



Miss Z.L. Leach  
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12<sup>th</sup> October 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, 17<sup>th</sup> October 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 19<sup>th</sup> September 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 19<sup>th</sup> September 2023 (attached) **Pages 5 – 11**  
To approve as a correct record the minutes of the Extraordinary Meeting of the Council held on 4 October 2023 (attached) – councillors are asked to agree to commence the Resolution

from the November Council meeting – Councillors to be sent updated paperwork for completion. **Pages 12-13**

3. MATTERS ARISING
4. DECLARATIONS OF INTEREST AND DISPENSATIONS  
To receive and note any declarations of interest in respect of any matters included on the agenda for consideration at this meeting 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  
- to recognise the retirement of Police Officer, PC Mark Pople  
- to receive a verbal update from PC Hannah Gratton
6. PLANNING COMMITTEE  
To note the minutes of the meeting held on 19<sup>th</sup> September (attached) **Page 14**
7. DISABLED ACCESS IN STREET  
To receive a verbal update from Cllrs Birch and Howiantz on progress of work on disabled access in Street.
8. EQUALITY, DIVERSITY AND INCLUSION (EDI) GROUP  
To receive a verbal update on progress from Cllr Reina
9. YMCA UPDATE  
To receive a verbal update from champions
10. HIGHWAYS  
To receive notes of the Highways meeting held on 20<sup>th</sup> September 2023 **Pages 15 - 19**
11. LIVE STREAM TASK AND FINISH GROUP  
To receive notes of the Live Stream Task and Finish meeting held on 28<sup>th</sup> September 2023 and to receive a verbal summary from Councillor Kellett **Pages 20 - 21**
12. COMMUNITY AND WELLBEING WORKING GROUP  
To receive a verbal update from the Chair of the Working Group from the meeting held on 11<sup>th</sup> October 2023
13. REMEMBRANCE MEETING  
To receive a verbal update from the Acting Clerk from the Remembrance Meeting held on 11<sup>th</sup> October 2023.
14. REPORT FROM CHAIR
15. CORRESPONDENCE/MINOR MATTERS (attached) **Pages 22-23**
16. CHURCHILL RETIREMENT LIVING  
To receive a report from the Acting Clerk (attached) **Pages 24-25**

17. 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.
18. ACCOUNTS FOR PAYMENT (schedule of September payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 30<sup>th</sup> September 2023 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 26 + Confidential attachment for members only**
- 19: CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT  
The CCLA PSDF factsheet and statement for September 2023 has been sent to Councillors with the agenda. **Members are asked to approve retaining funds in the PSDF account.**
20. MATTERS FOR REPORT  
Consideration of items not on agenda for information only
  - (a) Report from Clerk
  - (b) Matters raised by members – TO BE NOTIFIED TO 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 19<sup>th</sup> September 2023

A Resident of Strode Road addressed the Council on an issue concerning a water leak he had experienced. He had been informed by Bristol Water of a leak on his premises and an initial survey suggested that it was underneath the garage. It was then discovered that the pipe ran from the pavement to the allotments right underneath his premises and that there was a T-junction that went from that pipe into his house. Bristol water admitted that it was unusual to have a domestic supply on the same line as a commercial supply. The contractor dug a hole in the driveway at the point where the domestic house connection joins that pipe thinking that the leak was underneath the garden - the Parish Council had agreed to fund and cost that repair - the contractor subsequently found that the main leak was underneath the driveway which was between the pavement and the joint. The whole pipe was renewed and the two water supplies separated. The resident commented that the majority of water that passed through the shared supply was for the allotment and respectfully requested that the cost of this is met by the Parish Council. The resident thanked the Acting Deputy Clerk for all of the work that they put into this project and commented that they had been an immense help. The Chair informed the resident that this matter was an agenda item for discussion by Council during that evening's Council meeting.

A representative of the Quaker Meeting House addressed the Council regarding setting up a repair café in Street and requested an inaugural meeting with the Council's sustainable street working group to discuss this further. For some time there has been a growing interest both from repairers and from the public in supporting it. The Mission Church and Quaker Meeting House are interested in providing a venue and Reverend Anna Lawrence of the Mission Church is fully in support of this venture also.

### RESOLVED

That Officers will contact the Quaker Meeting House to confirm the date of the next Sustainable Street Working Group meeting. The Principal of Strode College to also be invited.

STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre, Leigh Road, Street, on 19<sup>th</sup> September 2023 at 7.10pm

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

IN ATTENDANCE: Acting Clerk: Z. Leach  
Somerset Councillor: L. Leyshon  
Community Engagement Manager, Crispin Community Centre  
Principal Strode College

APOLOGIES: Councillors: N.Kellett and A. Sparkes

82 MINUTES

The minutes of the Council Meeting held on 15<sup>th</sup> August 2023 which had been circulated were approved as a correct record and signed by the Chair.

83. MATTERS ARISING

The Acting Clerk advised that no response had been received from Somerset Parking Team. The Acting Clerk will chase this.

84 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 Somerset or Parish level.

Councillor Birch declared an other interest under Appendix B in any matters relating to Street Football Club.

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 P. Goater declared an other interest under Appendix B in any matters relating to the Victoria 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.

Councillors Kellett and Leafe declared an other interest under Appendix B in any matters relating to Hindhayes School and abstained from voting on the Hindhayes grant application.

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

Councillor Shearer declared an other interest under Appendix B in any matters relating to Mendip Community Transport.

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 Swift declared an other interest under Appendix B in any matters relating to Greenbank Swimming Pool and to Street Library and Strode Theatre in her capacity as a Friend of Street Library and Friend of Strode Theatre.

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

85. WATER LEAK UPDATE

The Acting Deputy Clerk submitted a report which had been circulated. The homeowners named on the Joint Waste Water Notice had presented to Council during public question time.

The meeting closed at 7.19pm for the homeowners to answer further questions and reopened at 7.21pm.

The whole pipe has been renewed and the two supplies now separated. A water meter has since been installed at the residential property.

RESOLVED:

- A that the notes be agreed.
- B that Street Parish Council will cover the full cost of the repair bill of £2,400 and continue conversations with Bristol Water to hold them to account for a lack of due diligence.

86. COMMUNITY POLICE OFFICER

PC Gratton introduced herself as PC Pople's replacement and reminded those present to email her with any concerns or issues they may have.

PC Gratton highlighted a concern regarding thefts in rural communities and urged anyone with any information to contact the police.

PC Gratton highlighted concern over the lack of Public Spaces Protection Order (PSPO) signage in the High Street and has approached Somerset Council about putting more signs up.

PC Gratton left the meeting at 7.25pm

87. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 15 August 2023 were circulated with the agenda.

RESOLVED:

that the minutes of the meeting be noted.

88. POLICY & FINANCE COMMITTEE

The minutes of the Policy & Finance Committee held on 5 September 2023 had been circulated with the agenda.

The Acting Clerk submitted a report on 'Grant Applications' which had been circulated.

The Principal of Strode College gave a presentation to the Full Council in support of Strode Theatre's grant application for £40,000.

The Community Engagement Manager, Crispin Community Centre, gave a presentation to Full Council in support of the Centre's grant applications for the volunteer driver scheme and winter soup kitchen.

RESOLVED:

- A that the minutes of the meeting be noted
- B that the recommendations of the Grants report of the Acting Clerk be agreed with the deficit monies being taken from the Unitary Earmarked Reserves
- C that Strode Theatre be awarded a grant 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
- D 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 with delegated responsibility given to the Champions and Councillor P.Goater to work with the YMCA to finalise the details of the SLA
- E that Family Counselling Trust Somerset are awarded a grant of £3000
- F that Green Door Families are awarded a grant of £9000
- G that the Clerk will write to the Alfred Gillett Trust to say that the Council has agreed to award a grant of £35,000 and these monies will be given to the AGT at the time that the funds are actually required to progress with the project – such time to be advised by the AGT

H 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

I that the Crispin Community Centre is awarded a grant of £3000 for the Volunteer Driver Scheme and £2000 for the winter soup kitchen. Councillor P.Goater will work with the Crispin Community Centre on creating a Service Level Agreement for the next round of grant applications.

Councillors D.Goater and Leafe left the meeting at 8.05pm

89. LIVESTREAM TASK AND FINISH GROUP

Councillor Wolfers provided a verbal update on the visit to Glastonbury Town Council to research how they set up live streaming of meetings and the quality of the equipment/software used. The task and finish group will consider further and bring back a proposal paper with full costings to a future Full Council meeting.

90. COMMUNITY AND WELLBEING WORKING GROUP

The notes of the Community and Wellbeing Working Group held on the 12<sup>th</sup> September were circulated with the agenda.

RESOLVED

that the notes be agreed

91. EQUALITY, DIVERSITY AND INCLUSION (EDI) GROUP

Councillor Reina gave a presentation to the group in support of a Council EDI working group which would be composed of Councillors and possibly members from organisations in Street who would initially meet approximately every 6 weeks and report back to Council.

