



## GLASTONBURY TOWN COUNCIL

<b>Minutes of Full Council held on 13 December, 2022 at 7pm</b>	
Councillors Present	R. Cook, N. Cottle, J. Cousins, I. Donfrancesco, S. Henderson, Lokabandhu, P. Manning, I. Mutch, T. Napper, M. Oakden, L. Osborn, Z. Price, S. Roney-Dougal, M. Smyth, M. White
Apologies	Cllr L. MacDougall and County Councillor Hart
In Attendance	Town Clerk, 2 Macebearers and 6 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"><li>1. Glastonbury Cricket Club</li><li>2. Remembrance Weekend 2022</li><li>3. Watts Corner and Policing</li><li>4. Northload bridge Planning Application</li><li>5. Eviction of Travellers</li></ol>

### **163. APOLOGIES FOR ABSENCE**

Cllr MacDougall and County Councillor Hart gave their apologies owing to family commitments.

### **164. DECLARATIONS OF INTEREST**

Cllr Napper declared an interest as a Street Parish Councillor and as a Mendip District Councillor.

### **165. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 8 NOVEMBER 2022 AND THE EXTRAORDINARY MEETING ON 14 NOVEMBER 2022**

Cllr Roney-Dougal thanked the Town Clerk for suitably detailed and accurate minutes of meetings since being in post.

The minutes of both meetings were duly **SIGNED** as a correct record by the Mayor.

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

The Town Clerk updated members regards actions raised at the last meeting. The benches in the Town Centre had been replaced by Mendip District Council without notice and the siting of additional bike racks is in progress with Mendip District Council officers. The queries on the budget monitoring report were answered and the Finance and General Purposes Committee considered several items during the budgeting process. The Heart of the Tribe Gallery had also formally been made aware of the Town Council's support for their grant application to Mendip District Council.

#### **167. TO NOTE THE NEIGHBOURHOOD BEAT TEAM UPDATE AND LATEST CRIME STATISTICS REPORT**

Members considered the latest crime statistics report available on the Police website and a written update of local policing activities provided by the Neighbourhood Beat Team. Members thanked the Police for this new format and their work on the emerging Town Centre Crime Working Group.

#### **168. TO CONSIDER THE 'DESIGNING OUT CRIME' REPORT FROM AVON AND SOMERSET POLICE**

Members received and noted the contents of the report. The recommendation regarding planting at the War memorial was referred to the Glastonbury in Bloom Advisory Committee for consideration with further information from the local Policing team.

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

Members thanked the Responsible Finance Officer for a clear report and accompanying notes. Cllrs lokabandhu and Manning raised that they are due to meet with the Responsible Finance Officer to review the finances in more detail soon. The report was **NOTED**.

Cllr Price left the meeting during the above item.

#### **170. TO CONSIDER THE SCHEDULE OF PAYMENTS**

Members considered the schedule of payments which was duly **SIGNED** by the Mayor and Deputy Mayor.

Cllr Smyth proposed that Glastonbury Town Council writes to the Somerset Unitary Authority regarding the charging of business rates between the Unitary Authority and Parish/Town Councils and the double taxation that results. This was seconded by Cllr White and **RESOLVED** by majority.

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

The following resolutions were **NOTED**:

##### **a) Youth Provision Committee held on 7th November 2022**

- **To review and select a quotation for a tendered works at abbey park for a basketball & netball practice court**

The Town Clerk confirmed 3 tenders had been received, Councillors proceed to look and discuss each tender. The Town Clerk confirmed that the VAT would be claimed back.

It was proposed by Cllr Z Price that the contact to be awarded to B R Day, this was seconded by Cllr Lokabandhu. It was **RESOLVED** that the work for Abbey Park be awarded to B R Day. Reasons given was value for money for the community, the tender was within budget. The company has complied with the environmental standards, Health and Safety and young workers polices. The company provide all the information that was requested.

- It was **RESOLVED** for the Youth Provision committee recommends to Full Council that this council agrees to adopt YMCA Glastonbury Youth Council proposal in concert with Shepton Mallet Town Council and Street Parish Council. The funding for this Glastonbury part of the project £7120.12 will be provided by the earmarked reserve fund for Youth Provision therefore not increasing the precept for this year. The Youth Council will be an advisory committee to the Youth Provision Committee (Standing Orders 46). Making recommendations to Full Council.

