

MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL

Held on	Tuesday 18 TH June 2024 at 7pm. Room 6, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Cllrs Bryan Knickerbocker (Chair), Peter Goater (Vice Chair), Nina Swift, Simon Carswell, Alison Horgan, Jean Howard, Neil Howiantz, Nicholas Kellett, Andy Leafe, Terry Napper, Heather Shearer, Nicola Smith, Adrian Sparkes and Laura Wolfers.
Absent:	Cllrs Pam Birch, Bruno Reina and Heather Shearer.
Officers Present:	Jenny Service, Clerk.
In attendance:	One resident, one member of the public and Somerset Councillor Liz Leyshon.

Public Question Time

Parishioners were invited to direct questions or comments to the Chair who invites 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.

Cllr. Bill Smart of Wedmore Parish Council attended to speak about partnering with other parishes and towns reference to flooding and Dredging the River Bru.

A resident spoke in support of a portable toilet at Merriman Park for the summer.

Somerset Councillor Reports

Short verbal reports were 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) provided an update on Somerset Council. This included:

- Flooding, work with the Rivers Authority and the Internal Drainage Board.
- Investment strategy for Somerset Council.
- Scrutiny Meeting.
- Emerging issues.
- Somerset Council's restructure.
- Adult Social Care and Children's Services.
- Pressures to create a viable council.

Cllr. Simon Carswell (Chair Licensing and Regulatory Committee, Street Division) provided a brief update from Somerset Council. This included:

- Impact on meetings during pre-election period.
- Budget spent on adult and social care.

Cllr Wolfers arrived at 7.32pm.

The Chair closed public question time at 7.35pm and opened the Ordinary Meeting of the Parish Council.

PARISH COUNCIL MEETING MINUTES

24/25.FC.027. Apologies for Absence

Apologies were received from Cllr Pam Birch, Heather Shearer and Bruno Reina and noted. Cllr. Cllr Birch was absent from the meeting and had wished to join the meeting remotely, but this was not possible. *LGA 1972 s85(1)*
Clerk to investigate remote attendance and consider tech provisions required to support and facilitate this.

24/25.FC.028. Declarations of Interests and Grant of Dispensations

Councillors were reminded to make 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.

Declarations of interest were made by:
Cllr Smith – Merriman Park (non-voting member)
Cllr Napper – Glastonbury Town Council.

24/25.FC.029. Confirmation of Minutes

- i. RESOLVED – The minutes of the Annual Meeting of the Parish Council held on 21st May 2024 (circulated) were approved as a correct record and direction given to be signed by the Chair subject to two amendments:
 - Number of votes for Chair's election.
 - Cllr Smiths DoI for Merriman Park (add non-voting member).
- ii. RESOLVED – The minutes of the Extraordinary Meeting of the Parish Council held on 9th April 2024 were approved as a correct record and direction given to be signed by the Chair.
LGA 1972, Schedule 12, paragraph 41(1).

Councillor Leafe left the meeting at 7.44pm.

24/25.FC.030. Correspondence

The Chair moved to item 26 on the agenda - Winter floods - dredge the Brue project
RESOLVED – that the Parish Council move forward and back this initiative.

24/25.FC.031. Chair's Report

The Chair provided a short report of activities and events since the last meeting. This included:

- The recent Community Awards and Investiture.
- Commemoration of 80-years D-Day.
- Ceremonial pear tree planting at the Alfred Gillet Trust.

24/25.FC.032. Clerk's Report

The Clerk provided a verbal report including *updates/actions on behalf of the office (by exception)*. *This included:*

- Community Payback starting Thursday 2nd July 2024.
- Office printer/photocopier delivery 2nd July and request for 2 Cllrs to sign Direct Debit instruction.
- Site IT visit booked.
- Plans for a Summer newsletter. Content from Councillors was invited.
- A card from resident relating to marking the 80 years since D Day.

24/25.FC.033. Annual Committee Reports for information

Members received and noted the annual report from the Highways Committee.
A Cllr raised parking at Greenbank Pool – this will be taken to the Highways Committee.