Councillors D. Goater and Leafe returned to the meeting at 8.17pm.

RESOLVED

that Councillors Howard, Howiantz, Reina, Swift and Wolfers form a working group to scope out what is required from an EDI working group and bring back a proposal to Full Council in 3 months' time.

92. REPORT FROM CHAIR

The Chair attended a number of events in September including attendance at the Mayor Making event for Glastonbury Mayor Indra Donfrancesco held at Glastonbury Abbey, attendance at Westminster to witness the swearing in of Somerset MP Sarah Dyke, attendance at Wells Cathedral to honour her late majesty Queen Elizabeth II and to mark the anniversary of the Accession of King Charles III, the High Sheriff's Garden Party in Bishop Sutton, attendance at St. Cuthbert's Church in Wells for a Battle of Britain Commemoration Service, the 50<sup>th</sup> Anniversary celebration at Brookside Academy and an event at Street Police Station to mark PC Mark Pople's retirement after 22 years of service.



93. CORRESPONDENCE/MINOR MATTERS

The Acting Clerk submitted a report which had been circulated.

RESOLVED:

- A that the report be agreed.
- B that the Acting Clerk contacts the Monitoring Officer or any other free service to seek advice on the Parish Council's legal position with regards to:
  - the close proximity of the proposed Churchill Retirement Living development to the parish building and
  - minimising the risk of prejudicing decisions the Council can make on the planning application.
- C that Energise Developments are appointed, at a cost of £1,650 to deliver an implementation session on 10 October 2023 and that Councillors Knickerbocker, Swift and Wolfers form a task and finish group to look at other Council structures and report back to Council prior to the implementation session using the template circulated with the agenda.
- D that Councillors Birch, Knickerbocker, Swift and Wolfers form a task and finish group for the upcoming Street Festive Market event
- F that the Notice of Conclusion of Audit, along with the certified AGAR, be published on the Council Website prior to 30 September 2023 and remain on the website for a 12-month period
- G that copies of the AGAR are available to purchase by any person upon request from the Parish Council, free of charge.
- H that a dog bin is placed in Grangefields Park play area subject to Somerset Council permission regarding location and emptying of bin – delegated power given to Officers to decide on the best bin to purchase within the agreed limit set aside in the Council's annual budget for dog bins – and an update letter sent to the resident who requested the bin.

94 REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES  
AND SOMERSET COUNCILLORS

Somerset Councillor Carswell advised that the Merriman Park Fun Day had been the most successful they have held, raising £2,800. It was noted that whilst the cost to put the event on is £6,600 it is an extremely valuable community event. Councillor Carswell gave his thanks to the Merriman Park Community Group, Officers and Councillors who helped with the event and raised concern for the future of the event and the need to encourage younger members or Members of the Parish Council to join the Merriman Park Community Group.

Somerset Councillor Shearer informed the Council that she had attended a good workshop on commitment to carers and is currently in the process of scoping what came out of the workshop. The Parish Council may wish to review how it supports carers in the future.

Somerset Councillor Leyshon advised that lots of decisions will be coming forward from the Executive of Somerset Council between now and budget setting.

Councillor Leyshon has witnessed a significant increase in the number of planning applications coming her way and asked if any Councillors have any queries with regards to an application to raise them with herself and Councillor Carswell.

Councillor Leyshon further advised of a request from the Parish Church about the possibility of putting a dropped kerb on the pavement on the college and school side so that people who park in the car park and need wheeled access across the road can go across from the College.

95. ACCOUNTS FOR PAYMENT

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

96. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT

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

RESOLVED:

that funds are retained in the CCLA PSDF account.

The press and public left the meeting at 9.01pm due to confidential item number 97.

The Acting Clerk declared an interest in item number 97 and left the meeting at 9.02pm. Councillor Knickerbocker clerked this section of the meeting.

97. STAFFING COMMITTEE

The minutes of the Staffing Committee held on 11 September 2023 were circulated with the agenda.

RESOLVED

- A that the minutes of the meeting be noted.
- B that the ACCE (current title) post be retained at scale point 27 thereafter rising to scale point 32 subject to satisfactory annual review.
- C that the DC/RFO would be retained at scale point 34 (2 points below the current salary as this will end when the “acting up” period expires) thereafter rising to scale point 39 subject to satisfactory annual review.
- D that officers delegate tasks to Members where appropriate to alleviate workload – particularly for the upcoming events – Discover your Community, Remembrance Parade and the Festive Market

E that the temporary worker continues to be employed through Fusion Recruitment until such time as the temporary worker is no longer required

The Acting Clerk returned to the meeting at 9.09pm.

