

## MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL

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| Held on                       | Tuesday 19 <sup>th</sup> November 2024 at 7pm.<br>Room 6, Crispin Community Centre, Leigh Road, Street.  |
| Members Summoned and Present: | Cllrs Bryan Knickerbocker (Chair), Peter Goater (Vice Chair), Jean Howard, Simon Carswell, Alison Horgan, Neil Howiantz, Andy Leafe, Terry Napper, Heather Shearer, Nicola Smith, Adrian Sparkes, Nina Swift, and Laura Wolfers. |
| Absent:                       | Cllrs Pam Birch, Andy Leafe, and Bruno Reina.  |
| Officers Present:             | Jenny Service  |
| In attendance:                | Four members of the public.<br>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.*

No items were raised.

### 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) advised due to the full Parish Council agenda she would forego her session but provide a roundup from Somerset Council at the December Parish Council Meeting.

Cllr Heather Shearer (Associate Lead Member for Children's Social Care & SEND, Mendip West Division). No items raised.

Cllr. Simon Carswell (Chair Licensing and Regulatory Committee, Street Division) raised a Somerset Council boundary consultation, the council tax reduction scheme and a licencing application that would be picked up during the official meeting of the Parish Council.

The Chair opened the Ordinary Meeting of the Parish Council.

## PARISH COUNCIL MEETING MINUTES

24/25.FC.146. Apologies for Absence  
Apologies were received from Cllr Birch and Cllr Reina. Apologies were noted.  
Cllr Leafe was absent from the meeting.  
*LGA 1972 s85(1)*

24/25.FC.147. 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:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Cllr Napper – Glastonbury Town Council (member).*  
*Cllr Carswell – Merriman Park Community Group (Chair and voting member).*  
*Cllr Smith – Merriman Park Community Group (non-voting member).*

24/25.FC.148. **Confirmation of Minutes**

RESOLVED – The minutes of the Meeting of the Parish Council held on 15<sup>th</sup> October 2024 (circulated) were approved as a correct record and direction given to be signed by the Chair of that meeting.

24/25.FC.149. **Parish Council Vacancy**

The Parish Council considered co-option questionnaires from four residents. A paper ballot was conducted in accordance with Standing Orders.

RESOLVED – to co-opt Anna Thomson as Councillor to Street Parish Council.  
The Chair thanked the three other applicants and encouraged those unsuccessful on this occasion to apply again in future.

24/25.FC.150. **Chair's Report**

The Chair provided a verbal report which included:

- Attendance at Events:
  - 19<sup>th</sup> October - Strode College Graduation Ceremony at Wells Cathedral.
  - 26<sup>th</sup> October - Repair Café at Quaker Meeting House – celebrating 15 years of the repair café
  - 26<sup>th</sup> October – Provided a civic welcome at Somerset WI AGM held at Millfield.
  - 5<sup>th</sup> November attended LCN Highways Working Group meeting at Glastonbury Town Hall with Traffic Management officers from Somerset Council.
  - 8<sup>th</sup> November - Community Safety Working Group meeting attended by new Police Inspector Rachel Clark.
  - 10<sup>th</sup> November – Attended Remembrance Day Sunday in both Glastonbury & Street.
  - 11<sup>th</sup> November - Attended Remembrance Service at Elmhurst School with Assistant Clerk Danielle Price.
  - 14<sup>th</sup> November - A world record was set! Clarks Village held a most Santa's skating event.
  - 15<sup>th</sup> November - Street Library's 100<sup>th</sup> Anniversary was held at the Library.

The Chair reported that Hindhayes Infant School have been commended in their latest Ofsted inspection and were praised for their nurturing ethos and received top mark of 'Outstanding for their focus on personal development. *Letter to thank them for their accomplishment to be sent.*

24/25.FC.151. **Clerk's Report**

The Clerk provided a short-written update (Clerk's Report) and invited questions.

