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**To Councillors:**

Bryan Knickerbocker (Chair), Nina Swift (Vice Chair), Pam Birch, Simon Carswell, Peter Goater, Jean Howard, Neil Howiantz, Nicholas Kellett, Andy Leafe, Terry Napper, Bruno Reina, Heather Shearer, Nicola Smith, Adrian Sparkes, 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 16<sup>th</sup> January 2024**. 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: 11<sup>th</sup> January 2024

*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.*

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## 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 Chair 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 public question time 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](mailto: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  
Chair Licensing and Regulatory Committee, Street Division.

### 3. Police Report

To RECEIVE a short report from Sgt Simon Lancey from the Neighbourhood Policing Team.

# AGENDA

## 1. Apologies for absence

To RECEIVE and CONSIDER 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 meeting held on 5<sup>th</sup> December (circulated) are approved as a correct record and direction given to be signed by the Chair. *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

The Clerk's report will include updates / actions on behalf of the office (by exception).

## 5. Notice of Councillor Vacancy

To NOTE the recent resignation of Cllr Deborah Goater.

*Note: A Notice of this vacancy was published on 5<sup>th</sup> January 2024. Residents have a period of fourteen working days from the date of the notice to initiate a by-election. Should a by-election not be initiated, Street Parish Council will advertise a casual vacancy which can be filled by co-option. Interested parties will be invited to apply.*

## 6. Street Parish Council Committees

### i. 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.*

a. Ordinary meeting of the Planning Committee (5th December 2023).

b. Extraordinary meeting of the Policy & Finance Committee (28th November 2023).

### ii. Committee Membership / appointments

To CONSIDER and APPROVE the following committee membership / appointments:

#### a. Staffing Committee

Please note: Following recent resignation there are now 6 Cllrs appointed to the Staffing Committee. (Cllrs Howiantz, Knickerbocker, Napper, Shearer, Sparkes and Wolfers).

#### b. Culture and Events Committee

Please note: At the December meeting, 6 Cllrs were appointed (Cllrs Knickerbocker, Napper, Smith, Sparkes, Swift and Wolfers). Membership brought back to full council to allow Cllrs who were absent from the December meeting to be considered.

c. To SET date of first meeting for Culture and Events Working Group. (During the first meeting, Chair and Vice to be appointed).

## 7. Decisions relating to Working Groups

To receive updates and recommendations from working groups:

### i. Disability Awareness Group

To RECEIVE updates and AGREE research questions.

ii. Sustainable Street

- To RECEIVE an update on the Community Energy Leaflet Project.
- To RESOLVE the RECOMMENDATION from Sustainable Street Working Group reference structure and governance (following discussion around opportunities to work more closely with Glastonbury Town Council's CEEAC). The Group wish to remain a Street Parish Council Working Group until April 2024 during which time the group propose working on terms of reference. Parish Council nominated champions to liaise with CEEAC and report back to full council.
- *Please note: Sustainable Street are seeking more information on the cup project and will feed back to full council. Items requiring a decision / resolution to spend to come to full council via a motion request form.*

iii. Working Group / PC Appointments Task and Finish

To RECEIVE an update on the Parish Council review / audit of Working Groups and Parish Council appointments to outside bodies and partnership organisation. To include consideration of possible requirement for 'champion' or 'liaison' roles. *Membership was agreed as those on outside bodies.*

8. Street Naming Pilot

*Update: Officer Zoe Leach attended the first meeting of the Street Naming and Numbering Pilot Group alongside Cllrs Goater and Swift on 19th December 2023. Somerset Council wishes to streamline this process whilst keeping local engagement and is piloting a scheme whereby local councils produce a list of street names which are pre-approved. This list will be used as an ongoing list with developers and enables thought to be given to any local sensitivities and engage the local community in the process.*

RECOMMENDED: That Council delegate authority to proceed with Street Naming Pilot to a task and finish group OR Highways Committee, to produce a recommended list of street names that meet the requisite criteria. Consideration should be given to best ways of engaging the local community in this process.

