



GLASTONBURY TOWN COUNCIL

Minutes of Full Council held on June 14, 2022 at 7pm	
Councillors Present	R. Cook, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandu, L. MacDougall, P. Manning, I. Mutch, T. Napper, M. Oakden, L. Osborn, Z. Price, S. Roney-Dougal, M. Smyth, M. White
Apologies	Councillor N. Cottle and County Councillor Hart
In Attendance	Town Clerk, Two Macebearers, Representatives of Avon and Somerset Police and 10 members of the public
Public Participation	5 members of the public spoke during public participation. The subjects raised included: <ol style="list-style-type: none">1. The Somerset Food Trail2. Fisher's Hill Volunteer Gardening Group3. Jurassic Fibre4. Women's Right5. Dog Mess Disposal and Composting

25. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cottle due to being unwell and County Cllr Hart due to unexpected car issues. These apologies were duly **NOTED**.

26. DECLARATIONS OF INTEREST

Cllr Cousins declared an interest as a member of the Town Deal Board

27. TO APPROVE AND SIGN THE MINUTES OF THE PREVIOUS MEETING

It was raised to members that since the May meeting, Cllr Henderson had stepped down from the Planning Committee. Cllr Cook raised that he did not recall volunteering to be a representative to the Harvest Show, Cllr Price took his place. It was noted that County Cllr Hart was absent from the previous meeting owing to being unwell and did not submit apologies because she did not receive an invite to the meeting.

Subject to these amendments and clarifications, the minutes were duly **SIGNED** by the Mayor as a correct record of the meeting.

28. SUMMARY OF ACTIONS FROM THE LAST MEETING

The Clerk updated members on the progress of actions from the last meeting.

29. TO RECEIVE A POLICE REPORT

Sergeant (Sgt) Simon Lancey and his Colleague Gary Bowden of Avon and Somerset Police were in attendance and gave a report to Councillors on various policing matters including:

Beltane – it was highlighted that 2022’s Beltane celebrations were a success and that it was well attended. The Police were asked and confirmed that the Road Closure for the event was a critical factor in the event’s success and safety for those taking part. Cllr Roney-Dougal was part of the organising team and spoke of how the organisers were keen to work with the Police in future years to make the event better. Cllr Cook raised whether there was a Committee which organised Beltane, whilst there is not and it is an event that “just happens”, a better relationship between the Police, Community and Town Council can improve this event. Cllr Price asked if this might be a responsibility of the proposed Resilience Committee to be discussed later on the agenda.

Solstice – Sgt Lancey highlighted that the work of the Multi-Agency Group to introduce ‘bunds’ to Stonedown Lane will improve the parking situation this year as any parked vehicle will cause an obstruction and be removed. There will be enhanced patrols for this year’s solstice and that too should improve the situation. The Multi-Agency Group have issued a press release about parking for Solstice and this was shared by the Town Council. Cllr Smyth raised that there are still a small number of gateways where parking can occur around the Tor. Cllr Cousins, the Mayor, asked if the National Trust were taking a more active role with the Police and this was confirmed by the Police.

Glastonbury Festival – Sgt Lancey drew member’s attention to the size of the policing operation presented by the Festival.

Anti-Social Behaviour – Sgt Lancey is happy to attend future meetings and talk on this subject. He informed members that arrests are being made. Cllr Henderson is particularly concerned on this issue and raised concerns expressed to him by the public and his own. The Town Council and Police work well together and this will be the topic of a future joint liaison meeting.

Staffing – Members were given a brief overview of recent staffing issues but welcomed the recruitment of an additional Police Constable for Glastonbury. Sgt Lancey informed members that there has been an enhanced Police presence in the town from on-foot officers and the Police Horses.

Cllr Roney-Dougal asked the Police if they had any objections to the re-siting of benches in the High Street by St John’s Church. Members were informed that this is was not in itself a Police matter but they would be happy to advise on their location.

Cllr Cook praised the Police for their enhanced presence on the High Street and the change that they have made.

Cllr Osborn raised the issue of salespeople outside the Church who are not holders of a license. Sgt Lancey informed members that Police work closely with Mendip District Council on enforcement and have joint patrols planned to deal with this issue.

