

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on:	Tuesday 20 th May 2025 at 7.00pm. in room 6, Crispin Community Centre, Leigh Road, Street.
Members (summoned and present):	Bryan Knickerbocker (Chair), Peter Goater (Vice Chair), Pam Birch, Simon Carswell, Heidi Dalgarno, Alison Horgan, Jean Howard, Heather Shearer, Nicola Smith, Adrian Sparkes, Nina Swift, Anna Thomson, Anne-Marie Walby, and Laura Wolfers.
Members (Summoned but provided apologies or were absent):	Cllrs. Bruno Reina and Terry Napper.
Officers Present:	Jenny Service (Clerk), Danielle Price (Assistant Clerk and Community Engagement Officer).
In attendance:	Eva Dowden (Parish Council Cadet), Somerset Council Councillor Liz Leyshon and five residents.

PARISH COUNCIL MEETING MINUTES

The 2024/25 Chair (Councillor Knickerbocker) opened the meeting

- 25/26.FC.01. Election of Chair
To ELECT a Chair for the municipal year 2025-26.
The 2025-26 Chair introduced this item.
The Clerk outlined the process: that nominations were invited and that Councillors may nominate a fellow Councillor or themselves. Those seconded will be put to a vote.
Councillor Bryan Knickerbocker and Councillor Laura Wolfers and were proposed and seconded.
Voting took place by written ballot in accordance with Standing Orders.
The Clerk reported a tied vote. The Chairman used his casting vote.
RESOLVED – that Councillor Knickerbocker was duly elected as Chair of Street Parish Council for the 2025-26 municipal year.
Councillor Knickerbocker signed the Declaration of Acceptance of Office of Chair.
Councillor Knickerbocker read the Oath of Acceptance of Office of Chair.
- 25/26.FC.02. Election of Vice Chair
To ELECT a Vice Chair for the municipal year 2025-26.
RESOLVED – that Councillor Anna Thomson was duly elected as Vice Chair of Street Parish Council for the 2025-26 municipal year.
At 7.11pm Councillor Wolfers left the meeting and passed apologies to the Clerk.
Councillor Thomson signed the Declaration of Acceptance of Office of Vice Chair.
Councillor Thomson read the Oath of Acceptance of Office of Vice Chair.

2025/26 Chair (Councillor Knickerbocker) closed the meeting
for a dedicated Public Participation Session

Public Question Time

Parishioners are invited to direct questions or comments to the Chair who will invite each person to speak for up to three minutes on any subject/s of concern.

The Chair welcomed Mayor of Glastonbury, Councillor Michael White.

Signed _____ Date _____

The 2025/26 Chair (Councillor Knickerbocker) reopened the meeting

25/26.FC.03. Apologies for Absence

Apologies for absence were received by Councillor Reina and Councillor Napper and noted.
LGA 1972 s85(1).

25/26.FC.04. Welcome to New Council Members

The Chair welcomed new members - Councillor Anne-Marie Walby (South Ward) and Councillor Heidi Dalgarno (North Ward) (co-opted at the April 2025 Parish Council Meeting).
The Clerk received signed declarations of acceptance of office.

25/26.FC.05. Declarations of Interests and Grant of Dispensations

- a. Updated Declarations of Interest forms were invited.
- b. Declarations of Interest including Disclosable Pecuniary Interests (DPI) were invited on agenda items that accord with the requirements of the Parish Council's Code of Conduct.
No requests from members for Dispensations were made.
No Declarations of Interest were made in relation to items on the agenda.

25/26.FC.06. General Power of Competence

Members were asked to confirm eligibility for the General Power of Competence.
RESOLVED - That Street Parish Council declare eligibility for the General Power of Competence.
Note: Criteria for the GPC has been met with 11 Councillors having been elected in May & June 2022 and the Council have a Certificate in Local Council Administration (CiLCA) qualified Clerk.

25/26.FC.07. Confirmation of Minutes

- a. RESOLVED - That the minutes of the extraordinary meeting of the Parish Council held on 5th April 2025 (circulated) were approved as a correct record and direction given to be signed by the Chair.
- b. RESOLVED - That the minutes of the last ordinary meeting of the Parish Council held on 15th April 2025 (circulated) were approved as a correct record and direction given to be signed by the Chair.

