

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on	Tuesday 21 st May 2024 at 7pm. Room 6, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Cllrs Bryan Knickerbocker (Chair), Nina Swift, Pam Birch, Simon Carswell, Peter Goater (Vice Chair), Alison Horgan, Jean Howard, Neil Howiantz, Andy Leafe, Terry Napper, Bruno Reina, Heather Shearer, Nicola Smith, and Laura Wolfers.
Absent:	Cllrs Nicholas Kellett and Adrian Sparkes.
Officers Present:	Jenny Service, Parish Clerk. Danielle Price Assistant Clerk and Community Engagement Officer.
In attendance:	Six residents and Somerset Councillor Liz Leyshon.

The meeting was opened by outgoing Chair Cllr Knickerbocker

- 24/25.FC.001 Election of Chair and Vice Chair
Members were asked to elect a Chair for the 2024-25 year.
Cllr Knickerbocker and Cllr Wolfers were nominated and seconded. A vote was conducted by paper ballot. The election was overseen by the Clerk and Assistant Clerk.
- RESOLVED - to appoint Cllr Knickerbocker as Chair for the 2024-25 year. *(Eight votes to six)..*
Cllr Knickerbocker read the oath of acceptance of office.
Members were asked to elect a Vice Chair for the 2024-25 year.
Cllr Goater and Cllr Wolfers were nominated and seconded. A vote was conducted by paper ballot.
 - RESOLVED - to appoint Cllr Goater as Vice Chair for the 2024-25 year.
Cllr Goater read the oath of acceptance of office.

The Chair closed the meeting and introduced public question time.

Public Question Time

A resident spoke in support of improving wildlife at Merriman Park.

The Chair closed public question time at 19.18 hours and re-opened the Annual Meeting of the Parish Council.

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- 24/25.FC.002 General Power of Competence
RESOLVED - Street Parish Council declared 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. The Council have a qualified Clerk.
- 24/25.FC.003 Apologies for Absence
Apologies were received from Cllrs Nick Kellett and Adrian Sparkes and noted.
- 24/25.FC.004 Declarations of Interests and Grant of Dispensations
- The Clerk reminded Cllrs to update any Declarations of Interest.
 - Members were asked to raise 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.
Declarations were made by:

- Cllr Terry Napper – Glastonbury Town Council.
- Nicola Smith – Merriman Park Cttee (non-voting member).
- Simon Carswell – Merriman Park Cttee.

24/25.FC.005 Confirmation of Minutes

RESOLVED – The minutes of the ordinary Parish Council meeting held on 16th April 2024 were approved as a correct record and direction given to be signed by the Chair.

24/25.FC.006 Welcome to Cllr Alison Horgan

- The Chair welcomed new Cllr Horgan (co-opted at the March 2024 Parish Council Meeting).
- The Clerk received Cllr Horgan's declaration of acceptance of office.

24/25.FC.007 Recommendations from Committees

Members were asked to consider recommendations from Policy & Finance Committee relating to Capital Expenditure.

i. Speciality services

a. High Street Clock

RESOLVED – the Parish Council approved the quotation from Smith of Derby Clockmakers of £261 plus VAT. *The previous service carried out by Smith of Derby Clockmakers in 2022. The Clock in the High Street was installed by Smith of Derby Clockmakers in 2014. In 2016 the Council resolved the service the clock every two years.*

b. Repairs to the Library Gardens Mural

RESOLVED – The Parish Council approved the quotation from J Minshull (the mural Artist, for Mural re-touching and relacquering at £350 including materials. *Further quotations were not sought due to the specialist nature of the works.*

ii. Office costs

a. Increase in cleaning costs

Members noted that the Policy and Finance Committee resolved to accept the price increase for cleaning from April 1, 2024. *Minster Cleaning t/a Shado Services advised of a price increase of 8.5% from April 1, 2024 for cleaning of the Parish Rooms. This price will remain consistent until review in March 2025. The monthly cleaning charge, prior to the price increase was £507.36.*

b. Printer/Photocopier

RESOLVED – Street Parish Council approved 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.

24/25.FC.008 Review of delegation arrangements

RESOLVED – Street Parish Council approved the Scheme of Delegation (*based on SLCC model in line with Standing Orders*).

24/25.FC.009 Governing Documents: Standing Orders, Financial Regulations & Code of Conduct

The Clerk advised that a full review of the current National Association of Local Council's (NALC) model Financial Regulations and Standing Orders had been completed. These were recommended for approval by the Policy and Finance Committee on 7th May 2024.