Cllr Oakden raised that whilst the High Street is well policed, there are still issues more widely in the Town and its environs. Sgt Lancey assured members that the Police will respond to the best of their ability to all incidents and reports of crime.

Gary Bowden of Avon and Somerset Police spoke to members about the Police’s desire to work more closely with the community and Town Council to organise safe events.

30. TO RECEIVE COUNTY COUNCILLOR REPORTS

No written report had been received from either County Cllrs Cottle or Hart and both had provided their apologies for the meeting. The Clerk had been in contact with both Cllrs and both were intending to update members by email soon after the meeting.

County Cllr Liz Leyshon provided members with a handover report since Glastonbury and Street now sit in separate divisions and this was noted and thanks given.

Cllr Smyth raised complaints that he had received from residents regarding caravans parked on Tor View Avenue restricting the view and resulting in a bench being unusable. County Councillors were asked to consider double-yellow lines at the junction of Tor View Avenue and The Roman Way.

31. TO RECEIVE DISTRICT COUNCILLOR REPORTS

District Cllrs Henderson, MacDougall and Cousins briefly spoke but so soon after the election had nothing to bring to the attention of members.

32. TO NOTE RESOLUTIONS OF DELEGATED COMMITTEES

The following resolutions were NOTED by members

a. Property & Assets Committee held on 18 May, 2022

- It was RESOLVED that Cllr Smyth be Chair
- It was RESOLVED that Cllr Lokabandhu be Deputy Chair
- It was RESOLVED to have a mural painted on the back wall of the Town Hall and for this opportunity to be opened up to Glastonbury's Artists to submit their designs
- It was RESOLVED that Fisher's Hill Voluntary Gardening Group now report to this committee in respect of their activity on Fisher's Hill Recreation Ground and that a memorandum of Understanding is drafted and brought to the next meeting to establish the group's remit on the site

b. Planning Committee held on 24 May, 2022

- It was RESOLVED that Cllr Smyth be Chair
- It was RESOLVED that Cllr Lokabandhu be Deputy Chair
- **2022/0916/FUL** – Erection of a Readymix concrete batching plant to include manufacture & distribution of aggregates & associated products falling within extant B2/B8 planning use class – Land at Dyehouse Lane, Glastonbury – Tor Multimix Ltd – Full Application.

Members of the public spoke against this application and the applicant's agent spoke in favour. The clerk informed that as the Town Council had a pecuniary interest in this application, that no recommendation is to be made to the District Council. Individuals however are at liberty to send their comments to the planning authority.

- **2022/0703/HSE** – Conversion of garage, alterations to roof with replacement of garage door with door and window – Mr Lokabandhu – Householder Application.

This application was not discussed as the applicant is an elected councillor and therefore the Town Councillors would have a personal interest in the application.

- **2022/0935/HSE** – Erection of attached double garage following demolition of existing garage – 1 Beckery, Glastonbury, BA6 9NT – Mr & Mrs Snook – Householder Application.

Cllr Donfrancesco proposed, seconded by Cllr Mutch and unanimously agreed to recommend APPROVAL of this application.

- **2022/0890/LBC** – Convert agricultural buildings to 2 no. residential dwelling houses with ancillary accommodation, demolish agricultural building and replace with a wall with associated access and parking – Mr Martyn Harrison – Listed Building Consent.

(Cllr Lokabandhu proposed, seconded by Cllr Donfrancesco and unanimously agreed to recommend APPROVAL of this application and would encourage the use of renewable building materials).

- **2022/0889/FUL** – Convert agricultural buildings to 2 no. residential dwelling houses with ancillary accommodation, demolish agricultural building and replace with a wall with associated access and parking – Mr Martyn Harrison – Full Application.

Cllr Lokabandhu proposed, seconded by Cllr Donfrancesco and unanimously agreed to recommend APPROVAL of this application and would and would encourage the use of renewable building materials.

- **61769/MDP002** – Proposed Base Station upgrade, Park Farm Road Verge, Beckery Road Ind Estate, Glastonbury – BA6 9QA – Hutchison 3G UK (H3G) Ltd - pre-application discussions with regard to preferred site option.