**b) St Dunstan’s Project Implementation Sub-Committee meeting held on 9th November 2022**

- Cllr Smyth proposed that a solicitor overlooks the draft Grant Funding Agreement. This was seconded by Cllr Oakden and **RESOLVED** by majority.
- Cllr Cousins proposed that the draft job description and person specification for a Project Coordinator, subject to the changes agreed by the sub-committee, is run past the desks of the programme team at Mendip District Council and advertised with a view to recruit in the New Year. This was seconded by Cllr White and **RESOLVED** unanimously.

**c) Resilience Committee meeting held on 15th November 2022**

Following discussion of a draft list of resilience equipment, it was proposed that £5,000 be requested for this committee, while seeking best value for items on the list. Other issues included:

- What other councils are doing
- Storage for equipment
- Mobile emergency hub or small backpacks for reaching vulnerable
- Sharing and connecting with emergency plans of other organisations and businesses around the town.
- Invite Gloucester City Planning Ecologist, John Burke, to speak with this committee, along with others.
- Investigate challenge of ‘Islanding’ a solar power installation at the town hall.

It was **RESOLVED** to request £5,000 for emergency equipment and supplies to enable basic operations of the council in its first response to emergencies, and provide a safe space for vulnerable residents, while liaising with emergency services.

**d) Planning Committee meeting held on 15th November 2022**

- 2022/2104/VRC – Vary condition 13 (Holiday Accommodation) on planning consent 2017/3231/FUL – (proposed 3no. 1 bedroom flats by conversion within the existing building, 6no. maisonettes for holiday/short term let use within the rear courtyard) – 13 High Street, Glastonbury, BA6 9DP – 13 High Street, Glastonbury, BA6 9DP – Mr Shah – Variation/Removal of Conditions.  
(Cllr White proposed, seconded by Cllr Donfrancesco and unanimously agreed to recommend **APPROVAL** of this application).

- 2022/1860/TPO – (TPO M67) – Sycamore reduction in height of approx. 3m – Mount Avalon House, Bove Town, Glastonbury, BA6 8JG – Mr D Stewart – Works/Felling Trees of TPO Trees. (Cllr White proposed, seconded by Cllr Donfrancesco and unanimously agreed to recommend APPROVAL of this application, but would also refer it to the Tree Officer).
- 2022/2199/HSE – Conversion of existing detached garage to residential accommodation & addition of rear dormer – 26 The Roman Way, Glastonbury, BA6 8AB – Mr S Kemp – Householder Application. (Cllr Cousins proposed, seconded by Cllr Donfrancesco and unanimously agreed to recommend APPROVAL of this application).

#### e) Finance & General Purposes meeting held on 22nd November 2022

- Members considered a new table of Town Hall charges prepared by the Town Clerk and Town Hall Manager. The Committee were informed that this new pricing structure is the first increase since 2017 and had been done in line with the pricing structures of similar venues.

Cllr Roney-Dougal proposed that the presented set of Town Hall charges be accepted. This was seconded by Cllr Oakden and **RESOLVED** unanimously

- Two grant applications had been received for the committee to consider. One grant application was from Glastonbury FM for renewed equipment to support their community education offer, and the other from Street Volunteer Driver Service to provide on-demand transport to residents.

Members reviewed the accounts for both organisations and the remaining £2,000 in the budget.

Cllr Henderson proposed that £1,000 be awarded to each organisation (Glastonbury FM and Street Volunteer Driver Service). This was seconded by Cllr Roney-Dougal and **RESOLVED** unanimously.

- Members considered the existing grants in the budget. Cllr Manning spoke to the grant for Glastonbury Community Development Trust. He spoke of changes to their operating model and strategy for the future. The organisation is currently dormant but still incurring contracted costs and hoping to re-establish themselves in the financial year. Members discussed the level of provision of Grant Aid and that the organisation did not require the full £3,800 provided in 2022-23. Cllr Cousins proposed that Glastonbury Community Development Trust be offered £2,000 in grant aid for 2023-24. This was seconded by Cllr Smyth and **RESOLVED** unanimously with one abstention.
- Councillors considered the provision of grant aid to Citizen’s Advice Mendip, which in 2022-23 stood at £7,000. The committee reflected on the importance of Citizen’s Advice to the folk of the town, especially those in need. However, this was also considered in light of the change to the operating model and method of providing support on offer. The organisation has no physical presence in the Town and had not provided an impact report based on the provision of £7,000 grant aid in the current financial year.

