOCAL COMMUNITY NETWORKS

A report by the Clerk was circulated with the agenda.

RESOLVED

that Councillor Knickerbocker is the named local representative from Street Parish Council with Councillor Wolfers as sub-representative. The Clerk will submit the details to Somerset Council.

39 YMCA YOUTH OUTREACH PROPOSAL UPDATE

The report from the YMCA champions was circulated with the agenda.

Thanks were given to Cllrs Howiantz, Kellett and Leafe for their time in preparing the report and consideration given to its contents.

RESOLVED

A that the council will consider the next steps with regard to the YMCA proposal after its priorities and strategy session on the 19 July.

B that the champions (Cllrs Howiantz, Kellett and Leafe) will liaise with the YMCA with regards to funding from the Council towards the setting up of a summer youth club and be given delegated authority to agree with the YMCA funding for the summer youth club project up to a maximum of £2000.

40 CORRESPONDENCE/MINOR MATTERS

The Clerk submitted a report which had been circulated. Councillor Leyshon advised that streets cannot be named after a living person. When deceased, permission is required from their estate/descendant.

RESOLVED

A that the report be agreed.

B that the parish council would like to take part in the Street Naming and Numbering pilot and the Clerk will register the Council's interest in doing so.

- C that the Council agree to an additional pro rata charge of £200 per hour should they wish to extend the priorities and strategy training day beyond the agreed 3pm finish.
- D that the Council approve the year one revised cost from Blachere of £14,663.39 which includes the purchase by the Council of the icicle lights displayed on the parish rooms which will continue to be stored by Blachere.

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

County Councillor Shearer advised that she has moved from working on adult services to children services.

County Councillor Carswell advised that the planning application for pillars at the entrance to Merriman Park has been approved and plans are also progressing for the sensory gardens at Merriman Park. County Councillor Carswell also advised that he is now chairing the licencing subcommittee.

County Councillor Leyshon advised of concerns raised regarding residents parking permits in Grange Road, Brutasche Terrace and Church Road – namely concerns raised about the number of vehicles being parked. Councillor Leyshon advised that when a system is set up it is set up for that many properties identified and numbered and that many places and it cannot be extended. Councillor Napper advised that the parking space in Church Road narrows the road and causes problems when coaches cannot get through. This will be considered by the Highways Working Group.

42. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31st May 2023 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 March, schedule of earmarked reserves and a consolidated summary.

RESOLVED

- A 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 31st May 2023 be noted and the schedule of receipts and payments for May be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.
- B that Councillor Napper will make an appointment with the Acting Clerk/RFO to discuss the accounts and raise any questions he has.

43. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT

The CCLA factsheet and statement for May 2023 had been sent to the Councillors and reviewed by Councillors Carswell, P.Goater and Sparkes who recommended that funds continue to be invested in the CCLA PSDF account.

RESOLVED

A the report was agreed

B that funds are retained in the CCLA PSDF account.

44 MATTERS FOR REPORT

The Chair advised that there has been a water leak at the allotments which falls within the responsibility of the Parish Council. The leak is only accessible via a residents back garden. Quotes are currently being sought for the cost of repair and a further report will come back to Council in due course. It is galvanised pipework that can leak at anytime even with repair.

Councillor Smith requested that equalities and inclusion training is considered by the Council and that the Council has a Communication Policy to ensure that councillors understand what is expected of them.

Councillor Reina advised of inconsiderate parking on Smithfield Road and Brookside Road preventing buses from getting through and preventing residents accessing or leaving their properties. These issues are encountered throughout the day and not simply at school times.

RESOLVED

A that Councillor Sparkes will create a draft Communication Policy to bring back to Council

B that the clerk will investigate equality and inclusion training available and report back in due course.

C that the Highways Working Group will consider the parking issues at Smithfield Road and Brookside Road

The meeting ended at 9.22pm

STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6 of the Community Centre, Leigh Road, Street, on 20th June 2023 at 6:00pm.

PRESENT: Councillor: P Goater (Chair)
Councillors: P. Birch, N. Howiantz, B Knickerbocker, T. Napper and L. Wolfers

IN ATTENDANCE: Acting Deputy Clerk D. Price

1. MINUTES

The minutes of the meeting held on 18th April 2023 were noted as a correct record and signed by the Chair.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations were made.

3. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

2023/0781/HSE | Retrospective application for siting of mobile radio mast (amended description 15.05.2023) | 21 Cranhill Road Street Somerset BA16 0BY – Objected due to the following material considerations: 1 and 3. It is imposing and unpleasant for the neighbours' views, not to mention a video was shared at Public Question Time which demonstrated how disruptive the noise is when the mast is being raised. There are also claims the mast interferes with neighbours' connections and television reception.

2023/0422/LBC | Partial demolition of internal walls, and internal alterations. Creation of additional bedroom in roof space. | 35 Wilfrid Road Street Somerset BA16 0EU – Approved as it is felt this will improve the condition of the property and other properties in the vicinity have had similar renovations approved.

2023/0421/HSE | Partial demolition of internal walls, and internal alterations. Creation of additional bedroom in roof space. | 35 Wilfrid Road Street Somerset BA16 0EU – Approved (as per feedback on 2023/0422/LBC).

2023/0901/TCA | Willow (1 & 2) - Pollard to main branches at 4.5m approx. above ground level. | 55 Overleigh Street Somerset BA16 0TJ – Approved.

2023/0926/PED | Prior approval for a proposed change of use of a building from Business Use (Class E) to a use falling within Class C3 (dwellinghouse. | 159 High Street Street Somerset BA16 0ND – Approved, though it was acknowledged there are challenges regarding parking.

2023/1040/CLP | Application for a proposed lawful development certificate for a single storey rear extension. | 11 Durston Close Street Somerset BA16 OJU – Approved.

2023/0911/FUL | Replacement External Windows/Doors, and, new External Condensing Units. | Block B Millfield School Butleigh Road Street Somerset BA16 OYD – Approved.

2023/0948/FUL | Replacement of shop front window with white aluminium framed window, double glazing with low E glass. Replacement cladding on dwarf wall & existing dutch canopy blind above window refurbished and retained. | 140 High Street Street Somerset BA16 OER – Approved.

2023/0925/FUL | Temporary 3 years siting of 2no. containers and palisade fencing enclosure. | Land At 348015 134969 Higher Brooks Street Somerset - – Approved (providing exactly as presented) subject to the expectation that the units are only in situ for the maximum of 3 years stated and that further consideration is given to the fact the site is an SSSI by the technical team.

2023/0932/ADV | New fascia sign above entrance door with new projecting sign at high level to replace existing. | Unit 53 Clarks Village Farm Road Street Somerset BA16 OBB – Approved.

2023/0984/HSE | Alterations to roofs over existing garages | 2 Ringolds Way Street Somerset BA16 ORF – Approved.

2022/1642/FUL | Erection of two pillars at the entrance to Merriman Park with a graduated wall | Merriman Park Merriman Road Street Somerset. – Approved. It is felt the pillars will enhance the appearance of the entrance to the park.

2023/1035/HSE | Proposed single storey extension to front elevation | 35 Leigh Furlong Road Street Somerset BA16 OLF – Approved.

2023/1019/VRC | Application to vary condition 2 & 3 (plans list & materials) of planning approval

2021/0520/HSE (Erection of two storey rear extension and garage, and removal of existing garage to create rear access to new garage (revised drawings rec'd 11 May 2021)) to render south west elevation. | 20 Orchard Road Street Somerset BA16 OBT – Approved revised drawings and it is felt these alterations are compliant.

The meeting finished at: 6:45 pm

PUBLIC QUESTION TIME

A member of the public spoke and shared a video of the mobile radio mast for application 2023/0781/HSE. They objected to the application because they felt the mast was imposing on their property due to its oppressive height and proximity to their home. The video demonstrated the mast creates substantial noise when raised and they also questioned the nature of the structure as temporary because it had been raised for weeks at a time on several occasions. It was also suggested the mast interferes with some of the neighbouring properties' appliances.

To: Council
From: Acting Deputy Clerk (Community Engagement)
Subject: Climate Emergency and Environmental Advisory Committee (CEEAC)

On 29th June, Sustainable Street were invited to the CEEAC meeting at Glastonbury Town Council. It was very interesting to see how the committee operates with delegated powers when there were just two council members in attendance, the other members are actively engaged in environmental affairs in the town and locally with experiences ranging from Repair Cafes to foraging and regular litter picking etc. It was enlightening to hear feedback on their Big Green Week and how they will capitalise on this in future years, as well as their reflections on the Public Assembly for 5 Mile Food and Farming and the other environmentally focused events they have been holding throughout the year to promote public awareness.

