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**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 18<sup>th</sup> June 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: 13<sup>th</sup> June 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.*

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## 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.*

- Public Question Time** (7.00pm)  
*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).*
- Somerset Councillor Reports** (7.10pm)  
*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.

# PARISH COUNCIL MEETING AGENDA

1. Apologies for Absence (7.15pm)  
To RECEIVE and NOTE apologies for absence.  
*LGA 1972 s85(1)*
2. Declarations of Interests and Grant of Dispensations (7.17pm)  
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 (7.20pm)
  - i. RECOMMENDED – That the minutes of the Annual Meeting of the Parish Council held on 21<sup>st</sup> May 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair.
  - ii. RECOMMENDED – That the minutes of the Extraordinary Meeting of the Parish Council held on 9<sup>th</sup> April 2024 are approved as a correct record and direction given to be signed by the Chair.  
*LGA 1972, Schedule 12, paragraph 41(1).*
4. Chair's Report (7.22pm)  
To receive a short report from the Chair.
5. Clerk's Report (7.28pm)  
To receive a verbal report from Clerk.  
*To include updates/actions on behalf of the office (by exception).*  
Community Payback, Office printer/photocopier Direct Debit, Site IT visit and Summer Newsletter.
6. Annual Committee Reports for information (7.30pm)  
To RECEIVE and NOTE the annual report from the Highways Committee.
7. Governing Documents: Code of Conduct (7.32pm)  
To consider RECOMMENDATION of Policy & Finance Committee by resolution:  
To APPROVE adoption of the LGA model Code of Conduct.
8. Annual Governance and Accountability Return 2023/24 Form 3 (7.35pm)  
Annual Internal Audit Report 2023/24
  - i. To RECEIVE and NOTE the Annual Audit Report for 2023/24.
  - ii. To CONSIDER the recommendation from Policy and Finance Committee to APPROVE the Annual Audit Plan (which includes the Internal Control policy).
  - iii. To CONSIDER the recommendation from Policy and Finance Committee to instruct a valuation for Merriman Park.

*Note: Full Council previously resolved at the Annual Meeting of the Parish Council to approve the instruction of valuations on: Murals in Woodsbatch underpass; Boston Pillar Clock; Ornamental horse trough; Street Parish Rooms and Street skate park - youth shelter & ramp.  
The Internal Audit report advised a revaluation of the Merriman Play Park and Skate Park.*
9. Annual Governance and Accountability Return 2023/24 Form 3 (7.40pm)  
Section 1 – Annual Governance Statement 2023/24

To REVIEW the adequacy of internal audit and control carried out on the accounts for the year ended 31<sup>st</sup> March 2024 and AGREE responses to the statements set out in Section 1 of the Annual Governance and Accountability Return.

*Note: Policy & Finance Committee **recommend** agreement to accounting statements 1 to 8 and N/A to statement 9 of Section 1 - Annual Governance Statement 2023/24.*

10. Annual Governance and Accountability Return 2023/24 Form 3 (7.45pm)  
Section 2 – Accounting Statements 2023/24

Full Council to AGREE:

- i. The accounting statements 2023/24 - to be signed by the Chair of the Council.
- ii. Explanation of difference between box 7 and box 8 – Section 2 AGAR.
- iii. Explanation of significant variations from last year to this year – Section 2 AGAR (more than 15%).

*Note: Income and Expenditure Account, Balance Sheet and end of year bank reconciliation and earmarked reserves have been sent to Members. Policy and Finance Committee have recommended prepared accounting statements for approval.*

11. Parish Council Committees (7.50pm)

- i. REVIEW appointment of members and quorum of Committees following several inquorate meetings.
- ii. To CONSIDER the following recommendations:
  - a. That membership of Policy & Finance Cttee be increased by one (quorum of 5, current membership 9, total membership in current ToR 10).
  - b. That membership of Highways Cttee be increased by one or more members (quorum of 5, current membership 7, total membership in current ToR 8).
  - c. That membership of Culture & Events Cttee be increased by one member (quorum 4, current membership 8, total membership in current ToR 7).

Committee	Cllrs appointed
Planning Advisory (5)	Cllrs Howiantz, Goater, Horgan, Napper and Wolfers.
Policy & Finance (9N)	Cllrs Birch, Carswell, Howiantz, Kellett, Goater, Knickerbocker, Napper, Smith and Wolfers.
Staffing (7)	Cllrs Birch, Howiantz, Knickerbocker, Shearer, Sparkes, Swift, Wolfers.
Staffing: (3) Grievance/Disciplinary	Cllrs Birch, Carswell, and Leafe.
Staffing: (3) Appeal	Cllrs Goater, Knickerbocker and Swift.
Highways (7)	Cllrs Birch, Carswell, Goater, Howard, Napper, Swift and Wolfers.
Culture & Events (8)	Cllrs Birch, Horgan, Leafe, Napper, Smith, Sparkes, Swift, and Wolfers.