25/26.FC.08. Governing Documents

- a. Review of Delegation Arrangements
Members reviewed the Scheme of Delegation. This included a suggested additional paragraph referencing the Culture & Events Committee to support the planning and delivery of Events and use of a Motion request form for replacement or additional events.
RESOLVED - to approve updated Scheme of Delegation.
- b. Standing Orders and Financial Regulations
The Clerk advised of a full review of the current National Association of Local Council's (NALC) model Financial Regulations and Standing Orders with the Responsible Financial Officer. The Clerk advised that both had been updated in March 2025 due to the 2023 Procurement Act.
A Councillor suggested an addition be made to the Standing Orders to support the process detailing the election of Chair and Vice Chair where a single candidate is nominated and seconded.
RESOLVED – to approve the updated Standing Orders to include an addition to support the process for single candidate nominations to include the ability for members to re-open nominations OR vote by show of hands where no other candidate is proposed and seconded.
RESOLVED – to accept the Standing Orders as amended.
 - i. RESOLVED – to approve the updated Financial Regulations.
- c. Member / Officer Protocol
RESOLVED – to approve the Member / Officer Protocol.
- d. Code of Conduct
 - i. Members were asked to review the Code of Conduct (based on NALC model) adopted June 2024. (No changes).
RESOLVED – to approve to approve Code of Conduct.
RESOLVED – to increase the font size of the 'principles of public life' on agendas.

- ii. RESOLVED – to adopt the Guidance on Local Government Association Councillor Code of Code of Conduct for Local Councils.
Written by the Local Government Association – Adapted for local town and parish councils as part of the civility and respect project in October 2022.

25/26.FC.09. Annual Committee Reports

- Members noted the Annual Committee Reports for Highways Advisory Committee (circulated).
- Councillor Sparkes provided a short verbal report for the Staffing Committee.
- The Assistant Clerk provided a short verbal report for the Culture and Events Committee and the Planning Advisory Committee.
- There was no Committee report for Policy and Finance Committee.

25/26.FC.010. Committee Terms of Reference

Members reviewed the Committee Terms of Reference.

<u>Committee Terms of Reference</u>	<u>Change approved</u>
Culture and Events Committee	<ul style="list-style-type: none"> • Change frequency from monthly to nine strategic meetings (dates circulate and outline the key priorities / Events). • Delegation: That a paragraph added to support that Officers are empowered to plan and support the delivery of the annual programme of events agreed by Full Council in line with the approved budget. Motion request to full council for consideration of replacement or additional event.
Highways Advisory Committee	<ul style="list-style-type: none"> • Delegated powers: change the reference to 'item 4' of the Financial Regulations to 'Item 5.15' (in line with the updated Financial Regulations 2025).
Planning Advisory Committee	<ul style="list-style-type: none"> • None.
Policy & Finance Committee	<ul style="list-style-type: none"> • 'three members to be authorised to operate the Bankline system' to 'six members to be authorised to operate the <u>Unity Trust online banking system</u>'. • Frequency of meetings changed to Apr, June, July, September, November, January around strategic operations/reporting requirements.
Staffing Committee	<ul style="list-style-type: none"> • Frequency changed from quarterly to every other month for ordinary meetings in line with diarised meeting.

RESOLVED – to APPROVE the updated Culture and Events Committee Terms of Reference.

RESOLVED – to APPROVE the updated Highways Advisory Committee Terms of Reference.

RESOLVED – to APPROVE the Planning Advisory Committee Terms of Reference.

RESOLVED – to APPROVE the updated Policy and Finance Committee Terms of Reference.

RESOLVED – to APPROVE the updated Staffing Committee Terms of Reference.

25/26.FC.011. Committee Membership

- Members agreed the Committee Membership for 2025/26.
- The Council were asked to consider appointment of Committee Substitutes.

Note: refer to Members Meeting Attendance Policy.

RESOLVED – to appoint Councillors: Birch, Horgan, Shearer, Smith, Sparkes, Swift, Walby, and Napper to the Culture and Events Committee.

RESOLVED – to appoint Councillors: Birch, Carswell, Dalgarno, Howard, Napper, and Thomson to the Highways Advisory Committee.

RESOLVED – to appoint Councillors: Birch, Dalgarno, Horgan, Napper, and Shearer to the Planning Advisory Committee.

RESOLVED – to appoint Councillors: Birch, Carswell, Dalgarno, Goater, Knickerbocker, Napper, Shearer, Smith, and Walby to the Policy & Finance Committee.

RESOLVED – to appoint Councillors: Birch, Knickerbocker, Shearer, Sparkes, and Thomson to the Staffing Committee.

Members agreed for Officers to ask Councillors absent from the meeting if they wish to remain on 2024/25 Committees.

