

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL

Held on	Tuesday 15 July 2025 at 7.00pm. in room 6, Crispin Community Centre, Leigh Road, Street.
Members (summoned and present)	Bryan Knickerbocker (Chair), Anna Thomson (Vice Chair), Pam Birch, Simon Carswell, Peter Goater, Jean Howard, Terry Napper, Heather Shearer, Nicola Smith, and Adrian Sparkes and Nina Swift.
Members (Summoned but provided apologies or were absent)	Heidi Dalgarno, Alison Horgan and Bruno Reina.
Officers Present:	Jenny Service (Clerk).
In attendance:	Five residents. Liz Leyshon (Deputy Leader of Somerset Council / Lead Member for Resources & Performance).

YMCA Report

Jessica Lewin, delivered a short presentation 'Connect Somerset Champion.' A copy of the presentation will be made available on the website alongside the minutes. *The next West Mendip Neighbourhood meeting will take place 1-4pm on Tuesday 22 July 2025 at Crispin Hall.*

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.

No matters were raised.

Somerset Councillor Reports

Headlines 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.

Highways and Planning matters

- Brooks Road – Somerset Council are still concerned about proposed changes.
- Moorland Road Planning Application and S106 monies.
- Glaston Road resurfacing Project (scheduled for October half term).
- A39 Bypass Project (16-week programme scheduled for 2026).
- Delays to Traffic Regulation Order due to an objection in Wells.

Cllr. Heather Shearer - Associate Lead Member for Children's Social Care & SEND, Mendip West Division.

- Highlighted the important role played by Connect Somerset and its alignment with work being undertaken by Somerset Council.

Cllr. Simon Carswell - Chair Licensing and Regulatory Committee, Street Division.

- Provided an update on the Local Boundary review. There will be 96 single division Councillors down from 110. Street will be split into two divisions (North and South). Representations can be made before 11 August 2025.
Note: The Parish Council may wish to consider submitting a representation if there is an extraordinary Parish Council on 29th July 2025.

Signed _____ Date _____

PARISH COUNCIL MEETING MINUTES

The Chair opened the meeting at 7.25pm.

25/26.FC.050. Apologies for Absence

Apologies for absence were received by Councillors Alison Horgan Bruno Reina and noted. LGA 1972 s85(1). Councillor Heidi Dalgarno was absent from the meeting.

25/26.FC.051. Declarations of Interests and Grant of Dispensations

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. Declarations of interest relating to items on the agenda were made by the following members:

- Councillor Howard – Chair of the Victoria Field Charity.
- Councillor Smith – Merriman Park Community Group (Non-voting member)
- Councillor Carswell – Chair of Merriman Park Community Group

25/26.FC.052. Confirmation of Minutes

RESOLVED – That the minutes of the Ordinary Meeting of the Parish Council held on 17 July 2025 (circulated) were approved as a correct record. Direction was given to be signed by the Chair.

25/26.FC.053. Chair's Report

No items were raised.

- Avalon & Poldens Local Community Network AGM took place on 9 July 2025 in Keinton Mandeville.
- Street Twinning Association – Isny im Allgäu visiting on 6 August 2025.

25/26.FC.054. Clerk's Report

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

- *Actions / updates relating to the recent Groundwater, Flood Risk and Drainage Review - Somerton Road, Street.*

The Chair closed the meeting and invited Liz Leyshon to speak.

Liz offered to raise the Independent Report with the Lead Member for Planning at Somerset Council.

The Chair re-opened the meeting.

RESOLVED – that the Clerk seek further advice from Planning Officers and the report writer with regards to next steps open to Street Parish Council once a Planning Application has been determined.

RESOLVED – that the Parish Council share the report and open a dialogue with the developer (Curo) and ask the developer for comment / discussion to find a solution.

The Clerk provided updates on:

- *Replacement pedestrian footbridge, Street Skate Park (now open).*
- *Work experience placement, Crispin School.*
- *Devolution of Play Areas and Open Spaces – quotes for Grounds Maintenance Contract.*
- *Graffiti clean-up and money remaining in the budget.*

25/26.FC.055. Parish Council Vacancies

The Clerk provided an update on two Councillor vacancies. Somerset Council confirm there has been no request for a by-election and therefore two vacancies may be advertised as casual vacancies which may be filled by co-option. These vacancies will be advertised at the July Parish Council meeting with co-option questionnaires considered at the September full council meeting. Please contact the Clerk for more information and an application form.