We took to opportunity to explain about the Sustainable Street event the Eco Shop is running on Saturday 22nd July and some of those in attendance agreed to support to event and help spread the word to make the day as successful as possible by means of mutually supporting our communities, which will be reciprocated moving forward.

NOTES OF MENTAL HEALTH AND YOUTH OUTREACH GROUP

Meeting of the Group held on Friday 30 June 2023 at 3.30 p.m. in the meeting room at Strode College, Street.

PRESENT IN PERSON: Councillors: Carswell, Howiantz, Shearer and Wolfers
Z. Leach – Acting Parish Clerk
L. Fielder – Head of Student Services, Strode College

PRESENT VIA MICROSOFT TEAMS: Councillors: Birch and Kellett
A. Gutteridge – Assistant Head Millfield School

APOLOGIES: Councillors: Knickerbocker, Leafe and Napper
County Councillor Leyshon
A. Whatling – Student Welfare DSL Millfield School
P. Hall – Early Intervention Officer Violence Reduction Unit Police
C. Acton-Pearce – Mind in Somerset
P.C. M. Pople – Street Beat Team
Jane Copestake YMCA
T Schottlander Strode College – Director of Student Services and DSL,
Strode College
P Lockhart – Crispin School
L Charles - Crispin School

1. APOLOGIES FOR ABSENCE

AGREED
Apologies were accepted.

2. ELECT CHAIR AND VICE CHAIR OF THE WORKING GROUP FOR THE YEAR

AGREED
that Councillor Wolfers would chair today's meeting and that the election for Chair and Vice-Chair for the year would be postponed until the next meeting when more participants would hopefully be present.

3. NOTES

AGREED
that the notes of the meeting on 26th April 2023 be agreed.

4. YMCA

The Acting Clerk of the Parish Council circulated the YMCA Champions report prior to the meeting.

Councillor Howiantz advised that the Champions have met to discuss the response to the YMCA proposal and will be meeting with the YMCA Director of Youth and Community and the Youth Work Team Leader over the next couple of weeks. The Champions see a positive move forward and would like to see a good relationship with the YMCA develop.

The Head of Student Services at Strode College advised that the College has yet to receive a response to its bid for part of £10 million pounds from the youth endowment fund but hopes to hear soon.

5. KEY 4 LIFE

The grant application consisted of 4 parts:

- Preventative At Risk programme which Landsec are contributing towards
- A three-day summer holiday programme for up to 20 children in Street
- three schools to receive a Value4Life workshop in Street, raising awareness of offending and supporting pupils at risk.
- key mentor intervention in schools in Street for individuals at risk of offending.

The Council has resolved to delay deciding on the application until after the Council's strategy and priorities setting meeting on 19th July.

Key 4 Life are keen to work with schools. Cllr Shearer commented that it was great to have offers of support going into schools but the key thing is to be sure that the schools want this kind of support at this time and in this way.

Once the Council has its own priorities meeting it will help understand the kind of things that it would like to be involved in and having a plan that enables the Council to map out and coordinate its objectives is a more sensible approach. The need to be able to measure the impact of any monies spent was mentioned and it was acknowledged that, particularly if working with primary age children, it may be some time (5-10 years), before it is possible to measure the impact sought.

Councillor Birch stressed that she was all for early intervention but thinks that the 14–17-year-olds are being left out and it is important that we bring these within the group. The Head of Student Services at Strode College commented that a lot of 14–16-year-olds are on the cusp and felt that intervention would help them. Councillor Shearer stated that from exposure to Children Services at Somerset Council, every year group needs this kind of help and support and it is balancing the need to operate in an emergency fashion for those now but at the same time trying to create a longer-term framework.

The Head of Student Services at Strode College advised that Key4Life would work with what Strode College are doing. Key4Life could interact with Strode College students initially through talks in the theatre and tutorials - broken down into smaller groups to share their stories. Following the initial introduction Key4Life could return and work specifically with 'at risk' students. Strode college were informed that they could scope out what this project would look like and approach the Council for funding as the Council is looking for evidence that there is need. This funding request would go before the finance and premises committee for a recommendation to Council.

