

## A MEETING OF THE FULL COUNCIL

Held on	Tuesday 20 <sup>th</sup> February 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), Peter Goater, Neil Howiantz, Andy Leafe, Terry Napper, Bruno Reina, Nicola Smith, Adrian Sparkes, and Laura Wolfers.
Absent:	Councillor Pam Birch, Simon Carswell, Jean Howard Nicholas Kellett and Heather Shearer.
Officers Present:	Jenny Service, Parish Clerk.
In attendance:	1 guest speaker and 7 residents.

### PUBLIC PARTICIPATION

#### Public question time

Items raised by residents included:

- Community engagement, the Annual Parish Meeting and the idea of a newsletter.
- The reserved matters planning application for Somerton Road and concerns around water, flooding, and vehicle movements.
- The effluent network and its capacity to cope with increased surface water particularly with older properties.
- Flooding and increase in flood warnings asking whether Somerset Council are looking into flood risk to alleviate concerns raised by residents.
- Distress caused by the recent reserved matters planning application and concerns that people were not being listened to by planning officers or the Parish Council.

#### Somerset Councillor reports

Somerset Cllrs were sent apologies and were absent from the meeting due to the Somerset Council budget setting day.

#### Presentation - No Excuse for Single Use!

Laura Sorensen gave a presentation on the disposable cup crisis and a project that Glastonbury Town Council's CEEAC (Climate and Environment Emergency Action Committee) are undertaking relating to reusable cups.

*The full council meeting commenced at 7.35 pm.*

### MINUTES

#### 177. Apologies for absence

Apologies were received from Cllr Pam Birch, Simon Carswell, Jean Howard Nicholas Kellett and Heather Shearer.

*Please note: The Clerk has circulated guidance on disqualification by absence for information.*

178. Declarations of interests and grant of dispensations  
*Councillors were reminded of their duty to declare any interests in the business to be transacted.*  
Cllr Napper declared an interest – Glastonbury Town Council.
179. Confirmation of minutes  
RESOLVED - The minutes of the Parish Council meeting held on 16<sup>th</sup> January 2024 were approved for signing as a true record of the decisions taken.
180. 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.  
*A precis of this report will be published alongside the minutes.*  
Clerk’s Report  
The Clerk updated Cllrs on activities since the last meeting and updates to note.
  - *The Application for a Premises Licence for Street Football Club will be considered at the Highways Committee Meeting.*
  - *Street Naming Pilot – engagement with local schools. (To be progressed through Highways Committee).*
  - *Somerton Road – S106 monies - enquiries to be undertaken by the Office.*
181. Parish Council Vacancy  
i. RESOLVED – The Parish Council declared a casual vacancy which can now be filled by co-option.  
ii. RESOLVED – To adopt the co-option form with amendments as agreed (to include community groups and social and political memberships affiliated with).  
iii. Applications are invited for consideration at the March Parish Council Meeting.
182. Forthcoming Events  
Street Parish Council noted the date of the next Discover Your Community Event 13<sup>th</sup> April 2024 - health and wellbeing senior focus.
183. Annual Village Meeting  
i. The Clerk spoke about 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 time/date: 6.30pm on Tuesday 26 March 2024, room 6, Crispin Community Centre.*  
ii. The Clerk introduced ideas for speakers and asked 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). The Clerk suggested the inclusion of parishioner nominations for the Parish Awards (Good Citizen Award, Community Award, Young Citizen’s Award).  
  
RESOLVED – That the Council arrange the Annual Village Meeting at 6.30pm on *Tuesday 26 March 2024, room 6, Crispin Community Centre. Agenda as suggested by the Clerk.*
184. Committee Minutes  
The Parish Council 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.*  
i. Policy & Finance Committee (6 February 2024)  
ii. Highways Committee (30 January 2024)

iii. Staffing Committee (17 January 2024).

185. Motion Request - Committee Membership

RESOLVED – To appoint Leafe to onto the Culture and Events Committee.

*ToR to be updated along with Committee templates.*

186. Motion Request – Employment of Highways Steward

Members briefly discussed the motion request to consider employment of a Highways Steward. With devolution of assets and services from Somerset Council to local councils this role could include clearing pathways, gully clearance, sign cleaning, highlighting of issues to Somerset Council via Parish Clerk.