25/26.FC.056. 20mph Rationalisation Project

Members discussed a short report from the Deputy Clerk/RFO (to include further comment from Somerset Council Officers following consultation with Police) and were invited to debate options and consider next steps.

RESOLVED – To continue with the entire 20mph expansion project (option 1 of the report / map #2 - to include Brooks Road, Stonehill, Portway and all feeder roads).

RESOLVED – to approve the increased budget for the project at £15k-£20k.

Clerk / RFO to determine which budget to take surplus funds from depending on the final project cost.

25/26.FC.057. Finances

a. Payment Schedule

RESOLVED – to approve the payment schedule for July 2025.

This included payments not previously reported to Council (£11,738.88), Transfers between accounts (£80,300.00), Direct Debits and Regular Statutory Payments (£24,478.70), and July 2025 payments for authorisation (£24,905.41). Total payments for the month (£49,384.11).
Payment schedule for July 2025 will appear as an annex to the minutes in the Minute Book.

b. Accounts and Bank Reconciliation at 30 June 2025

Members noted the income received of £8,325.28.

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

RESOLVED – to approve the bank reconciliation at 30 June 2025. *(Circulated separately by RFO).*

Note: The latest bank reconciliations for all accounts at 30 June 2025 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/quarterly check of accounts and Councillors operating the Unity Trust online 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 June 2025 will appear as an annex to the minutes in the Minute Book.

c. CCLA Public Sector Deposit Fund (PSDF) Account

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

ii. Members received and noted the communication from CCLA reference change to the corporate ownership - Jupiter IM Group. Members / Officers to monitor any change in performance.

Note: The CCLA PSDF statement for June 2025 and CCLA June Market has been circulated with the agenda. Fund Factsheet at 30 June not yet available.

d. Portaloo Hire

i. The Clerk advised that arrangements to hire accessible portable toilet outside the Parish Rooms end 8 August 2025 and members were asked to consider an extension to the current arrangements. Hire at £80 per week (Purple Hire), plus daily cleaning £10 (SLH Services).

RESOLVED – to extend arrangements (hire through Purple Hire and daily cleaning through SLH Services Ltd) for a further three months.

ii. The Chair provided a brief update on behalf of the Devolution Working Group in relation to longer term options for public toilet provisions in Street.

25/26.FC.058. Grant Application – Victoria Field Charity

Members considered a grant application from the Victoria Field Charity.

The Chair closed the meeting and invited trustees of the Victoria Field Charity to speak.

The Chair reopened the meeting.

RESOLVED – to approve the grant request for £2,000 for furnishing items to enhance the appeal of the Victoria Club (prior to end of July stock auction).

25/26.FC.059. Parish Council Policies

The Parish Council considered several policies and recommendations from the Staffing Committee.

RESOLVED – to approve the Risk Management Strategy (new) subject to correcting drafting error.

RESOLVED – to approve the Busker / Entertainment / Performance Code of Practice and Form (new) subject to agreed changes.

RESOLVED – to approve the Equal Opportunities Policy (updated).

RESOLVED – to approve the Training & Development Policy (updated).

RESOLVED – to approve the Lone Working Policy (new).

RESOLVED – to approve the Stress Management Policy (new).

25/26.FC.060. Street Market

a. Members received and noted a Quarterly Report on Market Operations from Market Officer. Clerk to ensure contact details on Facebook page are updated and add a page to the Parish Council website.

b. The Clerk provided a brief update on the Street Market Logo Competition. Closing date 1 August 2025.

c. Members considered a Motion Request from Councillor Nina Swift relating to Entertainment at Street Market.

RESOLVED – to accept the offer of a free circus skills workshop but decline the offer of the meet and greet performances along the market. Agreement subject to the approved Busker / Entertainment / Performance Code of Practice and Form.

