

Miss Z.L. Leach
Acting Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



T 01458 440 588 E dcro@street-pc.gov.uk W street-pc.gov.uk

14th September 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, 19th 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. Notes of Public Question Time on 15th August 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. 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 15th August 2023 (attached) **Pages 5 - 11**
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. WATER LEAK UPDATE – STRODE ROAD ALLOTMENT
Acting Deputy Clerk report attached. **Members are asked to consider new information and agree on terms of payment for the repairs conducted. Page 12**
6. COMMUNITY POLICE OFFICER
7. PLANNING COMMITTEE
To note the minutes of the meeting held on 15th August (attached) **Pages 13-14**
8. POLICY AND FINANCE COMMITTEE
- To note the minutes of the meeting held on 5th September 2023 and to approve the recommendations made. **Pages 15-19**
- Grant report attached **Pages 20-21**
Draft Service Level Agreement between SPC and YMCA sent separately to Members
Copy grant application forms sent to Members separately except Policy & Finance Committee
Members who are already in receipt of copies.
9. LIVESTREAM TASK AND FINISH GROUP
To receive a verbal update from representatives of the group following a visit to Glastonbury Town Council
10. COMMUNITY AND WELLBEING WORKING GROUP
To receive the notes of the meeting held on Tuesday 12th September **Pages 22-23**
11. EQUALITY, DIVERSITY AND INCLUSION (EDI) GROUP
To receive a presentation from Councillor Reina in support of a Council EDI group. The presentation to include an overview/outline of the group's objectives.
12. REPORT FROM CHAIR
13. CORRESPONDENCE/MINOR MATTERS (attached) **Page 24**
14. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND SOMERSET 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.
15. ACCOUNTS FOR PAYMENT (schedule of August payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 31st August 2023 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 25 + Confidential attachment for members only**

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 16 as it involves confidential information on staffing matters.

16. STAFFING COMMITTEE – **CONFIDENTIAL ITEM MEMBERS ONLY**
- To note the minutes of the meeting held on 11 September 2023 and approve the recommendations made **Pages 26-28.**
Salary Column Points information sheet sent separately to Members.
- To consider the proposal for a temporary change to the current process – **sent separately to Members.**
- 17: CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT
The CCLA PSDF factsheet and statement for August 2023 has been sent to Councillors with the agenda. **Members are asked to approve retaining funds in the PSDF account.**
18. 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

Public Question Time held before Council on 15th August 2023

The new Chair of Street Neighbourhood Watch Association addressed the Council and advised that it was time to revitalise and refresh the association. The Association has some funds mainly from a small membership fee drawn from member households. The Association incurs costs for leaflet printing and event attendance and financial support from the Parish Council would be very much appreciated.

The Chair of the Policy & Finance Committee advised of the Grant application process and recommended that the Association submit a grant application form, by the deadline of 18th August, for consideration at the upcoming Policy & Finance Committee meeting.

The Chair of the Association was also invited to attend any future LCN (Local Community Network) meetings to attract a wider catchment of people who may be happy to be involved. Councillor Shearer will share contact details.

STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre, Leigh Road, Street, on 15th August 2023 at 7pm

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

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

APOLOGIES Councillors: D. Goater N. Howiantz,

64 MINUTES

The minutes of the Council Meeting held on 18th July 2023 which had been circulated were approved as a correct record and signed by the Chair subject to noting the following amendments:

Page 4: In attendance. Should read as Somerset County Councillor Liz Leyshon and not 'District' Councillor.

Minute 51: Should include that Owen Barry was also visited as part of the High Sheriff's visit and the High Sheriff was extremely impressed with the business. The Council is hoping to support Owen Barry to go forward for the Kings Award for Export.

65. MATTERS ARISING

The Acting Clerk has circulated the letter from the Ninesquare Trust regarding funding towards the Library project.

The Acting Clerk advised that the Crispin Community Centre have been invited to attend the next Full Council meeting in support of their grant application.

An email and hard copy letter have been sent to Somerset Civil Parking Team, but no response has been received.

