

Miss Z.L. Leach  
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10<sup>th</sup> August 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 **Room 6, Crispin Community Centre, Leigh Road, Street on TUESDAY, 15<sup>th</sup> August 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.

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. APOLOGIES FOR ABSENCE – acceptance of any reasons offered.
2. MINUTES  
To approve as a correct record the minutes of the meeting of the Council held on 18th July 2023 (attached) **Pages 4 - 10**
3. MATTERS ARISING

4. DECLARATIONS OF INTEREST AND DISPENSATIONS  
To receive declarations of interest from Councillors on agenda items and to receive written requests for dispensations for disclosable pecuniary interests (if any). Clerk to grant any requests for dispensation as appropriate.
5. COMMUNITY POLICE OFFICER
6. PLANNING COMMITTEE  
To note the minutes of the meeting held on 18<sup>th</sup> July (attached) **Pages 11 - 12**
7. PRIORITIES AND STRATEGIES FACILITATOR SESSION  
12 Councillors attended the facilitator session on 19<sup>th</sup> July 2023 and the priorities identified are attached **Page 13**  
Date of implementation session to be confirmed.
8. LOCAL COMMUNITY NETWORK AVALON & POLDENS  
To note the draft minutes of the Local Community Network Meeting held on 19 July 2023 (sent to members separately and available electronically via the link below):  
[Agenda for Local Community Network - Avalon and The Poldens on Wednesday, 19th July, 2023, 7.00 pm - Modern Council \(somerset.gov.uk\)](#)
9. COMMUNITY LIBRARY PARTNERSHIP  
To receive notes of the meeting held on 26<sup>th</sup> July 2023 **Pages 14 - 18**
10. POLICY AND FINANCE COMMITTEE  
To note the minutes of the meeting held on 25<sup>th</sup> July 2023 and the extraordinary committee meeting held on 1 August 2023 and to approve the recommendations made (attached). **Pages 19 – 23** Copy of Salvation Army Grant Application Form sent to members separately.
11. CULTURE WORKING GROUP  
To receive notes of the meeting held on 3<sup>rd</sup> August 2023 (attached). **Pages 24 - 25**
12. YMCA UDPATE  
Vision for Street Youth Club attached for information.  
The YMCA Annual Grant form will go before an Extraordinary meeting of the Policy & Finance Committee for scrutinisation and a recommendation to Council.
13. LIVE STREAMING TASK AND FINISH GROUP  
To receive notes of the meeting held on 8 August 2023 (attached). **Page 26 - 27**
14. REPORT FROM CHAIR
15. CORRESPONDENCE/MINOR MATTERS (attached) **Pages 28 - 29**
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 July payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 31<sup>st</sup> July 2023 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 30 + Confidential attachment for members only**

- 18: CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT  
The CCLA PSDF factsheet and statement for July 2023 has been sent to Councillors with the agenda  
Councillors are asked to approve retaining funds in the PSDF account.
19. MATTERS FOR REPORT  
Consideration of items not on agenda for information only  
(a) Report from Clerk  
(b) Matters raised by members – TO BE NOTIFIED TO THE CLERK IN ADVANCE OF MEETING.
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To: Chair and Members of Street Parish Council

STREET PARISH COUNCIL

Meeting of the Council held in The John Webster Room, 6 Leigh Road, Street, on 18<sup>th</sup> July 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, T. Napper, B., H. Shearer, N. Smith, A.Sparkes N. Swift and L. Wolfers

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

APOLOGIES Councillor B. Reina

45. QUORUM

The meeting was quorate.

46. MINUTES

The minutes of the Council Meeting held on 20<sup>th</sup> June 2023 which had been circulated were approved as a correct record and signed by the Chair subject to noting the following amendment:

**Minute 44 Matters for Report  
Brookside Road should read as Brooks Road**

47. MATTERS ARISING

Cllr Napper was unhappy that the change of venue listed on the agenda did not refer to the John Webster Room.

The meeting closed at 19:05 for the acting Clerk to move her vehicle. The meeting reopened at 19:09.

48. 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 Carswell declared an other interest under Appendix B in any matters relating to Merriman Park as he is Chair of the Merriman Park Community Group.

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

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 a Trustee.

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.

#### 49 COMMUNITY POLICE OFFICER

PC Pople explained that due to operation Hibiscus he will only be on duty in Street 1 day out of every 6 until October. The PCSOs will still be actively patrolling the Street area.

The top three areas highlighted from the click sense data:

High Street – 9 calls in 3 months (anti-social behaviour, concern for welfare, violence)

Auto Number Plate Recovery (ANPR) camera – 7 calls

Lydford – wild swimmers

PC Pople stated that he had been contacted by a Councillor asking him to corroborate a claim made at the previous Council meeting from a representative of Key4Life who were in attendance to present their grant application bid to the Council. The claim was in relation to a kidnapping and stabbing of a female in Street. PC Pople advised that he was aware of a similar incident that had taken place in Wells a few years prior but there had not been an incident of this nature in Street, neither was he aware of an incident in Street of a young girl forming a relationship with a county lines dealer of whom she had a child with. It was stated in Key4Life's presentation that the police had confirmed these incidents to be true. PC Pople wished to place on record that he had not confirmed these incidents to Key4Life and was not aware of either of these incidents happening in Street. PC Pople was concerned that the Council may have been misinformed.

PC Pople thanked Councillor Leyshon for investigating issues raised during last month's public question time and trusts that her findings have now put minds at ease.

Glastonbury Town Council would like to work with Street's Speed Watch team.

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

RESOLVED

that the Acting Clerk will write to Somerset Civil Parking Team and request they target the whole of the High Street and ticket cars parking illegally, especially those on the zig gags, as the Council hopes this will send out a message to the community that action is being taken.

50. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 20 June 2023 were circulated with the agenda.

RESOLVED

that the minutes of the meeting be noted.

