

Ms Jenny Service
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To Councillors: Bryan Knickerbocker (Chair), Peter Goater (Vice Chair), Pam Birch, Simon Carswell, Alison Horgan, Jean Howard, Neil Howiantz, Nicholas Kellett, Andy Leafe, Terry Napper, Bruno Reina, Heather Shearer, Nicola Smith, Nina Swift, 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 16th July 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: 11th July 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.

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 or telephone: 01458 440588).
- Somerset Councillor Reports** (7.08pm)
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 (7.12pm)
To RECEIVE and NOTE apologies for absence.
LGA 1972 s85(1)
2. Declarations of Interests and Grant of Dispensations (7.14pm)
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 (7.15pm)
 - i. RECOMMENDED – That the minutes of the Annual Meeting of the Parish Council held on 18th June 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair. *Any changes to the minutes must be agreed by resolution of the council.*
 - ii. Chair to SIGN the approved minutes
 - a. for 16th April 2024 (not signed at the May meeting).
 - b. and 21st May 2024 (re-printed with changes agreed).
4. Chair's Report (7.17pm)
To receive a short report from the Chair.
5. Clerk's Report (7.25pm)
To receive a verbal report from Clerk. *To include updates/actions on behalf of the office (by exception).*
 - *A short report on Freeman Status.*
 - *Community Payback.*
6. Grant Application – Crispin Community Centre (7.30pm)
To RECEIVE and CONSIDER a grant application from Crispin Community Centre for £15,000 to support the running of the Community Centre, the Volunteer Driver Service and Soup Kitchen.
7. Play Area Proposal (7.38pm)
To RECEIVE and CONSIDER a proposal from Cllr Goater and Cllr Howiantz in relation to Street Parish Council's strategy for Play Areas in response to Somerset Council's Asset and Service Devolution.
8. Somerset Council Asset and Service Devolution (7.45pm)
 - i. To RECEIVE an update from Cllr Goater and The Clerk in relation to the Somerset Council Asset and Service Devolution and agree next steps.
 - ii. To CONSIDER request for Cllr Knickerbocker to join the Somerset Council Outsourcing / Asset and Service Devolution Task and Finish Group.
9. Parish Council IT Support / Office IT Infrastructure Audit (7.48pm)
 - i. To RECEIVE an UPDATE from the Clerk in relation to the planned Office IT Infrastructure Audit.
 - ii. To REVIEW current IT Support provision, future needs and possible options.
10. Tree Survey (7.55pm)
To CONSIDER Merriman Park Decay Test Survey.
11. Letter to Central Government and MPs reference remote attendance / voting rights (7.57pm)
 - i. To DISCUSS writing to central government and local MP to ask powers of remote participation to be reinstated.
 - ii. RECOMMENDED: inclusion of video account from Cllr Birch outlining barriers to attendance and linking up with Shepton Mallet Town Council.

- iii. To consider other options to assist with making Council Meetings accessible to Councillors and residents.

12. Working Groups and Representations on Outside Bodies (8.00pm)

- i. To RECEIVE a report from Task and Finish Group relating to Working Groups & Parish Council Representation on Outside Bodies.
- ii. To CONSIDER the recommendations made in the report and RESOLVE arrangements for Working Groups and Outside Bodies for 2024/25 and arrangements for reporting back.
- iii. To RECEIVE an update on the formation of a new Community Safety Working Group (*The Parish Council previously resolved in April 2024 to create a Parish Council, Neighbourhood Policing and Partnership Working and agreed a Task and Finish Group to prepare terms of reference and propose membership*).
- iv. To APPROVE new Working Group name proposal 'Community Safety Working Group'.
- v. To RECEIVE brief updates following meetings with Neighbourhood Watch and the Neighbourhood Police Team.