12. Councillor representations / appointments (7.55pm)

- i. To RECEIVE a report from Task and Finish Group relating to Working Groups & outside bodies and consider recommendations.
- ii. To agree arrangements for reporting back.
- iii. To agree a Task and Finish Group to organise and deliver the Remembrance Parade and agree membership of 5-6 Cllrs plus Assistant Clerk/Community Engagement Officer.

13. Portaloo Merriman Park – Cllr Carswell (8.00pm)

To RECEIVE an update from the Clerk following a resolution of the Parish Council at the Annual Meeting of the Parish Council whereby the council resolved to: A. proceed with the motion request.

B. Contracts Cllrs tasked with review of contracts to check toilet hire agreement and go ahead if covered under contractor insurance. C. Merriman Park Committee to agree placement.

Update:

- Portaloo would be covered under Parish Council Insurance (not supplier) will incur an additional insurance cost (cover from Zurich £112 for 19/07/2024 to 09/09/2024). Cost of replacement approx. £1,600.
- Cleansing quote (Q2024.009) from SLH Services Ltd for hire period: £804 daily cleanse or £456 every other day 14/07/24 – 09/09/24 - 58 days.

14. MOTION REQUEST – Cllr Swift - Parish Council Name (8.05pm)  
To CONSIDER a motion request from Cllr Swift relating to consideration of change of Parish Council Name from Street Parish Council to Street Community Council or Street Village Council.  
*Note: Public Consultation is required if the Parish Council wish to pursue a change of name.*
15. CCTV (8.10pm)  
To RECEIVE an update from Somerset Council on the status of CCTV in Street and the CCTV SLA.
16. Grounds Maintenance Tender (8.12pm)  
To RECEIVE an update from Cllr Goater and the Clerk in relation to the 2024-2027 Grounds Maintenance Contract.
17. High Street Enhancement - Banners (8.15pm)  
i. To RECEIVE a report on Banners from Culture & Events Committee meeting 11th June 2024.  
ii. To CONSIDER a proposal to launch a competition for local schools to design a new set of banners, rather than reprinting the silhouette banners (which have already been quoted at £1,528.04 +VAT by a local supplier).
18. High Street Enhancement - Hanging Baskets (8.18pm)  
To CONSIDER public consultation format and consider delegating tasking to Officers so that results may inform the grounds maintenance tender.
19. High Street Enhancement - Festive Lights (8.20pm)  
To APPROVE the contract with Blachere relating to the yr2 and yr3 hire agreement for signing.
20. Committee Minutes (8.25pm)  
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 11<sup>th</sup> June 2024  
ii. Planning Advisory Committee 11<sup>th</sup> June 2024  
iii. Policy & Finance Committee 4<sup>th</sup> June 2024  
iv. Staffing Committee 28<sup>th</sup> May 2024
21. Finances (8.30pm)  
i. To APPROVE payment schedule for June 2024 (to include direct debits and ad hoc payments).  
*To include payments not previously reported to council (£10.50 bank charges), Direct Debits and Regular Statutory Payments (£32,005.22), and June 2024 payments for authorisation (£14,772.18). Total £46,777.40.*  
ii. To APPROVE the accounts for payment (income and expenditure for May 2024) and bank reconciliation. (Circulated separately).  
*Note: The latest bank reconciliations for all accounts at 31 May 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 31 May 2024 and statement for May 2024 has been circulated with the agenda.

22. CONFIDENTIAL SESSIONS (8.35pm)  
*In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item no.9 as it involves confidential information on legal/contractual matters and HR/staffing matters.*
23. Public Toilets South Side Carpark (8.37pm)  
i. To RECEIVE an update from Cllr Knickerbocker, Cllr Goater and the Clerk in relation to the public toilets.  
ii. To CONSIDER an extension of cleaning contract. *Note: costs currently taken from council reform / future development budget which includes staffing/assets/services. Contractor has offered same terms – one visit per day inc. consumables plus once a month deep clean for 3 months - £3,242.11 + VAT.*  
iii. To NOTE the quote for maintenance tasks obtained by Street Parish Council and passed to Somerset Council.
24. Admin Officer Role (8.45pm)  
To CONSIDER recommendations unanimously resolved by Staffing Committee 28<sup>th</sup> May 2024 and Policy and Finance Committee 4<sup>th</sup> June 2024. *Confidential report refers.*
25. Clerk's Appointment (8.50pm)  
RECOMMENDED – to confirm the appointment of Jenny Service as Clerk to Street Parish Council following their recent probationary review by the Staffing Committee.
26. Correspondence (8.55pm)  
• Winter floods - dredge the Brue project
27. Items to raise for consideration at the next meeting (8.57pm)  
*This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.*
28. Items to consider for Press Release (8.58pm)
29. Date of Next Meeting (9.00pm)  
The next ordinary Meeting of the Parish Council will be the take place at:  
7pm on Tuesday 16<sup>th</sup> July 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.