51. REPORT FROM CHAIR

The Chair attended the Mayor's New Clothes launch in Wells and will circulate details regarding this for anyone who is interested.

The High Sheriff visit took place on 13<sup>th</sup> July and included a tour of Street including the Alfred Gillett Trust, Wilfred Road, the Forest School at Elmhurst and the Quaker Meeting Room. The High Sheriff was very impressed and had positive things to say about Street.

The Alfred Gillett Summer Garden Party was well attended on 15<sup>th</sup> July. The new name was announced 'Shoemakers Museum' The Story of Clarks.

52. SUSTAINABLE STREET WORKING GROUP

A summary report from the Acting Deputy Clerk was circulated with the agenda. Councillor Swift reminded the Council of the eco event taking place on Saturday 22 September, 10am-3pm, which is being planned by the owner of the eco shop with support from Councillors. Councillor Swift requested that any available Councillors provide support on the day and visit the eco shop, following the strategy setting training day, to ask how they can help.

RESOLVED:

that the report be noted

53. YOUTH OUTREACH AND MENTAL HEALTH

The notes of the Youth Outreach and Mental Health working group meeting held on 30 June 2023 were circulated with the agenda

RESOLVED:

A that the notes be agreed

B that the acting Clerk will share the minutes of this Council meeting with the school representatives on the working group

54. CULTURE WORKING GROUP

The notes of the Culture Working Group held on 5 July 2023 were circulated with the agenda.

RESOLVED

- A. that the notes be agreed subject to noting the following amendment to Minute 3 High Sheriff of Somerset Visit, which should read:  
“It was agreed that Councillor Sparks would bring strawberries for the visit and Councillor Swift would bring the cream”.
- B. that at the end of any sub-committee meeting the Clerk will confirm the actions agreed during the meeting and by whom.

55 COMMUNITY AND WELLBEING WORKING GROUP

The notes of the Community Wellbeing Working Group held on the 6 July were circulated with the agenda.

Councillors discussed engagement with the community and wished to trial attendance on a Thursday market stall.

RESOLVED:

- A. that the notes be agreed.
- B. The acting Clerk will approach Michaela from Crispin Community Centre to ask if the Parish Council can join them on their next market stall.

56 YMCA PROPOSAL UPDATE

Councillors Howiantz and Kellett provided feedback on their meeting with the YMCA Youth Work Team Leader.

The YMCA are struggling to recruit team members – this is particularly difficult when funding is only secured for a year. What would be a stabilising influence for the club would be for the regular SPC grant of £10K to become a service level agreement as it is in Glastonbury, Frome and Yeovil where there are 3 or 5 year agreements. This allows for more coherent forward planning, more attractive posts for recruitment and more commitment from central Brunel administration. A point to consider at the next round of grant applications.

The YMCA had already secured funding for the summer holiday club but unfortunately, due to the short length of time that the work is on offer, they have been unable to recruit sufficient staff to fully implement the programme. They are providing a skeleton holiday programme but would like to provide more in the future. However, it is clear that recruitment will always be an issue.

No framework was given to the YMCA for the scoping exercise that they completed for Street Parish Council. The Director of Youth and Community and the Youth Work Team Leader have provided a detailed and costed list of goals that they would like to achieve in developing the work of the YMCA. The champions are meeting on 14 August to discuss the next steps and will be meeting with the Director of Youth and Community and the Youth Work team Leader after that.

The YMCA Youth Work Team Leader’s hours have been cut to a minimum so she is unable to do the outreach work that is needed particularly communicating with other agencies. She is very keen to develop links with youth agencies.

RESOLVED:

That the champions advise YMCA to request a longer term commitment of funds on their annual grant application form for consideration by the Council.

57 LIBRARY GARDENS PROJECT

The acting Clerk submitted a report which had been circulated. The acting Clerk advised that the final account from the builders will not be settled until the work to level the resurfaced raised platform has been undertaken.

The meeting was closed at 8.27 for an input from Councillor Leyshon and reopened at 8.30pm

RESOLVED:

- A that the report be agreed
- B that the acting Clerk circulate the response received from the Nine Square Trust to the grant request made by the previous Clerk.
- C that officers research any other potential sponsorship opportunities

58. CORRESPONDENCE/MINOR MATTERS

The acting Clerk submitted a report which had been circulated.

Councillor Knickerbocker provided a positive update on the water leak at Strode Road Allotment – a further company has visited the site of the leak yesterday, at a call out cost of £50, which does guarantee a quotation is sent to the Council within 48 hours.

RESOLVED:

- A that the report be agreed.
- B that upon Councillor Napper's request he is not reappointed to the staffing committee but is appointed to: Planning Committee, Appeal Panel, Highways Working Group, Sustainable Street Working Group, Youth Outreach and Mental Health Working Group, Emergency Plan Management Team, Cox's Charity and Street Business Park.
- C that power is delegated to the acting Deputy Clerk to agree a quotation to fix the water leak at Strode Road Allotment up to a maximum of £2,000.
- D that help for first time buyers onto the property ladder will be referred to the Community Wellbeing Group for consideration – in terms of signposting and potentially inviting appropriate organisations - i.e., Christians Against Poverty (CAP) Baptist Church - to the Discover Your Community event.

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

County Councillor Leyshon advised that Somerset Council are working on next year's budget which is even more difficult than last years. It has been requested that a risk statement is sent to all town and parish councils in Somerset warning of any services at risk – in line with the precept setting schedule.



County Councillor Leyshon advised that the government is getting involved in the phosphates issue as it recognises this is a considerable issue for the building industry across a wide geographical area.

County Councillor Leyshon advised that there are lots of tree issues in Street and a tree officer has been requested to do an examination.

County Councillor Shearer advised that the mental health and wellbeing board meet every quarter which helps with building relationships and sharing good practice.

Somerset Council is helping relations between the NHS and local authorities in building trust with each other.

60. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30<sup>th</sup> June 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 June, 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 30<sup>th</sup> June 2023 be noted and the schedule of receipts and payments for June be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.

61. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT

The CCLA statement for May 2023 had been sent to the Councillors. The Acting Clerk has not yet received the factsheet for June. Councillor Sparkes advised that he had accessed it online and recommended that funds continue to be invested in the CCLA PSDF account.

RESOLVED:

that funds are retained in the CCLA PSDF account.

The press and public left the meeting at 8.57pm due to confidential item number 62

62. STAFFING COMMITTEE

The minutes of the Staffing Committee meetings of 28<sup>th</sup> June and 10<sup>th</sup> July 2023 were circulated with the agenda.

RESOLVED:

- A that the minutes of both meetings be noted.
- B that the recommendations made by the staffing committee at the meetings on 28<sup>th</sup> June and 10<sup>th</sup> July be agreed
- C that the acting Clerk will diarise and circulate times that the acting Clerk and acting Deputy Clerk will be working on the CILCA qualification – these times to be protected.
- D that the Clerk advert and application pack is approved to include the priorities and long term plan to be agreed at the strategy setting day on July 19<sup>th</sup>.

The meeting reopened to the public at 9.09pm

63 MATTERS FOR REPORT

Street Football Club have held their EGM. Saturday 29<sup>th</sup> July is their opening first team league game.

Cllr Smith reported that the Salvation Army foodbank is not receiving as many donations as before and previously the Council had provided a grant to support the purchase of Aldi vouchers.

Cllr Howiantz advised that the Street Park run will be celebrating its 200<sup>th</sup> run on Saturday 12<sup>th</sup> August and invited Councillors and Officers to attend and support the event.

Councillor volunteers are requested for the Merriman Park Fun Day on 2<sup>nd</sup> September 2023 to collect donations. Raffle prizes are also welcome.

RESOLVED:

to ask the Policy & Finance Committee to consider providing the Salvation Army with a grant to purchase Aldi vouchers to give to families in need.

The meeting ended at 9.22pm

## STREET PARISH COUNCIL

Meeting of the Planning Committee held in the John Webster Room, 6 Leigh Road, on 18th July 2023 at 6:00pm.

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

APOLOGIES: Cllr N. Howiantz

IN ATTENDANCE: Acting Deputy Clerk D. Price

1. MINUTES

The minutes of the meeting held on 20th June 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.

2023/1082/FUL | Removing existing window on East elevation and installing new external door. Building up ramped access to the door as per Part M requirements. | Street Youth Club Strode Road Street Somerset BA16 OAS – Approved.

2023/1144/TPO | M1305 - Oak - Remove up to 3m of lateral growth on northern and eastern sides of the crown. | Land At 349704 137008 Street Drove Street Somerset. – Approved.

2023/0967/ADV | installation of fascia panel and projecting sign | Units 13 And 21 Clarks Village Farm Road Street Somerset BA16 0BB. – Approved.

2023/1173/TCA | Honey Locust (1 & 2) - Raise crowns to 5m Deodar Cedar (3) - Raise crown to 5m by removing smaller secondary branches only. Lime (4) - Raise crown to 5m Purple Maple (5) - Remove epicormic growth on main stem to 5m Honey Locust (6) - Raise crown to 4m above ground level Yew (8) - Fell. | Greenbank Swimming Pool Wilfrid Road Street Somerset BA16 OEU. – Approved.

2023/1174/FUL | Use of Units 29-30 for sale of food and drink f(Class E(b) together with installation of associated external plant. | Units 29 & 30 Clarks Village Farm Road Street Somerset BA16 0BB. – Approved.

2023/1164/HSE | Demolition of existing porch. Erection of two storey side extension. Single storey lean-to rear extension. New site access and turning/parking area. | 4 Goss Drive Street Somerset BA16 ORR. – Approved subject to escalation to Highways for final decision-making.

2023/1220/ADV | Erection of advertisement/sponsorship 3no. hoarding signs on roundabout. | Street Record Street Roundabout Street Somerset. Objected due to material considerations 3 and 8. It is felt the application will not prove aesthetically pleasing or in keeping and could pose risks to motorists as a visual distraction.