Cllr Cousins proposed that the level of grant aid for Citizen's Advice Mendip be reduced to £5,000 and that they are to be written to, requesting an impact report of previous grants. This was seconded by Cllr Henderson and **RESOLVED** unanimously.

- Members considered the provision of Grant Aid to St Edmund's Community Hall. This financial grant aid enables the price of hire for users of the hall to remain low and it was reflected upon how important the hall is for its users in an area of deprivation in the Town.

Cllr Smyth proposed that £4,000 of grant aid be awarded to St Edmund's Community Hall. This was seconded by Cllr Price and **RESOLVED** unanimously with three abstentions.

- Glastonbury Museum in the Tribunal had requested provision of Grant Aid at £5,000 to help cover substantially increased utility costs. The Town Clerk reminded members that he is a director of the Glastonbury Museum but played no part in the decision to apply for Grant Aid and does not take part in any decisions of the Council. Cllrs reflected that the museum is run by volunteers and is an important part of exhibiting the Town's heritage. Cllr Smyth proposed that Glastonbury Museum be provided £3,000 in Grant Aid for 2023-24. This was seconded by Cllr Cook and **RESOLVED** unanimously.
- Members considered the level of Honorarium provided for the two Macebearers and Town Piper. The current honorarium is £18 per appearance for 19 appearances comprised of 12 Council meetings and seven events.

The Town Clerk had forecasted the cost of increasing this by just over 10% to £20 per appearance. The forecasts in the budget were for two Macebearers at 19 appearances and the Town Piper at seven appearances.

Cllr Cousins proposed that the honorarium for Macebearers and the Town Piper be increased to £20 per appearance. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

- Members considered several draft budgets prepared by the Town Clerk and Responsible Finance Officer. Officers had sought to include the projects that members indicated a desire to undertake, whilst building the Council's reserves that had been depleted by subsidising a freeze in the precept for two financial years and unexpected expenditure as a result of having to replace the Town Hall boiler.

The prioritisation of various projects was discussed by members in consideration of their affordability and impact on the Town Council's future income or expenditure. The Climate Emergency and Resilience Officer will prepare a report for members as to what energy efficiency and decarbonisation measures can be achieved within the budget and with the use of grant funding and/or loans as needed.

Members discussed the enhanced relief available to residents on their Council Tax under the new Unitary Authority, which is increasing from 80% to up to 100% and the need for any

increase to be fully explained to the public through a leaflet along with information on the aforementioned Council tax relief.

The Town Clerk updated a draft budget projection with new information as a result of earlier resolutions from this meeting and monies from a reduction in projected Grant Aid and removal of the Mendip District Council CCTV contributions budget line were added to the Glastonbury information Centre budget area.

Cllr Roney-Dougal proposed that the committee accept the draft budget based on a 50% Precept increase to £628,740. This was seconded by Cllr Henderson and **RESOLVED** by majority.

#### **f) Staffing Committee held on 23<sup>rd</sup> November 2022**

- The Committee considered the proposals from neighbourhood Planning consultants and discounted Consultant B as they did not demonstrate an understanding of our brief. The committee agreed to meet Consultants A and C with members of the steering group to 'interview' them ahead of any appointment being made.

#### **g) Town Hall Revenue Sub Committee held on 23<sup>rd</sup> November 2022**

- Cllr Cousins proposed Cllr Cook as Chair of the sub-committee. This was seconded by Cllr White and **RESOLVED** unanimously.
- Cllr Cook proposed Cllr Manning as Deputy Chair. This was seconded by Cllr Smyth and **RESOLVED** unanimously.
- Cllr Cousins proposed that under standing order 38c, Cllrs Donfrancesco and Oakden be added to the sub-committee's membership. This was seconded by Cllr Smyth and **RESOLVED** unanimously.
- Cllr Cousins proposed that the sub-committee pursue the idea of running a bar for events in the Town Hall to raise additional revenue. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

#### **h) Youth Provision Committee held on 29<sup>th</sup> November 2022**

- The Committee Clerk update the committee with the progress of the Abbey Park. She advised that the Town Clerk had asked the committee to consider making a recommendation to Full Council that affected residents are offered a permit in St Dunstan's car park for the duration of the works as it is likely that residents who park on the access road to the park (by the mural) will need to park elsewhere so that the trucks and contractors can access the park. Cllr M Smyth proposed to recommend to Full Council that affected residents are offered a permit in St Dunstan's car park for the duration of the works carried out at Abbey Park, this was seconded by Cllr Z Price. It was **RESOLVED** to recommend to Full Council that affected residents are offered a permit in St Dunstan's car park for the duration of the works carried out at Abbey Park.

