

STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre on
16th May 2023 at 7pm

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

IN ATTENDANCE: Acting Clerk: Z. Leach
Acting Deputy Clerk: D. Price
Somerset Council Councillor: L. Leyshon

APOLOGIES Councillor T. Napper and PC Pople

1. CONFIRMATION THAT A QUORUM IS PRESENT

It was confirmed that a quorum was present.

2. ELECTION OF CHAIR

Statements of support were made by the proposing Councillors for each candidate.

RESOLVED

That Councillor Bryan Knickerbocker be elected as Chair of the Council for the ensuing year. Councillor Knickerbocker signed the declaration of acceptance of office and took to the Chair.

3. ELECTION OF VICE-CHAIR

RESOLVED

that Councillor Nina Swift be elected as Vice-Chair of the Council for the ensuing year.

Please note, the meeting was adjourned at 19:10 while Councillor Leafe asked a question of Councillor Leyshon (see Public Question Time)

The meeting resumed at 19:14

4. MINUTES

RESOLVED

That the minutes of the 18th April 2023 and the extraordinary meeting of the Council held on 5th May 2023 were approved as a correct record and signed by the Chair.

5. MATTERS ARISING

RESOLVED

That the bi-annual review of Risk Assessment (which had been omitted from the February council meeting minutes) was acknowledged and approved.

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Carswell 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.

In accordance with the Code of Conduct 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 Howard declared an interest under Appendix B in any matters relating to Crispin Hall and Community Centre, of which she is a Trustee, the Victoria Club, of which she is a Member Trustee and Friends of Strode Theatre.

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

Councillor Smith declared an other interest in any matters relating to Glastonbury FM, as she is a board member.

7. CITIZENS ADVICE BUREAU PRESENTATION

Unfortunately, the presentation from Citizen's Advice Bureau did not take place.

8. COMMUNITY POLICE OFFICER

PC Pople sent his apologies for being unable to attend but emailed the following update on calls to the High Street:

1. Four reported assaults
2. Two concerns for safety
3. One public order offence
4. One Anti- social- behaviour report
5. One road related Offence
6. One insecure vehicle

9. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 18th April 2023 were circulated with the agenda.

RESOLVED

That the minutes of the meeting were approved.

10. YMCA COSTINGS FOR SCOPING PROPOSAL

The costings and proposal put forward by YMCA was sent separately to members along with the agenda. It was felt the proposal required more scrutiny and input from the appointed champions (Cllrs Howiantz, Kellett and Leafe) before costings and a bespoke proposal could be considered and voted on.

RESOLVED

- A that the appointed champions have a meeting with YMCA to offer informed insights and ensure the proposals align with the council's vision.
- B that officers will share contact details with the point of contact at YMCA for their meeting to be arranged.

11. YOUTH OUTREACH AND MENTAL HEALTH WORKING GROUP.

The notes of the Youth Outreach and Mental Health Working Group of 26th April 2023 were circulated with the agenda.

RESOLVED

That the notes were approved.

12. COMMUNITY LIBRARY PARTNERSHIP

The notes of the CLP meeting were circulated with the agenda. Street library was praised as one of the better performing libraries locally, which has been a consistent theme.

It was raised that one of the volunteers at the library had queried why DBS checks are not being undertaken for the voluntary staff who work with potentially vulnerable adults and children. It was agreed safeguarding is a key priority, however, one of the barriers suggested was that it was unclear as to where the responsibility for funding would come from to undertake this.

After some debate, it was proposed that more data is collected from the CLP to better understand their internal safeguarding policy and how many volunteers they have on board who do not have a current DBS check to help calculate what the ongoing financial impact might be.

RESOLVED

- A that the notes were approved.
- B that the office request information on the safeguarding policy and volunteers' data from CLP to inform future discussion.
- C that the subject of DBS checks is added to the next CLP agenda.

13. REMEMBRANCE MEETING

The notes of the Remembrance meeting were circulated with the agenda. Members were notified that M. Tomlinson, who had been marshalling the parade, would no longer be available to do so and the Air Cadets were being explored as an alternative.

RESOLVED

That the notes were approved.

14. CULTURE WORKING GROUP

The acting Deputy Clerk gave a verbal report of the itinerary for the Investiture and Citizens' Awards as well as a summary of the successful Coronation Event the Victoria Club had hosted.

It was also confirmed all was in hand for the Pride banners going up in the High Street for Pride month in June.