Summary of 2025/26 Committee Membership

<u>Committee</u>	<u>Date, time, frequency and quorum</u>	<u>Membership</u>
Culture and Events Committee	Nine strategic meetings. 7 members, quorum 4	Councillors: Birch, Horgan, Smith, Sparkes, Swift, Walby, and Napper.
Highways Advisory Committee	Every other month. 7 members, quorum 4	Councillors: Birch, Carswell, Dalgarno, Howard, Napper, Thomson and Swift.
Planning Advisory Committee	Monthly second Tuesday 6pm 5 members, quorum 4	Councillors: Birch, Dalgarno, Horgan, Napper, and Shearer.
Policy & Finance Committee	Calendar of meetings confirms strategic dates. 9 members, quorum 5	Councillors: Birch, Carswell, Dalgarno, Goater, Knickerbocker, Napper, Shearer, Smith, and Walby.
Staffing Committee	Every other month Second Tuesday 11.30am 5 members, quorum 3	Councillors: Birch, Knickerbocker, Shearer, Sparkes, and Thomson.

- c. The Clerk provided a summary of outcomes from the Resolution Tracker and the Clerk and Assistant Clerk provided a breakdown of resolutions with actions completed, in hand or underway, and outstanding for Full Council and its Committees. The exercise will inform the design of the Resolution Tracker to manage workflow in the Parish Rooms for 2025/26.

25/26.FC.012. Working Groups/Task and Finish Groups

The Council RESOLVED Working Group / Task and Finish Group Membership for 2025/26 as:

Contracts Working Group (3)	Councillors: Goater, Knickerbocker, and Sparkes.
Community Safety Working Group	Councillors: Knickerbocker, Shearer, Sparkes, and Swift.
Flooding Working Group	Councillors: Dalgarno, Reina and Smith.
Devolution Task and Finish (to include Public Toilets)	Councillors: Goater, Knickerbocker, Swift and Thomson.
Street Library	Councillors: Carswell, Goater, Knickerbocker, and Thomson.
Street Market Steering Group (3)	Councillors: Birch, Howard, Smith, and Walby.
Sustainable Street	Councillors: Dalgarno, Smith, Swift, and Walby.
Street Festive Market Task and Finish.	Councillors: Birch, Sparkes, and Swift.
Festive Lighting (current contract ends Dec 2025).	Councillors: Birch, Napper, Swift, and Thomson.

Members agreed for Officers to ask Councillors absent from the meeting if they wish to remain on 2024/25 Working Groups/Task and Finish Groups.

RESOLVED – that a member of each Working Group / Task and Finish Group provide a short summary report to be supplied for June Full Council to include:

1. Outcomes in 2024/25.
2. Up to three key strategic priorities, objectives, or projects for 2025/26.
3. Recommendation from the group to continue or disband.

25/26.FC.013. Champion Roles

Members RESOLVED the Champion Roles for 2025/26 as:

- Disability Awareness Champions (2) Councillor Birch and one vacant post.
- Youth Champions (3) Councillor Carswell, Horgan, and Thomson.
- Safeguarding Officer (1) Councillor Shearer.
- Deputy Safeguarding Officer* (1) Vacant
Clerk to research and report back to June Full Council on the legal responsibility of the Safeguarding Lead and Deputy Lead.

25/26.FC.014. Councillor representations / appointments to outside bodies

- a. RESOLVED - that the Clerk draft a policy for Council representation / appointments to outside bodies for consideration at the June Full Council Meeting to include right to annual review. *Note: Any Policy will not impact Council Members sitting on outside bodies in a non-Parish Council capacity or as a resident.*
- RESOLVED – to defer the request for representation / appointment on outside the following outside body to the Cox's Charity. *Note: Two Councillor representatives (request to fill one vacancy). Constitution supplied.*
- b. RESOLVED - that a full review of representation/appointment to outside bodies is undertaken at an Extraordinary Parish Council Meeting to allow sufficient time for discussion once a Policy has been drafted and approved by the council and constitutions obtained.

25/26.FC.015. Inventory of land assets and office equipment & Insurance

- a. RESOLVED – to approve updated asset register.
- b. RESOLVED – that the council confirmed arrangements for insurance cover in respect of all insurable risks.
- c. RESOLVED – to approve the ZURICH quotation for annual insurance.

25/26.FC.016. Review of council's and / staff's subscriptions to other bodies

Members were asked to review the following subscriptions.

RESOLVED – that the Council approved the list of subscriptions for 2025/26.