66 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 they 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

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 Smith is also helping the Salvation Army.

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

Councillor Swift declared an other interest under Appendix B in any matters relating to Street Library or Strode Theatre in her capacity as Friend of Street Library and Friend of Street Theatre

67. COMMUNITY POLICE OFFICER

PC Pople was not present but had sent communication to the office outlining the latest meet the team priorities:

1. Graffiti at Orchard Road “mears”
2. Ongoing support for young person’s project
3. Start/train the community speed watch in Street

The next meet the team meeting will be at 7pm on 18 October 2023, Street Foyer (YMCA) but this date could be subject to change.

Streetlink is a valuable resource to contact for anyone appearing as homeless.

RESOLVED:

that the Acting Clerk send calendar invites to all Councillors for Meet the Team meetings.

68. PLANNING COMMITTEE

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

RESOLVED:

that the minutes of the meeting be noted.

69. PRIORITIES AND STRATEGIES FACILITATOR SESSION

The priorities agreed at the strategy session were circulated with the agenda.

RESOLVED:

that the Implementation meeting will take place on 10th October. Venue and timings to be confirmed by the Acting Clerk.

70. LOCAL COMMUNITY NETWORK AVALON AND POLDENS

The draft minutes of the Local Community Network (LCN) meeting held on 19th July 2023 were circulated with the agenda.

The Chair advised that he was elected vice-chair of the Avalon and Poldens LCN and that the next LCN date would be broadcast soon.

RESOLVED:

that the Chair will advise Somerset Council of the inaccuracy on the draft minutes in that Councillor Kerley is of Somerton Town Council and not Street Parish Council.

71. COMMUNITY LIBRARY PARTNERSHIP

The Acting Clerk circulated notes of the meeting held on 26th July with the agenda.

That statistics for Street Library are impressive and show that the Library is performing very well. The library is busy this summer with lots of activities on offer.

PCN usage has increased significantly which justifies the Council's previous decision to retain all PCs in the library.

RESOLVED:

that the notes be agreed.

72. POLICY & FINANCE COMMITTEE

The minutes of the Policy & Finance Committee held on 25 July 2023 and the extraordinary meeting of the Policy & Finance Committee held on 1 August 2023 were circulated with the agenda.

Councillor Leafe advised that approximately 30 families a week are repeat families to the food bank. There is a structure in place for those families regularly attending. The Salvation Army are working in partnership with the Baptist Church and Christians Against Poverty to refer the families that are becoming repeat to have their finances checked for any other allowances/finances they may be able to access.

Councillor Smith declared an interest and abstained from voting on the Salvation Army Grant application.

RESOLVED:

A that the minutes of both meetings be noted.

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

C that the Salvation Army is awarded a further grant of £2200 for Aldi food vouchers to meet the full grant amount requested.

73. CULTURE WORKING GROUP

The notes of the meeting of the Culture Working Group on 3 August 2023 were circulated with the agenda.

RESOLVED:

A that the notes be agreed.

B that the sourcing of local food/resources will be incorporated into the Civic Events and Official Engagements Policy which is to be drafted.

74. YMCA UPDATE

Councillor Leafe on behalf of the YMCA Champions provided a verbal update.

The Champions have visited the youth centre and discussed the vision for Street with the Youth Work Team Leader to explore and prioritise the direction they would like to see it go. They have established that the priorities are SEN, safeguarding and working with schools and networking. When the schools are closed young people need somewhere to go. This has been reinforced during the YMCA holiday activities this summer where a number of young people have made disclosures. There has already been some progress made in working with schools/networking and the Youth Work Team Leader is now also working with the safeguarding team at Crispin School.

RESOLVED:

that the YMCA are requested to submit to the Policy & Finance Committee an SLA proposal for a minimum of 3 years +2, which contains the items outlined in the vision statement. Representatives of YMCA will be asked to attend the Policy and Finance Committee meeting on 5 September 2023 to present in support of their application for recommendation by the Committee to the Full Council. Councillor Leafe to liaise with the YMCA in this regard.