13. Training and Development (8.05pm)

- i. To REVIEW Equality & Diversity & Inclusivity (EDI) Training.
- ii. To NOTE: *As previous resolutions have been deferred several times, a DRAFT / model EDI Policy will be taken to the next Policy & Finance Cttee Meeting.*
- iii. To CONSIDER Parish Councillor Wellbeing Training - Resilience and Wellbeing for Councillors run by South West Councils at £66+VAT per learner (22nd October 2024 3-5pm online). There is also the option to arrange a twilight 2-hour session for Street Parish Council at £436+VAT for up to 12 learners (remote inhouse delivery).

14. Request from Merriman Park Community Group (MPCG) (8.08pm)

- i. To CONSIDER a request from the Merriman Park Community Group relating to taking on the financial aspect of the Sensory Garden Project including groundworks and agree terms – to include advice from the Clerk.
- ii. To AGREE use of Earmarked Reserve to support this project.

15. Committee Minutes (8.12pm)

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. Highways Committee (20th June 2023 – minutes to follow).
- ii. *Note: Planning Advisory Committee (scheduled for 9th July cancelled due to being inquorate).*

16. Finances (8.15pm)

- i. To APPROVE payment schedule for July 2024 (to include direct debits and ad hoc payments). To include payments not previously reported to Council (£745.36), Transfers between accounts, Direct Debits and Regular Statutory Payments (£19,546.55), and July 2024 payments for authorisation (£16,641.81). Total payments for the month £36,188.36.
- ii. To APPROVE the accounts for payment (income and expenditure for June 2024) and bank reconciliation. (*Circulated separately*). *Note: The latest bank reconciliations for all accounts at 30 June 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 June 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 statement for June 2024 has been circulated with the agenda. Factsheet at 30 June 2024 not yet available.

17. 20MPH Zone (8.20pm)
To CONSIDER a recommendation from the Highways Committee who on 20th June 2024 RESOLVED – to take an ‘In Principle’ recommendation to Full Council to investigate expanding the 20mph speed limits across the village of Street to create a slow zone. (*Circulated to members previously and considered at the Highways Committee Meeting on 20th June 2024*).
Note: Cllr Swift has also prepared a MOTION REQUEST FORM ‘To CONSIDER the proposal from resident to consolidate and enlarge Street’s network of 20 mph roads’.
18. Merriman Park Fun Day (8.25pm)
 - i. To AGREE breakdown of funds budgeted for the Merriman Park Fun Day.
 - ii. To CONSIDER Street Parish Council support for the Merriman Park Fun Day.
19. Parish Room Flags (8.30pm)
To CONSIDER APPROVAL of a budget to replace Parish Room flags.
20. Parish Council Newsletter (8.33pm)
 - i. To RECEIVE and CONSIDER a DRAFT Newsletter.
 - ii. To CONSIDER publishing electronically and printing 500 copies for key community hubs.
21. The Library Gardens (8.36pm)
 - i. To RECEIVE an UPDATE from the Clerk relating to retouching of the murals.
 - ii. To OBTAIN Parish Council direction relating to maintenance works to protect the murals at the library Gardens including downpipes etc (four murals are Parish Council owned assets).
22. CONFIDENTIAL SESSIONS (8.40pm)
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. Admin Officer Role (8.41pm)
To receive an update from the Clerk.
24. DRAFT 2024-27 Grounds Maintenance & Horticultural Contract (8.45pm)
 - i. To REVIEW the timeline and PROCESS for the invitation to tender.
 - ii. To RECEIVE and CONSIDER the DRAFT invitation to tender letter, Schedule of Works, and Specification.
 - iii. RECOMMENDED: To agree delegation to Clerk to seek legal advice relating to SLA including contract management and performance clauses.
25. Somerset Council – Somerset East Planning Committee (9.00pm)
To receive an update from Cllr Goater in relation to the proposed Churchill Development and outcome of Somerset East Planning Committee.
26. Correspondence (9.02pm)
27. Items to Raise for Consideration at the next Meeting (9.05pm)
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 (9.07pm)
29. Date of Next Meeting (9.10pm)
The next ordinary Meeting of the Parish Council will be the take place at:
7pm on Tuesday 20th August 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.