Subscription	Net £	Vat £	Total £	Renewal
CANVA annual subscription	83.33	16.66	99.99	24.09.2024
SALC & NALC Affiliation fee	2305.72	0.00	2305.72	01.04.2025
ICO Annual Data Protection fee	35.00	0.00	35.00	13.01.2025
Law Depot pro Subscription	83.88	0.00	83.88	03.10.2024
NABMA	434.00	0.00	434.00	01.04.2025
Netwise UK -web hosting and support	330.00	66.00	396.00	21.10.2024
Netwise UK gov.uk domain (8.6.25-7.6.26)	60.00	12.00	72.00	08.06.2025
Parish Online annual fee Jan25-Jan26	225.00	45.00	270.00	28.01.2025
Purple Guide	25.00	5.00	30.00	27.11.2024
Rialtas CB Annual Support	589.00	117.80	706.80	01.04.2025
Rialtas Digital VAT subscription	116.00	23.20	139.20	01.05.2025
SLCC membership fee for Clerk	360.00	0.00	360.00	28.01.2025
South West Councils annual membership	525.00	105.00	630.00	01.04.2025
Worknest	3475.00	695.00	4170.00	01.04.2025

25/26.FC.017. Regular Payments

RESOLVED – that the Council approved the regular payments for the 2025/26 financial year (report supplied). This included the variable direct debit, continued use of direct debits, regular payments through internet banking and debit card/charge card payments.

25/26.FC.018. Policies and Procedures

- a. Members were asked to review the following policies as required in the Council's Standing Orders:

- Complaints procedure.
- Data Protection / Freedom of Information.
- Review of council's policy for press and media: Communications Policy (updated February 2025).
- Employment Handbook / Staffing Policies (*originally circulated March 2024*) (Policies adopted under minute reference FC.24/25.254 on 18th March 2025).

RESOLVED – to approve the Complaints Procedure.

RESOLVED – to approve the Data Protection / Freedom of Information.

RESOLVED – to approve the Communications Policy (updated February 2025).

RESOLVED – to approve the Employment Handbook / Staffing Policies (originally circulated March 2024). Policies include Absence Management Policy, Bullying and Harassment Policy together with Complaints Procedure, Capability Policy, Disciplinary Policy, Grievance Policy and Lone Working Procedure/Guidance.

Note: The Clerk is working in conjunction with Worknest on other additional HR/Staff policies.

- b. Members were asked to review changes recommended in the following policies:
- Annual Investment Strategy (updated April 2025).
 - Safeguarding Policy (adopted February 2024)
 - Social Media Policy (updated May 2025).

RESOLVED – to approve the updated Annual Investment Strategy.

RESOLVED – to approve the Safeguarding Policy (to include appointment of new Councillor Lead – Councillor Shearer) subject to an addition to include an acknowledgement that all persons may be potentially vulnerable.

RESOLVED – to approve the updated Social Media Policy subject to an addition around reposting and sharing social media content. *Assistant Clerk to update.*

c. Members reviewed the Members Attendance at Meetings Policy (new).

A Councillor raised the importance of attending certain events – including the Annual Village Meeting, Community Awards and Investiture and Annual Meeting of the Parish Council.

Clerk to discuss on an individual basis with Councillors during induction. Assistant Clerk to ensure calendar of meetings and events is updated and visible in an easy to access area on the Parish Council website.

RESOLVED – to appoint the following members as Substitute Committee Members in line with Members Attendance at Meetings Policy.

** Agenda and papers to be circulated to Substitute Committee Members 3 days clear as per ordinary members.*

Culture and Events Committee	Councillor Dalgarno
Highways Advisory Committee	Councillor Horgan
Planning Advisory Committee	Councillor Goater and Knickerbocker.

d. The Council RESOLVED to support the recommendation made to task the Clerk and RFO with DRAFTING a Risk Management Policy and Schedule in consultation with Worknest and in conjunction with a review of Risk Registers (to include Street Market) for review at the 29th July 2025 Policy and Finance Committee Meeting.

25/26.FC.019. Calendar of Ordinary Meetings

Members received and noted the calendar of ordinary meetings for 2025/26 (originally circulated October 2024) together with revisions to the reduced number of meetings (12 to nine) for the Culture and Events Committee.

At 8.43pm Councillor Birch left the meeting.

25/26.FC.020. 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.

- DRAFT Minutes of the Planning Committee (8th April 2025).
- DRAFT Minutes of the Culture & Events Committee (23rd April 2025)

Note: The Planning Advisory Committee Meeting scheduled for 13th May 2025 was cancelled (incurate). DRAFT minutes of the Staffing Committee (13th May 2025) to follow and will be noted at the June Full Council Meeting.

