

MINUTES OF A MEETING OF THE FULL COUNCIL

Held on	Tuesday 16 th April 2024 at 7pm. Room 6, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Members Summoned and Present: All Councillors; Jean Howard, Nicholas Kellett, Bryan Knickerbocker (Chair), Nina Swift (Vice Chair), Peter Goater, Neil Howiantz, Terry Napper, Bruno Reina, Heather Shearer, Nicola Smith, Adrian Sparkes, and Laura Wolfers.
Absent:	Cllrs Pam Birch, Simon Carswell, Alison Horgan, and Andy Leafe.
Officers Present:	Jenny Service, Parish Clerk.
In attendance:	Six residents, three guest speakers, Somerset Councillor Liz Leyshon.

PRESENTATIONS

Avalon Farming and Food Forum

Ramona Belcher gave a presentation on Avalon Farming and Food Forum. This included background on name change from 5-mile Food & Farming, structure, links, and partners.

YMCA

Jess Lewin gave a presentation on the Street Youth Provision on behalf of the YMCA with Mark Wilcox in attendance. This included staffing challenges, joining forces between Street and Glastonbury, activities and events, Youth Volunteering Programme, safeguarding activity, and case studies. Jess outlined the priorities for the next 3 months: Youth Club, safeguarding and school provisions.

PUBLIC PARTICIPATION

Public question time

One resident spoke during public question time about a telegraph pole that had been installed on small communal area without notice. A Cllr has attended the location and reported its placement to be inappropriate. Clerk to progress actions.

There was a query relating to Street Football Club which will be raised with Cllr. Carswell.

Somerset Councillor reports

Somerset Councillors provided short reports, 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. Leyshon provided a report on updates and activities from Somerset Council. This included Yr. 1 achievements (Clerk to circulate), options for a dropped kerb at Church Rd, and a request for updates on Planning Applications for Street.

Cllr. Heather Shearer Associate Lead Member for Children's Social Care & SEND, Mendip West Division.
Councillor Heather Shearer provided an update on her day-to-day work. Topics included: complaints policy.

The full council meeting commenced at 7.56 pm.

MINUTES

217. Apologies for absence

Apologies for absence were received and noted from Cllrs Birch, Carswell, Horgan, and Leafe.

218. 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.

219. Confirmation of minutes

RESOLVED - The minutes of the Parish Council meeting held on 19th March 2024 were approved for signing as a true record of the decisions (subject to two corrections agreed).

220. 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. *The Chairman's Report will be published alongside the minutes on the Parish Council website.* Highlights included: Street Repair Café, Strode College Awards, Inclusion Walk, Police Surgery, Discover Your Community, and the Annual Meeting of the Parish Council.

ii. Clerk's Report

The Clerk updated members on activities since the last meeting and updates to note.

- 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.
- Cllr welfare.
- Deputy Clerk and Assistant Clerk completion of CiLCA.

221. Annual Village Meeting

The Clerk asked for 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.* Cllrs suggested trialling sitting with residents to make the meeting more interactive and less formal for at least part of the meeting next year. Feedback was positive particularly around increasing resident participation compared to previous years.

222. 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. Several corrections were raised. The Clerk will update Officers as required.

- 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)

223. Safeguarding

RESOLVED - to appoint Cllr. Leafe subject to his acceptance, as Safeguarding Officer.

RESOLVED – to appoint Cllr. Howiantz as Deputy Safeguarding Officer.

The Safeguarding Policy was approved at Policy and Finance Committee (6th February 2024).

224. Parish Council, Neighbourhood Policing and Partnership Working

The Parish Council agreed membership for the Task and Finish Group as follows:

Cllr Goater, Knickerbocker, Shearer, Swift, and Wolfers.

Task and Finish Group to DRAFT Terms of Reference and membership numbers for the creation of a new Police & Partnership Working Group and submit 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 would be created to establish terms of reference for this new Working Group including membership numbers.

225. 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.

Members queried the state of repair, insurance, and liability. Clerk to chase Somerset Council. A member advised of a possible rainwater harvesting system – Officers to investigate.