A discussion followed on the objectives of this working group. Councillor Shearer was keen to ensure that all participants got something out of the group, unless this group is perceived as helpful, organisations will not turn up; there is a need to ensure that this group is focussed on what we are trying to achieve. Representatives of Strode College and Millfield School provided their thoughts on this. The Head of Student Services at Strode College has a plan to take back to the College and then bring back a proposal to the Council on how Strode College can engage with Key4Life. The Assistant Head at Millfield was most concerned with how Millfield, as an institution, can help support – having previously talked about the possibility of using some of Millfield’s facilities if appropriate. For him, anything anchoring Millfield to the community is critical whether sharing expertise, information or learning from each other.

Cllr Wolfers stated that as a group it is essential to know what is going on in the community, the initiatives being used and those proposed to be used. This group is a way to bring all this information together so that we can then move forward in a more coordinated way.

AGREED

Councillors Shearer and Wolfers will talk to all partners, between now and the next meeting, on the way forward for this group as people may be more inclined to attend with a clear singular focus.

6. AOB

Some Councillors attended Crispin School’s citizenship day today and fed back their experience. The project that the students are doing as part of their citizenship course is how they can use their own lived experience to educate peers and younger children. Councillors were impressed by the intelligence, care and honesty the students were putting into this project and, as a Council, found it helpful to listen to the voice of students.

7. DATE OF NEXT MEETING

14th September at 3.30pm. **The venue will change to Millfield School.**

The group may consider guest speakers in future if the group considers that this would be helpful.

Meeting finished at 4.30pm

Notes of the meeting of the Culture Working Group on Wednesday 5th July 2023 2pm

Present: Councillors: L Wolfers ([LW] Chair), B Knickerbocker (BK), A Sparkes (AS) and N Swift (NS)

Officers: Danielle Price – Acting Deputy Clerk – Community Engagement

Item	Action(s)
<p>1. Apologies</p> <p>No apologies were received.</p>	
<p>2. Notes of minutes of 9th June 2023</p> <p>The notes of the meeting were agreed subject to an amendment to item 4 to state AS was elected as Vice Chair for the oncoming year.</p>	
<p>3. High Sheriff of Somerset visit 13th July 2023</p> <p>The final schedule for the High Sheriff's visit was circulated and approved.</p> <p>The lunch options were further discussed, and local businesses considered. It was agreed to opt for the buffet Peggy's Diner would provide and to host the lunch at the Parish Rooms. AS generously agreed to bring strawberries and cream for the reception.</p> <p>It was explained Owen Barry were putting on a local professional photographer to document the tour and it was agreed a policy relating to Civic visits was required by council. This will also inform the template for future arrangements.</p>	<p><i>Policy for Civic Visits and budget awareness.</i></p> <p><i>Office to book lunch with final numbers and assist with preparations.</i></p> <p><i>Group to debrief at next meeting and DP to collate a template and policy according to feedback.</i></p>
<p>4. Twinning visit</p> <p>Needing to firm up a venue is highest priority. It is estimated 52 guests will be present.</p> <p>SPC should have a supply of German bunting which will be useful for decoration on the day.</p> <p>Keeping in touch with the relevant contacts from the Twinning Society was agreed upon.</p>	<p><i>AS to explore options with Victoria Club and BK to look at The Loft and share findings.</i></p> <p><i>Officers to look for the bunting and report back.</i></p> <p><i>Contact details were shared accordingly.</i></p>

<p>5. Social media and website content</p> <p>The most prominent was Cycle to Work Week; it is agreed to promote this and share Somerset Council's (SC) coverage too.</p> <p>Attention will be paid to the England Women's Football Team and all celebrations for the Lionesses will be honoured.</p>	<p><i>DP to schedule posts and keep up to date with SC in order to share.</i></p> <p><i>As above.</i></p>
<p>6. Signage & Interpretation Boards</p> <p>Various eco-friendly options were talked over, including a tabletop of ceramic tiles to display the salient information. Other materials such as slate were mentioned. The prospect of having to fashion a cement base was discussed.</p> <p>It was confirmed the office is working on a report for options with various companies and will share on completion. It was emphasised the eco options were considerably more expensive, but held longer life.</p> <p>Once the necessary information is achieved, it will be shared at the next available full council meeting.</p>	<p><i>AS to request costings from some local contractors and share.</i></p> <p><i>Report to be included on the next meeting's agenda for CWG.</i></p> <p><i>Office to add accordingly.</i></p>
<p>7. AOB</p> <p>The importance of marking the annual Somerset Day was put forward and fully agreed it was a terrific opportunity to engage with schools and the public.</p> <p>Historic celebrations were shared and booking a Morris Dancing troupe was supported.</p> <p>The flags endorsed by Somerset Council were discussed and a comprehensive supply will be looked into for SPC to align with SC.</p> <p>A recommendation was made to purchase 6 x Somerset flags to be displayed on the 6 posts along Farm Road, Leigh Road and on the High Street.</p>	<p><i>BK to share contacts with the group for Morris Dancers.</i></p> <p><i>Office to add to a future full council agenda.</i></p>
<p>8. Agree date and time of next meeting</p>	<p>Tues 1st August, 2pm Parish Rooms <i>*N.b. this meeting date will now be rescheduled due to a clash with recruitment process for the Clerk. 3rd August at 2pm agreed upon.</i></p>
<p>Calendar invitation sent? (Y/N)</p>	<p>Y</p>
<p>The meeting ended at: 3:25 pm</p>	