98 MATTERS FOR REPORT  
There were no matters for report.

The meeting ended at 9.10pm

## STREET PARISH COUNCIL

Extraordinary Meeting of the Council held in Gravenchon Room, 6 Leigh Road, Street on 4<sup>th</sup> October 2023 at 2pm

PRESENT: Councillor N Swift (Vice-Chair of Council, chaired meeting in absence of Chair of Council)  
Councillors: S. Carswell, D. Goater, P. Goater, J. Howard, N. Smith, A Sparkes and L. Wolfers

IN ATTENDANCE: Acting Clerk: Z. Leach

APOLOGIES: Councillors: P Birch, N. Howiantz, N.Kellett, B.Knickerbocker, A. Leafe, T. Napper, B. Reina and H.Shearer

### 99 DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Somerset Councillor Carswell declared an other interest under Appendix B in any matters relating to the Somerset Council and in any matters relating to Merriman Park as he is Chair of the Merriman Park Community Group.

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

Councillor Smith declared an interest under Appendix B in any matters relating to Greenbank Swimming Pool as she attends meetings in a non-voting capacity and advised that she is no longer on the Board of Glastonbury FM.

Discussion followed on the current practice of Councillors declaring all their interests at the start of every meeting, rather than interests specifically relating to agenda items and whether there was a more effective means of dealing with this whilst adhering to standing orders and code of conduct. Councillor Carswell advised of the Somerset Council process.

#### RESOLVED

that future Council Agendas will include a list of declarations of interest at the end of the Agenda - the Chair will make reference to this list and ask Members to declare any additional or updated interests, to those noted on the Agenda, at the start of the meeting under the standing agenda item of 'Declarations of Interest and Dispensations'

Councillor Howard arrived at 2.05pm

100. STAFFING COMMITTEE PROPOSAL

A motion proposed by the Staffing Committee was circulated with the agenda.

RESOLVED

A that the Motion be approved

B that a Councillors WhatsApp group is created as a sharing ideas/discussion platform for those Councillors that wish to use it to limit the number of emails going through the councillor group email - any resulting proposals to come to Full Council for consideration and decision. Officers are not expected to monitor the WhatsApp group.

Meeting Closed at 2.10pm

STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6, Crispin Community Centre, Leigh Road, on 19th September 2023 at 6:30pm.

PRESENT: Councillor: P Goater (Chair)

Councillors: P. Birch, N. Howiantz, B Knickerbocker, T. Napper and L. Wolfers

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

1. MINUTES

The minutes of the meeting held on 15th August 2023 were noted and a correction requested in reference to 2023/1028/PAH where it stated, "Street Parish Council and Somerset Council representatives"- to be amended to "A Street Parish Council and Somerset Council representative". The minutes can be signed by the chair at the next meeting once the correction is made.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations were made.

3. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

2023/1586/HSE | Proposed 5m deep rear extension and 1.6m deep front porch extension to existing bungalow. | 12 Wilton Orchard Street Somerset BA16 OSY. – Approved as proposal is deemed in keeping and attractive.

2023/1654/HSE | Change of door material from timber to aluminium. | Leigh Cottage Overleigh Street Somerset BA16 OTJ – Approved.

2023/1651/HSE | Demolish Garden Room & Erect Single Storey Rear Extension, Convert Garage & Replace Flat Roof | 8 Overleigh Street Somerset BA16 OTP. – Approved.

2023/1636/ADV | Existing sign on rear elevation relocated | 107 High Street Street Somerset BA16 OEY. Approved.

2023/1635/FUL | New rear extension, external seating area and relocated signage. Removal of redundant external staircase. | 107 High Street Street Somerset BA16 OEY. Approved – it is felt these upgrades will be beneficial and offer an enhanced environment for both the public and staff.

2023/1625/FUL | Erection of detached dwelling and garage | Land South East Of The Brambles Higher Brooks Street Somerset. – Objected under material considerations 3, 4 and 8.

The meeting finished at: 6:57 pm

**Notes from Highways Meeting, Parish Rooms 20/09/2023 @14:00**

**Present:** Councillors B. Knickerbocker (BK), S. Carswell (SC), N. Swift (NS), J. Howard (JH), L. Wolfers (LW) and L. Leyshon (LL).

**In Attendance:** Cllr. A. Sparkes (to take notes in absence of DP)

**Apologies:** Cllr. P. Birch (PB) and Acting Deputy Clerk D. Price (DP)

**Declared Interests (all made under Appendix B of the Code of Conduct unless otherwise noted):** SC & LL declared an interest as Somerset County Councillors and stated they would keep an open mind when discussing matters relating to their roles.