75. LIVE STREAMING TASK AND FINISH GROUP

The notes of the live streaming task and finish group on 8 August 2023 were circulated with the agenda.

RESOLVED:

A that the notes be agreed.

B that Councillor Shearer will ask a representative from Somerset Council to provide the task and finish group with information on the use of OWLS.

76. REPORT FROM CHAIR

The Sustainable Street event was held on 22 July. There was a torrential downpour but a good turn out and something to build on in future years.

The Chair attended Neighbourhood Plan training from SALC. The Parish Council started a Neighbourhood Plan 5 years ago. The Chair confirmed that if the Council so wishes it can continue with the plan from where it left off. There are pros and cons to putting a Neighbourhood Plan in place and this is something the Council can discuss further in the future.

On 7 August, a twinning event was held at the Loft. It was a fantastic event and Isny kindly gifted a 'Street' street sign to the Council. The Chair encouraged Councillor attendance at future twinning events.

The Merriman Park Fun Day will be held on 2 September. Councillors are requested to sign up for the bucket collection rota and Street Parish Council stall rota.

Brookside School's 50th anniversary event will take place on 8 September, 2-3pm.

The Discover Your Community 'Active Street' event will take place on 30 September at the Crispin Hall.

77. CORRESPONDENCE/MINOR MATTERS

The Acting Clerk submitted a report which had been circulated.

Councillor Carswell advised that planning permission has been granted for the erection of two pillars at the entrance to Merriman Park with a graduated wall; subject to an Arboricultural Method Statement and Tree Protection Plan. Councillor Carswell further advised that the Merriman Park Community Group has been awarded a £5,000 lottery grant for the sensory garden – which must be used within one year.

The Council needs to provide a lead on what is required on the interpretation boards prior to accurate costings and a mock up being received.

RESOLVED:

- A that the report be agreed.
- B that upon Councillor Birch's request she is appointed to the Staffing Committee for 2023/24
- C that the Culture Working Group will report back to Council on Interpretation Boards.
- D that Councillor Reina deliver equality and diversity training to the Council at a date to be agreed.

Councillor Wolfers left the meeting at 8.20pm.

78. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND SOMERSET COUNCILLORS

Somerset Councillor Leyshon advised that the flats for sale in the building on the corner of High Street and Grange Road have been advertised correctly – one with one parking place in the off-road parking space, and one with no parking. Councillor Leyshon is still waiting for an answer from Somerset Council parking services on whether the off-road parking can work with a residents parking scheme immediately across the access. Councillor Leyshon will follow up on this.

Now the five Councils are together the financial picture is coming into focus and Somerset Council is beginning to understand where the biggest challenges are. It will

be some time before the advantages of transition of the new Council come through and there is going to be two incredibly difficult years ahead.

Cllr Birch left the meeting at 8.42pm

The meeting closed at 8.42pm

The meeting reopened at 8.50pm

Somerset Councillor Carswell reminded Councillors to sign up for the Merriman Park Fun Day Rotas. He recently attended the Beetle Drive twinning event. He is busy in his role as Chair of Licensing at Somerset as well as numerous sub committees.

Somerset Councillor Shearer is busy learning about Childrens services. The budget for Childrens services is £124 million which is principally down to an increase in complexity, cost and lack of providers. Current focus is on home school transport and SEND provision which is complex. Post covid, we are witnessing a new normal in terms of education, health and wellbeing.

RESOLVED:

That Councillor Napper will enquire if Glastonbury Town Council award a regular grant to Strode Theatre

79 ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31 July 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 July, 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 July 2023 be noted and the schedule of receipts and payments for July be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.

80. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT

The CCLA statement for July 2023 had been circulated with the agenda.

Meeting closed at 9pm

Meeting reopened at 9.04pm.

RESOLVED:

A that funds are retained in the CCLA PSDF account.

B that the RFO submits a report to a future Policy & Finance Committee detailing the monthly expenditure to run the basics of the Council.

81 MATTERS FOR REPORT

Checklist for preferred receipt of agenda circulated by the Acting Clerk.

Councillor Napper enquired about a Changing Places toilet in Street.

