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## A MEETING OF THE FULL COUNCIL

Held on	Tuesday 5 <sup>th</sup> December 2023 at 7 pm. Room 6, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Members Summoned and Present: All Councillors; Bryan Knickerbocker (Chairman), Nina Swift (Vice Chairman), Simon Carswell, Peter Goater, Jean Howard, Nicholas Kellett, Andy Leafe, Terry Napper, Heather Shearer, Nicola Smith, Adrian Sparkes, and Laura Wolfers.
Absent:	Cllrs Pam Birch, Deb Goater, Neil Howiantz, and Bruno Reina.
Officers Present:	Jenny Service, Parish Clerk.
In attendance:	Members of the public (4)

### PUBLIC PARTICIPATION

#### Public question time

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. *Note: The Council is unable to make formal decisions under public question time, but items raised may be recommended for consideration at a future meeting.*

A resident spoke to the Council about an incident at Woods Batch underpass (currently under investigation by Police).

A resident gave thanks to Street Parish Council for assisting with delivering leaflets on behalf of Neighbourhood Watch.

The Chairman thanked residents for attending this public question time and raising their concerns.

#### Somerset Councillor reports

Cllr Shearer provided a brief update.

#### Neighbourhood Policing Team

There was no report.

*The full council meeting commenced at 7:05 pm*

## MINUTES

### 139. Apologies for absence

Apologies for absence were received from Cllrs Pam Birch, Deb Goater, Neil Howiantz, and Bruno Reina.  
*The Clerk will circulate guidance on attendance and disqualification by absence for consideration at the next meeting.*

### 140. Declarations of interests and grant of dispensations

*Councillors were reminded of their duty to declare any interests in the business to be transacted.*

Cllr Wolfers declared an interest - Greenbank (non-voting member).

Cllr Smith declared an interest - Greenbank and Merriman Park (non-voting member).

Cllr Napper declared an interest - Green Glastonbury.

The Chairman declared an interest - agenda item 12. Members Motion - Community Energy Leaflet (Sunlit Solar) and advised he would not speak or vote on the matter.

### 141. Confirmation of minutes

RESOLVED - The minutes of the Parish Council meeting held on 21<sup>st</sup> November 2023 were approved for signing as a true record of the decisions taken.

### 142. Woods Batch and Farm Road underpasses

Members received and discussed the community petition 'Implement Safety Measures at Woods Batch Park/Underpass' (8 responses to date). The petition calls on the Parish Council to act in conjunction with Police and partners to address anti-social behaviour at the Woods Batch underpass. It proposes measures including cleaning up graffiti, assigning resources to maintain the area, increasing patrols, and consideration of CCTV. Discussion took place around options for designing out crime, and the challenges posed by the location. Members discussed and considered anti-social behaviour at Woods Batch.

i. RESOLVED – that the Parish Council approach Somerset Council to take over Woods Batch and Farm Road underpasses (to include maintenance, cleanliness, and upkeep).

*Immediate tasks to prioritise sandblasting clean-up and painting of Woods Batch.*

ii. RESOLVED – Parish Council to update signage on acquisition.

*The 0845 number at the Woods Batch underpass may limit reporting of incidents.*

### 143. Reports

i. Chairman's Report

The Council received a verbal report from the Chairman which included updates on activities and events since the last Council meeting. This included Implementation Day Training (24<sup>th</sup> November 2024), a visit to Glastonbury's Frost Fayre (25<sup>th</sup> November 2023), Street Festive Market (2<sup>nd</sup> December 2023). The Chairman gave particular thanks to Officer Danielle Price (Assistant Clerk and Community Engagement Officer) for all her efforts and hard work to deliver the Festive Market.

ii. Clerk's Report

The Council received a verbal report from the Parish Clerk which included updates/actions on behalf of the office. Updates included: attendance at the SLCC Somerset Branch meeting and updates from Somerset Council on Asset and Service Devolution. The Clerk recommended an audit of assets and services at risk together with an assessment of the possible impact to residents. The Clerk also raised Data Protection and work to review policy.

144. Committee Minutes

The Council NOTED the receipt of DRAFT minutes of recent committee meetings.  
*These minutes have been circulated and will be approved at the next meeting of the respective Committee.*

- i. Planning Committee (21<sup>st</sup> November 2023).
- ii. Policy & Finance Committee (Extraordinary meeting - 28<sup>th</sup> November 2023).

145. Budget 2024/25

The Parish Council was asked to set the Council budget and precept requirements for 2024/25.  
*(Local Government Act, 1972 s.151).*

Members received and considered the recommendations made at the extraordinary meeting of the Policy & Finance Committee which met on 28<sup>th</sup> November 2023:

- i. RESOLVED - The Parish Council approved the budget for 2024/25.
- ii. RESOLVED - The Parish Council agreed the earmarked reserves for 2024/25 to include a new earmarked reserve of £75,000 for Somerset Council's Asset and Service Devolution.
- iii. RESOLVED - The Parish Council reviewed the General Reserve and agreed an increase to 4 months' operating budget.
- iv. RESOLVED - The Parish Council set the precept requirement for 2024/25 at £718,000 (10% increase on 2023/24) which equates to £187.36 per year Band D equivalent (an annual increase of £17.74 from 2023/24).