25/26.FC.021. Finances

a. Payment Schedule

RESOLVED – to approve the payment schedule for May 2025.

To include payments not previously reported to Council (£60,182.91), Transfers between accounts (£1,069,635.00), Direct Debits and Regular Statutory Payments (£22,477.62), and May 2025 payments for authorisation (£27,778.56). Total payments for the month (£50,256.18).

Payment schedule for May 2025 will appear as an annex to the minutes in the Minute Book.

b. Rialtas Consultancy Day

Members noted the day consultancy day with Rialtas took place on Friday 9th May 2025 to redesign the cost centre and nominal codes for improved reporting. As a result, Accounts and Bank Reconciliation at month end will be reported to Policy & Finance Committee on 3rd June 2025 and June Full Council.

c. Street Market High Street Road Closure

Members noted the interim provision from 15th May to 12th June 2025 for High Street Road Closure has been arranged through Glastonbury Chilwell Carnival Club for £900 due to Health and Safety. Red/white/reflective barriers and additional signage will be supplied.

- d. Traffic Management for Community Events (TMCE) Training
Members noted that TMCE training booked through the Carnival Club Glastonbury for Market Officers and Parish Council Contractor for Saturday 14th June 2025. *SLH Services will deliver road closure from 19th June onwards with support from Market Officers.*
- e. Accessibility at Room 6 Crispin Community Centre
RESOLVED – to approve a quote for £1,632.99 from J Hallahan to make room 6 fully accessible.
- f. Quote for Speed Indicator Device (SID) Repairs
RESOLVED – to approve a quote for £1,084+VAT from Westcotec for the repair of two SIDs. *Works to include one year warranty.*
- g. CCLA Public Sector Deposit Fund (PSDF) Account
RESOLVED – to approve retaining funds in the PSDF account.
The CCLA PSDF statement for April 2025, April Market Report and Fund Factsheet at 30 April 2025 has been circulated with the agenda.
- h. Internal Audit
Members noted the internal audit (second and final visit) took place on Wednesday 14th May 2025. *Report to follow at June Policy & Finance Committee and June Full Council.*
- i. Request for Additional Signatories for Unity Trust Bank
Members considered additional members as signatories for Unity Trust Bank for risk management, business continuity and contingency purposes.
RESOLVED – to accept existing signatories and approve Councillor Thomson as an additional signatory for Unity Trust Bank.

25/26.FC.022. DRAFT Newsletter

Members received and considered the DRAFT Summer newsletter and newsletter template for future editions. The Assistant Clerk advised the newsletter would be four sides with the inclusion of additional content to include the Shoemakers Museum and details of the next Meet Your Councillor Session. Members discussed distribution.

RESOLVED – to approve the summer newsletter (with agreed revisions). Newsletter to be published in electronic format with 500 hard copies printed for distribution at key community locations.

RESOLVED – that Officers obtain costs for future editions to include option of a full village drop (6,000 copies and distribution to all homes).

At 9.10pm Councillor Horgan left the meeting.

25/26.FC.023. Event Application – Merriman Park

Members received and considered an application from Devito's Circus.

(Application circulated to members).

Note: The application was reviewed in the Office on 14th May 2025. Summary of review supplied together with responses from applicant.

RESOLVED – to approve the event application from Devito's Circus subject to an agreed Event Management Plan.

25/26.FC.024. 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 item no.16 as it involves confidential information on legal/contractual matters and HR/staffing matters.

25/26.FC.025. Freedom of Street

Members discussed the process of nomination and selection and consider a proposal.

RESOLVED - nomination and selection for the Freedom of Street shall be considered and resolved by Full Council. *Note: This is an exceptional award and is not considered on an annual basis.*

RESOLVED – a nomination for the Freedom of Street was proposed and supported.

25/26.FC.026. Correspondence

Members noted the key items of correspondence.

- 'What's my Story' – Street Library

25/26.FC.027. Items to Raise for Consideration at the next Meeting

This item must be for information only.

Any matter that requires a decision shall be set as an agenda item at a future meeting.

- Pump Track / Feasibility Study / Proposal.
- Street Library – DRAFT CLP Agreement/update.
- Post Office opening (9th June 2025) and use of Cash in Street (update/press release).

25/26.FC.028. Date of Next Meeting

The next ordinary meeting of Street Parish Council will take place at:

7pm on Tuesday 17th June 2025 at Room 6, Crispin Community Centre, Leigh Road, Street.

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

7pm on Tuesday 19th May 2026 at Room 6, Crispin Community Centre, Leigh Road, Street.

There being no further business, at 9.37pm the Chair closed the meeting.