



# GLASTONBURY TOWN COUNCIL

<b>Minutes of Glastonbury Town Council held on 10 June 2025 at 7 pm</b>	
Councillors Present	Cllrs R. Cook, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, P. Manning, I. Mutch, T. Napper, M. Oakden, L. Osborn, Z. Price, S. Roney-Dougal and M. White
Apologies	Cllrs N. Cottle, L. MacDougall and M. Smyth
Absent	
In Attendance	Town Clerk, Assistant Town Clerk, Responsible Finance Officer, Rachel Clark & Simon Lancey – Police, One Macebearer and 25 members of the public
Public Participation	Five members of the public spoke during public participation. The subjects raised included: <ol style="list-style-type: none"> <li>1. Parking</li> <li>2. Anti-Social Behaviour</li> <li>3. Streets of Glastonbury</li> <li>4. Glastonbury War Book</li> <li>5. Mayor’s Charity - PromiseWorks</li> </ol>

### **27. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN**

Apologies were received from Cllrs Cottle, MacDougall and Smyth due to illness.

These were duly **NOTED**.

### **28. DECLARATIONS OF INTERESTS**

There were no declarations of interests in addition to those already disclosed via councillor’s register of interests.

### **29. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD**

The minutes of the meeting of May were considered a correct record, these were then duly **SIGNED** by the chair.

### **30. TO RECEIVE AN UPDATE ON ACTIONS FROM THE LAST MEETING**

The Town Clerk gave an update on completed actions from the May Full Council meeting, this included: The leaflet from Climate and Ecological Emergency Committee has been printed and ready to be distributed with Royal Mail, bank account signatories have been updated, and the news releases have been distributed.

Initial:

Date:

### **31. TO NOTE THE LATEST CRIME STATISTICS REPORT AND RECEIVE AN UPDATE FROM THE POLICE**

The statistics were noted by Councillors.

Rachel Clark, Neighbourhood Policing Inspector, updated council on historic issues and what plans are being put in place for the future. The PSPO – Public Space Protection Order was explained and how it helped. Updates on how to report incidents to the Police and how important it is for incidents to be reported - 999, 101-phone and online, and Crimestoppers.

### **32. TO CONSIDER AND APPROVE THE SCHEDULE OF PAYMENTS**

Various questions were raised by Councillors and answered fully by the Town Clerk.

Members considered the Schedule of Payments, and it was duly **SIGNED** by the Chair and Deputy Mayor.

### **33. TO RECEIVE THE BUDGET MONITORING REPORT**

Members considered, and discussed the new layout, and **NOTED** the budget monitoring report.

### **34. TO RECEIVE AN UPDATE ON ASSET AND SERVICE DEVOLUTION FROM SOMERSET COUNCIL**

The Town Clerk updated the council, devolution completed from Somerset Council on the 1<sup>st</sup> June 2025.

### **35. TO RECEIVE AN UPDATE ON ST DUNSTAN'S HOUSE HEALTH AND WELLBEING CENTRE**

The Town Clerk updated that the project is continuing well, glass is being installed in the roof of the atrium along with some Solar Panel VP. The advertisement for the Centre Lead is now live for a proposed August start.

### **36. TO RECEIVE THE INCOME & EXPENDITURE ACCOUNT AND BALANCE SHEET FOR 2024/25**

Councillors received and considered the Income and Expenditure Account and Balance Sheet for 2024/25.

Cllr Price proposed that these documents be accepted. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

### **37. TO CONSIDER THE INTERNAL AUDITOR'S REPORT AND MAKE PROVISION TO IMPLEMENT ANY RECOMMENDATIONS**

The Town Clerk updated Council regarding the Internal Auditors Report and the feedback given. Glastonbury Town Council has properly prepared its financial statements, and the systems of internal controls is adequate to meet the relevant legislation. Council **NOTED** the report.

It was proposed by Cllr Cousins that the report be **NOTED** and for it to be delegated to the Finance and General Purposes Committee to consider the implementation of any recommendations. This was seconded by Cllr Henderson and **RESOLVED** unanimously.

### **38. TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2024/25**

Members considered the requirements for the nine sections within the Annual Governance Statement with the Town Clerk and Responsible Finance Officer's recommendations from the outcome of the Internal Audit.

It was proposed by Cllr Cousins to tick no on box number 1. This was seconded by Cllr Henderson and was **RESOLVED** unanimously.

It was proposed by Cllr Henderson to tick Yes on box number 2. This was seconded by Cllr Roney-Dougal and was **RESOLVED** unanimously.