The Chair moved to item 13. Contracts Committee.

226. Contracts Committee

- i. Members discussed Street Parish Council's approach to review of contracts. This follows recent contracts relating to Festive Lights, SLA with YMCA, CCTV SLA, and MoU from Probation Services.
RESOLVED – that the Parish Council create a sub-committee under Policy & Finance Committee to review contracts on an ad hoc basis. Membership approved as Cllrs. Goater, Kellett and Knickerbocker. Terms of Reference to be considered at the next Policy & Finance Committee Meeting.
- ii. Members briefly considered additional training for the Clerk and RFO relating to contracts and procurement. The council were supportive. Training may be extended to council members. Officers to identify a suitable training course.

227. Somerset Council CCTV

The Clerk provided a brief update. Initial review of SLA undertaken, and feedback collated. Contract to be reviewed by the P&F Subcommittee (Contracts sub-committee).

228. Probation Services – Community Payback

The Clerk provided a brief update on the review / approval of the MOU agreement and asked the Parish Council for direction on tasking. Cllr. Goater has provided a list of tasks as a starting point and Cllr. Leyshon can provide information about pinch points.

RESOLVED – Office to function as gatekeepers for Community Payback tasking.

229. Merriman Park – Cllr Motion Request

The Parish Council considered a Motion Request Form regarding placement of a Portaloo in Merriman Park during the summer period (as pre covid). Cllr. Smith declared an interest in Merriman Park – Merriman Park Committee.

RESOLVED – Motion request deferred to the next council meeting.

230. Annual Meeting of the Parish Council (May 2024)

i. Election of the Chair

The Clerk provided a verbal briefing which included best practice / procedural guidance relating to Election of a Chair at the Annual Meeting of the Parish Council - Tuesday 21st May 2024.

RESOLVED – that the Standing Orders are updated to direct that the election of the Chair and Vice Chair will be conducted by written ballot at the Annual Meeting of the Parish Council or as required at a meeting of the full council.

At 9pm Cllr. Reina left the meeting.

ii. Annual Reports from Committees/Working Groups/Outside Bodies

The Chair introduced a recommendation.

RESOLVED - that 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.

Reports to 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. DEADLINE for reports 14th May 2024.

The Chair sought agreement to continue with the meeting.

231. S106 Monies

The Clerk provided a brief update in relation to S106 monies for Street. Awaiting full report from Somerset Council regarding the breakdown of amount and conditions. Members discussed options for spend.

232. Roundabout Maintenance and Enhancement

Members received an update from Somerset Council and considered 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.

RESOLVED – request will be sent to the Highways Committee for further discussion/consideration.

233. Finances

i. RESOLVED – The Parish Council approved the payment schedule for April 2024. (direct debits and ad hoc payments).

ii. Members noted the report from the RFO.

iii. RESOLVED – The Parish Council approved 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

RESOLVED – The Parish Council agreed to retain funds in the PSDF account.

The CCLA PSDF factsheet has been circulated with the agenda.

234. Correspondence

i. Avalon Farming and Food Forum (AFFF)

RESOLVED – to appoint Cllr. Wolfers to represent Street Parish Council and attend meetings of Avalon Farming and Food Forum.

ii. Somerset Bus Partnership

Members considered correspondence from Somerset Bus Partnership Management Team on a proposal for a direct bus service from Street to Castle Cary train station.

RESOLVED – to raise at the next Highways Committee meeting.

iii. To NOTE further correspondence received

The Clerk raised correspondence relating to the £5 million DHLUC capital culture funding opportunity for Mendip East. Submissions to be collated by the Clerk.

At 9.23pm Cllr. Wolfers left the meeting.

235. 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.

- Utility pole
- Public Toilets
- Banner on skate park

236. Items to consider for Press Release

- Fundraising for Merriman Park.
- Public toilets.

237. 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.

There being no further business, the meeting was closed at 9.25pm.

These minutes were approved on 21st May 2024. under minute reference **TBC**. as a true record of the decisions taken and are duly signed below by the Chair of that meeting.

Signed: _____