- *Community Payback had started work at Woods Batch after previously being hampered by flooding. Quotes are in progress for any works that cannot be completed.*
- A Cllr asked about the Telephone Kiosk. The Clerk advised that maintenance works are planned for week commencing 18<sup>th</sup> November 2024 and introduced the idea of a community book/toy swap.  
*Action - It was agreed this would go to Culture & Events Committee to develop.*
- Bin cleaning was discussed briefly.  
*Action – Culture & Events Cttee to develop project around vape stickers.*
- *Accessibility was discussed for Council meetings.*  
*Action - Clerk to progress.*

The written report included the following headlines:

- *New Somerset Rivers Authority (SRA) flood action fund (launching 10<sup>th</sup> December 2024). Its purpose: to help organisations like town and parish councils, charities and social enterprises take practical steps to reduce flooding. Grants of between £3,000 and £20,000 will be available, from a total first year allocation of £200,000.*
- *To NOTE the proposal to renew the Public Space Protection Order (PSPO) Dog Exclusion Zone (consultation planned for mid-November 2024). The previous PSPO expired in July 2024. As a result, a public consultation will be launched by Somerset Council to ask for views on a proposed renewal.*
- *Repair to gatepost Strode Road Allotments.  
(planned for week commencing 11<sup>th</sup> November 2024)*
- *Cleaning of High Street bins.  
(High Street enhancement budget).*
- *Feedback from Discover Your Community: Access Street. (Questionnaire responses collated and supplied as supporting paper).*
- *Festive lights – High Street and Farm Road.*

24/25.FC.152. Committee Minutes

Members NOTED receipt of DRAFT minutes of recent committee meetings:  
*Please note: These minutes will be approved at the next meeting of the respective Committee.*

- *Highways Advisory Committee (1<sup>st</sup> October 2024)*
- *Culture & Events Committee (30<sup>th</sup> October 2024)*
- *Planning Advisory Committee (8<sup>th</sup> October 2024).*
- *Staffing Committee (12<sup>th</sup> November 2024).*

*Note: DRAFT Minutes of the Policy and Finance Committee (5<sup>th</sup> November 2024) and Planning Advisory Committee (12<sup>th</sup> November 2024) to follow / will be noted at the December Parish Council meeting.*

24/25.FC.153. Finances

a. Payment Schedule

**RESOLVED - to APPROVE payment schedule for November 2024**

To include payments not previously reported to Council (£18,682.41), Transfers between accounts (£202,395.00), Direct Debits and Regular Statutory Payments (£22,875.43), and November 2024 payments for authorisation (£22,766.74). Total payments for the month (£45,642.17).

*Payment schedule for November 2024 will appear as an annex to the minutes in the Minute Book.*

b. Accounts and Bank Reconciliation at month end

a. Members NOTED the income received (£8,105.40 - this includes the payment from Somerset Council for library services of £3,750 as per CLP agreement), and receipt of VAT return (£10,870.18).

b. RESOLVED - to approve the receipts and payments reports for all accounts.

c. RESOLVED – to approve the bank reconciliation at 31<sup>st</sup> October 2024. (*Circulated separately by RFO*).

*Note: The latest bank reconciliations for all accounts at 31<sup>st</sup> October 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 October 2024 will appear as an annex to the minutes in the Minute Book.*

c. CCLA Public Sector Deposit Fund (PSDF) Account

**RESOLVED – to approve retaining funds in the PSDF account.**

*The CCLA PSDF statement and factsheet for October 2024 and has been circulated with the*

*agenda.*

d. Quarter One 2024/25: Review of Income and Expenditure

RESOLVED – to receive and approve the detailed Income and Expenditure by Budget Heading Report at 30<sup>th</sup> September 2024 and RFO Report on Variations.

*Note: This has previously been scrutinised by Policy and Finance Committee.*

To include Receipts and Payment Reports for July/August/September 2024 for current account and debit card accounts. (Circulated with agenda).

e. Unity Trust Bank

*The Clerk advised that they have now received the final information from members to submit the switch to Unity Trust Bank for daily banking needs. The application will be submitted 20<sup>th</sup> November 2024.*

f. LGS Pay Award

Members noted the Local Government Services Pay Agreement 2024. New rates of pay applicable from 1st April 2024 (covering the period 1 April 2024 - 1 April 2025). Pay rates have increased by £1,290 per annum.

24/25.FC.154. DRAFT BUDGET 2025/26

a. Members received and noted the 2025/26 draft budget.