It was proposed by Cllr Lokabandhu to tick Yes on box number 3. This was seconded by Cllr Donfrancesco and was **RESOLVED** unanimously.

It was proposed by Cllr Henderson to tick Yes on box number 4. This was seconded by Cllr Oakden and was **RESOLVED** unanimously.

It was proposed by Cllr White to tick Yes on box number 5. This was seconded by Cllr Roney-Dougal and was **RESOLVED** unanimously.

It was proposed by Cllr Oakden to tick Yes on box number 6. This was seconded by Cllr Lokabandhu and was **RESOLVED** unanimously.

It was proposed by Cllr Donfrancesco to tick Yes on box number 7. This was seconded by Cllr Roney-Dougal and was **RESOLVED** unanimously.

It was proposed by Cllr Donfrancesco to tick Yes on box number 8. This was seconded by Cllr Mutch and was **RESOLVED** unanimously.

It was proposed by Cllr Donfrancesco to tick N/A on box number 9. This was seconded by Cllr Mutch and was **RESOLVED** unanimously.

### **39. TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS FOR 2024/25**

It was proposed by Cllr Lokabandhu that the Accounting Statements be approved. This was seconded by Cllr Roney-Dougal and **RESOLVED** unanimously.

### **40. TO CONSIDER THE COUNCIL'S STRATEGIC RISK REGISTER FOR 2024/25**

The risk register was shared with the Council. It will be a living document to be updated in the future. Councillor updates to be sent to the Town Clerk.

It was proposed by Cllr Mutch that the Council's Strategic Risk register for 2024/25 be approved with updated notes added. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

### **41. TO CONSIDER APPOINTING ADDITIONAL SIGNATORIES TO THE TOWN COUNCIL'S ACCOUNTS**

The Responsible Finance Officer updated Councillors on what would be involved in this and how much commitment this will need.

It was proposed by Cllr Cousins to add the Town Clerk and Assistant Town Clerk as signatories to the Town Councils bank account. This was seconded by Cllr Henderson and **RESOLVED** unanimously with one abstention.

It was proposed by Cllr Roney-Dougal to add Cllr Napper and Manning as signatories to the Town Councils bank account. This was seconded by Cllr White and **RESOLVED** unanimously with one abstention.

#### **42. TO CONSIDER A REQUEST FROM THE WORLD HERITAGE WORKING GROUP TO EXTEND THE LENGTH OF TIME ALLOCATED FOR THE GROUP'S TASKS**

Cllr Cousins updated the council on the background of this request.

It was proposed by Cllr Henderson to accept this request to extend the working group to February 2026. This was seconded by Cllr Price and **RESOLVED** unanimously.

#### **43. TO NOTE THE RESOLUTIONS OF DELEGATED COMMITTEES**

##### **a. Planning Committee meeting held on 20<sup>th</sup> May 2025**

- i. Cllr Manning was proposed by Cllr Henderson and seconded by Cllr Cook. There being no other nominations, was duly elected Chair of the Planning Committee.
- ii. Cllr Henderson was proposed by Cllr Smyth and seconded by Cllr Cook. There being no other nominations, was duly elected Deputy Chair of the Planning Committee.
- iii. 2025/0556/HSE – Removal of false chimney and repairs to existing roof - 2 Bove Town Gardens, Glastonbury, BA6 8FE – Dr R Smith – Householder Application. (Cllr Henderson proposed, seconded by Cllr Smyth and unanimously agreed to recommend **APPROVAL** of this application).
- iv. 2025/0826/HSE – Two storey side and single storey rear extension – 3 New Close Farm, Dyehouse Lane, Glastonbury, BA6 9RQ – Mr C White- Householder Application. (We cannot comment on this application as the buildings are not what was originally approved)
- v. 2025/0816/HSE - Erection of 2 no. single storey extensions to front elevation – 1 Wyrall Close, Glastonbury, BA6 8AT – Mr & Mrs Metcalfe – Householder Application. (Cllr Henderson proposed, seconded by Cllr Cook and unanimously agreed to recommend **APPROVAL** of this application).