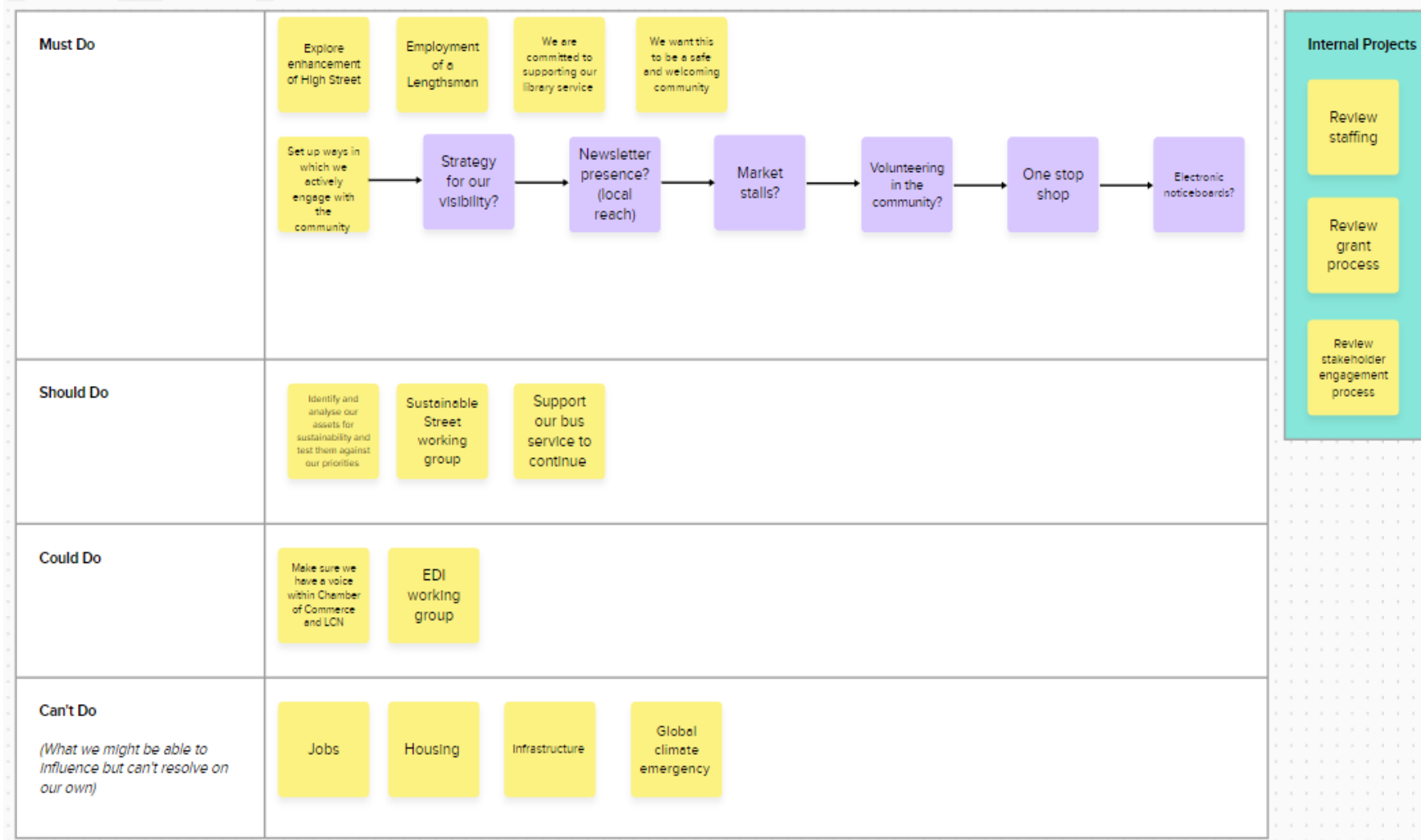
2023/1244/HSE | First floor extension to existing double garage to create office space and store. | 4 Overleigh Street Somerset BA16 OTP – Objected due to concerns the proposal will potentially affect

the privacy of an objecting neighbour and their property, under material consideration 2, and additional concerns the layout and design is unattractive, not in keeping with the locale, and could be used as a standalone property in future (rather than as the office space and storage usage proposed in the application).

The meeting finished at: 6:28 pm

Chair \_\_\_\_\_

PRIORITIES FOR STREET PARISH COUNCIL



## Community Library Partnership Quarterly Review (Street) Agenda, notes and Actions

**Q1 April-June 2023**

**Date of Meeting :** Wednesday the 26<sup>th</sup> July 10:00-11.30am

**Attending –** . Christina Evans, Kirsty Jenssen, Zoe Leach (acting up as Clerk), Marilyn Fletcher (Friend of Somerset Libraries) Sarah Ivory (Chair) Cllr Peter Goater, Sam Addison, Cllr. Bryan Knickerbocker (Chairman Parish Clark)

**Apologies-** Sue Sheppard

CLM= Community Library Manager, CLP=Community Library Partnership

Agenda Item	Leading	Notes	Actions
Introductions	CLM	<p>Kirsty Jenssen, previously Home Library Service Manager/Co-ordinator now Community Library Manager replacing Christina.</p> <p>Linda from Street CLP has retired.</p> <p>Sue Crowley has now retired and Dr Darren Smart has now taken over the role. With new SC structures it looks as if Registration services will no longer be managed through Libraries.</p> <p>Director Liz Dawson. Director of Culture.</p>	
Previous Meeting Actions	CLM	<ul style="list-style-type: none"> <li>• Is there a way to secure the till CE- still to resolve. Chairman is going to try and bring in something that they believe will resolve the issue.</li> <li>• Update on Tiny's ai CE- COMPLETED. Both replaced</li> <li>• Insurance requirements for friends and volunteers CE- Peter has sent this on.</li> <li>• Fire safety-CLP set up evacuation test-CLP. Fire evacuation test previously conducted but will be due for it.</li> <li>• Risk assessments for U18s CE- CE will liaise with Sam on it.</li> <li>• SA to do specific activity risk assessments-COMPLETED</li> </ul>	<p>B K to bring in item</p> <p>SA to organise a fire evacuation test</p>

		<ul style="list-style-type: none"> <li>• Staff to complete conflict management training SA-COMPLETED</li> <li>• Email volunteers on how to use/ operate individual panic alarm SA-COMPLETED.</li> <li>• Email CLP on desk panel alarm SS- Sue to follow up (Outstanding)</li> <li>• Visit Somerton with Zoe to look at Sum Up-outstanding- enquiry on if a staff member can visit Somerton with them.</li> <li>• Training- all staff to complete annual refresher training SA-COMPLETED</li> <li>• Annual presentation report and suggestions- CE to send.</li> <li>• IPAD and blood monitor Data CE- user friendly.</li> <li>• Complaint 1- CE email separately-COMPLETED</li> <li>• New Logo's- CS to send</li> <li>• Facebook-CE to check it is updated -completed</li> <li>• Bookstart data to be sent to partner-CE- CE explained current position</li> </ul>	<p>KJ to send presentation report</p>
<p>Buildings &amp; Maintenance/Health &amp; Safety :</p> <ul style="list-style-type: none"> <li>• Fire Safety (Monthly)</li> <li>• Legionella (Monthly)</li> <li>• PAT (2 Yearly)</li> <li>• Visual Electrical Check (Yearly)</li> <li>• Insurance (Yearly)</li> </ul>		<p>Fire Safety- this is checked monthly but not necessarily recorded, SA confirmed a fire drill evacuation had happened in recent months and another would be done in September. KJ will send a copy of the fire safety user guide for recording fire alarm tests and evacuations.</p> <p>Legionella- tested monthly and regularly. Zoe to look into this.</p>	<p>KJ to send fire safety guide and document to record fire tests and evacuations.</p> <p>SA to confirm date of fire evacuation test</p> <p>Z Leach to provide more information in relation to this</p> <p>ZLeach to confirm the date of PAT testing for non SC items</p>