Councillor Smith informed the Council that Elmhurst are looking for a school governor if anyone knows anyone who is interested.

Councillor Howard advised of Strode Theatres 60th anniversary which is mid-October.

RESOLVED:

that Councillor Knickerbocker will ask the Centre Director of Clarks Village about the Mencap funding offered for a supersized toilet in Clarks Village and if Clarks Village could use space for something ecological - given the upcoming closure of the Eco shop in the Crispin Centre.

The meeting ended at 9.07pm

To: Council
 From: Acting Deputy Clerk
 Subject: Water Leak Update – Strode Road Allotment

We are pleased to report the repairs have now been carried out successfully.

During the repair process, the contractor DEPA Water Services (DEPA), uncovered a second leak at the site which added some unforeseen complications.

Originally, when Bristol Water issued the Waste Water Notice to Street Parish Council (SPC), the leak they identified in their tests was coming off the pipework which belongs to the council (said pipe runs through the garden of a domestic property into the allotment behind). As a result, Bristol Water issued their notice as **sole responsibility of SPC** to repair and cover all costs incurred.

When the repair work started, having excavated the driveway, DEPA, uncovered another leak (on the joint supply) between SPC and the homeowners. Bristol Water were called out to site and acknowledged that they did not detect both leaks during their initial inspection, subsequently issuing SPC and the homeowners with a **joint Waste Water Notice**, thus joint liability.

DEPA liaised with Bristol Water and held them to account for a lack of due diligence and they agreed to fit a water meter to the homeowner’s property at no cost.

As SPC is involved (as a commercial entity), Bristol Water do not offer any assistance to a domestic household to cover any repair costs.

SPC have approved paying up to £2,000 for the repair work, as per full council meeting, 18th July 2023, however, as the issues have evolved since that meeting, the entire bill is now up to £2,400 excl. VAT. Please see breakdown below:

Repairs to joint supply	£1,700
Pipework	£700
Total	£2,400

Members are asked to consider this new information and agree on terms of payment for the repairs conducted.

STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6, Crispin Community Centre, Leigh Road, on 15th August 2023 at 6:30pm.

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

APOLOGIES: Councillor N. Howiantz
IN ATTENDANCE: Acting Deputy Clerk D. Price
Somerset Council Councillor L. Leyshon

1. MINUTES

The minutes of the meeting held on 18th July 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.

Councillor Napper left the meeting at 18:45 and returned at 18:46.

2023/1281/HSE | Replace existing conservatory for a new extension. | 16 Gooselade Street Somerset BA16 OTD – Extension requested. Approved.

Notification of 2023/1028/PAH | The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.08 metres, with a maximum height of 2.8 metres and an eaves height of 2.65 metres. | 19 Clockhouse View Street Somerset BA16 OPH – Extension requested for comment, as application due to expire before meeting – Granted. Issues shared with Somerset Council members (who have met with the person putting forward objections) were shared in detail at the planning meeting. After careful consideration, the committee approved the proposed application in response to the positive influence it will likely have to support the additional needs of one of the children in the household (which was supported by comments submitted by two other neighbours).

Notification of 2023/1348/TCA | T1 - London Plane (11) - Raise crown to 5m above ground level. T2 - Sycamore (27) - Remove lowest branch over building roof on South side of tree. | Grange Reception Westway Street Somerset BA16 OPL – Extension requested for comment; decision delegated to Somerset Council Tree Officer. Approved.

Notification of 2023/1349/TCA | T1 - Atlas Cedar (137) - Reduce length of branch over footpath on Southwest side of tree by 3m. | 40 High Street Street Somerset BA16 0EQ – Extension requested for comment; decision delegated to Somerset Council Tree Officer. Approved.

2023/1352/ADV | Installation of 1no. pole mounted notice board. | Crispin Hall 83 High Street Street Somerset BA16 0EZ. Approved. It is felt the noticeboard is well positioned to offer a source of meaningful information to the community.

2023/1433/HSE | Proposed single storey extension to rear + hip to gable conversion with dormers (revision to single storey extension) | 32 Queens Road Street Somerset BA16 0NQ. Approved.