*This session provided an opportunity for gathering questions, comments, opportunities and proposals for further consideration and development in the coming weeks. The Clerk introduced headlines and invited questions.*

- *Salaries and employer on-costs. Budget includes changes to NI contributions and addition of FT employee.*
- *Insurance - in process of securing valuations. Also need to consider devolution costs.*
- *Grants itemised differently – grouped as ‘general grants,’ strategic grants (agreed at 75k) Strode Theatre, Crispin CC and Greenbank for payment in April 2025), YMCA is SLA (own budget line), Mind in Somerset 3-year grant (own budget line).*
- *Christmas lights (inclusion of infrastructure works).*
- *Assets and Service Devolution from Somerset Council. Note: Officers are working through final calculations for markets, public toilets, play areas and open spaces together with other elements of assets and service devolution.*

The Street Parish Council 2025/26 Budget and Precept must be agreed by no later than 21<sup>st</sup> January 2025.

b. Budget Setting drop-in

Members noted that the Clerk/RFO will host a budget setting drop-in at 11.30am-1.00pm on Tuesday 26<sup>th</sup> November 2024 at Street Library.

*This follows an early DRAFT budget presented to full council and offers the opportunity to consult with residents on devolution.*

24/25.FC.155. New Pavement Licence application for: Coffee #1, 72 High Street, Street.

Members were asked to consider and resolve the Parish Council response to new pavement licence application. Cllr Carswell provided an update/further information.

Members discussed: the flags, A boards, bins, placement of tables, the specific position / location, lamppost, and its position in relation to the entrance. The Council also discussed the impact of pedestrians, wheelchair users, those with disability / accessibility issues and residents or visitors with pushchairs/prams.

RESOLVED - that Street Parish Council object to this application for a Pavement Licence at Coffee#1.

The following reasons were highlighted during debate:

- The pavement width is insufficient, and camber provides further hazards at this specific location.

- The pavement is not deemed to be sufficiently wide or flat or free from obstructions to allow for the free flow of passing pedestrians or those with accessibility issues. Furthermore, as the pavement is sloped this proves even more difficult to navigate particularly for wheelchair / mobility scooter users, those with disability / accessibility issues and residents or visitors with pushchairs/prams.
- The location is also adversely impacted by street furniture including the placement of bins, and a lamppost. In addition, access is affected by the placement of flags and an A board.
- The specific location and proximity to the crossroad junction also should be considered due to the impact of both vehicles and pedestrians crossing the road.
- The Parish Council have received several objections from residents.

Whilst Street Parish Council wish to support local businesses and acknowledge that pavement licences can be beneficial to the enhancement of a High Street, in this instance the Parish Council object given the specific location of the premise, and the associated risks to public safety.

24/25.FC.156. Parish Council Vision

Cllr Howiantz introduced a DRAFT paper put together by the Task and Finish Group and presented a collation of thoughts to develop a Parish Council Mission, Vision, and Values. The Task and Finish Group are looking at the best ways to consult with residents including the website, newsletter, and opportunities at the Festive Market. The Task and Finish Group are looking to develop a values statement in early 2025 and then strategic plans.

24/25.FC.157. Recommendations from Committees

Members considered recommendations from the recent Staffing Committee meeting.

a. Training

- RESOLVED - to approve the Clerk and RFO undertake Finance in Local Council Administration (FiLCA) training at a cost of £120+VAT each.
- RESOLVED - to approve of an annual £30 subscription to 'The Purple Guide: to Health, Safety and Welfare at Outside Events'.

b. Committee quorum

- Members considered a short briefing paper circulated by the Clerk. This included a table of Cttee/membership/quorum and advice outlined by the Clerk along with options to discuss and consider.
- RESOLVED – that the Clerk to review Scheme of Delegation and Terms of Reference with Officers and take recommendations to a future full council meeting.

24/25.FC.158. Working Groups and Specialist / Champion Roles

a. The Parish Council received an update from Cllr Neil Howiantz on behalf of the Disability Awareness Working Group. Members considered a number of options prepared by the Clerk as part of the discussion around structure of the role around Disability Awareness. The Council agreed developing a Champion role.

RESOLVED – Champion role / policy to be developed and brought back to full Council.