		<p>PAT testing – SC due 06/05/2024, update from partnership on non Sc items. PAT testing completed by partners in July 2023 (Zoe to send Kirsty the proper date.)</p> <p>Visual electrical check: Not yet. but will complete today.</p> <p>Insurance- Renewed and all sorted.</p> <p>CLP having issues with the Front door issue as water has been getting into the external automatic door, CLP looking to put a weather shield up to see if this fixes the issue.</p>	<p>SA and CE to complete today</p> <p>CLP</p> <p>CLP</p>
<p>Day to Day Operations</p> <ul style="list-style-type: none"> <li>• Staffing Update</li> <li>• Volunteers - Review</li> <li>• Volunteers-DBS Status Update</li> <li>• Activities</li> <li>• Library Information</li> </ul>	<p>Supervisors/CLP</p>	<p>Staffing Update: Thank you from the staff for the change of lunch area.</p> <p>The fire warden training runs out imminently for staff</p> <p>Rhyme times successful No staff visited local schools but outreach team undertook several visits to promote at school assemblies. Also a video promoting the summer reading challenge was circulated to schools. Figures already exceeding last year across all libraries.</p> <p>Activities: LEGO/3D pens. CLP loath to get more 3D pens as they break frequently.</p> <p>Volunteers: 16 currently. The CLP also advertised as well through Somerset Spark. Changes weekly.</p> <p><b>DBS status update:</b></p>	<p>SA to check the learning portal and speak to FM and arrange the training for staff.</p> <p>KJ discuss with disclosures and Spark and Sue Sheppard</p>



		<p>This was discussed at length , with frustration being expressed. Spark insist a basic is required whilst we believe the enhanced is the correct level for activity volunteers digital volunteers . KJ explained that basic is a snapshot of what is happening at that time, doesn't give you opportunity for the police to make a comment or barred list. SC requirement is for an enhanced.</p> <p>Sue S to clarify requirement in an email to the Parish Council and Friends of the Library. Confirmed that it should be where an activity is being run more than once a week – this equates to regular. If not once a week then a DBS should not be required as this does not warrant a regular activity.</p> <p>So, currently the volunteers have got a basic DBS check,</p> <p>Parish council have also been in touch with Jeff Brown, Heather- Safeguarding policy is essential, requested a DBS check.</p> <ul style="list-style-type: none"> <li>• Summer Reading Challenge: 125 children registered so far. BBC Radio Somerset promoted on. Games and activities starting next week.</li> <li>• CAP: Community Access Points. Now available at all libraries across Somerset.</li> <li>• IT log ins:</li> </ul>	CLP to confirm if they have a safeguarding policy
Training any updates	Supervisors	All training completed.	
<b>Quarterly Performance Statistics</b> <ul style="list-style-type: none"> <li>• Customer Complaints</li> <li>• Customer Compliments</li> <li>• Incidents</li> <li>• Stock Performance (Yearly)</li> </ul>	CLM/Supervisor/CLP	<ul style="list-style-type: none"> <li>• Have you received any compliments or complaints?</li> <li>• <b>Visitor Numbers</b>-are up 23% year on year and up from 4737 in 2019/20 to 6009 in 23/24.This compares to other CLPs who are 19% up year on year and 16% down compared to 2019/20</li> <li>• <b>Physical Issues</b>-These are down 8% year on year but up 4% on 2019/20.This compares to other CLPs who are 2% down on last year and 26% down on the 2019/20. Sam to ask</li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>New Members-</b> Q1 saw 97 new members as opposed to 122 in Q1 in 22/23 which represents a 18% decrease .</li> <li>• <b>Active Members-</b>an 18% increase year on year</li> <li>• <b>Events-</b>a decrease of 23% yr on yr based on the number of events, with a 10% decrease in attendees ,</li> <li>• <b>PN usage:</b> Massively up,</li> </ul> <p>Customer Complaints: 0 Customer Compliments: 0 Incidents: 0</p>	
Communication Marketing and Promotion	CLP	Specific library identity is still not available.	
<b>AOB</b>		<ul style="list-style-type: none"> <li>• <b>Positive Impact Stories:</b> Demonstrates the value of library service. Sam and Kirsty both sit on the panel. We can share any of the stories that relate to Street library with partners. Its important to volunteers/staff to use it.</li> <li>• <b>Annual CLP get together-</b> October date with more emphasis about sharing. But anything that wants to be added into the agenda.</li> <li>• <b>Banking-</b> First day Street had the bank in at the parish council. Natwest. And it was a huge success and very well attended</li> <li>• <b>Contract renewal:</b> To begin in 2024.</li> <li>• <b>Thermal Imaging Camera:</b> launching in Autumn across all libraries.</li> <li>• <b>Tea and Coffee</b></li> </ul>	
<b>Date of next Review</b>		18 <sup>th</sup> October 10am-11.30	

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Parish Rooms, 6 Leigh Road, Street, on 25 July 2023 at 6pm

PRESENT: Councillor P. Goater  
Councillors: N Kellett, B.Knickerbocker, T.Napper, N.Smith

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO

APOLOGIES: Councillors: P. Birch, S Carswell, N Howiantz, L.Wolfers and H Shearer– reasons accepted.

13. ELECT CHAIR AND VICE-CHAIR OF COMMITTEE FOR 2023/24

RESOLVED:  
that Councillor P. Goater is elected Chair of the Policy & Finance Committee and that Councillor Kellett is elected Vice-Chair of the Policy & Finance Committee for 2023/24.