2023/1476/ADV | Installation of illuminated fascia sign. | Unit 59 Clarks Village Farm Road Street Somerset BA16 0BB. Approved.

The meeting finished at: 6:56 pm

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Leigh Road, Street on 5 September 2023 at 6pm

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

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO
D. Price – Acting Deputy Clerk
Cllr A. Leafe
Principal of Strode College
YMCA Director of Youth and Community

APOLOGIES: Councillors: P. Birch– reason accepted.

25. QUORUM:
The Chair confirmed that the meeting was quorate.

26. MINUTES
The minutes of the meeting of the Committee held on 25 July 2023 and the Extraordinary Meeting of the Committee held on 1 August 2023 which had been circulated, were approved as a correct record and signed by the Chair.

27. MATTERS ARISING
The Clerk had circulated with the agenda the bi-annual risk assessment incorporating suggested amendments from the last committee meeting, the child protection policy with guidelines and an exemplar policy from SALC and copy Emprint RAMS.

RESOLVED:

- A that the BI-Annual Risk Assessment be approved
- B that the SALC Safeguarding Policy be adopted, subject to revisions appropriate to Street Parish Council
- C that the Clerk arrange online safeguarding training for Council and Members are asked to sign to confirm that they have undertaken the training
- D that the Clerk will respond to EmPrint and question why the wearing of hard hats is not included on their RAMS documentation.

28. 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 he 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.

Councillors P. Goater and Shearer declared an other interest under Appendix B in any matters relating to Houndwood Community Group and abstained from voting on the Houndwood Community Group grant application.

Councillor Howiantz declared an other interest under Appendix B in any matters relating to Hindhayes School as he is soon to be appointed as a governor and abstained from voting on the Hindhayes School Grant Application.

Councillor Kellett declared an other interest under Appendix B in any matters relating to Hindhayes School and abstained from voting on the Hindhayes School Grant Application.

Councillor Knickerbocker declared an other interest under Appendix B in any matters relating to the Mendip Community Transport as he is a Trustee.

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

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.

Councillor Wolfers declared a pecuniary interest in any matters relating to Street and Glastonbury Chamber of Commerce as she is a board member. Councillor Wolfers attends meetings of the Greenbank Swimming Pool Management Committee in a non-voting capacity.

29 GRANT APPLICATIONS

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

Members considered the grant applications submitted and heard from the Principal of Strode College in support of the Grant application for Strode Theatre and from Councillor A Leafe who was attending in his role as YMCA Champion with the YMCA Director or Youth and Community to provide further information on the YMCA Youth Club grant application and vision document previously submitted to Council.

Strode Theatre have been receiving a Covid recovery grant, but this has ceased this year. They have also witnessed a reduction in footfall to the Theatre due to a changing demographic. Strode College has been supporting the Theatre in paying heating costs and lighting etc -there has been an element of student usage. The deficit for the previous year is approximate £25-30k. The projected deficit for next year, if there is no change in the habits of people coming to the Theatre, is approximately £79K. There is

no intent to reduce the community access to the Theatre nor to cease the Theatre's existence, but it cannot exist in the current format. There is currently no strategic plan for the Theatre and the Principal of Strode College is looking to set up a task and finish group to look at a strategy between now and Christmas and work with key stakeholders to implement that strategy. He is requesting financial assistance from the Parish Council, Clarks Foundation, the Friends of Strode Theatre, Glastonbury Town Hall, Shepton Mallet and Wells to support the Theatre in its current format for the academic year whilst getting a strategy in place to get it financially stable and viable.

The costs of running the YMCA youth centre are £31,975 and the Parish Council has contributed an annual grant of £10,000 previously. YMCA costs have risen, recruitment has proven difficult due to the short-term funding commitment at a time of austerity and increasing issues being raised. School safeguarding teams welcome the link. The Champions have recommended that the annual grant is increased from £10K to £15K and that the best way forward is to combine the annual grant with the Street vision into a service level agreement.

Councillor Knickerbocker abstained from voting on the St Margarets Hospice grant application due to a personal interest.