RESOLVED - This item was DEFERRED to a future meeting. Members felt making a decision on this would be premature due to Cllr Carswell's absence and Somerset Council budget setting. In addition, a Task and Finish Group is undertaking an assessment of assets and services for the Parish which may also influence discussion and decision making on this matter.

187. Committee Terms of Reference

The Clerk outlined a change in process with minute taking in line with best practice.

RESOLVED – that the Council approved the following terms of reference as updated and recommended for adoption by the Policy and Finance Committee, subject to adding absolute (total) membership. This included:

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

188. Graffiti and Library Gardens Murals

- i. Members briefly discussed the graffiti of murals at the Library Gardens and its subsequent removal. It is anticipated that there will be a small amount of remaining remedial works required.
- ii. The Clerk asked the Parish Council for clear direction relating to maintenance works including downpipes and other works required given that 4 murals are parish council owned assets.
- iii. Member had been asked to consider a request for contribution towards the lighting scheme planned by the Library Gardens Trust and resolve that. Quotation received for £3,080.93.

RESOLVED – that the Parish Council defer this item to follow a presentation from the newly formed Library Gardens Trust. *Clerk to set up a meeting with the newly formed library garden trust.*

189. Woods Batch Underpass and engagement with Probation

The Clerk advised that Probation have requested a daytime meeting to progress discussion on community payback. Meeting to be arranged by the Clerk with Cllrs Knickerbocker, Sparkes, Swift and Wolfers.

Clerk to progress talks with Somerset Council with guidance / assistance from Cllr Leyshon relating to Woods Batch and Farm Road underpasses.

190. Parish Council, Neighbourhood Policing and Partnership Working

- i. No report from Neighbourhood Policing Team was provided for this meeting. The Clerk advised that crime statistics are available on the Police website: [Street | Police.uk \(www.police.uk\)](http://www.police.uk)
- ii. The Clerk outlined other options to engage with police and partners following a discussion with the Neighbourhood Policing Team including possibilities for Parish Council, Neighbourhood Policing and partnership working.

- iii. Members were asked to consider setting up a Working Group to review crime and anti-social behaviour statistics for Street with Police.  
RESOLVED – To defer this item to the March meeting.

191. Finances

- i. The Parish Council received a report from the Responsible Financial Officer (circulated).

- ii. Accounts for payment and bank reconciliations

RESOLVED – The income and expenditure reports for January 2024 were approved and bank reconciliation noted.

*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

RESOLVED – The Parish Council approved retaining funds in the PSDF account.

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

192. Internal Audit

The Clerk outlined the arrangements for the 2023/24 internal audit. The Clerk recommended making new arrangements with a new internal auditor for 2024/25 and will obtain quotes.

193. Risk Assessments

- i. RESOLVED – 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. RESOLVED – to approve changes RECOMMENDED by Policy and Finance Committee.  
*Note: The Strode Road, Merriman Park and Skate Park Risk Assessments will be reviewed by the P&F in May meeting.*

194. Festive Lights

The Clerk advised that the office had initiated further quotations for Christmas lights.  
The Assistant Clerk is progressing.

195. Mayor For Peace

Members were asked to consider Mayors for Peace. The membership fee is 2,000 yen per year (approx. £10). This item was deferred for the Annual Village Meeting.

196. Correspondence

Members noted the correspondence received.

197. 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.*

- Parish Council website.
- Cllr welfare (actions underway by Officers).
- Somerton Road / Flooding.
- Parking (going to Highways Cttee).
- Somerset Council Asset and Service Devolution.

- Police and partnership working.

198. Items to consider for Press Release

None raised.

199. Date of Next Meeting

**The Annual Village Meeting** for electors will take place at:

6.30pm on Tuesday 26 March 2024 in room 6, Crispin Community Centre.

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

7pm on Tuesday 19<sup>th</sup> March 2024 in Room 6, Crispin Community Centre.

There being no further business, the meeting was closed at 9.03 pm.

These minutes were approved on 19<sup>th</sup> March 2024. under minute reference 203. as a true record of the decisions taken and are duly signed below by the Chair of that meeting.

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