25/26.FC.061. Parish Council Events

a. Sensory Garden Opening

The Council noted that the Merriman Park Sensory Garden Opening / Ice Cream Sunday will take place to celebrate the official opening of the Sensory Garden on Sunday 20 July 2025 1.30pm- 3pm.

b. Twinning Visit

Members noted that Culture and Events Committee are pursuing plans with Fondo Lounge to host the Isny Twinning Visit on Wednesday 6 August 2025.

RESOLVED to approve the budget of £500 from Civic Events Cost Code. Assistant Clerk/Community Engagement Officer to progress with members of the Culture and Events Committee. Street Parish Council to consider a grant application process for 2027.

25/26.FC.062. Community Engagement

a. Police Report

The Clerk provided headlines from a short report from Street and Glastonbury Beat Manager PC James Higgins on Beat Team activity over the past month.

- Parking tickets issued Wilfred Road/ Clockhouse view/ Keens Close/ Somerton Road and have been raising issues / liaising with the parking team / Parking Wardens at Somerset Council.
- PCSO has been teaching in Crispin about crime and consequences.
- Another PC has been supporting the new speed watch team.
- A vehicle has been towed for causing an obstruction.
- Neighbourhood team have also been working closely with Greenback reference parking. Parking issues to be progressed at Highways Advisory Committee.

b. 'Meet Your Councillor' Sessions

Members noted the next 'Meet Your Councillor' Session:

Cllr Swift – 5-7pm on Tuesday 5 August 2025 at the Fondo Lounge.

25/26.FC.063. Committee Minutes

a. 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 Highways Advisory Committee (24 June 2025)
- DRAFT Minutes of the Staffing Committee (8 July 2025)

Please note: Draft minutes of the Planning Advisory Committee (8 July 2025) to follow.

25/26.FC.064. 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.065. Parish Council Representatives on Outside Bodies

- a. Members received and considered a DRAFT guidance document and policy prepared by the Clerk.

RESOLVED – to approve and adopt the Parish Council Representatives on Outside Bodies (guidance document and policy) subject to an addition around guidance relating to dispensation requests voting at Parish Council Meetings.

- b. Members were asked to consider a request for an additional Parish Council representative from the Cox's Charity and a request for an additional Parish Council representative for the Victoria Field Charity.

RESOLVED – to DEFER the review of Cox's Charity to Policy and Finance Committee.

RESOLVED – to DEFER the review of the Victoria Field Charity to Policy and Finance Committee.

The review will follow the newly approved guidance / policy.

25/26.FC.066. Community Library Partnership Staffing

DEFERRED from June 2025 Full Council

Members noted the recent resignation of a member of Library Staff (one post for 23.5 hours per week) and REVIEW hours for recruitment by Somerset Council.

Currently staffing: 23.75 hours (filled), 23.5 hours (vacancy hours to be RESOLVED by Street Parish Council) and 3.5 hours (filled).

RESOLVED – to support recruitment of 23.5 hours post.

25/26.FC.067. Street Library

DEFERRED from June 2025 Full Council.

RESOLVED – that the Clerk write to named trustees to progress an outstanding resolution.

RESOLVED – that the Parish Council apply to register an asset of community interest.

25/26.FC.068. Somerset Council Annual Chair's Award

DEFERRED from June 2025 Full Council

The Clerk introduced a proposal from the Culture and Events Committee.

RESOLVED – a Parish Council nomination was agreed.

25/26.FC.069. Correspondence

Members noted key items of correspondence:

- Adopt a bike scheme.

RESOLVED – that Officers apply.

- Thank you letter – Freedom of Street.

- Thank you email – work experience placement (student from Crispin School).

RESOLVED – to write a letter of thanks.

- Somerset Sight – Volunteers required.

RESOLVED – Assistant Clerk / Community Engagement Officer to promote on social media/website.

25/26.FC.070. 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.

- Pump Track Proposal.

- Committee Membership – further review after vacancies filled.

- Quarterly Review of Finances.

- Roadside camping.

25/26.FC.071. Items to Consider for Press Release

- Street Market Trader opportunities
- Street Skate Park.

25/26.FC.072. Date of Next Meeting

The next ordinary meeting of the Parish Council will be the take place at:
7pm on Tuesday 16 September 2025 at Room 6, Crispin Community Centre, Leigh Road, Street.

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