Councillors Shearer and P Goater left the room at 7pm for the discussion and vote on the Houndwood Community Group grant application due to a declared interest. As vice-chair, Councillor Kellett chaired the meeting in Councillor P Goater's absence. Councillors Shearer and P Goater rejoined the meeting at 7.06pm.

Councillors Kellett and Howiantz declared an other interest in Hindhayes School and abstained from voting on their grant application form.

RESOLVED:

- A that Friends of Street Library are awarded a grant of £507
- B that St Margarets Hospice is awarded a grant of £2000
- C that the Houndwood Community Group is awarded a grant of £600
- D that the grant application from Street Parochial Church is refused on the grounds that the Council only has limited funds at its disposal and considers other needs greater. The Acting Clerk to send a letter to the Church.
- E that Street Striders are awarded a grant of £600 subject to receipt of acceptable accounts and bank statements
- F that the committee are minded to support the grant application for £500 from Street Neighbourhood Watch Association but would first like sight of the accounts - the Acting Clerk to request the accounts and explain that the Council is keen to see the revitalisation of the association. The Grant to be taken from the community safety budget.

RESOLVED TO RECOMMEND:

- A that Strode Theatre be awarded a grant application of £40,000 which will support the theatre in the current format for the academic year whilst the Theatre sets up a task and finish group to put a new structure in place.
- B that the YMCA are awarded a 3-year contract, with an option of 2 further years in the form of a Service Level Agreement (SLA) for £32,000 a year to incorporate Street Youth Club and the content outlined in the vision document. The champions and YMCA will liaise to draft an SLA to go before Full Council for approval. £15,000 to be taken from the annual grants budget and £17,000 from the issues for street/vulnerable budget.
- C that Family Counselling Trust Somerset are awarded a grant of £3000
- D that Green Door Families are awarded a grant of £9000, from the issues for street/vulnerable budget.
- E that the Alfred Gillett Trust is awarded £35,000 on the condition that if the project does not go ahead £35,000 will be returned to the Parish Council
- F that the grant application from Hindhayes School for £20,000 is refused and feedback provided with regards to the amount requested and concerns over funding a salary
- G that the Crispin Community Centres three applications - Volunteer Driver Service, Soup Kitchen and annual grant are all combined into a SLA over a 3-year period.

30. POLICIES

The Clerk submitted a draft Health and Safety Policy, Fire Emergency Plan, Fire Safety Policy and Streaming and Recording of Meetings Policy which had been circulated.

RESOLVED:

- A that the Health and Safety Policy be approved
- B that the Fire Emergency Plan be approved.
- C that the Fire Safety Policy be approved.
- D that the Streaming and Recording of Meetings Policy is held until the next Policy & Finance Committee Meeting for approval as it is has been further amended from the copy circulated.

31 FIRE RISK ASSESSMENT

The clerk submitted a report and papers which had been circulated.

RESOLVED:

- A that the report be noted
- B that the external door into the service yard is not classified as a fire exit in terms of the fire evacuation procedure and all signage and relevant documentation/policies are updated by the Acting Clerk accordingly.
- C that it is not necessary for the Acting Clerk to carry out a COSHH assessment – cleaning equipment managed by exception
- D that the committee authorise the expenditure of £450 for Officer training in the use of the Evac+Chair
- E that the annual Parish Rooms Risk Assessment be approved.

32. PERIODIC REPORTS AND INSPECTIONS

Internal control checks have 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.

Meeting closed at 8.10pm.