Cllr Donfrancesco proposed, seconded by Cllr Price and agreed (7 in favour / 2 against) to recommend REFUSAL of this application on the following grounds:-

- The height of this mast is considered to be too large
- The visual impact of the mast on the local landscape, in particular the vista from Wearyall Hill and Tor, both protected sites.

The Committee asked the clerk to inform/remind Mendip District Council that Glastonbury Town Council has adopted the Precautionary Principle; opposing the roll-out of 5G until further information is made available on the safety or otherwise of the technology).

c. Extraordinary Property & Assets Committee held on 6 June, 2022

- It was NOTED that the Clerk exercised emergency powers to authorise expenditure up to £5,000 to ensure the continuation of Council services. This was to have a hot water cylinder installed to provide hot water after the main boiler was condemned and amounted to £1,844.29

- It was RESOLVED to fully re-pipe the Town Hall including under the Main Hall floor for a new gas-fired and possibly hydrogen-ready boiler which enables the Town Hall to be zoned with new insulated pipes.
- It was RESOLVED to engage the services of a heating system consultant to spec the most efficient system for the Town Hall ready for quotations to be sought for the works
- It was RESOLVED to seek a Public Works Loan Board loan to cover the full cost of the project

d. Staffing Committee held on 7 June, 2022

- It was RESOLVED to be Living Wage Employer
- Councillors considered the pay scales and responsibilities of the Town Council's Staff and made associated decisions
- The new line management structure was NOTED
- Plans for staff appraisals including that of the Town Clerk were NOTED

33. TO CONSIDER THE DATE OF THE NEXT PLANNING COMMITTEE MEETING

The Planning Committee usually meets on the third Tuesday of the month, however, in June this falls on the date of the Summer Solstice. It was recommended that owing to this clash that for the sake of public and member attendance the meeting date was to be moved by one week.

It was **AGREED** that the date of the next Planning Committee meeting is to be held on Tuesday 28 June, 2022

34. TO RECEIVE AND CONSIDER COUNCILLOR MOTIONS

a. "This Council will organise equalities training for all Councillors. This training shall cover our Town's demographic, including: Cultural competence, age awareness, mental health, Transgender, LGBT+, different types of Travellers (including ethnicity), non-bricks-and-mortar dwellers and the protected characteristics in Equality Legislation"

Proposed by Cllr Donfrancesco and Seconded by Cllr Cousins

Cllr Donfrancesco spoke to the motion and gave members the necessary background.

It was **RESOLVED** by majority that this Council will organise equalities training for all Councillors. This training shall cover our Town's demographic, including: Cultural competence, age awareness, mental health, Transgender, LGBT+, different types of Travellers (including ethnicity), non-bricks-and-mortar dwellers and the protected characteristics in Equality Legislation

b. "This Council will form a delegated Resilience Committee to strategically govern Glastonbury Town Council in building resilience and becoming Carbon neutral by 2030, in line with our Climate and Ecological Emergency declaration"

Proposed by Cllr White and Seconded by Cllr Smyth

Cllrs White and Smyth spoke to the motion and gave members the necessary background.

It was **RESOLVED** by majority that this Council will form a delegated Resilience Committee to strategically govern Glastonbury Town Council in building resilience and becoming Carbon neutral by 2030, in line with our Climate and Ecological Emergency declaration

c. "This Council resolves to set up a committee to pursue World Heritage Site Status for Glastonbury"

Proposed by Cllr Roney-Dougal and Seconded by Cllr Cousins

Cllr Roney-Dougal spoke to the motion and gave the necessary background to members.

It was **RESOLVED** unanimously that this Council resolves to set up a committee to pursue World Heritage Site Status for Glastonbury

35. TO RECEIVE THE INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET FOR 2021/22

Members received and considered the Income and Expenditure Account and Balance Sheet. Cllr Manning had some general queries that will be asked of the Responsible Finance Officer outside of the meeting. Cllr Cousins and subsequently the Clerk advised members that these documents can be reviewed in more detail before a Council meeting in future and that two members are to be nominated at the upcoming Finance and General Purposes Committee to 'spot check' and monitor the finances on a quarterly basis.