- Cllr M Smyth proposed that Glastonbury Cricket Club receive the full amount of £500.00 against their grant application, seconded by Cllr Z Price. It was **RESOLVED** that Glastonbury Cricket Club receive the full amount of £500.00 against their grant application.
- Cllr M Smyth proposed that Sweet Track Counselling Agency CIC receive £1,500.00 against their grant application, seconded by Cllr Z Price. It was **RESOLVED** Sweet Track Counselling Agency CIC receive £1,500.00 against their grant application. The committee wished to provide further funding against this application but due to the financial balance of the committee unable to do so. Sweet Track Counselling Agency CIC to be asked to reapply in the new financial year if further funding is required.

**i) Ethical Banking & Investments Sub-Committee meeting held on 6 December 2022**

- Cllr Roney-Dougal proposed that the a current account with Co-Op bank is set up and that the HSBC current account is closed in the New Financial Year. This was seconded by Cllr Cousins and **RESOLVED** unanimously.
- Cllr Cousins proposed that the Nationwide savings account is retained. This was seconded by Cllr Roney-Dougal and **RESOLVED** unanimously.
- Cllr Lokabandhu proposed that savings accounts with Unity Trust Bank and Charity Bank are opened as well as closing the HSBC savings account in the new Financial Year at a time determined by the Responsible Finance Officer. This was seconded by Cllr White and **RESOLVED** unanimously.

**j) Finance and General Purposes Committee held on 6 December 2022**

- Following a review of the Town Council’s projected financial situation at year-end, but without the Tax Base for next financial year, Cllr Henderson proposed that a precept demand of £637,123 be recommended to Full Council in January; this represents a 52% increase in the precept demand. This was seconded by Cllr Roney-Dougal and **RESOLVED** by majority.
- An amendment by Cllrs Lokabandhu and White to increase the precept demand by 55% was defeated.

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

**a) Neighbourhood Plan Advisory Committee meeting held on 3rd November 2022**

Members continued to go through the Neighbourhood Plan document.

**To review the LCWIP/Active Travel strategy provided by Mendip DC** - Committee viewed the Plan. Cllr Donfrancesco proposed, seconded by Cllr White to endorse the “key findings” of the LCWIP/Active Travel report.

The Committee recommended that our 2 County Councillors look at the “key findings” of the LCWIP document and provide the Committee with their feedback.

The Committee recommended for the Resilience Committee to look at Chapter 3 of the LCWIP document and consider traffic calming measures for Glastonbury town

**b) Glastonbury In Bloom Advisory Committee meeting held on 16th November 2022**

Committee Clerk confirmed that the phone box has been a great success and will be replanted for the winter months. The committee discussed the other phone boxes that can be done. Cllr J Cousins proposed action on the Manor House Road phone box making the bottom half a bug hotel and the top half an herb garden. Seconded by Cllr M Oakden. It was **RESOLVED** to action the Manor House Road Telephone box making the bottom half a bug hotel and the top half an herb garden.

Members agreed to the above project and Cllr Manning raised that works to the kiosk should be done in consultation with the community, this is to be actioned between Cllr Manning and the Committee Clerk.

**c) World Heritage Status Advisory Committee meeting held on 17th November 2022**

Cllr J Cousins was proposed as Chair by Cllr S Roney-Dougal and seconded by Cllr L MacDougall. It was **RESOLVED** to appoint Cllr J Cousins as Chair.

Cllr S Roney-Dougal was proposed as Deputy Chair by Cllr T Napper and seconded by Cllr J Cousins. It was **RESOLVED** to appoint Cllr S Roney-Dougal as Deputy Chair.

**To consider the area for any future application**

Cllr S Roney-Dougal proposed the committee proceed with exploring the application. Seconded by Cllr T Napper. It was **RESOLVED** to proceed with the application.

**d) Climate & Ecological Emergency Advisory Committee held on 24th November 2022**

No recommendations from this meeting but a verbal update was given by Cllr Roney-Dougal regarding the 5 Mile Food and Farming Project and the loan of a Thermal Imaging Camera.