To: Council
 From: Acting Clerk
 Subject: Grant Applications

Under delegated powers the Policy & Finance Committee **RESOLVED** to award the following grants:

Organisation	Grant £	Cost centre
Friends of Street Library	507	general grants budget
St Margarets Hospice	2000	general grants budget
Houndwood Community Group	600	general grants budget
Street Striders	600	general grants budget
Street Neighbourhood Watch Assoc.	<u>500</u>	community safety budget
	4,207	

The Policy & Finance Committee **RESOLVED TO RECOMMEND:**

Organisation	Grant £	Cost centre
Strode Theatre	40,000	other grants
YMCA SLA 3+2	32,000	15,000 from other grants budget 17,000 from issues for street/vuln
Family Counselling Trust	3000	issues for street/vulnerable
Green Door Families	9000	issues for street/vulnerable
Alfred Gillett Trust	35,000 (cond attached)	general grants
Crispin Community Centre sla 3yr (annual grant + soup kitchen+ VDS)	(10,000) <u>5,000</u>	10,000 annual grant already pd June general grants
	<u>124,000</u>	
	128,207	

The SPC annual budget allows for budgeted amounts for grants and community support as set out below:

1. General Grants – cost code - 1201:

Annual Budget	25,000.00
Spend to date	<u>13,515.00</u>
Remaining	11,485.00

Less P&F recommendations:

<i>Friends of Street Library</i>	<i>507</i>	
<i>St Margarets Hospice</i>	<i>2000</i>	
<i>Houndwood Community Group</i>	<i>600</i>	
<i>Street Striders</i>	<i>600</i>	
<i>Alfred Gillett Trust</i>	<i>35,000</i>	
<i>CCC soup kitchen & VDS</i>	<u><i>5,000</i></u>	
		43,707.00
		-32,222.00

2. Other Grants(regular annual grants) – cost code - 1202:

Annual Budget	50,000.00
Spend to date (Crispin CC)	<u>10,000.00</u>
Remaining	40,000.00

Less P&F recommendations:

<i>Strode Theatre-annual grant</i>	<i>40,000</i>	
<i>YMCA – annual grant</i>	<u><i>15,000</i></u>	
	<i>55,000.00</i>	-15,000.00

3. Issues for Street/Vulnerable – cost code 1800:

Annual Budget	55,000.00
Spend to date	<u>0</u>
Remaining	55,000.00

Less P&F recommendations:

<i>Family Counselling Trust</i>	<i>3000</i>	
<i>Green Door Families</i>	<i>9000</i>	
<i>YMCA (vision)</i>	<u><i>17,000</i></u>	
	<i>29,000.00</i>	26,000.00

4. Community Safety – cost code 1340:

Annual Budget	1,000.00
Spend to date	<u>0</u>
Remaining	1,000.00

Less P&F recommendations:

<i>Street Neighbourhood Watch Assoc.</i>	<u><i>500</i></u>	
	<i>500.00</i>	<u>500.00</u>
		-20,722.00

If the Council approves the P&F recommendations this would equate to an overspend of £20,722.00. The Council previously put funds aside into an earmarked reserves for possible additional costs with the formation of the Unitary Council – services/extra staffing etc. This earmarked reserve currently stands at £164,822.50 which the Council could agree to use to cover the overspend which would leave an EMR remaining of £144,100.50. There is also a contingency fund that is currently (as at end July) at £32,801 – the recruitment agency costs for the temporary worker is paid from this fund at approximately £2200 per month.

Contingency – cost code 1301	£
Annual Budget	42,000.00
Spend to date	<u>9,199.00</u>
Remaining	32,801.00

Unitary Earmarked Reserve (EMR) **164,822.50**

The following organisations have indicated a useful minimum figure on their grant applications. The Council could decide to award the lower of the amounts requested which would reduce the overspend from £20,722 to £9,722

Organisation	minimum recommendation difference		
	£	£	£
Family Counselling Trust Somerset	2,000	3,000	1,000
Alfred Gillett Trust	25,000	35,000	<u>10,000</u>
			<u>11,000</u>
			11,000.00
			- 9,722.00

Notes of the meeting of the Community & Wellbeing Working Group on 12.09.23 at 2pm at the Parish Rooms.