SC declared an interest in matters relating to Merriman Park as he is Chair of the Merriman Park Community Group.

LW declared a pecuniary interest as a board member of Street and Glastonbury Chamber of Commerce.

JH declared an interest in matters relating to Crispin Hall & Community Centre, Victoria Club and Friends of Strode Theatre as a Trustee of all these institutions.

NS declared an interest in matters relating to Street Library or Strode Theatre as she is a member of the Friends group for both institutions.

**Press and Public:** there were no press or public present.

**Noted:** that AS is present only to take the notes in the absence of DP and is not permitted to take part in the debate unless a resolution is passed to enable him to do so. AS is NOT permitted to vote on any resolutions.

Item	Action
1. Nominate Chair  SC was sole nomination (Proposed: BK, Seconded: JH). Passed by all present.	That SC be entered into the record as Chair of the Highways Working Group for 2023/2024
2. Nominate Vice Chair  BK was sole nomination (Proposed: SC, Seconded: JH). Passed by all present.	That BK be entered into the record as Vice Chair of the Highways Working Group for 2023/2024
3. Apologies for Absence  Apologies were accepted	
4. Notes of meeting 04/04/2023  Notes were accepted as a true record (Proposed: BK, Seconded: NS)	That the notes be signed by the Chair and entered into the record.

<p>Updates on items 3, 4 &amp; 5 were held until the relevant item on this agenda.</p> <p>Noted that graffiti can be reported on the Somerset Council website:  <a href="https://www.somerset.gov.uk/roads-travel-and-parking/flyposting-and-graffiti/?district=Mendip">https://www.somerset.gov.uk/roads-travel-and-parking/flyposting-and-graffiti/?district=Mendip</a></p> <p>Noted that potholes can be reported on the Somerset Council website:  <a href="https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/">https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/</a></p> <p>Woods Batch: graffiti continues to be an issue. Investigate costs of acrylic boards/panels and professional clean (although potential chemical run off is an issue).</p> <p>Funds were available for a mural in Street with Glastonbury funding. DP to contact Kirsten Lindopp at Heart of the Tribe, who may be able to advise on this.</p>	<p>AS reported on behalf of DP that the requested information sheet with links to enable reporting of various matters is complete and will be shared shortly on the Parish website and Social Media accounts.</p> <p><b>DP</b></p> <p><b>DP</b></p>
<p>5. Permit Parking in Grange Road &amp; Surrounds</p> <p>AS reported on behalf of DP that the meeting with residents had taken place and the measuring exercise completed. Feedback from residents has been very positive and a request has been made for the reinstatement of permit badges for residents' cars – a resident has volunteered to maintain a list of permits and monitor the car parking.</p> <p>LL reported that Cooper and Tanner have agreed that no parking spaces are to be offered/allocated for new flats. Still awaiting feedback re parking spaces for trailers.</p> <p>A question arose regarding the legal position should a vehicle be parked across the dropped kerb to a residents' driveway. It was opined that blocking egress would be an offence whilst blocking ingress would not.</p>	<p>Check with local police for definitive advice. <b>Jackie Rynn (JR)- Temporary Administrator</b></p>
<p>6. Somerset Bus Partnership</p>	<p><b>DP/JR</b></p>



<p>List of Bus Stops to be drawn up and encouragement for locals to 'adopt' individual sites.</p> <p>Bus timetables to be made available on Parish Website with links. Encourage use of First Bus App which shows real time location of buses.</p>	<p><b>DP/JR</b></p>
<p>7. Speeding Issues In &amp; Around Street</p> <p>Enquiries made regarding a Traffic Report being commissioned to be shelved due to potential cost (approx. £36K).</p> <p>Rotation of Speed Indicator Devices (SIDs) seems to have stopped. If a problem exists, the committee recommends investigating other contractors to take on this task.</p> <p>DP to investigate permanent brackets on poles to make rotation of SIDs easier and associated costs.</p> <p>Existing 5 poles/sites in place. Currently have 3 SIDs. Check feasibility of further poles/sites being made available.</p> <p>NS proposed including 2 in the High Street with, preferably, solar SIDs as these installations would be more permanent.</p> <p>Battery life was becoming a problem. Previously reported that new replacement batteries had been purchased and delivered to SLH for installation. DP to update progress on replacement batteries.</p> <p>It was noted that studies have shown physical methods of speed control to be more effective but at a greater capital cost.</p> <p>Enquiries regarding parking problems on the High Street have had no response yet.</p>	<p>DP/SC to check whether there is an issue with SLH carrying out this work. <b>DP/SC/SLH</b></p> <p><b>DP/SLH</b></p> <p>Circulate a map showing current position of poles and SIDs. <b>DP/SC</b></p> <p><b>Moved by NS, seconded by JH – PASSED all present</b></p> <p><b>DP/SLH</b></p> <p><b>DP to chase response.</b></p>
<p>8. Priorities For Area Highways Officer (AHO)</p> <p>AS reported on behalf of DP that the requested spreadsheet had been sent to the AHO with no response yet.</p>	