Notes of the meeting of the Community & Wellbeing Working Group on 06.07.23 at 11am at the Parish Rooms.

Present: Councillors: Chair B Knickerbocker (BK), N Howiantz (NH), N Swift (NS) and L Wolfers (LW)

Attendees: Acting Deputy Clerk - Community Engagement D Price (DP)

Apologies: Councillor A Leafe

Item	Action(s)
<p>1. APOLOGIES FOR ABSENCE</p> <p>Apologies were accepted.</p>	
<p>2. NOTES from last meeting, held on 25th May</p> <p>The notes were approved.</p>	
<p>3. REVIEW ACTIONS FROM LAST MEETING.</p> <p>The following actions require more following up:</p> <p>Booking a guest speaker for Active Street; competitive prices for banners being patched over and gaining permissions to display banners in selected locations to promote Active Street.</p>	<p>All other actions were achieved, so it was agreed these actions will be reviewed and concluded by the next meeting.</p>
<p>4. Discover your Community “Active Street” event 30.09.23</p> <p>The group shared various suggestions regarding guest speakers who would appeal to the public.</p> <p>It was agreed that all the schools should be contacted to promote the event prior to summer holidays, including St Dunstan’s in Glastonbury where many young people from Street go to school.</p> <p>Costings for patching the banners for the event (alongside some banners for the Merriman Park Fun Day that SPC are responsible for) is being discussed with several local businesses to compare the quality of matching as well as prices/discounts they might be able to offer for multiple banners. It was acknowledged that Strode College and Millfield have inhouse printing services which could be a possible solution in the future.</p> <p>It was agreed to invite numerous local theatre groups (including the newly formed Strode Productions) to schedule in some different entertainment throughout the day.</p>	<p>Office to make contact and confirm final booking.</p> <p>DP to follow up with local businesses and compare prices to share with the group.</p> <p>DP to add to next invite list the groups who were not in the first round.</p>

<p>The first tranche of invitations to booking the event have gone out and will need to be chased up before the second goes out. It will be first come first served with a reserve list like the previous event.</p>	
<p>5. Street pamphlets & Estate Agents Welcome Packs.</p> <p>It was put forward a Tourism Grant can be applied for to help with the pamphlets, but also the Interpretation Boards the Culture Working Group have been discussing.</p> <p>LW explained the Chamber of Commerce’s plans to create interactive walking maps to combine heritage themes with green walks and cycle routes etc.</p> <p>It was felt community resilience can be built up by sharing useful information and welcoming new residents to the area, as well as refreshing connections with existing people of Street.</p> <p>NS gave feedback on the local estate and letting agents who had been keen to share the pamphlet if they were not already doing so which is encouraging.</p>	<p><i>DP to look at process and confirm deadline for this.</i></p>
<p>6. AOB</p> <p>NH proposed SPC councillors take up a weekly stall at the Thursday Market so that councillors can be present and available on the ground to discuss things with residents; dispel any misconceptions and signpost to support and facilities they may need. LW mentioned surgeries used to take place at the Parish Rooms on a regular basis and this could be reinstated if the market option isn’t popular with members.</p> <p>Sourcing some “Street Parish Council” high vis jackets/vests was considered and various options with local contacts put forward to follow up for the most cost-effective solution. It was felt these could be reused for Street’s Emergency Plan supplies too.</p> <p>NH also explained about some work he and councillor Birch had been doing to investigate the accessibility of the local area, and while Clarks Village has excellent arrangements, other places are not fit for purpose and will require some advice. The end result will be a pamphlet to share with residents and businesses to ensure they are compliant with health & safety and inclusive</p>	<p>Office to gauge interest and put forward a rota for the stall and to contact the Thursday market team to explore the process for getting a stall if enough people are interested.</p> <p>Office to contact leads to see if there are any leads for free donations and cost up any priced options.</p>