15. SUSTAINABLE STREET

The acting Deputy Clerk gave a verbal update on the last meeting of Sustainable Street, describing how the Eco-Friendly Shop attended the meeting and shared a progress report on the event being held on Saturday 22nd July. It was confirmed that recruiting stallholders and planning activities were coming along well, though there were still spaces to be filled. The schematics had been planned out and thanks was given to council members who had assisted with this.

16. APPOINTMENT OF COMMITTEES FOR 2023-24

RESOLVED

that the following committees and working groups were appointed for the ensuing year. Each committee or working group will be expected to vote on a Chair and Vice-Chair at the initial meeting, follow the terms of reference and attend meetings for the year.

PLANNING COMMITTEE

Councillors: Birch, P. Goater, Howiantz, Knickerbocker and Wolfers
Quorum = 3

POLICY AND FINANCE COMMITTEE

Councillors: Birch, Carswell, P. Goater, Howiantz, Kellett, Knickerbocker, Shearer, Smith and Wolfers
Quorum = one half of members on Committee
Councillors Carswell, P. Goater and Sparkes authorised to operate the Bankline system with the Clerk and the Deputy Clerk/RFO and one of the three to scrutinize the accounts every quarter.

STAFFING COMMITTEE

Councillors: D. Goater, Howiantz, Knickerbocker, Shearer, Sparkes and Wolfers
Quorum = one half of members on Committee

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Birch, P. Goater, Knickerbocker, Reina and Swift.
Quorum = one half of members on Committee

APPEAL PANEL

Councillors: Kellett, Leafe and Shearer.
Quorum = one half of members on Committee

HIGHWAYS WORKING GROUP

Councillors: Birch, Carswell, Howard, Swift and Wolfers.
Quorum = one half of members on Committee

CULTURE WORKING GROUP

Councillors: Knickerbocker, Sparkes, Swift and Wolfers.
Quorum = one half of members on Committee

COMMUNITY WELLBEING WORKING GROUP

Councillors: Howiantz, Leafe, Swift and Wolfers.
Quorum = one half of members on Committee

SUSTAINABLE STREET

Councillors: Howiantz, Kellett, Smith, Swift and Wolfers.
Quorum = one half of members on Committee

YOUTH OUTREACH & MENTAL HEALTH SERVICES GROUP

Councillors: Birch, Carswell, D. Goater, Howiantz, Kellett, Knickerbocker, Leafe, Shearer and Wolfers.
Quorum = one half of members on Committee
Appointed Champions: Howiantz, Kellett and Leafe.

EMERGENCY PLAN MANAGEMENT TEAM

Councillors: Carswell, Kellett, Knickerbocker, Swift and Wolfers.
Quorum = one half of members on Committee

17. REPRESENTATIVES OF OUTSIDE BODIES

RESOLVED

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

Victoria Club Charitable Incorporated Organisation	Cllrs. P. Goater, Howard and Sparkes.
Greenbank Swimming Pool Man. Com.	Cllrs. Smith, Swift, Wolfers (2 members to attend each meeting).
Street Chamber of Commerce	Cllrs. Kellett and Wolfers Cllrs. Birch and P. Goater to receive minutes
Street Twinning Association	Cllrs. Carswell and Swift
Somerset Association of Local Councils	Chair or Clerk

Street Young People's Centre	Cllrs. D. Goater and Leafe
Strode Theatre Users Group	Cllrs. D. Goater, Howard, Howiantz, Knickerbocker and Wolfers.
Merriman Park Community Group	Cllrs. Carswell, Kellett, Leafe and Sparkes with local residents and reps of local organisations
NOTE - this Group considers renovation of the Park in accordance with the new design and assists in organising the annual Fun Day. It is chaired by a councillor and reports to the Council as necessary.	
Crispin Hall Charitable Incorporated Organisation	Cllr. Wolfers Deputy – Cllr. P. Goater Grant requirement
Street Business Park	Cllr. Swift – SPC
Parish Rooms Emergency Contacts	Clerk, Deputy Clerk, Asst. Clerk, Cllrs. Knickerbocker and Swift
Bus Services	Cllr. Howard
Cox's Charity	Cllr. Howiantz
YMCA including the Foyer	Cllrs. Carswell, Shearer, Wolfers
Child Protection Officer for SPC	Cllr. Leafe

RESOLVED

That the office investigate getting an audit arranged to clarify the land ownership/boundaries in Street to help more easily identify responsibilities for land ownership and disputes, which will be added to the next Highways Agenda on 4th July 2023.

18. CCLA PUBLIC SECTOR DEPOSIT FUND

The statement for April was circulated with the agenda, denoting interest dividends as £687.41.