14. MINUTES

The minutes of the meeting of the Committee held on 13 June 2023, which had been circulated, were approved as a correct record and signed by the Chair.

15. MATTERS ARISING

RESOLVED:  
that an extraordinary meeting of the Policy & Finance Committee be called for 7pm on Tuesday 1 August in the Parish Rooms for the purpose of considering the grant application from the Salvation Army, subject to receipt of the appropriate paperwork.

**RESOLVED TO RECOMMEND**

**that the Council no longer considers the current application from Key4Life**

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

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

Councillor Knickerbocker declared an other interest under Appendix B in any matters relating to the Volunteer Driver Service as he is a trustee for Mendip Community Transport and abstained from voting on the Crispin Community Centre grant application form.

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

Councillor Smith declared an other interest under Appendix B in any matters relating to Glastonbury FM as she is a member of the Board. Councillor Smith attends meetings of the Merriman Park Community Group and Greenbank Swimming Pool Management Committee in a non-voting capacity.

## 17 GRANT APPLICATIONS

The Clerk submitted a report and documents which had been circulated.

Members considered the grant application forms from the Crispin Community Centre for the Volunteer Driver Service and the Winter Soup Kitchen.

### RESOLVED

- A that the applications from the Crispin Community Centre for the Winter Soup Kitchen and Volunteer Drivers scheme are kept as separate grant applications and do not form part of the Crispin Community Centre's annual grant application.
- B that Michaela Edmunds be invited to the Full Council Meeting to present the grant application requests for the Volunteer Drivers Service and the Winter Soup Kitchen; with a detailed breakdown of how the monies will be spent and what difference the monies will make.
- C that the standard grant offer email from the Parish Council will include a requirement for the organisation receiving the grant to include '**proud to be supported by Street Parish Council**' on promotional material
- D that the future review of the grant process will include a review of the grant application form and any amendments that need to be made to it.

## 18. EARMARKED RESERVES

The Clerk submitted a report which had been circulated.

Members considered the shortfall in the earmarked reserves for future maintenance costs of the Parish Rooms as £5000 was not transferred to the earmarked reserves in the 2022/23 financial year. The Council had previously agreed to transfer £5000 into this earmarked reserve each year, for a 5-year period.

### RESOLVED

- A that the report be noted
- B that £5000 is transferred in the 2023/24 financial year to the earmarked reserves for future maintenance costs of the Parish Rooms as previously agreed. The shortfall of £5000 is not made up this year but instead £5000 will

be transferred to the ear marked reserves in year 6 – financial year 2026/27 - to make up the full amount agreed of £25,000.

19. PERIODIC REPORTS AND INSPECTIONS

The clerk submitted a report which had been circulated.

Internal control checks for period ending 30<sup>th</sup> June 2023 had been carried out by Councillors Carswell, P.Goater and Sparkes on the Bankline system and by Councillor P.Goater and Sparkes in the office at each month end period with the Clerk present to answer any queries.

RESOLVED

that the report be noted.

20. INVESTMENT OF FUNDS

The Clerk submitted a report which had been circulated.

RESOLVED

A that the report be noted

B that the Clerk investigate if any element of the funds invested in the CCLA Public Sector Deposit Fund are protected and report back.

C that the funds continue to be invested as agreed in the Annual Investment Strategy 2023/24.

21. BI-ANNUAL GENERIC RISK ASSESSMENT

The Clerk submitted a report which had been circulated.

The Members undertook a review of the bi-annual risk assessment.

RESOLVED:

A that the Committee review the safeguarding policy and establish if the additional barrier of DBS checks would be of any benefit. The Clerk to circulate the current safeguarding policy to the committee for comments in advance of the next committee meeting.

B that the Clerk will seek advice from PC Comms with regards policy for changing of passwords on desktop, remote devices and email accounts.

C that the Clerk update the measures required to control the risk of 'Misue of IT system' to include how IT security is currently managed.

D that Councillor Kellett will meet with the Clerk to review Inspection Reports.

- E that the Clerk will investigate if Somerset Council have a communication policy and send to Councillor Sparkes for review – ensure it includes a section on Press Releases.
- F that the Clerk will include numbers on the Risk Register of the risks.
- G that the Clerk will circulate to the Committee EmPrint’s RAMS documentation.
- H that the Clerk will include on the Risk Register the Risk of not having SLH’s Services

## 22 RECEIPTS AND PAYMENTS APRIL – JUNE 2023

The Clerk submitted the confidential and other report which had been circulated.

The detailed income and expenditure report by code at 30<sup>th</sup> June 2023 appears as Annex A to these minutes in the Minute Book. Attention was drawn to significant variations between the budget set and expenditure/income.

### RESOLVED

- A that the reports be approved.
- B that the Clerk will ask Councillors for their preference of receipt of paperwork – postage or collection.

Meeting closed at 8pm.

## STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Parish Rooms, 6 Leigh Road, Street, on 1 August 2023 at 7pm

PRESENT: Councillor P. Goater  
Councillors: N Kellett, B.Knickerbocker N. Howiantz, T.Napper, H. Shearer and N.Smith

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO  
Councillor Swift by invitation

APOLOGIES: Councillors: P. Birch, S Carswell and L.Wolfers– reasons accepted.

### 23 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

Councillor Smith declared an interest in the grant application request from the Salvation Army as she contacting local shops and businesses on behalf of The Salvation Army Street Corps for the purpose of encouraging and arranging donations of non-perishable foods for the Street Salvation Army foodbank. Councillor Smith abstained from the discussion and voting process.

### 24 GRANT APPLICATION – SALVATION ARMY

The grant application from the Salvation Army was circulated to Members in advance of the meeting.

The Salvation Army is requesting £4200 to enable the purchase of Aldi food vouchers for a 30 week period. Donations to the Salvation Army of both money and goods has fallen significantly in the last 12 months due to the cost of living crisis whilst demand for help is growing. The food bank is feeding on average 30 people per week. People receive nonperishable items, fresh food and an Aldi voucher. Aldi vouchers are chosen as they are the only ones that cannot be spent on Alcohol.

