

MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL

Held on	Tuesday 15 th October 2024 at 7pm. Room 6, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Cllrs Bryan Knickerbocker (Chair), Peter Goater (Vice Chair), Simon Carswell, Alison Horgan, Neil Howiantz, Andy Leafe, Terry Napper, Heather Shearer, Nicola Smith, Nina Swift and Laura Wolfers.
Absent:	Cllrs Pam Birch, Jean Howard, Bruno Reina, and Adrian Sparkes.
Officers Present:	Jenny Service
In attendance:	Three members of the public. Cllr Liz Leyshon (Somerset Council).

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.

A resident spoke about their application for the Post Office franchise. This resident is working to a financial assessment date of 17th November and is looking for investors to support their application. A letter was supplied to the Clerk which will be circulated to members.

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, Street Division) provided an update on Somerset Council. This included:

- Resurfacing works on Somerton Rd and Glaston Rd.
- Plans for the multi-user path alongside the bypass – designed for installation 2025.

Cllr Heather Shearer (Associate Lead Member for Children's Social Care & SEND, Mendip West Division) provided an update on Somerset Council. This included:

- Fostering Campaign and Childminding Campaign.
- At present there are 95 children in residential accommodation.
- Stepping Stones – to support young people who have been through the care system who are ready to live more independently.

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

- Resurfacing of Somerton Rd.
- Attendance at a recent Somerset Council Standards Committee Meeting.

Police Reports

The Chair welcomed Jason Wyatt PCSO 7628 Supervisor (for Street, Glastonbury and Wells) and Elaine Cave PCSO 7912 from the Neighbourhood Policing Team who delivered an update for residents and members of the Parish Council. This included changes within the Neighbourhood Policing Team and changes to the way crimes are recorded (due to a direction from the Home Office). The team were supportive of campaigns to raise awareness of parking outside schools including the use of 'parking buddies'.

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

Signed: _____ Date: _____

PARISH COUNCIL MEETING MINUTES

24/25.FC.124. Apologies for Absence

Apologies were received from Cllr Birch and Cllr Sparkes. Apologies were noted. Cllr Howard and Cllr Reina were absent from the meeting.
LGA 1972 s85(1)

24/25.FC.125. 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 Napper – Glastonbury Town Council (member) and SLH Services Ltd.

Cllr Carswell – Merriman Park Community Group (Chair and voting member).

Cllr Smith – Merriman Park Community Group (non-voting member).

24/25.FC.126. Confirmation of Minutes

RESOLVED – The minutes of the Meeting of the Parish Council held on 17th September 2024 (circulated) were approved as a correct record and direction given to be signed by the Chair of that meeting.

24/25.FC.127. Chair's Report

The Chair provided a verbal report which included:

- Attendance at Events:
 - Axbridge Blueberry Carnival
 - Street's Discover Your Community Event: Access Street at the Crispin Hall.
 - Repair Café at the Quaker Meeting House.
 - High Sheriff of Somerset's Annual Civic Event at Taunton Minster
 - Connect Somerset event at the Crispin Hall
 - Annual Civic Day in Yeovil.
- Friday 4th of October, David Atkins who on Friday 4th October received the Somerset Council Chair's Award for Service to the Community of Street accompanied by his wife Catherine and Cllr. Wolfers nominated by Street Parish Council. A well-deserved award for David's significant contributions and dedication to Street.

24/25.FC.128. Clerk's Report

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

- *Parish Council Vacancy.*
Please note: Somerset Council have now confirmed that no request for an election has been made. The Parish Council may now advertise a casual vacancy which can be filled by co-option. Interested parties are encouraged to contact the Clerk for an informal discussion/application form. Applications to be considered at the November Parish Council Meeting.
- *Access to Crispin Community Centre – advice from Assistant Highway Service Manager at Somerset Council. (Clerk and Cllr Howiantz to liaise with Crispin Community Centre).*
- *Church Road (request for dropped kerb opposite Holy Trinity Church) (Awaiting update from Traffic Management / Road Safety at Somerset Council).*
- *Accessibility at Council / Committee meetings. (Clerk to progress with Crispin Community Centre)*
- *Clerk attendance on Rialtas Accounts training.*
- *Brooks Farm Development (Awaiting Planning Application from Somerset Council). Once received, Officers plan arranging a public meeting to advise how residents can respond. Cllrs will then be*

asked to consider the Planning Application as a statutory consultee and submit a response to Somerset Council Planning Officers.