The Income and Expenditure Account and Balance Sheet for 2021/22 were **ACCEPTED**

36. TO CONSIDER THE INTERNAL AUDITOR'S REPORT AND MAKE PROVISION FOR ANY RECOMMENDATIONS

The Clerk spoke to the item and took members through the report that had been received the day before the meeting and tabled. The audit concluded that "overall the Council has adequate controls and procedures in place". The internal audit suggested a small number of procedural improvements which the Clerk and Responsible Finance Officer will action.

Control objectives relating to the filing of VAT returns, the Council's Asset Register and the publishing of Annual Governance and Return documents were highlighted and will form the procedural improvements to be implemented.

Recommendations relating to internal processes around staff reimbursement of expenses and Earmarked Reserves were proposed to be accepted by Cllr Smyth and Seconded by Cllr Manning.

It was **RESOLVED** by majority to accept the recommendations in the Internal Audit Report

37. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2021/22

The Annual Governance Statement was presented for members. Cllr Lokabandhu asked about the Risk Register and how often this is reviewed and by whom. Cllr Cousins advised that this will come to the Finance and General Purposes Committee in July.

Cllr Henderson raised that it will be useful for members to review this in a meeting before acceptance in future years and this was noted by the Clerk.

It was **RESOLVED** unanimously to accept the Annual Governance Statement for 2021/22. They Mayor and Clerk will sign the report after the meeting.

38. TO APPROVE THE ACCOUNTING STATEMENTS FOR 2021/22

The accounting statements were presented for members. Cllr Smyth sought clarity on the figure for total fixed assets plus long-term investments and assets. This was confirmed as correct by the Clerk.

It was **RESOLVED** unanimously to accept the Accounting Statements for 2021/22 and the Mayor and Responsible Finance Officer are to sign the paperwork after the meeting.

39. TO RECEIVE THE BUDGET MONITORING REPORT

Councillors received the budget monitoring report and after a few queries were clarified by the Clerk, it was **NOTED**.

40. TO RECEIVE THE SCHEDULE OF PAYMENTS

Members received the schedule of payments and there were no queries. The schedule of payments was **NOTED** and summary was duly signed by the Mayor and Deputy Mayor.

41. TO CONSIDER REQUIRED REPAIRS TO THE TOWN HALL LIFT

The Clerk spoke to the report given to members about repairs needed to a vital component of the Town Hall's lift system.

Cllr Smyth sought clarity on the budget line for this work and the Clerk informed members that there was enough in the relevant budget line to cover the work.

It was **RESOLVED** unanimously to authorise the Clerk to seek additional quotes for the work and appoint the best value contractor to undertake the work up to a value of £10,000 to be taken from the Town Hall Specific Maintenance budget line.

42. TO CONSIDER PROPOSALS TO RECEIVE MEETING SUMMONS, AGENDAS AND REPORTS BY EMAIL

The Clerk had worked with the Climate Emergency and Resilience Officer to understand the environmental and cost impact of the amount of printing for meetings.

After debate, the Clerk was tasked with seeking guidance from the Somerset Association of Local Councils and working on how this can be implemented ready for more detail to be provided at a future meeting.

43. TO CONSIDER PROPOSALS FOR A NEW CIVIC AWARD

Members considered a proposal to introduce a new 'key to the Town' type civic award for eminent visitors to the Town for which the Council offers a Civic Reception. Members were given the background to the idea for "The Key of Avalon".

Cllr MacDougall queried the advantage of ordering five replicated keys now for stock as opposed to ordering one as and when required. The Clerk clarified that the advantage was price as they are priced by the producers according to quantity. In the Clerk's opinion, five was a suitable number to reduce the per-item cost but not hold too many that may not get used for many years.

Cllr Price asked if this type of award was common. The Clerk explained that many towns and cities have this kind of award for visitors, for whom the honour of being a Freeman or Alderman was not appropriate.

It was **RESOLVED** by majority to add this award to those offered by the Council and to make the award to eminent visitors who receive a Civic Reception at the discretion of the Council.