*Please note: Street naming is on the DRAFT Terms of Reference for Highways Working Group. A Somerset Council Street Naming and Number Policy and criteria is available for reference. The next meeting of the pilot group will take place in mid-March 2024 – date to be confirmed.*

9. Finances

i. Accounts for payment and bank reconciliations

To APPROVE the income and expenditure for November and December 2023 and note the bank reconciliation.

*The latest bank reconciliations for all accounts at 31 December 2023 have been prepared. A detailed income and expenditure report, bank reconciliation report and balance sheet have been sent to Members. Receipts and, payments to be authorised for November and December are detailed on the pages circulated and will appear as an annex to the minutes in the Minute Book. Each reconciliation and original bank statement will be signed by two Councillors as part of the monthly check of accounts and Councillors operating the Bankline payments system will also carry out an online check.*

ii. CCLA Public Sector Deposit Fund (PSDF) Account

To APPROVE retaining funds in the PSDF account.

*The CCLA PSDF factsheet and statement for December 2023 has been circulated with the agenda.*

iii. Grant Request

- a. RECOMMENDED: That the Parish Council APPROVE Greenbank Pool Grant Request for 2024/25 for £30,000. Payments to be split payment into 2 equal instalments (to be paid in April and September 2024). *Recommendation made at Extraordinary Policy and Finance Committee Meeting on 28th November 2023.*

*Please note: This sum is included in the draft budget 2024/25 to offer a discount on Street resident season tickets and help with rising energy costs. It was NOTED that all supplementary papers have now been received. Additional information has since been supplied.*

- b. To NOTE that the Policy and Finance Committee will be reviewing the grant process and application form in February 2024 and will consider: the use of SPC logo and biodiversity.

10. [Training](#)  
To CONSIDER Clerk attendance of the SLCC (Society of Local Council Clerks) Practitioners' Conference, Kenilworth (31 January & 1 February 2024) cost £360+VAT.
11. [Somerset Council Asset and Service Devolution](#)  
i. To RECEIVE and CONSIDER a briefing paper received on Friday 5<sup>th</sup> January by Bill Revans, Leader of Somerset Council.  
ii. To RECEIVE an initial assessment of risk and opportunities of Street Parish Assets and Services from Cllr Peter Goater.  
RECOMMENDED: That the Parish Council formulate a Task and Finish Group to develop this risk and opportunities assessment and obtain relevant supporting information from Somerset Council and report back to full council.
12. [Parish Rooms](#)  
To NOTE the forced closure of the library for part of the afternoon on Wednesday 10<sup>th</sup> January due to drainage / sewerage and receive an update from the Clerk on emergency action taken.
13. [Tree Guards](#)  
To RECEIVE an update on Tree Guards and CONSIDER a quote from local metal work company - quotation 6553 dated 14 December 2023 £1,086 for 3 x tree guards (circulated).
14. [Local Reach](#)  
To CONSIDER opportunity to publish regular article in Local Reach (possibility of centre page alongside Glastonbury Town Council) and consider frequency and costs.
15. [Discover Your Community Event – Health and Wellbeing focus](#)  
Members to send Officer Danielle Price suggestions if you have any local organisations to approach. This will be progressed via the Culture and Events Committee.
16. [Hanging Baskets](#)  
To briefly DISCUSS Parish Council plans for hanging baskets.  
*Supplier has been in touch to ask if the Parish Council have any revised plans / change in scheme for the summer hanging baskets.*  
RECOMMENDED: That the Parish Council consider plans for the summer hanging baskets and engage in consultation with residents if changes are going to be considered. Consideration should be given to Sustainable Street Working Group and the Culture and Events Committee.
17. [Parish Logo](#)  
RECOMMENDED: That the Parish Council obtain a logo without green background to reduce environmental impact of printing.
18. [Items 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.*
19. [Items to consider for Press Release](#)
20. [Date of Next Meeting](#)  
The next ordinary meeting of Street Parish Council will take place at:  
[7pm on Tuesday 20<sup>th</sup> February 2024](#) at Room 6, Crispin Community Centre, Leigh Road, Street.