

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](mailto: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 **Annual Meeting of the Parish Council** to be held in **Room 6, Crispin Community Centre, Leigh Road, Street** at **7pm on TUESDAY 21<sup>st</sup> May 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: 16<sup>th</sup> May 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.*

---

## AGENDA

### Open Meeting

1. Election of Chair and Vice Chair (7.00pm)
  - i. To ELECT a Chair for the municipal year 2024-25.  
*Note: Nominations will be invited. Cllrs may nominate a fellow Cllr / themselves. Those seconded to be put to a vote. Voting will take place by way of written ballot in accordance with the resolution made at the April Parish Council Meeting.*
  - ii. To receive the declaration of acceptance Office of Chair / Chair to read the oath of acceptance of office of Chair.
  - iii. To ELECT a Vice Chair for the municipal year 2024-25.
  - iv. To receive the declaration of acceptance Office / Vice Chair to read the oath of acceptance of office of Vice Chair.

### Close Meeting

## 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.*

## Community Speed Watch

(7.10pm)

To receive a short presentation on the Community Speedwatch initiative.

## 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](mailto:street.parish@street-pc.gov.uk) or telephone: 01458 440588).

(7.15pm)

# Chair to Re-open the Annual Meeting

## 2. General Power of Competence

(7.20pm)

To confirm eligibility for the General Power of Competence.

RECOMMENDED: That Street Parish Council declare eligibility for the General Power of Competence.

*Note: Criteria for the GPC has been met with 11 Cllrs having been elected in May & June 2022 and the Council have a CiLCA qualified Clerk.*

## 3. Apologies for Absence

(7.22pm)

To RECEIVE and NOTE apologies for absence.

LGA 1972 s85(1)

## 4. Declarations of Interests and Grant of Dispensations

(7.23pm)

i. To RECEIVE updated Declarations of Interest from Cllrs.

ii. 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.*

## 5. Confirmation of Minutes

(7.25pm)

RECOMMENDED – That the minutes of the ordinary Parish Council meeting held on 16<sup>th</sup> April 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair.

LGA 1972, Schedule 12, paragraph 41(1).

## 6. Welcome to Cllr Alison Horgan

(7.27pm)

i. Chair to welcome Alison Horgan (co-opted at the March 2024 Parish Council Meeting).

ii. To RECEIVE the declaration of acceptance of office.

## 7. Recommendations from Committees

(7.28pm)

To CONSIDER the following recommendations from Policy & Finance Committee relating to Capital Expenditure.

i. Speciality services

a. High Street Clock.

- Policy and Finance Committee **recommend approval** of the quotation from Smith of Derby Clockmakers of £261 plus VAT

*Members were asked to consider the quotation from Smith of Derby Clockmakers for service of the High Street Clock at a price of £261 plus VAT to be carried out in June 2024. The previous service carried out by Smith of Derby Clockmakers in 2022 was £226 plus VAT. The Clock in the High Street was installed by Smith of Derby Clockmakers in 2014. In 2016 the Council resolved the have the clock serviced every two years.*

b. Repairs to the Library Gardens Mural

- Policy and Finance Committee **recommend approval** of the quotation from J Minshull for Mural re-touching and relacquering and that further quotations are not sought due to the specialist nature of the works.

*The Policy and Finance Committee was asked to consider the quotation from J Minshull, the mural Artist, for mural retouching and relacquering – including materials of £350.*

ii. Office costs

a. Increase in cleaning charge

To NOTE that Policy and Finance Committee resolved to accept the price increase for cleaning from April 1, 2024.

*The committee received and noted communication from Minster Cleaning t/a Shado Services advising of a price increase of 8.5% from April 1, 2024 for cleaning of the Parish Rooms. This price will remain constant until review in March 2025. The monthly cleaning charge, prior to the price increase was £507.36.*

b. Printer/Photocopier

Policy and Finance Committee **recommend** the council accept the quotation from Clarity for Sharp BP50C26 on a 3yr lease at £233.28 per quarter.