*Cllr Shearer spoke briefly about the Somerset Council's Council Tax support and hardship scheme.  
Details will be publicised on the Parish Council website.*

146. Finances

Members noted that the regular reporting of finances including bank reconciliation will be deferred to the next meeting of full council due to the timing of the November and December meeting.

147. Policies

A. Biodiversity Duty

The Parish Council was asked to consider a series of recommendations from the Policy and Finance Committee (*agreed on 28<sup>th</sup> November 2023*).

- i. RESOLVED – The Parish Council approved the Biodiversity Duty response and Biodiversity Policy.
- ii. RESOLVED – The Parish Council DELEGATE completion of a comprehensive Biodiversity action plan to Sustainable Street Working Group.

B. Communications Policy

- iii. RESOLVED – The Parish Council approve the Communications Policy and agreed nominated gatekeepers (for control of communication) as Cllr Sparkes and the Clerk. *Cllr Sparkes is to draft a Communications SOP (guidance) for Cllrs and Officers.*

C. Terms of Reference and delegated powers

- iv. RESOLVED - that Policy and Finance Committee terms of reference are amended to delegate decisions on policies to the Policy & Finance Committee.

148. Working Groups and Committee Structure

The Parish Council considered recommendations around adoption of new Committee, Working Group and Task Finish and Group and Parish Council Champion structure following the recent Implementation Training Day.

- i. RESOLVED – That the Highways Working Group becomes a Highways Committee.  
*Please note: first meeting to include election of Chairman and Vice Chairman.*

- ii. RESOLVED - to create a Culture and Events Committee. Membership agreed as Cllrs Napper, Smith, Wolfers, Sparkes, Knickerbocker and Swift. *Membership to be reviewed at the next meeting of the full council to allow those absent from the meeting to express interest.*  
*Please note: first meeting to include election of Chairman and Vice Chairman.*
- iii. RESOLVED - to initiate review of Committee Terms of Reference (ToR).  
*The Clerk outlined the process: Committee to be provided with a template ToR and review existing ToR and delegated decision-making powers against them. Committee to take updated ToR to Policy and Finance Committee for review. Final approval required by full council.*
- iv. RESOLVED – The council initiate a full 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.
- v. RESOLVED – A Task and Finish Group will undertake this review and membership was agreed as those on outside bodies.

149. Tree Guards

Discussion took place around quotation for galvanised split tree guards. 2.1 tall, 1m diameter £480 +VAT each. Same spec as GTC. GTC specification is cattle resistant. Members were asked to consider suitability for location (delegated budget set at October PCM was £1,200).

RESOLVED - The Clerk will arrange a site survey to determine appropriate specification in lighter grade steel.

150. Members Motion - Community Energy Leaflet

Cllr Wolfers and Swift introduced a proposal to support Energy Leaflet. How to reduce your energy bills: 20 top tips for winter (through Sunlit Solar). *The Chairman declared an interest in this item and therefore did not take part in any discussion or vote.*

RESOLVED – That the Parish Council approved printing of 6,500 leaflets (funding from Sunlit Solar) to include Street Parish Council logo, with thanks to GCEEAC (Glastonbury Climate and Environmental Emergency Advisory Committee) for the use of the leaflet. Joint initiative to deliver to homes using delivery route schedules (Clerk to obtain) and delivery to local organisations.

151. Members Motion - Joint working with GCEEAC

Members were asked to consider advantages of joint working with GCEEAC (Glastonbury Climate and Environmental Emergency Advisory Committee).

RESOLVED – Motion request to agree to Sustainable Street joining with GCEEAC was REFUSED. *Sustainable Street to create a firm proposal on how governance and structure of joint working would work including membership requirements.*

152. Salvation Army

The Council received a verbal report from Cllr Smith in relation to Salvation Army food bank services in the community. It was reported that the Salvation Army struggle for resources in January particularly. The Salvation Army welcome donations every day apart from Thursday where you can find them at Street’s weekly market.

153. Correspondence

The following correspondence was noted and considered.

- Rights of way / public path information - resident of Strode Road reporting blocked footpath.  
*Cllr Goater to progress with the Clerk.*
- Fall due to damaged gully, High Street. *Reported to Somerset Council.*

154. 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.*

i. Items scheduled:

- Churchill Retirement Living – *public participation.*
  - Speed Indicator Devices (SIDs) – *a proposal from Highways Working Group.*
  - Discover Your Community Event – *Health and Wellbeing focus. Please send Officer Price suggestions if you have any local organisations to approach.*
  - Christmas lights.
- ii. Other proposals raised at the Parish Council meeting.
- Parish Council logo.
  - Request for Police attendance at one in every 3 Parish Council Meetings.

155. Items considered for Press Release

- i. RESOLVED – APPROVE YMCA Contract.
- ii. RESOLVED – APPROVE Hindhayes Opal Platinum Play Award.
- iii. RESOLVED – APPROVE Street Festive Market.
- iv. RESOLVED – APPROVE Merriman Park 5k lottery grant and plans for sensory garden.
- v. RESOLVED – APPROVE Elmhurst School.
- vi. RESOLVED DEFER - Crime, safety, and anti-social behaviour in Street.

156. Date of Next Meeting

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

7pm on Tuesday 16<sup>th</sup> January 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.

There being no further business, the meeting was closed at 9:57 pm.

These minutes were adopted on 16 January 2024. under minute reference 159. as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: \_\_\_\_\_