Present: **Councillors:** N Howiantz (NH) and L Wolfers (LW)
Attendees: Acting Deputy Clerk - Community Engagement D Price (DP)
 Chair B Knickerbocker (BK) joined via Teams
Apologies: Cllrs: A Leafe and N. Swift

Item	Action(s)
<p>1. APOLOGIES FOR ABSENCE</p> <p>Apologies were accepted.</p>	
<p>2. NOTES from last meeting, held on 6th July</p> <p>The notes were approved as an accurate record.</p>	
<p>3 & 4. REVIEW ACTIONS FROM LAST MEETING RE: Discover Your Community event for Active Street 30.09.23</p> <p>Please note, it was agreed to focus entirely on NYC for the agenda of this meeting due to time and staffing constraints, as well as an emerging issue requiring members’ and officers’ attention at the time of the meeting.</p> <p>DP confirmed a local sporting personality agreed to open or give a brief speech during the event. A first reserve has been contacted and chased up, but their team has not yet responded to requests. BK agreed to open the event as contingency.</p> <p>DP confirmed the designs of correx signs (to be produced via Instaprint for approximately £120) and patching over the banners from the previous event which will cost approximately £135 from JumpDP (formerly Walton Press).</p> <p>DP confirmed the personalised dark green gilets had been ordered.</p> <p>At the point of the meeting there were 8 spaces left, so pressing on with social media campaigns etc. will be a good way to fill the remaining spaces.</p> <p>Performances from the local theatre groups involved, as well as the Samba band still need to be scheduled.</p>	<p>All other actions were achieved, so it was agreed these actions will be reviewed and concluded by the next meeting. The content for Street Pamphlets & Welcome Packs; Community Surgeries and findings from Cllrs Birch and Howiantz’s accessibility project will be included for the October meeting once NYC has concluded.</p> <p>Group to arrange displaying these asap.</p> <p>DP to push the vent across all socials.</p> <p>DP to explore the options with the groups who are attending and arrange for the space and timings for the order of events on the day.</p>
<p>5. AOB</p>	

LW gave an update to confirm the Chamber of Commerce are working actively on their interactive walking maps.	
6. Agree date & time of next meeting. 10 am 11 th October.	
Calendar Invitation Sent? Y	

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

1. Churchill Retirement Living

Members are asked to consider the proposal raised by Councillor Knickerbocker that the Council seek professional planning and/or legal advice on the forthcoming planning application owing to its proximity to the parish rooms. Councillors are asked to remain neutral and refrain from commenting on this application for the time being.

2. Implementation Meeting

Council attended a strategy/priorities session in August, led by Energise Developments, to identify its priorities for the next 5 years. Council are asked to approve the appointment of Energise Development to deliver an implementation session on 10 October at a cost of £1,650. **Proposal document attached separately for Members.**

Members are sought to create a Task and finish group to look at other council structures and report back for the implementation session. **A suggested template is attached.**

3. Street Festive Market

The Acting Deputy Clerk has requested that the Council form a task and finish group for Street Festive Market and requested volunteers to join the group.

4. External Audit – PKF Littlejohn

PKF Littlejohn have concluded their review of the Annual Governance and Accountability Return for Street Parish Council for the year ended 31 March 2023. It is the opinion of PKF Littlejohn the information in Sections 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met - **External Auditor Report and Certificate attached for Members separately**

I must now prepare a Notice of conclusion of Audit which details the rights of inspection which must be published along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2023. **A proforma Notice is attached for Members separately.** When the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision – **Members are therefore asked to decide how long they wish the notice to be published.**

Copies of the AGAR must be available for purchase by any person on payment of a reasonable sum. Previously this was 40p. **Members are asked to agree the charge.**

5. Grangefield Park Area – Dog bin request

The Council has received a request to place a dog bin in the Grangefield Park area. There is no dog waste bin in the play area which creates an ongoing issue of dog waste being left in the play area. Council is asked to consider this request subject to Somerset Council agreeing to empty the new bin. The Parish Council has a budget allocated to dog bins of £2000.

6 Officers CiLCA extension request

The CiLCA extension request has been granted. Both Officers have been given the maximum 3-month extension (until the beginning of January 2024) to finish their qualification.

Z.L.Leach
 Acting Clerk
 14.09.2023

To: Council
From: Clerk
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 31st August 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 August are detailed on the pages circulated and will appear as an annex to the minutes in the Minute Book.

Z.L.Leach
Acting Clerk
14.09.2023