

Ms Jenny Service
Clerk of the Council
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To Councillors:

Bryan Knickerbocker (Chairman), Nina Swift (Vice Chairman), Pam Birch, Simon Carswell, Deb Goater, Peter Goater, Terry Napper, Jean Howard, Neil Howiantz, Nicholas Kellett, Andy Leafe, Bruno Reina, Heather Shearer, Adrian Sparkes, Nicola Smith, and Laura Wolfers.

Members are reminded of their duty under the Code of Conduct:

The 7 principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

You are summoned to attend an **ordinary meeting of the Parish Council** to be held in Room 6, Crispin Community Centre, Leigh Road, Street at **7pm on TUESDAY, 21st NOVEMBER 2023**. The business to be transacted is set out in the agenda below.

**** Members are reminded that the council has a general duty to consider the following matters in exercise of any of its functions: equal opportunities, crime and disorder, health and safety, human rights, and biodiversity. ****

Yours Sincerely,

Jenny Service

Clerk to Street Parish Council

Date: 16th November 2023

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted unless the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest.

PUBLIC PARTICIPATION SESSION

Before the Parish Council meeting begins there will be a public participation session.

1. Public question time

Parishioners are invited to direct questions or comments to the Chairman who will invite each person to speak for up to 3 minutes on any subject/s of concern. Please note that the Council is unable to make formal decisions under this item. Members of the public are requested to raise any matter during this session as the rest of the meeting is not open to public participation (providing that prior notice has been given by noon on the day of the meeting to email: street.parish@street-pc.gov.uk or telephone: 01458 440588).

2. Somerset Councillor reports

Short verbal reports are invited from Somerset Councillors, regarding matters affecting Street and the wider local community.

- **Cllr Liz Leyshon**
Deputy Leader of Somerset Council and Lead Member for Resources and Performance.
- **Cllr. Heather Shearer**
Associate Lead Member for Children's Social Care & SEND, Mendip West Division.
- **Cllr. Simon Carswell**
Chairman Licensing and Regulatory Committee, Street Division.

3. Neighbourhood Policing Team

To receive a summary report from the Neighbourhood Policing Team.

AGENDA

1. Apologies for absence

To receive and accept apologies for absence. *LGA 1972 s85(1)*

2. Declarations of interests and grant of dispensations

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with Localism Act 2011 s33 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

Note: this does not preclude any later declarations.

3. Confirmation of minutes

RECOMMENDED: That the minutes of the Parish Council meetings held on 11th October 2023 (circulated) are approved as a correct record and signed by the Chairman. *LGA 1972, Schedule 12, paragraph 41(1).*

4. Reports

i. Chairman's Report

The Chairman's report will include updates on activities and events since the last Council meeting.

ii. Clerk's Report

To receive a verbal report from the Parish Clerk.

To include updates/actions on behalf of the office (by exception).

5. Committee minutes

To note the receipt of DRAFT minutes of recent committee meetings.

Please note: These minutes have been circulated and will be approved at the next meeting of the respective Committee.

i. Planning Committee (17th October 2023).

ii. Policy & Finance Committee (7th November 2023).

6. Street Festive Market

To receive an update from Danielle Price (Assistant Clerk & Community Engagement Officer) including requests for support and tasks for Cllrs. *Please note: Danielle is the responsible officer for this event.*

Street Festive Market will be held on Saturday 2nd December between 11am – 4pm. Building on last year's event, there will be lost more stalls and festive-themed food and entertainment and will be closing off the High Street, Farm Road and Leigh Road this year, to make use of the Library Gardens for Children's entertainment. Street Parish Council's stall will be shared with the Quakers who are involved in setting up a Repair Café for Street with the support of our Sustainable Street working group, so there will be plenty of opportunities for public consultation relating to this project, as well as signposting residents to cost-of-living support and warm spaces. We have a shop window competition with generous prizes sponsored by Strode Theatre and Clarks Village, so it will be great to encourage families to participate on the day, especially.

7. Defibrillator cabinet

i. To agree installation site of the defibrillator cabinet.

Option one: to the left of the front door. Option two: side wall of building opposite Crispin Hall.

ii. To consider approval of electrical works quotation for £163.32.

8. Probation graffiti clean-up and litter pick

To consider proposal by the Neighbourhood Policing and Probation Services to engage with Community Payback - Unpaid Work. Probation run groups of supervised individuals to complete their unpaid work

sentenced by the courts. This often comprises of gardening, decorating, litter picking and graffiti removal. Probation Services are keen to expand their services in Street, all work must be not for profit.

Note: H&S documents may be required prior to the commencement of any works.