- *Notification of road closure: outside 5 Vestry Rd, Street. Due to essential work on the sewerage network. From 8am Monday 28th to Wednesday 30th October 2024.*
- *Budget setting drop-in for residents. Date / time to be confirmed.*

24/25.FC.129. Finances

i. Payment Schedule

RESOLVED - to approve the payment schedule for October 2024.

This included payments not previously reported to Council (£30,226.32), Transfers between accounts (£41,000), Direct Debits and Regular Statutory Payments (£18,757.60), and October 2024 payments for authorisation (£33,155.80). Total payments for the month (£51,913.40). Payment schedule for October 2024 will appear as an annex to the minutes in the Minute Book.

ii. Accounts and Bank Reconciliation at month end

- a. Members noted the income received (£2,725.59)
- b. RESOLVED - to approve the receipts and payments reports for all accounts.
- c. RESOLVED - to approve the bank reconciliation at 30th September 2024.
(Circulated separately by RFO).

Note: The latest bank reconciliations for all accounts at 30 September 2024 have been prepared. A detailed receipts and payments report, bank reconciliation report and balance sheet have been sent to Members.

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. Receipts and payments for September 2024 will appear as an annex to the minutes in the Minute Book.

iii. CCLA Public Sector Deposit Fund (PSDF) Account

RESOLVED - to approve retaining funds in the PSDF account.

The CCLA PSDF statement for September 2024 has been circulated with the agenda. Factsheet at 30 September 2024 not yet available.

iv. Unity Trust Bank

The Clerk provided an update.

RESOLVED: *That Street Parish Council proceed with switch to Unity Trust Bank for current and reserve accounts for daily banking needs.*

v. Budget Setting drop-in

Members noted that the Clerk/RFO will host a budget setting drop-in. This follows an early DRAFT budget being presented to full council and offers the opportunity to consult with residents on devolution. Cllrs able to join for these sessions invited to contact the Clerk. *Date to be confirmed.*

24/25.FC.130. Audit

- a. RESOLVED - Members received and accepted the External Auditor's Report and Certificate 2023/24 (section 3 of AGAR) from PKF Littlejohn.
- b. RESOLVED - members received and noted the 2023/24 closure letter.
- c. The Clerk provided a short update on the first visit by the new internal auditor – which took place on Friday 11th October 2024.

24/25.FC.131. RECOMMENDATIONS from Committees

a. Highways Committee – SID Budget

The Parish Council were asked to consider a recommendation from the Highways Advisory Committee.

RESOLVED - to approve a contingency fund of £1,000 - from Council Reform:

Staffing/assets/services budget - to fund additional Speed Indication Device (SID) posts

and alterations required to meet the new Somerset Council SID guidelines necessary to advance the SID enhancement project.

b. Highways Committee – 20mph Rationalisation Project

The Parish Council were asked to consider a recommendation from the Highways Advisory Committee. A resident was thanked for bringing his proposal to the Parish Council.

RESOLVED - to progress the proposal to consolidate Street's network of 20mph and set a budget of £12,000 to include an up-front cost to Somerset Council of £500 to cover the initial exploratory work and costings. *Note: Consultation with residents required. There was strong support amongst Council members for Somerton Rd to be included – Somerset Council have advised this may be out of scope / may not meet requirements. Officers to progress inclusion of Somerton Rd if possible.*

This item follows a proposal originally submitted to the Parish Council by a resident which was then explored and progressed through the Highways Advisory Committee. At a meeting on 1st October, the Committee received input from the Lead Member for Transport and Waste Services at Somerset Council and the Service Manager -Traffic Engineering at Somerset Council on the feasibility of the proposal to consolidate and enlarge Streets network of 20mph. Discussion took place around the process involved, 20mph criteria, legal orders, projected costs and timescales.