RESOLVED

A that the following councillors continue to monitor and access Bankline, as well as support the scrutiny of accounts. Cllrs: Carswell, P. Goater and Sparkes.

B that the fund is topped up to £500,000 from the precept.

19. ANNUAL REVIEW OF DOCUMENTS & PROCEDURES

The corresponding documents were circulated with the agenda.

It was agreed reviewing of Financial Regulations in particular would be better once the feedback from year end and internal audit is achieved.

The Acting Deputy Clerk confirmed there were no tangible changes with the wording or content of the Code of Conduct from the previous year.

It was confirmed all the assets had been checked prior to the retiring Clerk's departure.

The policies for Complaints Procedure, Freedom of Information request handling and GDPR were considered and feedback given on improvements.

RESOLVED

A That feedback from the year end and internal audit results will help to inform updating the Financial Regulations upheld by council and any changes or amendments can be approved at a later full council meeting.

B That the Code of Conduct was noted and approved.

C That the documents for the renewed Zurich insurance policy were approved.

D That the asset checks will be conducted by officers twice each year, with the next review in October 2024.

E The policies need to be streamlined and personalised to Street Parish Council's specific needs. Officers to seek advice and templates from NALC and SALC to use to formalise policies, which are fit for purpose, and reflect the parish council's intentions prior to next review dates.

F That Internal Controls Policy & Local Government Employer Discretions Policy will be included on the agenda and considered at the next Policy & Finance meeting on 13th June.

G That subscription rates were approved.

H Delegation arrangements to Clerk/RFO will be reconsidered once feedback has been achieved from internal auditors, particularly in light of Financial Regulations being subject to review (as per point A).

I That the proposed meeting schedule for 2023 -24 was noted and agreed, subject to any administrative changes which may be required.

20. REPORT FROM OUTGOING CHAIR & NEWLY ELECTED CHAIR

The outgoing Chair gave a report on their last two years in post, giving thanks to fellow councillors and officers, and shared some memorable highlights including: networking to form meaningful relationships with other local councils when attending civic and community events regularly; cementing collaborative relationships with local education facilities and businesses, as well as participating actively in the Twinning visits.

Councillor Wolfers generously presented Street Parish Council with a limited-edition, handcrafted, commemorative mug to celebrate King Charles III's Coronation which was gratefully received and will be displayed in the cabinet at the Parish Rooms.

The newly appointed Chair gave thanks to the outgoing Chair and Vice Chair and officers. They went on to comment on some of the local events they had recently attended, including the local production of "Priscilla Queen of the Desert" and the successful "Rumble at the Loft" by Pyramid Boxing Club, emphasising how these organisations help to provide positive role models for the village.

All members were encouraged to sign up to the SALC training opportunities available to them which had recently been emailed out.

21. CORRESPONDENCE/MINOR MATTERS

The remedial works for Merriman Park's tree inspections were confirmed as having been undertaken.

The members discussed the prospect of arranging some Public Sector Training. Three quotations had been received by the Acting Clerk the costs of which varied quite substantially. Members considered the options.

Confirmation was given to the criterion and deadline for nominating for the Parish & Town Council Chair's Award, with members invited to send their recommendations prior to close of play on 26th June.

RESOLVED

A That the council approved pursuing the training with Energise Development at a cost of £1,650 (plus expenses) and officers would look at availability to schedule the session and book an adequate location for the meeting. The objectives of the meeting will be principally to identify a 3-5 year plan for the council.

B That any nominations for the Chair's Award are send via email to ACCE before close of play on Friday 26th June.

22. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES & SOMERSET COUNCILLORS

Councillor Leyshon highlighted there was a fund of up to £2k available via the Mary Parker TIC as well as explaining the Section 106 funds earmarked for Multi/Single Academy Trusts was backlogged, but that she would be willing to liaise with anyone who wishes to discuss further.

Councillor Leyshon went on to highlight that Planning East were potentially behind on progressing planning applications and encouraged escalating queries directly to planning officers if it is found there has been no clear progress.

Councillor Carswell gave thanks to Councillor Wolfers for the commitment and hard work she had put in in the two years as Chair and for how their actions had really helped to boost Street and build firm relationships within the community and commercially.

23. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30th April 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 April, schedule of earmarked reserves and a consolidated summary.

RESOLVED

that the report and schedule of payments as circulated be approved and initialled by the Chair and the income and expenditure by account report at 30th April 2023 be noted and the schedule of receipts and payments for April be attached as Annex A to the minutes in the Minute Book.

24. MATTERS FOR REPORT

There were no matters for report.

The meeting ended at 9.19 pm.

Chair: _____