RESOLVED – The Parish Council approved the new Standing Orders (*based on the NALC model Standing Orders with revisions appropriate to Street Parish Council*).

RESOLVED - The Parish Council approved the new Financial Regulations (*based on NALC's model Financial Regulations with Street Parish Council adaptations*).

Members were asked to review the Code of Conduct. The Clerk recommended that the Parish Council adopt the LGA model Code of Conduct.

RESOLVED – Policy and Finance Committee consider adoption of the LGA model Code of Conduct at the next meeting of the committee.

24/25.FC.010 Grants Policy

The Parish Council received the new grants policy and application form approved by the Policy & Finance Committee on 7th May 2024.

RESOLVED - to adopt the grants policy with the following amendments:

- To include request for Safeguarding Policy (where available).
- Turnover £5,000 audited accounts if available or profit & loss or income & expenditure.
- Use of Street Parish Council logo to promote SPC grant.
- Flexibility for organisations to supply documents such as the equality, diversity & inclusivity (EDI) policy and Biodiversity Policy – where available or detail plans for adoption in future.

24/25.FC.011 Annual Committee Reports for information

Members received and noted reports relating to Committees of the Parish Council.

- Culture and Events Committee
- Planning Advisory Committee
- Policy & Finance Committee
- Staffing Committee
- Reports were also supplied by Disability Awareness Group and Sustainable Street (Working Groups) and noted.
- No report was received from the Highways Committee. Highways Committee *report to be supplied for the next ordinary Parish Council meeting.*

24/25.FC.012 Councillor representations / appointments

The Chair provided an update on behalf of the Task and Finish Group charged with a review of Working Groups & Parish Council representation on outside bodies (including formal and casual appointments).

RESOLVED – this item was deferred to the June Parish Council meeting.

The Clerk will run a doodle poll for membership / interest.

24/25.FC.013 Committees and Working Group

- i. The Parish Council was asked to review the terms of reference for Committees (circulated) with consideration of the recommendations made by the Clerk:

RESOLVED – to update terms of reference with the following:

Committee	Change recommended
Policy & Finance	<ul style="list-style-type: none"> • Policy and Finance Committee have a delegated power of spend of up to £1,500 on budget items. • To review annually (or as required), the Standing Orders and Financial Regulations for recommendation to full council. • 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.
Staffing Committee	<ul style="list-style-type: none"> • 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.
Planning Advisory	<ul style="list-style-type: none"> • No changes proposed. • Scheme of delegation sets out proposed process for dealing with Planning Applications where no extension for comment can be granted.
Culture & Events	<ul style="list-style-type: none"> • 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.
Highways	<ul style="list-style-type: none"> • Meeting frequency – every two months. • 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.

- ii. Members received a verbal update from the Clerk relating to the approval and review of contract and considered the Clerk's recommendation to nominate Cllrs to review contracts in conjunction with the Clerk/RFO and report back to full council to close the gap in process.

RESOLVED – to appoint Cllrs Goater, Kellett, Knickerbocker, and Sparkes (*should Cllr Sparkes wish to accept this appointment*) to review contracts in conjunction with the Clerk/RFO and report back to full council *for approval. Note: Cllr Sparkes has since confirmed acceptance.*

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. RESOLVED - Membership of existing Committees was approved as follows:

Note: Cllrs Kellett and Sparkes (absent from the meeting) appointed to Cttees of their choice.

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.

Contracts in progress

- 24/25.FC.014 The Chair and Clerk provided a brief update in relation to the review / approval of the following contracts.

RESOLVED – to approve the public toilets (SLA) and review cleaning and possible extension at the June Parish Council meeting. *Officers to investigate rainwater harvesting system.*

RESOLVED – to defer the CCTV (SLA) to the June Parish Council meeting.

A meeting with Somerset Council Officers has been arranged for 5th June 2024. Clerk to chase response to queries raised.

RESOLVED – to approve the Community Payback (MOU).

Members discussed the management of risk. The Parish Council would like to be assured that all necessary steps to manage risk have been taken. Clerk to request protocol for risk assessment.

- 24/25.FC.015 Inventory of land assets and office equipment & Insurance

i. Members received and noted the updated asset register.

ii. RESOLVED – to approve the instruction of 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. The Parish Council considered quotations for annual insurance and confirmed arrangements for insurance cover in respect of all insurable risks (comparison table supplied).

RESOLVED – to approve the quote from Zurich for 1 year’s insurance renewal.