<p>action to enable everyone to access their sites safely. There are plans to complete a similar review of facilities for those with visual or hearing impairments; with a final view to hold a Disability Awareness Day in future.</p> <p>It was also mentioned it will be the 200th Park Run on 12th August which would be valuable to support in as high numbers as possible.</p>	<p>Email and calendar invitation to be sent out to encourage as many members to support the event.</p>
<p>Agree date & time of next meeting. 7th September time TBC.</p>	
<p>Calendar Invitation Sent? No – will send when timing has been agreed.</p>	

To: Council
 From: Acting Clerk/RFO
 Subject: Library Gardens Refurbishment

I am pleased to report that work on the Library Gardens has now been completed.

The recent rain has highlighted the issue of puddles forming in certain areas of the raised platform that was resurfaced with concrete. I have met with the builders who have agreed to make good with latex once the areas concerned have fully dried out.

A lacquer protective spray will be applied prior to the fencing being removed. It is anticipated that this will take place during the week of 17th July.

Final sales invoice from Jones Building Group with breakdown has been sent separately to Members.

CREATIVE MENDIP GRANT

A Creative Mendip Grant of £5,075.00 was awarded for the following elements of the project:

	£
J. Minshull for murals and painting walls	4,400
Jones Building Group for refurbishing metal grid	<u>675</u>
TOTAL	5,075
Grant received from Mendip DC 25.1.2023	

GRANTS FOR BUILDING AND OTHER WORKS

Nine Square trust (£15k grant requested but unsuccessful)
 Walton resident – £800 towards new seating – has terminal cancer. The previous Clerk left it with him to contact the Council in 2023 but he has not been in touch and the Clerk did not wish to pressurise.
 Sponsorship has been requested from numerous sources but has been unsuccessful – these include Street Business Park, Chamber of Commerce, Compton and Somerton, Landsec, Living Homes, Gould and Swayne and Cosyfeet.

At the extraordinary Council meeting on 7 November 2022 the Council agreed to meet any shortfall which would come from the Council reform (new unitary) allocation.

Actions still to undertake:

- Organise plaque for the unveiling of the new pavilion murals
- Organise official opening ceremony
- CCTV

The final costings of the project are as follows:

Specified Works:		
Jones Building Group:	£	£
General – clean off loose and flaking paint, 2 coats paint	1480.00	
Basic repairs render and stone label mouldings	448.50	
Drainage	2640.00	
Backfill grassed area between platform and path	470.00	
Refurbish iron railings	675.00	
New hardwood slatted seating to sections of boundary wall	3458.00	
Replace paving slab on centre of path	145.00	
Roofing – replace both pavilion roof areas as necessary – provisional quote	10000.00	
Floor surface – make safe resurface entire raised platform with concrete	1560.00	
Specified works Total	20876.50	
Variations:		
New timber joists	1488.00	
Hack off/render 19m2 to above flat roofs	2280.00	
18mm ply ceiling and stain both pavilions	998.00	
RSL Scaffolding		
Variations Total	4766.00	
Jones Building Group Total Cost		25642.50
RSL Scaffolding:		
Scaffold front of 2x pavilion and birdcages	1500.00	
Dismantle and re-erect scaffold on library building	1455.00	
RSL Scaffolding Total Cost		2955.00
J.Minshull for murals and painting walls		4400.00
Protective lacquering of paintwork		450.00
		33447.50
LESS CREATIVE MENDIP GRANT RECEIVED		(5075.00)
TOTAL COST TO COUNCIL		28372.50

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

Appointment to Committees 2023-2024

Councillor Napper was absent from the Annual Council meeting when appointment to Committee and Working Groups was approved. Councillor Napper would like to remain on the same Committees and Working groups as last year - Members are asked to agree to appoint Councillor Napper to the following:

Planning committee, Staffing Committee, Appeal Panel, Highways Working Group, Sustainable Street Working Group, Youth Outreach and Mental Health Working Group, Emergency Plan Management Team, Cox's Charity, Street Business Park.