##### **b. Property & Assets Committee meeting held on 21<sup>st</sup> May 2025**

- i. Cllr Smyth proposed that he would be the Chair for the ensuing year. This was seconded by Cllr Cousins and **RESOLVED** unanimously.
- ii. It was proposed by Cllr Henderson that Cllr White would be the Deputy Chair for the ensuing year. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

- iii. It was proposed by Cllr Henderson for the Town Clerk to write the specification and post on Contracts Finder. This was Seconded by Cllr Smyth and **AGREED** unanimously.
- iv. It was proposed by Cllr Cousins to purchase the suggested mower. This was seconded by Cllr Smyth and **AGREED** unanimously

**c. Staffing Committee meeting held on 22<sup>nd</sup> May 2025**

- i. It was agreed that the interview panel for the Community Services Officer roles would hold interviews on 30 June and comprise of: Cllrs White, Oakden, and Lokabandhu as a back-up with the Town Clerk.
- ii. Cllr White proposed that the role of Operations Lead for St. Dunstan's House Health and Wellbeing Centre be delegated to the Town Clerk to refine and advertise. This was seconded by Cllr Oakden and **RESOLVED** unanimously.
- iii. It was agreed that interviews would be held on 3 July 2025, using the same panel members as above.
- iv. Cllr Price proposed that the committee concur with the Occupational Health report findings in full and delegate to the Town Clerk to complete the necessary forms. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

**d. 2030 Committee meeting held on 3<sup>rd</sup> June 2025**

- v. It was Proposed by Cllr Donfrancesco that Cllr White be the chair for the ensuing year. This was Seconded by Cllr MacDougall and **RESOLVED** unanimously.
- vi. It was Proposed by Cllr White that Cllr MacDougall be the deputy chair for the ensuing year. This was Seconded by Cllr Donfrancesco and **RESOLVED** unanimously.
- vii. It was Proposed by Cllr White that Cllr Smyth be added to this committee. This was Seconded by Cllr Donfrancesco and **RESOLVED** unanimously.
- viii. It was proposed by Cllr Smyth, to delegate the topic of A361 in Glastonbury to the Climate and Ecological Emergency Advisory committee for consideration with recommendations to be taken to Full Council. This was Seconded by Cllr Donfrancesco and **AGREED** unanimously.
- ix. Cllr Donfrancesco proposed that the Climate Emergency and Resilience Officer investigate further details regarding the Bivalent+Improvements heat source and obtain installation costs for all the heat sources discussed. The proposal was seconded by Cllr Cousins and **RESOLVED** unanimously.

**e. Glastonbury In Bloom Committee meeting held on 9<sup>th</sup> June 2025**

- i. It was Proposed by Cllr White that Cllr Oakden be the chair for the ensuing year. This was Seconded by Cllr Lokabandhu and RESOLVED unanimously.
- ii. It was Proposed by Cllr Oakden that Cllr White be the deputy chair for the ensuing year. This was Seconded by Cllr Lokabandhu and RESOLVED unanimously.

#### **44. TO RECEIVE UPDATES FROM ADVISORY COMMITTEES AND CONSIDER RECOMMENDATIONS FOR DECISION**

##### **a. WHS Working Group held on 19th May 2025**

- It was proposed to make a recommendation to Glastonbury Town Council to extend the period of time for this working group to February 2026. This was seconded and RESOLVED unanimously.

#### **45. TO RECEIVE UNITARY COUNCILLOR REPORTS**

No unitary councillors were present at the meeting. A written report from Councillor Cottle was circulated earlier today to Councillors.

#### **46. TO RECEIVE UPDATES FROM LEAD COUNCILLORS AND REPRESENTATIVE TO OUTSIDE BODIES**

No further updates.

#### **47. MAYOR'S ANNOUNCEMENTS**

The Mayor updated the council on the various things he has attend this month including, meeting with the police, St John's school fete and a promise evening at Strode Theatre. He reiterated the need to report incidents to the police.

#### **48. CORRESPONDENCE, COMMUNICATIONS, AND ANNOUNCEMENTS**

Cllr Donfrancesco shared a statement from the Life Factory regarding the Red Brick Building.

Cllr White proposed that we suspend the standing order 3x and extend the meeting by 10 minutes to conclude the listed business. This was seconded by Cllr Cousins and RESOLVED unanimously.

#### **49. TO CONSIDER ANY ITEMS FOR NEWS RELEASE AND/OR THE QUARTERLY NEWSLETTER**

A request for Town Councillors to contribute to the Newsletter. A summery of the flood leaflet and points from the police initiative are to be included in the first issue.

#### **50. TO REVIEW ACTIONS ARISING FROM THE MEETING**

The Town Clerk reported the actions he has from this meeting. These included contacting the drainage board regarding ethical banking, asking Somerset Council for an update on CCTV

statistics, training on the new budgeting report for councillors and to update the website to include a page for reporting an incident to the police.

**51. TO NOTE THE DATE OF THE NEXT ORDINARY MEETING**

The next meeting will be held on Tuesday 8<sup>th</sup> July 2025

<b>SIGNED:</b>	<b>DATE:</b>
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