

Ms Jenny Service
Clerk of the Council
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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 20th February 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: 15th February 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.

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 or telephone: 01458 440588).

2. Library Gardens

To receive an update from Will Clark relating to the newly formed Library Gardens Trust and plans for the 1924 Library Building.

3. No excuse for Single Use

To receive a short presentation from Laura Sorenson of CEEAC to include an update on the Cups project.

4. 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.

AGENDA

1. Apologies for absence

- i. To receive and accept apologies for absence. *LGA 1972 s85(1)*
- ii. To received guidance on attendance and disqualification by absence.

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 16th January 2024 (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
To receive a verbal report from the Parish Clerk. *To include updates/actions on behalf of the office (by exception).*
 - To NOTE that Application for a Premises Licence for Street Football Club will be considered at the Highways Committee Meeting. Deadline for response 8th March 2024.
 - Street Naming Pilot – engagement with local schools. (To be progressed through Highways Committee).
 - Somerton Road – S106 monies - enquiries to be undertaken by the Office.

5. Parish Council Vacancy

- i. To note that the Parish Council Vacancy can now be filled by co-option.
- ii. RECOMMENDED: To APPROVE the DRAFT co-option form.
- iii. Applications are invited for consideration at the March Parish Council Meeting.

6. Forthcoming Events

To NOTE the date of the next Discover Your Community Event 13th April 2024 - health and wellbeing senior focus.

7. Annual Village Meeting

- i. To consider plans for the Annual Village Meeting (also known as the Annual Parish Meeting).
This meeting is hosted by the Parish Council for residents and Community Groups.
SUGGESTED revised date: Tuesday 26 March 2024, room 6, Crispin Community Centre.
- ii. To gather ideas for speakers and consider preparation of invitations.

- iii. To discuss whether the Annual Village Meeting may be a suitable format to start community consultation on the future of hanging baskets (in conjunction with the Culture and Events Committee).
- iv. To consider inclusion of parishioner nominations for the Parish Awards (Good Citizen Award, Community Award, Young Citizen's Award).

8. 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** (Extraordinary Planning Meeting 8 January 2024, Extraordinary Planning Committee Meeting 15 January 2024 and Ordinary Planning Committee Meeting 16 January 2024).
- ii. **Policy & Finance Committee** (6 February 2024)
- iii. **Highways Committee** (30 January 2024)
- iv. **Staffing Committee** (17 January 2024).

9. Motion Request - Committee Membership

To consider appointment of Cllr Leafe to onto the Culture and Events Committee.

ToR to be updated along with Committee templates.

10. Motion Request – Employment of Highways Steward

To CONSIDER employment of a Highways Steward. With devolution of powers to Parishes part time employment would assist in clearing pathways, gully clearance, sign cleaning, highlighting of issues to Somerset Council via Parish Clerk. Can be employed through Somerset Council on a 50% basis (£25,000) or through Parish.

11. Committee Terms of Reference

To CONSIDER APPROVAL of Committee Terms of Reference as updated and recommended for adoption by the Policy and Finance Committee:

- i. Policy and Finance Committee
- ii. Highways Committee
- iii. Staffing Committee
- iv. Culture and Events Committee

Please note: Changes made to Terms of Reference detailed in the Policy and Finance Committee meeting.

12. Graffiti and Library Gardens Murals

- i. To RECEIVE an update following the graffiti of murals at the Library Gardens and its subsequent removal.
- ii. To DISCUSS any remaining remedial works required to the murals.
- iii. To RECEIVE instruction from the council relating to maintenance including downpipes.
- iv. To CONSIDER request for contribution towards the lighting scheme planned by the Library Gardens Trust and resolve that. Quotation received for £3,080.93.

13. Woods Batch Underpass and engagement with Probation

To RECEIVE an update and agree next steps.

14. Parish Council, Neighbourhood Policing and Partnership Working

- i. To RECEIVE a short report from the Neighbourhood Policing Team.
- ii. To NOTE that crime statistics are available on the Police website: [Street | Police.uk \(www.police.uk\)](https://www.police.uk)
- iii. To DISCUSS and CONSIDER Parish Council, Neighbourhood Policing and partnership working.

- iv. To CONSIDER setting up a Working Group to review crime and anti-social behaviour statistics for Street with Police to include partnership participation and agree membership if RESOLVED.

15. Finances

- i. To NOTE the report from the RFO.

- ii. Accounts for payment and bank reconciliations

To APPROVE the income and expenditure for January 2024 and note the bank reconciliation.

The latest bank reconciliations for all accounts at 31 January 2024 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 conduct an online check.

- iii. 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.

16. Internal Audit

To NOTE the arrangements for the 2023/24 internal audit and consider arrangements for the 2024/25 financial year.

17. Risk Assessments

- i. To RATIFY Policy and Finance Committee approval of the incorporation of the Annual Parish Rooms Risk Assessment into the Street Parish Council Risk Register for biannual review.

- ii. To APPROVE changes RECOMMENDED by Policy and Finance Committee.

Please note: The Strode Road, Merriman Park and Skate Park Risk Assessments will be reviewed by the P&F in May meeting.

18. Festive Lights

To receive an update from Officers (2023 festive lights) and consider options for 2024 including costings.

19. Mayor For Peace

To consider support for the abolition of nuclear weapons and join Mayors for Peace.

The membership fee is 2,000 yen per year (approx. £10).

20. Correspondence To NOTE correspondence received.

21. 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.

- Somerset Council Asset and Service Devolution.

22. Items to consider for Press Release

23. Date of Next Meeting

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

7pm on Tuesday 19th March 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.