It was proposed and seconded that the Council wait and order a single key in the future when required rather than holding any stock. The proposal was **DEFEATED** by majority.

It was proposed and seconded that the Council purchase five replicated keys and to pay for this from the recently received unbudgeted income from Mendip District Council. This was **AGREED** by majority.

44. TO RECEIVE VERBAL UPDATES FROM ADVISORY COMMITTEES

Verbal updates were received from Cllrs on the work of Glastonbury in Bloom, Queen's Platinum Jubilee Neighbourhood Plan and Climate & Ecological Emergency.

Cllr Roney-Dougal left the meeting after the above item.

45. TO CONSIDER THE WATERING REGIME AT FISHER'S HILL RECREATION GROUND

Members discussed the need to water the new planting at Fisher's Hill Recreation Ground weekly. The Clerk asked for a proposal and seconder then vote to suspend the six-month rule in order to make a decision.

The Mayor suspended standing orders.

It was proposed and seconded to water the new planting on Fisher's Hill Recreation Ground weekly as a temporary measure until a standing pipe can be situated on the site. This was **AGREED** unanimously.

The Mayor reinstated standing orders.

46. TO CONSIDER A GRANT APPLICATION FROM THE WELLS FOOD NETWORK FOR THE 2022 SOMERSET FOOD TRAIL

Cllrs Cousins and Henderson declared interests in this item and as such, did not vote.

Councillors agreed that this event was great for the County and great for the Town, hoping that participating businesses will see an uplift in custom.

Councillors raised that the Town's Grants budget is not very large, and that the full amount of this grant would be a very large proportion of it. It was also noted that Glastonbury Town Council would not be listed as a supporter in the brochure as they had already been printed.

It was proposed and seconded to support the Somerset Food Trail by awarding a grant of £750 and this was **AGREED** unanimously.

47. TO APPOINT A COUNCILLOR REPRESENTATIVE TO THE TOWN DEAL BOARD

Cllrs Cousins and Manning declared interests as existing board members and as such would not vote on this item.

Cllr Smyth proposed Cllr White as the representative

Cllr Osborn Proposed Cllr Cook as the representative and raised that there was no representation of Conservative members representing the Council on the Town Deal Board.

The Mayor sought the guidance of the Clerk as to any requirement for proportionality. The Clerk advised that the Town Council had not been asked for that by the Town Deal Board, but that would be a consideration for members.

Cllr Price seconded the nomination of Cllr White

Cllr Oakden seconded the nomination of Cllr Cook

Following a vote on proposals received in chronological order it was **AGREED** by majority to appoint Cllr White as the Town Deal Board representative.

48. TO RECEIVE REPORTS FROM OUTSIDE BODIES

There were no reports from outside bodies to present at this meeting.

49. MAYOR'S ANNOUNCEMENTS

The Mayor had no announcements for this meeting.

50. COMMUNICATIONS AND ANNOUNCEMENTS

The Clerk made members aware of the active recruitment for an additional Community Services Officer and the receipt of unbudgeted income from Mendip District Council for use of St Dunstan's Car Park as a Market Venue for 2021/22.

51. CORRESPONDENCE

The Clerk alerted members to an invite from the Glastonbury Pilgrimage association to partake in the annual Anglican Pilgrimage on Saturday 9 July, 2022.

52. NEWS RELEASES

Councillors considered setting up a committee to explore World Heritage Status as newsworthy.

53. ACTIONS ARISING FROM THE MEETING

The Clerk had captured all actions arising from the meeting.

54. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014, THE PRESS AND PUBLIC WERE EXCLUDED FOR THE FOLLOWING ITEM DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

55. TO DISCUSS THE OPPORTUNITY OF LAND ACQUIREMENT VIA AUCTION

Members discussed the opportunity of land acquirement at auction and **RESOLVED** by majority to not proceed with this opportunity.

56. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014, THE PRESS AND PUBLIC WERE INVITED BACK FOR THE REMAINDER OF THE MEETING

57. TO NOTE THE DATE OF THE NEXT MEETING

The next Full Town Council meeting will be on Tuesday 12 July, 2022.

The meeting closed at 22:57

SIGNED:	DATE:
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