<p>Reporting of traffic light problems can be done via the Somerset Council website:  <a href="https://www.somerset.gov.uk/roads-travel-and-parking/traffic-lights/">https://www.somerset.gov.uk/roads-travel-and-parking/traffic-lights/</a></p> <p>Noted that if a single lamp post is dark then take the ID code attached to it and report via SCC website. However, if an entire bank of lamp posts go dark this should be reported to National Grid PLC</p>	<p>Link to be added to Street Parish Council website and Social Media.  <b>JR</b></p>
<p>9. Any Other Business &amp; Date and Time of Next Meeting</p> <p>NS stated that she was aware of several potholes being filled badly. LL advised that, if the pothole needs re-working within 14 days, then it should be reported again via the website.</p> <p>Cllr. Peter Goater (PG) and LW had spent time on Somerton Road following noise complaints from Tor View Court residents and agreed there was a lot of noise but that no further complaints had been received.</p> <p>The problem of drop kerbs and pavement maintenance on motion impaired Street residents was discussed. LW stated that Mendip Mobility had kindly agreed to loan mobility scooters to councillors to them to fully appreciate the problems faced.</p> <p>LL directed members to the Sustran Report.</p> <p>Mental health issues were discussed in relation to the motion impaired being restricted in their movement around the village due to poor pavements and access.</p> <p>Chamber discussions felt signage to High Street and Information Boards need a refresh/repaint in more appropriate colours. A softening of the barrier between Clarks Village and High Street shops would be beneficial.</p> <p>More help for people with disability/mobility issues. Discussions with Crispin Centre re advice and place links on SPC site.</p>	<p><b>DP</b></p>

<p>Drop kerb to facilitate easier access to Parish Church near college/School.</p> <p>DP to revisit priorities list for Area Highways Officer.</p> <p>A recurring theme was links on SPC site to Somerset Council and other sites (First Bus etc) would be helpful and encourage public reporting/participation.</p> <p>Date of Next Meeting: Wednesday 1<sup>st</sup> November 12:00 at Parish Rooms.</p>	<p><b>DP</b></p> <p>Circulate Notes and DONM. <b>DP/JR</b></p>
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**Notes of the meeting of Live Streaming Task & Finish Group on 28<sup>th</sup> Sept 2023 7pm at the Parish Rooms**

Present: Councillors: N Kellett (NK), A Sparkes (AS) & L Wolfers  
 Attendance via Teams: Cllr P Birch  
 Officers: Danielle Price – Acting Deputy Clerk – Community Engagement

<b>Item</b>	<b>Action(s)</b>
<p><b>1. Apologies</b></p> <p>Apologies received and accepted from TN.</p>	
<p><b>2. Approve the notes of the last meeting</b></p> <p>Notes from the meeting dated 14.09.23 were approved as a correct record.</p>	
<p><b>3. Review Actions from last meeting</b></p> <p>DP confirmed actions to measure the dimensions of Room 6 of Crispin Community Centre and conducting a PING test needed to be completed.</p>	
<p><b>4. Consider Initial Estimate of Costings for Live Streaming Equipment</b></p> <p>DP prepared a report comparing the estimated costs and short and long-term considerations if equipment was to be purchased.</p> <p>The group were asked to review the points raised and put forward a recommendation for full council (17<sup>th</sup> Oct), for members to vote on whether to progress with purchasing the livestreaming equipment to use in formal meetings. Please see below for a copy of the report.</p>	
<b>5. Date &amp; time of next meeting</b>	<b>N/A</b>
<b>Calendar invitation sent? (Y/N)</b>	<b>N/A</b>
<p><b>The meeting ended at:</b></p> <p>7:26 pm</p>	

Company	Key Features/Points to Consider	Initial Estimate of Costs
<b>Owl Labs</b>	Owl 3 - fully portable conferencing solution. Ability to pair two Owls. Compatible with Microsoft Teams and mobile devices. Managed through web-based portal which streams direct to the host computer via USB-C connections. Can buy device bundles. Best performance will require additional accessories such as: expansion mic(s) and Tripod(s). 2-year warranty and sales team can come and plan the room set up with customers. 30-day MBG available.	Approx: £5k - one-off initial outlay for equipment with options to resell in future.
<b>Public-i</b>	Stream box suitable for all webcasting solutions for meetings up to 20 and at an enhanced rate for larger requirements. Inclusive options available to enable transcript/subtitles etc.	Approx £8k <u>per annum</u> (up to 20); increases to £15k per annum for 20+
<b>Council Stream</b>	CSP-100 - create a bespoke solution with installation as part of the process. Equipment is fully maintained in the service package incl. PAT testing.	Approx £12k <u>per annum</u> with a council our size.