24/25.FC.034. Governing Documents: Code of Conduct

Members considered recommendation of Policy & Finance Committee.
RESOLVED - To approve adoption of the LGA model Code of Conduct.

24/25.FC.035. Annual Governance and Accountability Return 2023/24 Form 3
Annual Internal Audit Report 2023/24

- i. The Parish Council received and noted the Annual Audit Report for 2023/24.
- ii. Members considered the recommendation from Policy and Finance Committee.
RESOLVED – to approve the Annual Audit Plan (which includes the Internal Control policy).
- iii. RESOLVED - to instruct a valuation for Merriman Park Play Equipment.

*Note: Full Council previously resolved at the Annual Meeting of the Parish Council to approve the instruction of valuations on: Murals in Woods Batch 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 play equipment at Merriman Park and at the Skate Park.*

24/25.FC.036. Annual Governance and Accountability Return 2023/24 Form 3
Section 1 – Annual Governance Statement 2023/24

The Parish Council was asked to consider the adequacy of internal audit and control carried out on the accounts for the year ended 31st March 2024 and agree responses to the statements set out in Section 1 of the Annual Governance and Accountability Return.

RESOLVED – the Parish Council agreed the annual governance statements 1 to 8 and N/A to statement 9 of Section 1 - Annual Governance Statement 2023/24.

24/25.FC.037. Annual Governance and Accountability Return 2023/24 Form 3
Section 2 – Accounting Statements 2023/24

RESOLVED – Street Parish Council approved the accounting statements 2023/24.

This was signed by the Chair of the Council.

RESOLVED – Street Parish Council approved the explanation of difference between box 7 and box 8 – Section 2 AGAR.

RESOLVED – Street Parish Council approved the 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 recommended the prepared accounting statements for approval.

Councillor Leafe returned to the meeting at 7.58pm.

Councillor Kellett arrived at 8.02pm.

24/25.FC.038. Parish Council Committees

Members were asked to review appointment of members and quorum of Committees and consider several recommendations relating to membership.

RESOLVED – Councillor Leafe was appointed to the Planning Committee.

(quorum of 3, current membership 6, total membership in ToR 6)

RESOLVED – That the quorum for the Highways Committee be reduced from 5 to 4 members.

(quorum of 4, current membership 7, total membership in ToR 8).

Clerk to liaise with Councillor Howard and Assistant Clerk and Community Engagement Officer reference start time / day of the Culture and Events Committee.

(quorum 4, current membership 8, total membership in current ToR 7).

A vacancy remains on the Policy and Finance Committee.

(quorum of 5, current membership 9, total membership in current ToR 10).

Committee	Cllrs appointed
Planning Advisory (6)	Cllrs Goater, Horgan, Howiantz, Leafe, Napper and Wolfers.
Policy & Finance (9)	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.

24/25.FC.039. **Councillor representations / appointments**

This item was deferred to the July Parish Council Meeting.

Councillor Smith volunteered to be a Parish Council representative on the Victoria Club following a Parish Councillor resignation from the role.

Report for next month: To RECEIVE a report from Task and Finish Group relating to Working Groups & outside bodies, consider recommendations and agree arrangements for reporting back.

RESOLVED – members agreed a Task and Finish Group to organise and deliver the Remembrance Parade and agreed membership of six Councillors, Carswell, Horgan, Knickerbocker, Napper, Swift and Wolfers, together with the Assistant Clerk/Community Engagement Officer.

24/25.FC.040. **Portaloo Merriman Park – Cllr Carswell**

A resident spoke further with regards to the proposal for a Portaloo at Merriman Park for children to use over the summer holidays.

Members noted updates from the Chair that:

- *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 20/07/24 – 09/09/24 - 58 days.*

This followed 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.

RESOLVED – to accept the quote for the Portaloo from Purple Hire, the quote for daily cleaning from SLH Services and the insurance premium to cover additional risk. Clerk to write to the resident to advise them of the outcome and thank them for raising this as a priority.