*The office photocopier, a Konika Minolta Bizhub C224 is 8 years old and in need of repair. Parts are no longer covered within the service contract as it is past the manufacturers recommended life of 5 years. The cost of the parts required to fix the current machine is £480 plus VAT. Due to the age of the machine and the current issues it has been recommended by the supplier that the machine is replaced as it is very likely that further remedial works will be required in the coming months. The Policy and Finance Committee considered three replacement photocopier quotations.*

8. Review of delegation arrangements (7.30pm)  
To CONSIDER adoption of Scheme of Delegation based on SLCC model in line with Standing Orders.
9. Governing Documents: Standing Orders, Financial Regulations & Code of Conduct (7.35pm)  
*Note: The Clerk / RFO have completed a full review of the current National Association of Local Council's (NALC) model Financial Regulations and Standing Orders. These were considered by Policy and Finance Committee 7<sup>th</sup> May 2024.*  
Full council to:
- i. RECEIVE and CONSIDER recommendation from the Policy & Finance Committee to approve the new Standing Orders (based on the NALC model Standing Orders with revisions appropriate to Street Parish Council).
  - ii. RECEIVE and CONSIDER recommendation from the Policy & Finance Committee to approve the new Financial Regulations (based on NALC's model Financial Regulations with Street Parish Council adaptations).
  - iii. To REVIEW the Code of Conduct.
10. Grants Policy (7.40pm)  
To RECEIVE the new grants policy and application form approved by the Policy & Finance Committee on 7<sup>th</sup> May 2024.
11. Annual Committee Reports for information (7.42pm)  
To RECEIVE and NOTE reports relating to Committees of the Parish Council.
- Culture and Events Committee
  - Disability Awareness Group (Working Group)
  - Highways Committee
  - Planning Advisory Committee
  - Policy & Finance Committee
  - Staffing Committee
  - Sustainable Street (Working Group)

12. Councillor representations / appointments (7.45pm)  
To RECEIVE an update from Task and Finish Group relating to Working Groups & outside bodies (including formal and casual appointments). To agree next steps.

13. Committees and Working Group (7.48pm)  
i. REVIEW of the terms of reference for Committees (circulated) with consideration of the following recommendations:

Committee	Change recommended
Policy & Finance  & Contracts Committee (Sub Committee of Policy & Finance)	<ul style="list-style-type: none"> <li>Policy and Finance Committee request a delegated power of spent of up to £1,000/1,500 on budget items. (RECOMMENDED by resolution of Policy and Finance Cttee</li> <li>To review annually (or as required), the Standing and Financial Regulations for recommendation to full council.</li> <li>In conjunction with the Staffing Committee to monitor, review and recommend to Full Council on matters relating to the Council's staff levels, emoluments and conditions of service save for the approval of incremental spinal salary increases in line with contractual obligations which will be approved by the Staffing Committee.</li> <li>NOTE the Contracts Committee currently sits under Policy &amp; Finance. Sub-committees are required to have agendas and minutes therefore see recommendation to change the approach as per point ii. below.</li> </ul>
Staffing Committee	<ul style="list-style-type: none"> <li>All matters involving a financial increase must be sent to Policy and Finance prior to approval by the full Parish Council save for approval of incremental spinal salary increases in line with contractual obligations.</li> </ul>
Planning Advisory	<ul style="list-style-type: none"> <li>No changes proposed.</li> <li>Scheme of delegation sets out proposed process for dealing with Planning Applications where no extension for comment can be granted.</li> </ul>
Culture & Events	<ul style="list-style-type: none"> <li>The Committee has delegated power to spend in each financial year up to the total amount budgeted for Events, per line item, in the annual budget as agreed by Council adhering to the budgetary control and authority to spend as set out in item 4 of the Financial Regulations. EXCEPT for expenditure relating to Christmas Lights which MUST be approved by Full Council.</li> </ul>
Highways	<ul style="list-style-type: none"> <li>Meeting frequency - bi-monthly</li> <li>Delegated power to spend each financial year up to the total amount approved in the budget under Highways adhering to the budgetary control and authority to spend as set out in item 4 of the Financial Regulations.</li> </ul>

- ii. To receive a verbal update from the Clerk relating to the approval and review of contract and consider the following recommendation to close the gap in process:  
*RECOMMENDED: That the council appoint nominated individuals to review contracts in conjunction with Officers and report back to Full Council for approval. This will include direction to discuss, review and negotiate in principle, with delegated authority to approve without full council by exception / resolution of the council.*
- iii. Appointment of members to existing committees.

14. Contracts in progress (7.55pm)  
To receive an update in relation to the review / approval of the following contracts and consider process in line with any changes to the review / negotiation & approval process.
- Public toilets (SLA).
  - CCTV (SLA) - meeting with SC arranged for 5<sup>th</sup> June 2024.
  - Community Payback (MOU).

