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## A MEETING OF THE FULL COUNCIL

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

Members Summoned and Present: Members Summoned and Present: All Councillors; Bryan Knickerbocker (Chair), Nina Swift (Vice Chair), 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.

Absent: Councillor Birch.

Officers Present: Jenny Service, Parish Clerk.

In attendance: Five members of the public.

### PUBLIC PARTICIPATION

#### Public question time

Residents raised parking enforcement and Somerset Council's asset and service devolution.

#### Somerset Councillor reports

CLlr Liz Leyshon provided a short report on Somerset Council's Financial position. A summary will be published on the Parish Council website.

CLlr Heather Shearer provided an update on her role at Somerset Council.

CLlr Simon Carswell reminded residents about the consultation on Somerset Council's asset and service devolution.

#### Neighbourhood Policing Team

There was no report.

*The full council meeting commenced at 7:28 pm*

### MINUTES

#### 157. Apologies for absence

Apologies were received from Cllr Birch.

*Clerk to circulate guidance on attendance and disqualification by absence for consideration at the next meeting.*

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

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

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

Cllr Napper declared an interest – Glastonbury Town Council.

Cllr Wolfers declared an interest – Greenbank (non-voting member).  
Cllr Swift – Greenbank (non-voting member).  
Cllr Sparkes - Merriman Park (non-voting member).  
Cllr Carswell – Chair Merriman Park.

159. Confirmation of minutes

RESOLVED - The minutes of the Parish Council meeting held on 5<sup>th</sup> December 2023 were approved for signing as a true record of the decisions taken.

160. Reports

i. Chairman's Report

The Council received a verbal report from the Chair which included updates on activities and events since the last Council meeting.

ii. Clerk's Report

The Clerk updated Cllrs on activities since the last meeting. This included: the installation of the defibrillator, the parish rooms tidy-up, staff completion of CiLCA (certificate in local council administration), and council meetings since the New Year.

161. Notice of Councillor Vacancy

Members noted the recent resignation of Cllr Deborah Goater.

The Chair and members thanked Deborah Goater for her service and members added that she will be missed.

*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.*

162. Street Parish Council Committees

i. Committee Minutes

Members NOTED 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

Members CONSIDERED the following:

a. Staffing Committee Membership

Following recent resignation there are now 6 Cllrs appointed to the Staffing Committee. No changes were made.

b. Culture and Events Committee

Membership brought back to full council to allow Cllrs who were absent from the December meeting to be considered. No changes were made.

163. Decisions relating to Working Groups

i. Disability Awareness Group

Cllr Howiantz provided an update on the recent Disability Awareness Working Group meeting.

Accessibility leaflets have been well received. Members approved questions for further accessibility research. Questions to ask in shops:

- How would you rate the level of the accessibility for disabled shoppers in your outlet? Anonymous answers to preserve confidentiality.
- What could you do to improve access?

- What support would you need to achieve the access that you would like?
- What are barriers to improved access do you face?
- ii. Sustainable Street
  - Cllr Swift delivered an update on the Community Energy Leaflet Project. Leaflets have been delivered to all areas identified as priority.
  - The council briefly discussed the structure and governance of Sustainable Street following discussion around opportunities to work more closely with Glastonbury Town Council's CEEAC. RESOLVED - 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 consult with CEEAC and report back to full council.

*Sustainable Street to seek more information on the cup project. 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

The Clerk introduced that work had not yet started on the review / audit of Working Groups and Parish Council appointments to outside bodies and partnership organisation. This includes consideration of requirement for 'champion' or 'liaison' roles.

RESOLVED – Cllrs Knickerbocker, Goater and Carswell form a Task and Finish Group to undertake the review / audit and report back to full council with recommendations.

164. Street Naming Pilot

Members received an update on the Street Naming Pilot.

*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 with developers and enables thought to be given to any local sensitivities and engage the local community in the process.*

RESOLVED – Street Parish Council delegates authority to the Highways Committee to proceed with Street Naming Pilot and 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.*

*The next meeting of the pilot group will take place in mid-March 2024 (date to be confirmed).*

165. Finances

i. Accounts for payment and bank reconciliations

RESOLVED - the income and expenditure reports for November and December 2023 were APPROVED and bank reconciliation RECEIVED and NOTED.

*The latest bank reconciliations for all accounts on 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 using the Bankline payments system will also conduct an online check.*

ii. CCLA Public Sector Deposit Fund (PSDF) Account

RESOLVED – the Parish Council APPROVED keeping funds in the PSDF account. *The CCLA PSDF factsheet and statement for December 2023 was circulated with the agenda.*

iii. Grant Request

Members considered a grant request from Greenbank Pool. This had previously been considered at an Extraordinary Policy and Finance Committee Meeting on 28th November 2023. RESOLVED - the Parish Council APPROVED the Greenbank Pool Grant Request for 2024/25 for £30,000. Payments are to be split into 2 equal instalments (to be paid in April and September 2024). *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.* Members noted 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.

166. Training

RESOLVED – That the Clerk attend the SLCC (Society of Local Council Clerks) Practitioners' Conference, Kenilworth (31 January & 1 February 2024) cost £360+VAT.

167. Somerset Council Asset and Service Devolution

- i. Members RECEIVED and CONSIDERED a briefing paper received on Friday 5<sup>th</sup> January by Bill Revans, Leader of Somerset Council.
- ii. The Clerk provided an update on an initial assessment of risk and opportunities of Street Parish Assets and Services produced Cllr Peter Goater.  
RESOLVED: That the Parish Council form 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. Members agreed as Cllrs Carswell, Goater, Howiantz and Wolfers.  
Clerk to enquire when the Somerset Council grass cutting contact ends.

At 8.25pm The Chair closed the meeting to allow a resident to speak. At 8.40pm the Chair reopened the meeting.

168. 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. Clerk to investigate historic issues and report back to council.

169. Tree Guards

RESOLVED – The Parish Council APPROVED a quote from local metal work company - quotation 6553 dated 14 December 2023 £1,086 for 3 x tree guards (circulated).

170. Local Reach

Members CONSIDERED an opportunity to publish regular article in Local Reach (possibility of centre page alongside Glastonbury Town Council) and consider frequency and costs. The Council agreed to focus on content creation and felt a newsletter would be the next appropriate step.

At 8.50pm Cllr Leafe and Reina left the meeting.

Members briefly touched on digital information boards. Newsletter and information boards to be progressed by Culture and Events committee.

171. 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.

172. Hanging Baskets

Members briefly discussed 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.*

RESOLVED: The Parish Council approved the same colour scheme for the summer hanging baskets and Culture and Events Committee to engage in consultation with resident's reference future of the hanging baskets.

At 9.02pm Cllr Wolfers left the meeting.

173. Parish Logo

RESOLVED - That the Parish Council obtain a logo without green background to reduce environmental impact of printing.

174. 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.*

175. Items to consider for Press Release

Press release template to be produced for use by Officers.  
10% precept.

176. 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.

There being no further business, the meeting was closed at 9:08 pm.

These minutes were approved on 20<sup>th</sup> February 2024. under minute reference 179. as a true record of the decisions taken and are duly signed below by the Chair of that meeting.

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