Street Skate Park Inspection Report

The Play Inspection Company Ltd have undertaken the annual inspection of Street skate park and actions requiring attention will be reviewed by SLH services who are contracted to undertake the grounds and asset maintenance for Street Skate Park. A report will come back to the next meeting.

Water Leak at Strode Road allotment update

Strode Road allotment has an historic water leak which Bristol & Wessex Water have detected as part of their process to identify leaks locally, as their businesses merge. The responsibility is with Street Parish Council due to the nature of the pipework failing within the allotment boundary.

The actual leak is located at a local resident's property, in the back garden, and we have arranged for two contractors via the Water Safe (locally approved contractors website as recommended) to visit the site and assess the situation, a third has been difficult to source, but we are continuing to follow up with a company who have had experience of this in the past. The companies involved so far are: HDC Utilities Ltd, Nicolae Sandu who have been to the site and Pipeline Service Ltd have experience of this kind, but have not followed through with any proposed arrangements. We will likely need to look further afield.

The office has been granted an extension to resolve the issues by Bristol Water and they appreciate the difficulty we have been experiencing. The office will continue to chase up quotes from the contractors already involved, who have not provided them yet, and keep in touch with the resident to keep them informed of developments. Further updates will be provided to members as progress is made.

Task and finish group to consider how the Parish Council can help point first time buyers on to the housing ladder.

Councillor Napper requested at a previous Council meeting that he would like to bring this back for further discussion. Members are asked to consider whether they would like to progress with a task and finish group for this.

To: Council
From: Acting Clerk/RFO
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th June 2023 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 monthly 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 pages circulated and will appear as an annex to the minutes in the Minute Book.

Z.L.Leach
Acting Clerk/RFO
13.07.2023

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 28th June, 2023 at 1pm

PRESENT: Councillor A. Sparkes (Chair)
Councillors: D.Goater, N.Howiantz, B.Knickerbocker, H.Shearer and L. Wolfers

IN ATTENDANCE: Miss Z. Leach – Acting Parish Clerk

APOLOGIES: Miss D.Price – Acting Deputy Clerk
– reasons accepted

1. QUORUM

It was established that the meeting was quorate.

2. APOLOGIES FOR ABSENCE

Apologies were received from the Acting Deputy Clerk and these were accepted.

3. APPOINTMENT OF CHAIR OF THE STAFFING COMMITTEE

RESOLVED

that Councillor Sparkes be appointed Chair of the Staffing Committee for the ensuing year.

4. APPOINTMENT OF VICE-CHAIR OF THE STAFFING COMMITTEE

RESOLVED

that Councillor D.Goater be appointed Vice-Chair of the Staffing Committee for the ensuing year.

5. MINUTES

The minutes of the meeting held on 7th February 2023, copies of which had been circulated were approved as a correct record and signed by the Chair.

6. STAFFING POLICIES

The Acting Clerk submitted a report which had been circulated

RESOLVED

that the Acting Clerk and Councillor Sparkes will review the following staffing policies:

Disciplinary Procedures
Grievance Procedure
Capability Procedure
Flexible Working Policy
Lone Working Policy
Whistleblowing Policy
Annual Leave Policy

It was not necessary to exclude the public and press for the next item as none were present

7. STAFF PLANNING

The Acting Clerk submitted a confidential report which had been circulated. The committee acknowledged that the current staffing level is not sufficient but is not yet sure what additional roles would be required – the upcoming priorities and strategy setting session should help define these.

RESOLVED

- A. that the Acting Clerk/RFO and Acting Deputy Clerk will continue in these roles on a temporary basis until the new Clerk is appointed.
- B. the Acting Deputy Clerk/RFO will research Clerks' roles that have been advertised locally with salaries and bring to the next meeting
- C. that the Staffing Committee will meet at 9am on 10th July to review the draft Clerk application pack prior to the Full Council meeting on 18th July.
- D. that the Chair of Council and the Chair of Staffing meet with the Acting Clerk/RFO and Acting Deputy Clerk on a monthly basis in a supportive capacity. The Acting Clerk/RFO will circulate proposed dates for these meetings
- E. that following the priorities and strategy setting session officers will work with the Chair of Council and Chair of Staffing to devise an annual work calendar to highlight busy times in the office for Councillors to be aware of and to consider bringing in an extra temporary officer during peak times

RESOLVED TO RECOMMEND

- A. that the Clerk/RFO role is split into two separate roles
- B. that the current Acting Clerk/RFO takes on the responsibility for the role of Responsible Financial Officer and consideration is given to additional remuneration for this responsibility.
- C. that the role of Clerk is advertised following completion of the strategy/priorities training session where the priorities and long term plan are identified for inclusion within the application pack
- D. that the deadline for receipt of applications is at the end August 2023 with a view to recruiting as soon as possible after this date.
- E. that the current temporary worker be employed on a month by month basis and that the Council agree to the employment of a temporary worker for at least a further 6 month period.