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

**1. YMCA**

I am pleased to report that the SLA agreement between Street Parish Council and YMCA has been finalised and scheduled to be signed on Friday 13<sup>th</sup> October - relevant funds will be transferred in line with the agreement. Thank you to the Champions (Cllrs: Howiantz, Kellett and Leafé), P. Goater and to YMCA's Director of Youth and Community and Youth Work Team Leader for their hard work on bringing this to fruition.

**2. CID – security and fire alarm checks**

On 10 October 2023 CID Security undertook a complete fire and security alarm check to include a check of all smoke detectors and emergency lighting throughout the building. I am pleased to report that all is in good working order except for 12 of the 33 emergency lights which failed on a prolonged test and require replacement bulbs. I am awaiting a quotation from CID on the cost to replace these bulbs. There is a red fire warning siren in the Children's library which has never been wired in; which I am obtaining quotations for. A fire evacuation drill took place on 11 October 2023.

**3. Alltree Survey of Merriman Park and Skate Park**

Alltree have completed the annual tree survey of the Skate Park and Merriman Park – **sent separately to Members via email** – I am in the process of obtaining quotes for the remedial works required as outlined in the report.

**4. Merriman Park – Vandalism of trees**

Three of the recently planted trees in Merriman Park have been vandalised. Councillors are asked to consider any remedial actions.

**5. Grangefield Park Area – Dog bin request update**

Our request for a dog bin in the Grangefield Park area is currently with the Community Health Team at Somerset Council awaiting their attention. I have updated the resident that made the request.

**6 Implementation training**

The planned implementation training scheduled for 10 October had to be rescheduled. Thank you to Councillors for your responses to the proposed reschedule dates. Having taken into account responses received the training has been rescheduled for Friday 24<sup>th</sup> November 9.30am-3.30pm. The Venue will be the Crispin Community Centre.

**7 New Clerk induction**

The new Clerk, Jenny Service, will commence employment with Street Parish Council on Monday 23 October 2023. As part of the induction I would like to include a visit to Merriman Park, Street Skate Park, Street Allotments and a possible walk past some of the key organisations that we support as a Council. It would also be good for the new Clerk to have the opportunity to meet many of the Councillors. If any Councillor is able to offer any of their time to accompany Jenny to any of the above locations please contact me and I will put a programme together.

## **8 Street Naming Pilot**

We have been selected to be involved in the street naming pilot along with the following Parish and Town Councils:

- Castle Cary
- Walton
- Street
- Watchet
- Nether Stowey

An initial, introductory meeting will be held virtually in early November based loosely on the below:

1. Explain current process
2. Why trial preapproved street names
3. SNN policy overview
4. Naming criteria – emphasis on what is and isn't allowed
5. Restrictions (not geographically restricted for areas within the Parish Council area?)  
Some may be area specific though?
6. Confirm that developers will still be entitled to put forward their own proposals

A date in November will be confirmed. Please inform me if you would like to attend this virtual meeting – the Clerk and Councillors are invited.

## **9 Emergency Planning Working Group**

It has been some time since the last working group meeting. Councillors are asked to consider if there is a need to convene a meeting. The Councillors appointed to this working group are: Councillors Carswell, Kellett, Knickerbocker, Napper, Swift and Wolfers. Councillors are asked to approve the appointment of Councillor Sparkes to this working group.

Z.L.Leach  
Acting Clerk  
12.10.2023

To: Council  
From: Acting Clerk  
Subject: Churchill Retirement Living Development

At the Council meeting on 19 September I was asked to contact the Monitoring Officer or any other free service to seek advice on the Parish Council's legal position with regards to:

- the close proximity of the proposed Churchill Retirement Living development to the parish building and
- minimising the risk of prejudicing decisions the Council can make on the planning application.