RESOLVED:

A that the Clerk will enquire what proportion of the 30 are repeat families.

B that the Committee uses its delegated powers to approve an immediate grant of £2000 to the Salvation Army to purchase Aldi Food vouchers; and  
**RESOLVED TO RECOMMEND that the Full Council awards the remaining amount requested of £2200.**

Meeting finished at 7.10pm

Notes of the meeting of the Culture Working Group (CWG) on Wednesday 3<sup>rd</sup> August 2023  
2pm

Present: Councillors: B Knickerbocker (BK), A Sparkes (AS) and N Swift (NS)  
Sam Cullen (Alfred Gillett Trust) via Teams

Officers: Danielle Price – Acting Deputy Clerk – Community Engagement

Item	Action(s)
<p><b>1. Apologies</b></p> <p>Apologies received from Laura Wolfers.</p>	
<p><b>2. Notes of minutes on 5th July 2023</b></p> <p>The notes of the meeting were approved.</p>	
<p><b>3. Twinning visit</b></p> <p>All was confirmed as being in place for the reception at the Loft on Monday 7<sup>th</sup> August.</p>	<p><i>DP to raise German flag outside Parish Rooms.</i></p>
<p><b>4. High Sheriff of Somerset visit debrief</b></p> <p>The visit was an enjoyable and eventful day. On reflection, the number of activities could be reduced in future to give more time to spend with contacts and travel between venues.</p> <p>The opportunity to publicise future visits from dignitaries, via social media and with the press, in advance, would be useful to help enhance the profile of the village and as a chance to engage the community with civic traditions and to create interest in the history of Somerset.</p> <p>It was agreed a Civic Events and Official Engagements Policy needs to be drawn up, as well as a pro-forma to send out on behalf of the Chair/Vice Chair when they receive invitations to official events to ascertain dress-code and expectations for the occasion i.e. if they are required to speak or present for instance.</p> <p>The budget for Civic events will need to be reviewed in due course.</p>	<p><i>A calendar of SPC events is sent out to press and media contacts at the start of the year. This should be extended to all schools, stakeholders, and external contacts in future.</i></p> <p><i>Officers to draft a Civic Events and Official Engagements Policy to review at next CWG meeting.</i></p> <p><i>DP to liaise with ZL when budgets go through for November's Policy &amp; Finance meeting agenda.</i></p>
<p><b>5. Reflect on the outcomes of the Priorities &amp; Strategies meeting</b></p> <p>The meeting was extremely valuable, and it is clear to see how the CWG will be instrumental in helping SPC work towards and</p>	



<p>achieve its aims, particularly where community engagement and enhancing SPC's visibility are concerned.</p> <p>It was agreed that the outcomes of the implementation stage of the training will offer the opportunity to consider in more detail what the CWG strategy will be to contribute to and achieve SPC's 3-5 year plan.</p>	<p><i>CWG to share ideas for the best strategies at a future meeting after the implementation stage of the training.</i></p>
<p><b>6. 7. Merriman Park Fun Day (MPFD)</b></p> <p>DP confirmed the final meeting with the organisers for MPFD had gone very well and all was in hand with the elements SPC oversees.</p> <p>It was put forward that some personalised green high-vis jackets would be useful to purchase in order to help councillors and officers stand out as SPC representatives at all events and graffiti clean-up/litter picking sessions.</p>	<p><i>NS &amp; DP to explore cost effective and sustainable options.</i></p>
<p><b>7. Discuss and agree on the next month's social media and website content.</b></p> <p>The content was chosen for the oncoming month and it was acknowledged that content from Somerset Council (SC) will also be shared.</p>	<p><i>DP to add calendar reminders to share SC posts and schedule social media posts accordingly from SPC.</i></p>
<p><b>8. Interpretation Boards</b></p> <p>The group decided the interpretation board will be best placed in the Library Gardens and on the Greenbank Pool site.</p> <p>The group looked at a variety of options from three different companies and it was agreed DP will prepare a short report for full council to consider and vote on at the August meeting.</p>	<p><i>DP to confirm permissions and work with Sam Cullen to write draft copy and get quality images for the boards. This content can be used to update the Street Wikipedia page in due course.</i></p> <p><i>DP to prepare a report detailing the cost benefit analysis of the three companies' options and apply for any tourism funding which may be available.</i></p>
<p><b>9. Date &amp; time of next meeting</b></p>	<p><i>Weds 4<sup>th</sup> October 2023 at 2pm in the Parish Rooms</i></p>
<p><b>Calendar invitation sent? (Y/N)</b></p>	<p><i>Y</i></p>
<p><b>The meeting ended at:</b></p> <p>3:18 pm</p>	

Notes of the meeting of Live Streaming Task & Finish Group on Tuesday 8<sup>th</sup> August 2023 7pm  
at the Parish Rooms

Present: Councillors: P Birch (PB), N Kellett (NK) and A Sparkes (AS)

