

Ms Jenny Service
Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



T: 01458 440 588

E: street.parish@street-pc.gov.uk W: street-pc.gov.uk

To Councillors:

Bryan Knickerbocker (Chair), Nina Swift (Vice Chair), Pam Birch, Simon Carswell, Peter Goater, Alison Horgan, 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 16th April 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: 11th April 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.
Please note this meeting will be recorded for the purpose of minute-taking.*

1. Avalon Farming and Food Forum

To receive a presentation from Ramona Belcher.

2. YMCA

To receive a presentation from Jess Lewin and Mark Wilcox.

3. 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).

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

To RECEIVE and NOTE 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 ordinary Parish Council meeting held on 19th March 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair. *LGA 1972, Schedule 12, paragraph 41(1).*

Please note: When reviewing the draft minutes, the Parish Council should be concerned whether they accurately record the proceedings and the decisions that were made. If corrections are required due to inaccuracies, any amendments must be proposed and approved by the Committee through a formal resolution.

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 for any items not covered on the agenda.

To include updates/actions on behalf of the office including:

- Discover Your Community Event - Saturday 20th April 2024 Crispin Hall 10.00-14.30 - health and wellbeing senior focus.
- New Cllr Appointment.
- Cllr / Clerk 121s.

5. Annual Village Meeting

To receive feedback following the Annual Village Meeting (previously referred to as the Annual Parish Meeting). *This meeting is hosted by the Parish Council for residents and Community Groups.*

The next planned Annual Village Meeting will take place on Tuesday 25 March 2025, Crispin Hall.

6. 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. Culture and Events (extraordinary meeting, 6th March 2024)
- ii. Highways Committee (5th March 2024)
- iii. Planning Committee (12th March 2024)
- iv. Policy & Finance Committee (6th February 2024)
- v. Staffing Committee (2nd February 2024)

7. Safeguarding

Full Council to NOMINATE and APPROVE Safeguarding Officer and Deputy Safeguarding Officer. *The Safeguarding Policy was approved at Policy and Finance Committee (6th February 2024).*

8. Parish Council, Neighbourhood Policing and Partnership Working
Full Council to AGREE membership for the Task and Finish Group and bring DRAFT Terms of Reference for the creation of a new Police & Partnership Working Group to Policy and Finance Cttee.
Note: At the Extraordinary meeting of the Parish Council (9th April 2024) it was resolved to create a new Working Group to review crime and anti-social behaviour for Street with Police and partners. As several Cllrs were not in attendance, it was resolved that a Task and Finish Group be created to establish terms of reference for this new Working Group including membership numbers.
9. Somerset Council Closure of Public Toilets
To RECEIVE an update from Cllr Goater and the Clerk.
Street Parish Council have negotiated a 3-month cleansing / servicing contract to keep the toilets open and will assess the longer-term strategy for the public toilets. This follows a decision by Somerset Council to close the toilets from 1st April and offer Town and Parish Councils the opportunity to negotiate leases to make their own servicing arrangements at their own cost.
10. Somerset Council CCTV
To RECEIVE an update from the Clerk.
11. Probation Services – Community Payback
To RECEIVE an update from the Clerk on the MOU agreement and AGREE tasking.
12. Merriman Park – Cllr Motion Request
To receive a Motion Request Form regarding placement of a Portaloo in Merriman Park during the summer period (as was done pre covid).
13. Contracts Committee
 - i. To CONSIDER Street Parish Council's approach to review of contracts.
This could be conducted by P&F or a subcommittee under P&F or a standalone committee which convenes on an ad hoc basis.
 - ii. To DISCUSS additional training for the Clerk and RFO relating to contracts and procurement.
14. Annual Meeting of the Parish Council (May 2024)
 - i. Election of the Chair
To RECEIVE a briefing from the Clerk containing best practice / procedural guidance relating to Election of a Chair at the Annual Meeting of the Parish Council - Tuesday 21st May 2024 and resolve that.
 - ii. Annual Reports from Committees/Working Groups/Outside Bodies
To DISCUSS and CONSIDER the Chair (or appointed councillor) of each Committee and Working Group (or outside body) provide an annual report summarising the Committee/Working Group (or outside body) and highlighting any accomplishments.
This would be circulated ahead May's annual meeting, for noting, to help the Parish Council understand the effectiveness of our Committees/Working Groups any whether any changes should be implemented.
15. S106 Monies
To receive an update from the Clerk in relation to S106 monies for Street.
16. Roundabout Maintenance and Enhancement
To RECEIVE an update from Somerset Council and CONSIDER the request to provide ideas or plans for the

enhancement of the roundabouts in our locality and provide costed examples of planting for Somerset Council to consider.

17. Finances

- i. To APPROVE payments for April 2024 (direct debits and ad hoc payments).
- ii. To NOTE the report from the RFO
- iii. To APPROVE the accounts for payment (income and expenditure for March 2024) and bank reconciliation.
The latest bank reconciliations for all accounts at 31 March 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 February 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.
- iv. CCLA Public Sector Deposit Fund (PSDF) Account
To APPROVE retaining funds in the PSDF account.
The CCLA PSDF factsheet has been circulated with the agenda.

18. Correspondence

- i. Avalon Farming and Food Forum (AFFF)
To consider Avalon Farming and Food Forum invitation to have a PC representative to attend meetings.
- ii. Somerset Bus Partnership
To receive correspondence from Somerset Bus Partnership Management Team on a proposal for a direct bus service from Street to Castle Cary train station.
- iii. To NOTE further correspondence received

19. 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.

20. Items to consider for Press Release

21. Date of Next Meeting

The Annual Meeting of the Parish Council will be the take place at:

7pm on Tuesday 21st May 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.