I received the following advice from the Monitoring Officer on 10 October 2023:

The Parish Council and therefore Parish Councillors will clearly have an interest in this planning application. It is the opinion of the Monitoring Officer (MO) that all of the Councillors will have an interest under Appendix B as they are clearly in a position of management and control of the parish council. The MO suggests that the Clerk issues dispensations to all of the Councillors in order for them to deal with this matter - as otherwise they would all be in breach of the code of conduct - under the criteria it would be clear that as all members are affected the meeting wouldn't be quorate and it would impede council business and it would also be in the interests of the residents living in the area. This would enable the Parish Council to have the meeting with the developer and also to debate the matter and submit its consultation response in the usual way.

The MO recommends to keep a record of the meeting with the developer in the same way as a normal parish council meeting so that we can disclose this if needed to. The MO further advises during the meeting with the developer that the Clerk and Members make it clear that we will keep an open mind when listening to their plans and just ask questions rather than give any opinions at that stage – this demonstrates that members have still kept an open mind when they are consulted on the planning application. Members may wish to reiterate that point at the planning meeting when the application is discussed.

Negotiations concerning the car parking spaces might be something that the members could delegate to the Clerk to deal with, obviously with their instructions, but this would also help to keep some transparency in the process.

I also received the following advice from SALC on 9.10.23:

It's fine for the council to decide to meet with the developers to find out more about the application and to explore the potential issues for negotiation. The important thing is that the council remains entirely above board and transparent in all its dealings with the developer. There shouldn't be any attempt to hide the fact of any meetings and no promises can be made or decisions taken outside of a public meeting.

With regards to any concern about pre-determination, we need to remember that the Parish Council is not the Local Planning Authority and will not be making the final decision on the application. As long as councillors approach the matter objectively and fairly, considering all relevant material, then the council's decision will be safe from successful challenge. If the Parish Council is concerned about perceived pre-determination, which it doesn't think can be overcome by transparency, then it might choose to decline to submit a comment.



The Acting Deputy Clerk received the Initial advice (below) from Somerset Council on 16.8.23. which led to the original concern in meeting with the developers. It is worth noting, however, that the original advice drew reference to the Code of Good Practice of Somerset Council – which is of course the Principal Authority – the Parish Council is only a consultee in the planning process (as per the SALC advice above). The key take away from all of the advice for me, however, is around openness and transparency; documenting any meeting and to listen and ask questions but not to give opinion.

Somerset Council advice received on 16.8.2023:

It is important that the decision making process is open and transparent, and I would therefore not recommend that you meet developers in private. I would suggest therefore that if developers wish to meet with you, that you invite them to a Town Council meeting, or they set up a community consultation event.

There is some guidance in our own Code of Good Practice which you may find helpful:

**5. Discussions with developers**

**5.1 Discussion between developers or an applicant for planning permission and the Council, either prior to the submission of an application or during the consideration process of the application, can be of considerable benefit to both parties and is generally encouraged as assisting the planning process. However, it would be easy for such discussions to become or be seen (especially by objectors) to become part of a lobbying process. Any involvement of members in discussions with developers or applicants should therefore only take place as part of structured arrangements agreed with officers, and the advice given in Sections 3 and 5 should always be borne in mind.**

**5.2 The following guidance given by the Local Government Association and the Planning Officers' Society should be followed in relation to such discussions:**

- **Presentations by applicants should be limited to the development proposal and a question and answer session on factual matters. Where appropriate, they may take place on site or incorporate a site visit.**
- **To promote transparency of the planning process, the public will be invited to attend developer presentations wherever practicable.**
- **Members must maintain an impartial listening role and avoid expressing an opinion or giving advice beyond outlining local policies, although questions may be asked to clarify aspects of a proposal and policy concerns may be raised. The chair or officer should explain this role at the outset of the meeting.**
- **The discussions should not develop into negotiations and it must be made clear that they are not part of the determination process.**
- **Officers of appropriate seniority (where resources permit) should attend the meeting, and written notes should be kept.**
- **For major or contentious applications, the involvement of members should be authorised by the Planning Committee and recorded in any subsequent committee report.**
- **Members should not seek to influence officers or pressure them to support a particular course of action.**
- **The Council should set out in advance how it will deal with any commercially sensitive or confidential information, bearing in mind the requirements of the Freedom of Information Act and the need for transparency.**

The Council is asked to consider and decide on its next course of action with regards to meeting with Churchill.

Z.L.Leach

Acting Clerk

12.10.2023

To: Council  
From: Clerk  
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30<sup>th</sup> September 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 September are detailed on the pages circulated and will appear as an annex to the minutes in the Minute Book.

Z.L.Leach  
Acting Clerk  
12.10.2023