8. STAFF TRAINING AND DEVELOPMENT

The Acting Clerk/RFO gave an update on progress towards the CILCA qualification which has been hindered by work demands placed on both officers particularly since the retirement of the Clerk in March.

RESOLVED

that the Officers will undertake additional protected time during office hours to catch up on lost study time where feasible.

9. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated

RESOLVED

that the report be noted

10. DATE OF NEXT MEETING

10TH July at 9am

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 10th July, 2023 at 9am

PRESENT: Councillor A. Sparkes (Chair)
Councillors: D.Goater, N.Howiantz, B.Knickerbocker, and L. Wolfers

IN ATTENDANCE: Miss Z. Leach – Acting Parish Clerk
Miss D.Price – Acting Deputy Clerk

APOLOGIES: Councillor H.Shearer – reasons accepted

11. QUORUM

It was established that the meeting was quorate.

12. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Shearer who had submitted some notes on the agenda to the Committee.

13. MINUTES

The minutes of the meeting held on 28th June 2023, copies of which had been circulated were approved as a correct record and signed by the Chair.

14. MATTERS ARISING

RESOLVED

A that the protected times for the Acting Clerk and Acting Deputy Clerk's study time will be published to Councillors, so they are not eroded.

B Officers will request from SLCC a 3-month extension to the deadline to complete the CILCA qualification

15. CLERK APPLICATION PACK

The Committee reviewed the draft advert and application pack circulated by the Acting Clerk prior to the meeting and the written comments circulated by Councillor Shearer.

RESOLVED

A that Councillor Shearer's recommendations to the draft application pack are incorporated

- B that the advert has a closing date of noon on 31 August 2023 and an interview date of Thursday 7 September 2023 to include an open invitation to visit the parish rooms prior to application
- C that the Committee will meet on 4 September 2023 to review anonymised applications for Clerk and shortlist.
- D that the Staffing Committee keep Monday 11 September free as a contingency date should there be any additional need to meet following interviews on 7 September.

RESOLVED TO RECOMMEND

- A that the Salary for Clerk be advertised as a salary range 33-41 £39,493-£47,573
- B. that the Clerk's required notice period as stated in the application pack is increased from one month to three months
- C that the interview follows the same process as previously including a presentation, tasks and formal interview - the interview panel will consist of Councillors Knickerbocker, Shearer and Wolfers; the interview tasks will be overseen by Councillors Sparkes and D.Goater; officers will meet with the candidates informally as part of the recruitment process.

16. UPDATE FROM ACTING DEPUTY CLERK

The role of Assistant Clerk - Community Engagement was a newly created role which has developed over the last year. The Assistant Clerk - Community Engagement (current Acting Deputy Clerk) has been working very hard and there is lots on the horizon that will add value to the Council and Community of Street.

It was acknowledged that once the new Clerk is appointed the Acting Deputy Clerk will drop back down to the previous role (Assistant Clerk – Community Engagement) and salary of SCP23 which is the top of the salary scale that they were appointed on.

The Acting Deputy Clerk is keen to gain experience and training in fundraising/obtaining grants which would bring added value to the Parish Council and is something which is quantifiable and targets could be put in place for.

RESOLVED

- A that there is a need for the Committee to consider the salary scale for the Assistant Clerk Community Engagement role

- B the Acting Deputy Clerk to undertake a salary comparison exercise for the role of Assistant Clerk- Community Engagement and bring this back to the next staffing committee meeting for review.

17. ANNUAL STAFF APPRAISAL

The Acting Clerk and Acting Deputy Clerk have been in place for over 12 months and are due an annual staff appraisal.

RESOLVED

- A to seek advice from SALC on the annual appraisal process and any exemplar documents
- B to bring back as an agenda item at the next Committee meeting.

18. DATE OF NEXT MEETING

Wednesday 9th August, 1.30pm.