- 24/25.FC.016 Review of council’s and / staff’s subscriptions to other bodies

RESOLVED – to approve the annual list of subscriptions.

The Clerk advised that the Clerks manual was a one-off cost in 2023-24.

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
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

- 24/25.FC.017 Policies and Procedures

Members considered the policies recommended for annual review to the Policy and Finance Committee.

RESOLVED – that the Parish Council delegate the review of the following policies to the Policy and Finance Committee:

- Complaints procedure – with recommendation to consider adoption of NALC model.
- Policies procedures and practices relating to Freedom of Information (Fol) and Data Protection.
- Review of council's policy for press and media (Communications Policy).
- Employment policies and procedures.

24/25.FC.018 Calendar of ordinary meetings

Members received and noted the dates of ordinary (planned) Parish Council and Committee meetings for 2024/25.

24/25.FC.019 Regular Payments

The Parish Council received and considered the regular payments for the 2024/25 financial year (report supplied). This included variable direct debit, the continued use of direct debits, regular payments through Bankline internet banking and debit card payments.

RESOLVED - to approve the list of regular payments.

A member asked when the gas/electric and waste collection had last been reviewed. Clerk / RFO to progress.

24/25.FC.020 Office IT Infrastructure Audit

The Clerk introduced the recommendation to arrange an IT Infrastructure Audit at Parish Rooms and outlined the tasks required.

RESOLVED – to approve an IT infrastructure audit visit at Parish Rooms with PC Comms at a cost of £100/hr.

24/25.FC.021 MOTION REQUEST - Cllr Carswell

The Parish Council consider a Motion Request Form regarding placement of a Portaloo in Merriman Park during the summer period (as pre covid). Cllr Carswell provided an update and the background to this motion request. A resident has offered to contribute to the cost.

RESOLVED – that the Parish Council proceed with this motion request. Cllrs tasked with review of contracts to check toilet hire agreement and go ahead if covered under contractor insurance. Merriman Park Committee to agree placement.

24/25.FC.022 Parking at Clockhouse View

The Parish Council were asked to give special consideration for double yellow lines (DLY). Somerset Council were seeking views from the Parish Council and residents.

The Chair closed the meeting and invited Cllr Leyshon to speak on this matter.

Cllr Leyshon advised that a proposal has been sent to the SC Traffic Engineer and plans allow for DYL on one side of the road. The proposal will go to public consultation this summer.

The Chair re-opened the meeting and members noted the update from Somerset Council.

24/25.FC.023 Committee Minutes

Members noted the receipt of DRAFT minutes of recent committee meetings:

Culture and Events

- Highways Committee
- Planning Committee
- Policy & Finance Committee

24/25.FC.024 Finances

The Parish Council:

- RESOLVED – to approve the payment schedule for May 2024 (including direct debits and ad hoc payments).
- RESOLVED – to approve the accounts for payment (income and expenditure for April 2024) and bank reconciliation. (Circulated separately).
- CCLA Public Sector Deposit Fund (PSDF) Account

RESOLVED – 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.

At 21:11 hours, Cllr Leafe left the meeting.

24/25.FC.025 Correspondence

Members considered the following correspondence:

- i. Resident letter – Brookside artwork
RESOLVED – to clean up the Brookside artwork and return the £10 donation to resident.
- ii. Resident – community speed watch
RESOLVED – to arrange Community Speed Watch training in conjunction with the Police and advertise to residents.
- iii. Somerset Council - roundabout maintenance and enhancement
The request appears to relate to selling of roundabout advertisement and funding for roundabout enhancement. Officers to obtain Planning East decision minutes and defer to the June Parish Council meeting.
- iv. Resident request - Memorial bench in Merriman Park
RESOLVED – to go ahead with request for memorial bench in consultation with Merriman Park Committee.
- v. Resident – request to consider improving wildlife in Merriman Park
RESOLVED – to propose Merriman Park Committee consider the residents proposal and liaise with resident directly around proposals.
- vi. Resident - Portland Place BT pole
An update was noted. Item to be considered by Highways Cttee.
- vii. The Loft – request to host ‘Skools Out for Summer” Disco’ in July.
RESOLVED - Officers to signpost to YMCA and the Youth Club.
- viii. Public rights of way
RESOLVED – to defer this item to the Highways Committee for further consideration.

24/25.FC.026 Date of Next Meeting

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

There being no further business, the meeting was closed by the Chair at 9.21pm.

These minutes were approved on 18th June 2024. under minute reference 24/25.FC.029 as a true record of the decisions taken and are duly signed below by the Chair of that meeting.