**e) Neighbourhood Plan Advisory Committee meeting held on 1st December 2022**

Members continued to go through the Neighbourhood Plan document.

**173. TO RECEIVE AN UPDATE ON THE ‘WARM SPACE’ IN THE TOWN HALL FOR THIS WINTER**

The Town Clerk notified members that £1,000 had been successfully awarded from Somerset Community Foundation to run a Warm Space for the community through the winter. The details are being finalised by the Projects Officer and the space will be advertised by the Town Clerk using Spark Somerset, the national directory and local avenues of promotion.



#### **174. TO CONSIDER THE PROPOSED TERMS OF REFERENCE FOR THE ARTS, CULTURE, AND EVENTS ADVISORY COMMITTEE, APPOINT ITS MEMBERSHIP AND SET THE DATE OF THE FIRST MEETING**

Cllr White proposed that the terms of reference, subject to minor amendments to the committee name owing to an error and wording regarding membership ensuring it was in line with standing orders, be accepted. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

Cllrs Donfrancesco, Smyth, White, Price, Lokabandhu, Cook, Osborn, Oakden, Manning, Henderson and Cousins indicated their wish to be part of the Advisory Committee.

The date for the first meeting was set for 24 January 2023.

#### **175. TO RECEIVE COUNTY COUNCILLOR REPORTS**

County Councillor Cottle gave a written update ahead of the meeting and urged members to report blocked drains.

County Councillor Hart had not circulated a written report and was not present at the meeting.

#### **176. TO RECEIVE DISTRICT COUNCILLOR REPORTS**

District Councillor Cottle updated members on District Council meetings since the last Town Council meeting and the level of case work.

District Councillor Henderson updated members on District Council meetings since the last Town Council meeting and the Planning Board.

District Councillor Cousins raised issues on behalf of residents including: highways lining, animal welfare in fields and residents parking zones.

District Councillor MacDougall had not circulated a written update and had provided her apologies for the meeting.

#### **177. TO RECEIVE VERBAL UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Napper gave an update on behalf of the Carnival and the bumper crowds experienced this year. Cllr Napper raised that the awards for Carnival were to be given out-of-town because of the cost of the Town Hall, despite the fact that it had been offered at a heavily discounted rate. Members applauded the Carnival Committee's President who was in the public gallery.

Cllr White gave an update on behalf of the Town Deal Board and the successful Open Day held at the Town Hall.

Cllr White also gave an update from Austin Memorial Homes that the rents had been slightly increased and maintenance works to the homes was being undertaken.

**178. MAYOR’S ANNOUNCEMENTS**

The Mayor updated members on events that he had attended as Mayor and reminded members about the Holy Thorn Cutting, taking place on Wednesday 14 December at 10:00.

**179. COMMUNICATIONS AND ANNOUNCEMENTS**

The Town Clerk updated members regarding planned works to some of Glastonbury’s play areas being undertaken by Mendip District Council. These works are using Section 106 funding from housing developments in the Town and the District Council has asked for support for the works in order to draw down the funding. It was proposed by Cllr Smyth to clarify with the District Council which Section 106 money is to be used for these upgrades, and that it does not conflict with the use of funds as decided by the Town Council’s Youth Provision Committee for Abbey Park. Members agreed in principle subject to there being no conflict on the use of Section 106 funds and that agreement is sought from the ward members. This was seconded by Cllr White and **RESOLVED** by majority.

**180. CORRESPONDENCE**

Town Council officers and members had been in receipt of correspondence from a High Street business on the subject of the reinstatement of benches. This had been acknowledged by the Town Clerk and several members who have met with the business owner.

**181. NEWS RELEASES**

The Cutting of the Holy Thorn Ceremony is to be shared via the Town Council’s communication channels.

**182. ACTIONS ARISING FROM THE MEETING**

The Town Clerk had captured the actions arising from the meeting, including: sharing the feedback received regards Remembrance weekend, passing on the recommendations from the Police regarding the War Memorial, writing to the Unitary Authority regarding the charging of business rates, consulting on the Phone Kiosk restoration at Manor House Road, organising and promoting the Warm Space at the Town Hall, amending the Arts, Culture, and Events Advisory Committee Terms of Reference and clarifying Section 106 spending.

**183. TO NOTE THE DATE OF THE NEXT MEETING**

(Extraordinary) Wednesday 14 December 2022  
(Ordinary) 10 January 2023

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