Action: Cllr Howiantz to collaborate with the Clerk to progress the Champion role / policy.

b. *Street Parish Council now have two YMCA Champions (Cllrs Howiantz and Cllr Leafe).*

*RESOLVED – Cllr Horgan to become an additional YMCA Champion.*

*Note: YMCA have provided a quarterly report (circulated) and will present at the January 2025 Full Council Meeting.*

c. *Somerset Bus Champion - Bus Users Group looking for a new rep for Street! The Chair thanked Cllr Howard on behalf of the council for her service given to this group over the years.*

*RESOLVED – To advertise new Somerset Bus Champion rep for Street on Social Media – contact through Cllr Howard.*

24/25.FC.159. Strategy Parish Council Policies & Procedures

- Members received and considered a DRAFT Equality, Inclusivity and Diversity Policy. It was agreed that the policy should include a strong focus on Cllrs and residents as well as Officers.
- RESOLVED – to defer this Policy to the Policy and Finance Cttee for further work.

24/25.FC.160. Play Area / Green Spaces Strategy

Cllr Goater provided an update from the Devolution Working Group around: Street Parish Council Play Areas and Green Spaces.

A meeting will be arranged for the group to progress the Parish Council overall vision and strategy for devolution and develop a proposed timeline and method of consultation with residents.

24/25.FC.161. Festive Market

The Clerk outlined that the Assistant Clerk / Community Engagement Officer (ACCE) requests Cllrs confirm availability for the Festiva Market - in particular, assistance marshalling stallholders for set up between 8.00-10.30am; breakdown of stalls at 3.00-4.30pm; supporting the stall and enjoying the festivities.

Please Note: Marshalling is not in the remit of the Carnival Club, so we are relying on Cllr Volunteers to assist with set up and breakdown.

Please note: Once Event Management Plan (EMP) is agreed, any changes are at the discretion of the ACCE. Members completed availability sheets.

24/25.FC.162. Street Library and future Community Library Partnership (CLP) Agreement

The Clerk provided an update.

Street Parish Council await further information.

24/25.FC.163. Calendar of Meetings for 2025/26

Members received and noted the date for full council and Committee meetings for 2025/26. The Clerk advised that the Staffing Cttee meetings have also been fixed for the second Tuesday of every other month in Street Library. The next meeting will take place in January 2025.

24/25.FC.164. Events - Merriman Park Fun Day

The Chair moved this item, and the Clerk ran through a timeline of events and outlined five options discussed at informal meetings between Street Parish Council and Merriman Park Community Group which took place on Monday 4th November 2024.

The Chair closed the meeting and invited resident David Atkinson to speak. David spoke about the origins of the Fun Day – which started nine years ago to give residents a day out and stressed that element should not be lost. David also confirmed that the MPCG do not have the leadership or volunteers to continue to hold the event in the same format. David also advised the importance of communicating a joint position to residents.

The Chair thanked David and the Merriman Community Group. The Chair sought permission to continue at 21:00 hours and reopened the meeting.

24/25.FC.165. 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 further discussion on this item as it involves confidential information on legal/contractual matters and HR/staffing matters.

24/25.FC.166. Events - Merriman Park Fun Day

The Clerk provided a summary, and members discussed/debated the options discussed and considered at the meeting which took place on 4<sup>th</sup> December 2024. Option 2 (Discover Your Community in Merriman Park and Option 4 (fallow year) seemed to have the most support from members.

At 21.20 hours Cllr Wolfers left the meeting.

RESOLVED – to defer a decision to the December Parish Council Meeting.

24/25.FC.167. Street Market

- a. Members received an update from the Clerk following a meeting with Officers at Somerset Council.
- b. RESOLVED - to set up a Task and Finish Group to explore Street Market with a view to bringing a range of options/proposal to full council. Membership includes Cllrs Carswell, Goater and Swift. Cllr Wolfers will be asked if she wishes to join.

24/25.FC.168. Flexible Working Requests

The Staffing Cttee considered three flexible working requests on 12th November 2024 following the approval of a Flexible Working Policy and form.

Note: Staffing Cttee RESOLVED RATIFICATION of flexible working requests by full council. RESOLVED – to approve the three flexible working requests (No change to existing arrangements).

24/25.FC.169. Correspondence

Members noted an item of correspondence. This relates to the Brookside School mural. A resident thanked The Assistant Clerk/ Community Engagement Officer and Cllr Horgan for their work to clean and refresh paint on the mural.

24/25.FC.170. 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.*

- Merriman Park Fun Day
- Digital Display Boards

24/25.FC.171. Items to Consider for Press Release

24/25.FC.172. Date of Next Meeting

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

7pm on Tuesday 17<sup>th</sup> December 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.

At 21.28 hours the Chair closed the meeting.