24/25.FC.132. CCTV

Members received update from the Clerk. Purchase orders have been raised by Somerset Council - awaiting infrastructure / power supply works to be completed. *Street Parish Council to revisit at year end as CCTV is a priority for residents and members.*

24/25.FC.133. Working Groups

- a. Members received an update from Cllr Leafe on behalf of the Flooding Working Group. This included ground water testing underway by the developer for the proposed Somerton Rd development.
- b. The Clerk advised that that developers for the proposed Somerton Rd development have been in touch to provide the Parish Council and residents with investigations around drainage, surface water and flooding at the site of the proposed development. *Note: Clerk to arrange developers to attend next Planning Cttee or full Council meeting for update to be provided during public participation.*
- c. Members noted that the date of the next Community Safety Working Group meeting is to be rescheduled. *Date to be confirmed.*

24/25.FC.134. Grant Applications

Members were asked to consider a final payment (£2,859) grant request from Street Football Club in line with Grant Funding Policy (where grants over £2,000 must be considered and resolved by full council).

Note: Further information (as requested by Policy and Finance Committee) about the ongoing maintenance of the pitch and how the club plans to self-fund in future has now been provided. An initial grant of £3,000 was recommended for approval by Policy and Finance Committee and subsequently awarded by full council in September 2024.

RESOLVED – to approve a final payment (£2,859) grant request from Street Football Club.

24/25.FC.135. Parish Council Policies & Procedures

RESOLVED – to approve the DRAFT policy: Civic Protocol subject to removing the section relating to 'Chair's Allowance'. *The Chairs Allowance will to be revisited by Policy & Finance Cttee together with a prior resolution to investigate a charge card for Chair expenses.*

24/25.FC.136. Play Area / Green Spaces Strategy

- Members received a short presentation: Street Parish Council Play Areas and Green Spaces which included an update from Cllr Goater around Somerset Council's asset and services devolution.

- RESOLVED - to agree the strategy outlined and move forward with the Play Area and Open Spaces Strategy and progress the required communications work and transfer of land with Somerset Council. *Costing to be considered at the November meeting.*
- RESOLVED - suitable timeline, method and DRAFT consultation with residents (including all aspects of devolution) to be progressed / developed by the Devolution Task and Finish Group.
- Pump Track – the Clerk provided a brief update on a possible opportunity to explore delivering a Pump Track in Street.
RESOLVED – Pump Track opportunity to be explored further by Devolution Task and Finish Group.

24/25.FC.137. **CONFIDENTIAL SESSIONS**

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.

24/25.FC.138. **Street Market**

- a. Members received an update from the Clerk.
- b. Discussion took place around information supplied by Somerset Council. Clerk/RFO/Cllr Carswell to arrange a meeting to explore the data further with Somerset Council.
RESOLVED – to request devolution of the Market Charter.
RESOLVED – to express interest in pursuing the Market further.

24/25.FC.139. **Street Library and future Community Library Partnership (CLP) Agreement**

The Clerk provided an update. Street Parish Council await further information.

24/25.FC.140. **Grounds Maintenance Contract 2024-27**

- i. RESOLVED – to approve the contract for the 2024-27 Grounds Maintenance Contract.
- ii. Members noted that the outcome of the tender award has been published on the Government's Contracts Finder.

24/25.FC.141. **Events - Merriman Park Fun Day**

- i. The Parish Council considered a briefing report from the Clerk.
- ii. Members noted a further meeting will take place with Merriman Park Community Group on Monday 4th November. *Proposal invited for consideration at the November Parish Council Meeting.*
- iii. MPCG have requested aspiration of Parish Council for the Fun Day. *Culture and Events Cttee to explore further.*

24/25.FC.142. **Correspondence**

Nothing raised.

24/25.FC.143. **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.

- Constitution of MPCG and the Fun Day.

24/25.FC.144. **Items to Consider for Press Release**

24/25.FC.145. **Date of Next Meeting**

The next ordinary Meeting of the Parish Council will be the take place at:
7pm on Tuesday 19th November 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.