Officers: Danielle Price – Acting Deputy Clerk – Community Engagement

Item	Action(s)
<p>1. Apologies</p> <p>Apologies received from councillors T Napper and L Wolfers.</p>	
<p>2. Requirements Exercise</p> <p style="text-align: center;">What? Why?</p> <ul style="list-style-type: none"> <li>❖ The group agreed to conduct research with other local councils and groups which already use live streaming equipment to help identify the most user-friendly, cost effective and sustainable options available. This approach will enable SPC to gain a sound starting point to learn from other council’s experiences and best practise to inform research.</li> <li>❖ It was noted the live streaming options will be influenced by the layout of the room used for meetings, therefore, the equipment (as well as needing to be accessible) will need to be robust, appropriate and straightforward to transport, assemble and store in readiness of meetings and when disassembling.</li> <li>❖ Respecting people’s privacy will be a top priority and excluding the public from the recordings will be vital, therefore the equipment needs to support this or adaptable enough to manage blocking out the public. Alongside this, it was noted that windows will need to be closed (so fans will likely need to be used in warmer weather). Safeguarding the</li> </ul>	<p style="text-align: center;">Who?</p> <p><i>DP/TN to contact Glastonbury Town Council and Shepton Mallet Town Council to discuss what research was conducted when they made the decision to live stream and gain advice on any challenges they experienced.</i></p> <p><i>AS to explore live streaming providers for next meeting.</i></p> <p><i>DP to make contact and ensure the wifi connection and bandwidth available at Crispin Community Centre (CCC) will be sufficient to support the use of live streaming equipment and accessible to all users, especially those who may be hearing impaired for instance. DP to request a new annual pass from CCC for automatic wifi access.</i></p> <p><i>Mobility and functionality will need to be considered for the parameters of the room and positioned in a way which protects the public and officers will update the internal policies accordingly once the equipment has</i></p>

<p>privacy of the public is SPC's duty and therefore relevant internal policies will need to reflect this to offer compliance.</p> <p>❖ Creating and walking through a thorough Risk Assessment (RA) will enable SPC to feel confident in the use of the equipment and promote high level safety standards to prevent any accidents or damage to the equipment. A solution to run cable covers etc. will likely be required to enable a viable position of the equipment, not to mention PAT testing to be arranged and training for staff and councillors in using the kit.</p>	<p><b><i>been purchased and tested. Officers to book a test run with CCC in due course.</i></b></p> <p>Once decisions have been made and equipment acquired, the group will draft a RA and conduct a dummy run of the set up and take down to help plan timings etc. Training options can be explored once the equipment is received; potentially as part of the purchase.</p>
<p><b>3. Date &amp; time of next meeting</b></p>	<p><b><i>Tues 22<sup>nd</sup> August 2023 at 7pm in the Parish Rooms</i></b></p>
<p><b>Calendar invitation sent? (Y/N)</b></p>	<p><b>Y</b></p>
<p><b>The meeting ended at:</b></p> <p>7:40 pm</p>	

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

### 1. Appointment to Staffing Committee

Members are asked to approve the appointment of Councillor Birch, at he request, to the Staffing Committee for 2023/24.

### 2. Strode Road Allotments - Water leak

Work to repair the leak will be conducted week commencing 14<sup>th</sup> August and is predicted to take two days to complete. The work will be carried out by DEPA H2O Services, a local Water Safe approved company.

Members are asked to volunteer to visit the site over as a courtesy to the residents affected and to health check the work being undertaken.

### 3. Interpretation Boards

The Culture Working Group are discussing installing two interpretation boards in the village at the Library Gardens and Greenbank Pool to highlight the rich history and significance of each site for members of the public and visitors to Street to appreciate. This is considered to be a valuable enhancement of the village, not to mention an educational opportunity for residents and tourists. Please see table below of guide prices as a starting point.

DP to explore any funding opportunities for a Rural Tourism Grant through Somerset Council at the next Tourism & Strategy meeting on 6th September which may supplement/cover the costs. N.b. Costs below are “estimated” at this stage as the companies will give a final quote after receiving a full design brief, images and final wording etc. if we agree to proceed.

Members are asked to consider how they wish to proceed.

Sustainable Interpretation Boards for Library Gardens (A1 size) and Greenbank Pool (A2 size)		
Company	Estimated Cost (exc VAT)	+/- Points to Consider
Fitzpatrick Woolmer	A1 – £605 A2 – £730 Total - £1,335	+ Made of n-viro durable and eco-friendly aluminium. + Lecturn mount made of recycled polystyrene. + Coated to prevent peeling and easy graffiti removal. + Abrasion resistant. + Flame retardant. + 10 Year guarantee
Shelley Signs	A1 – £790 A2 – £680 Total - £1,470	+ Made of recycled plastic and mounted on a lectern.  + Anti-graffiti surface  - Does not offer professional design service.

Acorn Workshop	A1 – £425 A2 – £375 Total - £800 (n.b additional costs required to mount)	+ Made of Oak.  + Professional design service included.  + Anti-graffiti surface  -Only manufacture the panels, we would need to get a quote from a contractor to mount them which will be an additional cost.
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#### 4. Equality & Diversity Training

Cllr Smith has requested the Council considers Equality & Diversity training for Members. I have contacted SALC who unfortunately do not offer this training themselves but recommended a company that could – Breakthrough Comms. See table below of quotes obtained. Members are asked to consider how they wish to proceed.

Equality and Diversity Training On-Site (costs as at July 2023)		
Company	Cost (exc VAT)	Additional
Breakthrough Comms	£695	Travel expenses
Equality & Diversity UK	£495(half day) £795(full day)	Travel expenses
Katherine Mount	2 options each of 3hrs: - £1,000 trainer + pre recorded films - £2,500 with live actors + 2 trainers	

#### 5. Merriman Park Planning Permission – Erection of two pillars at the entrance to Merriman Park with a graduated wall.

Planning permission has been granted subject to the following conditions:

1. The development permitted shall begin before the expiration of three years from the date of the permission (3 August 2023)
2. The decision relates to the drawings provided:
  - Stone pillars concept
  - Stone pillars 3D
  - Stone pillars 2D
  - Location Plan
  - Design overview 2D plan
  - Proposed Elevation Plan
3. Pre commencement condition - Approval of an Arboricultural Method Statement and Tree Protection Plan. Officers are in the process of obtaining quotations.

Z.L.Leach  
Deputy Clerk  
10.08.23

To: Council  
From: Clerk  
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 31<sup>st</sup> July 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 quarterly check of accounts and Councillors operating the Bankline system will also carry out an online check.

Receipts and, payments to be authorised, for June and July are detailed on the pages circulated and will appear as an annex to the minutes in the Minute Book.

Z.L.Leach  
Acting Clerk  
10.08.23