15. Inventory of land assets and office equipment & Insurance (8.00pm)  
i. To RECEIVE and NOTE updated asset register.

- ii. To consider instructing valuations on the following items:
  - Murals in Woodsbatch underpass
  - Boston Pillar Clock
  - Ornamental horse trough
  - Street Parish Rooms
  - Street skate park - youth shelter & ramp.
- iii. To CONSIDER quotations for annual insurance and confirm arrangements for insurance cover in respect of all insurable risks (comparison table supplied).

16. Review of council's and / staff's subscriptions to other bodies (8.10pm)  
To REVIEW the following subscriptions

Subscription	Net £	Vat £	Total £	Renewed
PC Comms Cloud Subs 3 yr licence	317.00	63.40	380.40	29.03.2023
CANVA annual subscription			99.99	29.09.2023
SALC & NALC Affiliation fee			1568.85	25.10.2023
Netwise UK - web hosting and support	330.00	66.00	396.00	16.11.2023
Clerks Manual	51.50	0.80	52.30	16.11.2023
SLCC membership fee for Clerk			348.00	22.12.2023
Annual Data Protection fee – ICO			35.00	12.01.2024
Parish online annual fee	225.00	45.00	270.00	07.02.2024
South West Councils annual membership	499.00	99.80	598.80	22.04.2024
Rialtas Digital VAT subscription	110.00	22.00	132.00	22.04.2024
Rialtas CB Annual Support	555.00	111.00	666.00	22.04.2024

17. Policies and Procedures (8.12pm)

RECOMMENDED: To delegate the review of the following the policies recommended for annual review to the Policy and Finance Committee.

- Complaints procedure – Recommend adopt NALC model.
- Policies procedures and practices Fol and DP.
- Review of council's policy for press and media. (Communications Policy).
- Employment policies and procedures.

18. Calendar of ordinary meetings (8.15pm)

To RECEIVE the planned dates of ordinary meetings for 2024/25.

19. Regular Payments (8.18pm)

To CONSIDER regular payments for the 2024/25 financial year (report supplied).

- i. Variable direct debit.
- ii. Continued use of direct debits.
- iii. Regular payments through bankline internet banking.
- iv. Debit card payments.

20. Office IT Infrastructure Audit (8.25pm)

To CONSIDER arranging IT Infrastructure Audit at Parish Rooms at a cost of £100/hr.

21. MOTION REQUEST - Cllr Carswell (8.30pm)

Merriman Park

The Parish Council consider a Motion Request Form regarding placement of a Portaloo in Merriman Park during the summer period (as pre covid). A resident has offered to contribute to the cost.

22. Parking at Clockhouse View (8.35pm)

Special consideration for double yellow lines (DLY). Somerset Council seeking views from the Parish Council and residents.

23. Committee Minutes (8.40pm)

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
- ii. Highways Committee
- iii. Planning Committee
- iv. Policy & Finance Committee

24. Finances (8.45pm)

- i. To APPROVE payments for May 2024 (including direct debits and ad hoc payments).
- ii. To APPROVE the accounts for payment (income and expenditure for April 2024) and bank reconciliation. (Circulated separately).

The latest bank reconciliations for all accounts at 30 April 2024 have been prepared. A detailed receipts and payments report, bank reconciliation report and balance sheet have been sent to Members. Receipts and payments to be authorised for April 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.

*At the end of each financial quarter the RFO shall provide the Policy & Finance Committee and Full Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and shall show explanations of material variances.*

iii. CCLA Public Sector Deposit Fund (PSDF) Account

To APPROVE retaining funds in the PSDF account.

*The CCLA PSDF factsheet at 30 April 2024 and statement for April 2024 has been circulated with the agenda.*

25. Correspondence (8.50pm)

- i. Resident letter – Brookside artwork
- ii. Resident – community speed watch
- iii. Somerset Council - roundabout maintenance and enhancement
- iv. Resident request - Memorial bench in Merriman Park
- v. Resident – request to consider improving wildlife in Merriman Park
- vi. Resident - Portland Place BT pole
- vii. The Loft – request to host ‘Skools Out for Summer’ Disco’ in July.
- viii. Public rights of way

26. Date of Next Meeting (9.00pm)

The next ordinary Meeting of the Parish Council will be the take place at:  
7pm on Tuesday 18<sup>th</sup> June 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.