24/25.FC.041. **MOTION REQUEST – Cllr Swift - Parish Council Name**

Councillor Swift introduced a Motion Request relating to the consideration of change of Parish Council Name from Street Parish Council to Street Community Council. Members debated and discussion extended to a previous consultation around village / town status.

The Clerk briefly ran through the process required to change the name should there be support from members and residents. *Note: Public Consultation is required if the Parish Council wish to pursue a change of name.*

RESOLVED – That the Office consider the relevant consultation process (including costs) and bring back to the full council for consideration.

It was suggested that the newsletter could be one way to engage with residents on this.

24/25.FC.042. CCTV

The Clerk provided a brief update from Somerset Council on the status of CCTV in Street and the CCTV SLA. *Members agreed that SLA needs to include timeline for maintenance and replacement. Clerk to liaise with Somerset Council.*

24/25.FC.043. Grounds Maintenance Tender

Councillor Goater and the Clerk provided updated in relation to the 2024-27 Grounds Maintenance Contract. Work is underway to update requirements set out in the original contract and consider how asset and service devolution may impact a future contract. A draft contract will be brought to the July Parish Council Meeting for consideration.
RESOLVED – to include hanging baskets in the 2024-27 tender.

24/25.FC.044. High Street Enhancement - Banners

Cllr Wolfers and Leafé provided a report on Banners from Culture & Events Committee meeting 11th June 2024.

A proposal was made that the silhouette banners previously budgeted for are not reprinted and instead members of the Culture and Events Committee liaise with the Alfred Gillet Trust (AGT) to produce a set of banners with art deco shoes.
RESOLVED – Culture and Events to work with AGT on new Banner designs and get these printed (budget for silhouette designs previously approved and quoted at £1,528.04 +VAT by a local supplier). New banners to be added to the banners available for rotation.

24/25.FC.045. High Street Enhancement - Hanging Baskets

RESOLVED – to incorporate hanging baskets into the 2024-27 tender as per original maintenance contract.

24/25.FC.046. High Street Enhancement - Festive Lights

RESOLVED – the Parish Council approved the contract with Blachere relating to the yr2 and yr3 hire agreement for signing. This follows a review of the contract by Councillors and Officers.

24/25.FC.047. Committee Minutes

Members 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. Culture and Events 11th June 2024
- ii. Planning Advisory Committee 11th June 2024
- iii. Policy & Finance Committee 4th June 2024
- iv. Staffing Committee 28th May 2024

24/25.FC.048. Finances

- i. RESOLVED - to APPROVE payment schedule for June 2024 (to include direct debits and ad hoc payments). *This included 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. RESOLVED – 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

RESOLVED – 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.

24/25.FC.049. CONFIDENTIAL SESSIONS

RESOLVED - in accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, a resolution was passed at the meeting to exclude the press and public for the following items as they involved confidential information on legal/contractual matters and HR/staffing matters.

24/25.FC.050. Public Toilets South Side Carpark

An update was provided by Cllr Knickerbocker, Cllr Goater and the Clerk in relation to the public toilets.

RESOLVED – to extend the cleaning contract for 3 months on the same terms.

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.

Members noted the quote for maintenance tasks obtained by Street Parish Council that has been passed to Somerset Council.

24/25.FC.051. Admin Officer Role

Members were asked to consider recommendations resolved by the Staffing Committee 28th May 2024 and Policy and Finance Committee 4th June 2024.

RESOLVED – to accept the recommendations made.

24/25.FC.052. Clerk's Appointment

RESOLVED – to confirm the appointment of Jenny Service as Clerk to Street Parish Council following their recent probationary review by the Staffing Committee.

24/25.FC.053. 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.

- Equality diversity and inclusivity training and policy.
- Police presence in Street and links with Neighbourhood Policing Team.
- 200-year anniversary of Clarks to be taken forward by Culture and Events Committee and brought back to full council.
- Library building – update from newly formed Trust.

24/25.FC.054. Items to consider for Press Release

- Public Toilets.

24/25.FC.055. Date of Next Meeting

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

7pm on Tuesday 16th July 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.