9. Westway, Street - Scheme Consultation

To consider a Parish Council response to the Westway, Street - Scheme Consultation MN004264. *The Parish Council has been asked to submit any comments for Somerset Council to consider. The deadline for comment has been extended to 22nd November 2023.*

Background: Somerset Council are developing a pedestrian/ cyclist improvement scheme along a section of A39 Westway in Street, to provide a shared-use footway/ cycleway between Clarks Village Access Road and Glasdon Road. This results from a request from (the former) Mendip District Council to provide a new safe route for pedestrians and cyclists using a strip of land between Clarks Village Access Road and Street Roundabout, that currently has no formal footway/ cycleway in place. A plan of the latest proposal can be viewed on Somerset Council's website at: www.somerset.gov.uk/roads-and-transport/small-improvement-schemes-directory The proposals also include cutting back of trees/vegetation on the route, which should be completed in advance of the main works, to avoid the spring nesting season.

10. The Crispin Centre

The shopping mall is about to become vacant with the imminent departure of the last shop. The centre will be closed to avoid incurring ongoing costs and reduce risk of vacant premises being more vulnerable to anti-social behaviour. Street Parish Council has been invited to consider the timing of closure. Management are willing to close the centre after Christmas to allow the route through from the carpark to be used.

Deadline for response: 22nd November 2023.

11. Memorial trees

i. To consider replacement of memorial trees due to vandalization October 2023.

ii. To consider requirement for tree guards.

RECOMMENDED: That the Council consider and delegate budget for any replacement trees and the purchase of tree guards as required to Officers.

Tree	Specimen	Previous cost	Planting / upkeep
CL	Fagus syl. Purpurea - Beech	£111	£70
SPC Covid Tree	Carpinus betulus - Hornbeam	£144	£70
URC	Platanus hispanica - London Plane	£160	£70
Total		£625	

12. NALC Foundation Award

RECOMMENDED: That the Council work towards the NALC Foundation Award.

Costs - £50 registration paid to NALC. £80 accreditation fee paid to SALC.

*Background: The Local Council Award Scheme is a programme overseen by the Improvement and Development Board and delivered by the National Association of Local Councils and County Associations of Local Councils for all parish and town councils. It provides a framework to support all local councils to improve and develop to meet their full potential and to put in place the conditions for continued improvement. The Local Council Award Scheme gives councils the opportunity to show that Local Councils meet the standards set by the sector. **Foundation Award:** Councils achieving the Foundation Award demonstrate that they have the documentation and information in place for operating lawfully and according to standard practice, building a foundation for improvement and development. <https://www.nalc.gov.uk/localcouncilawardscheme>*

13. Member Officer Protocol

RECOMMENDED: To adopt the SLCC Member Officer Protocol.

14. Working Groups and Committee structure

i. To consider Councillor P. Goater's request to be appointed to the Highways Working Group.

ii. To consider Councillor P. Goater's request to be appointed to the Emergency Planning Working Group.

- iii. To receive a short verbal report from the Clerk on the structure of Committees, Working Groups / tasking finishing groups.
- iv. RECOMMENDED: To consider adoption of a 'motion request' form to manage workflow.
- v. RECOMMENDED: That the Parish Council begin a review of the Committee, Working Group and Task and Finish Group structure (including terms of reference and decision-making powers) at the Implementation Training Day on 24th November 2023.

15. Draft budget 2024/25 and Somerset Council's asset and service devolution

- i. To note receipt of the letter from Cllr Bill Revans Leader of Somerset Council: asset and service devolution.
- ii. To receive a short report from the Policy and Finance Committee. To include:
 - update on the draft budget for 2024/25 and the Somerset Council asset and service devolution.
 - emergency Lights at the Parish Room.
- iii. RECOMMENDED: That the Parish Council explore the asset and service devolution letter further during the Implementation Training Day on 24th November 2023 and be considered at the extraordinary meeting of the Policy and Finance Committee on 28th November 2023 (in conjunction with the DRAFT budget). Policy and Finance Committee to bring recommendations to the December PCM.

Please note: The deadline for submitting the precept requirement is 20th January 2024. It is recommended that the Parish Council agree the budget and precept requirement at the December Parish Council Meeting.

16. Finances

- i. To receive and approve the finances for month 10 (emailed on 16th November 2023) including the latest bank reconciliations for all accounts at 31st October 2023 with the monthly income and expenditure by account report and earmarked reserves.
- ii. To consider the following spend:
 - SLCC membership renewal (£348).

17. Christmas lights

To briefly discuss the Christmas Lights following installation of the Christmas Lights.

RECOMMENDED: That the Parish Council consider the matter in full at the next meeting after gathering more information (including feedback from residents and a report from Officers).

18. Anti-social behaviour

To receive an update on anti-social behaviour (ASB) in the Parish.

19. Correspondence

To note and consider the following correspondence:

- i. Letter from resident reference speeding on Portway - Highways Working Group to consider in full.
- ii. Letter from student at Elmhurst School – Highways Working Group to consider in full.
- iii. Somerset Sight – request for befriending volunteers.

20. Information to raise for consideration at the next meeting

This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.

21. Date of next meeting

The next ordinary meeting of the Parish Council will take place at:

7pm on Tuesday 5th December 2023 at Room 6, Crispin Community Centre, Leigh Road, Street.