

NEWENT TOWN COUNCIL

Minutes of a meeting of Newent Town Council held on **Monday 28th November 2022** at Newent Community School, Watery Lane, Newent at 7.30pm

Present: Councillors Mrs C Howley (Chairman), Mrs M Duffield, Mrs R Wadley, Mrs J Gooch, Mr R Beard, Mrs K Draper, Mrs K Selwyn, Mrs G Moseley, Ms C Stone, Mrs S Marcovecchio and Mr E Wood

Also present – The Clerk and 6 members of the public.

Public Participation Session

There were no public speakers.

1. To note apologies for absence.

Apologies were accepted from Councillor Mrs W Odhiambo

2. Declarations of Interest on items on the agenda.

The following councillor made declarations of interest on items on the agenda.

Councillor Mr R Beard declared an interest in Item 5.1 'To approve the accounts to be paid'.

3. To approve the Minutes of Council Meeting held on Monday 24th October 2022

The council resolved by majority decision that the Minutes were a true and accurate summary of the meeting and were duly signed by the Vice-Chairman.

4. Clerk's update and matters arising from previous Minutes.

4.1. To note the Clerk's Report

The clerk's report was noted.

5. Finance

5.1 To approve the accounts to be paid.

Payee	Total (£)	Description
Blue Sky Signs Ltd	219.60	PVC Banners & A4 flyers
Chris Hyett	105.00	Pest Control 1 Cemetery 2 Lake
The Farm Consultancy Group	480.00	25ft Christmas Tree
GDR Solutions (UK) Ltd	163.80	First Responder for Christmas
Glassfibre Flagpole Ltd	125.15	Remembrance Flag
GMT Solutions	189.12	<i>Bronze Monthly Support & Phones</i>
Jenny Smith	44.00	Office Cleaning
KJS Accountants Ltd	335.00	Training & Support Accounts
Kompan Ltd	242.88	Rubber Stoppers for seesaw
Lighting & Illumination Tech Exp Ltd	871.28	Rope lights: mini lights: Fixing
Makinson & Co - Chartered Accountants	108.00	Payroll October & November 2022 (£54.00 per month)
MKM BS (Newent) Ltd	26.11	Ecofix Fast Set Fence
Newent Auto Centre Ltd	39.60	BW69KZB AdBlue reduce omission
Newent Community School	30.00	Room Hire 10th & 24th October
Network Connections UK Ltd	777.00	CCTV Maintenance 01.10.22-31.12.22
Newent Initiative Trust	20.00	NNDP Meeting held 01.11.22
Newent Skips	186.00	Skip to clear allotment
OfficeStar Group Ltd - Stationery	6.16	Certex Antibacterial Hand Wash
G D Parker & Co	18.97	Gloves: Broom: Lighter Fluid
Peninsula H&S	195.70	Business Safe: £173.42 29.10.22 & 10.11.22 £22.28
Rap Industries Ltd - Go Display	151.20	Display Boards for NNDP
Roger Beard	94.90	Travel expenses 146m@£0.65 pm
Treework Environmental Practice	786.00	Inspection of Trees by lake
W & N Adams Ltd	396.18	Install Electrical socket
Total	£5,611.65	

The Council by unanimous decision approved the accounts to be paid to a value of **£5,611.65**.

5.2 To note the RFO Reports

The RFO report was noted.

5.3. To note Bank Reconciliation for 31.10.22

The Bank Reconciliation for 31.10.22 was noted

Current Account:	£20,475.65
Deposit Account:	£262,813.96
Total	£283,289.61

5.4 To note Cashbook of 31.10.22

The Cashbook for 31.10.22 was noted.

5.5 To note Earmarked Reserves of 31.10.22

The Earmarked Reserve for 31.10.22 was noted.

Closing Balance **£129,150.95**

5.6. Income & Expenditure Report of 31.10.22

The Income & Expenditure Report for 31.10.22 was noted.

6. **Quarterly Audit Report**

6.1 To note the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley on 19.10.22

The quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley on 19.10.22 was noted.

7. 7.1 To nominate representatives to be on the Planning & Environment Committee (2 Members)

The Council by majority decision elected Councillors Mr E Wood and Ms C Stone to be representatives on the Planning & Environment Committee.

8. **Newent Neighbourhood Development Plan Steering Group**

8.1 To note the minutes of the meeting held on 21.09.22

8.2 To note the minutes of the meeting held on 01.11.22

The minutes of the meeting held on 21.09.22 was noted.

The minutes of the meeting held on 01.11.22 was noted.

9. North & West Gloucestershire Citizens Advice 2022/2/23 Quarter 2 Report

9.1 To note the North & West Gloucestershire Citizens Advice 2022/2/23 Quarter 2 Report.

The clerk is to contact North & West Gloucestershire Citizens Advice regarding further promotions across the town, including them using telephone and face-to-face activities.

The North & West Gloucestershire Citizens Advice 2022/2/23 Quarter 2 Report was noted.

10. Committee Structure

10.1 Communities Committee be merged with the Regeneration Committee, to be called 'Regeneration Committee'.

Council by majority decision resolved that the Communities Committee be merged with the Regeneration Committee, to be called 'Regeneration Committee'.

10.2 Regeneration Committee takes on the duties and roles of the Communities Committee

Council by majority decision resolved that the Regeneration Committee takes on the duties and roles of the Communities Committee.

10.3 Communities Committee become a Sub-group of the Regeneration Committee, to undertake events and other duties, as per the original Terms of Reference, to be amended and updated in January 2023

Council by majority decision resolved that the Communities Committee become a Sub-Committee of the Regeneration Committee, to undertake events and other duties, as per the original Terms of Reference, to be amended and updated in January 2023

10.4 Councillors who are on the Communities Committee be offered a position on the Regeneration Committee.

Council by majority decision resolved that the councillors who are on the Communities Committee to be offered a position on the Regeneration Committee.

10.5 Dates of the Communities Committee meetings become those of the Regeneration Committee

Council by majority decision resolved that the dates of the Communities Committee meetings become those of the Regeneration Committee.

11. Newent Town Council's Community Emergency Response Plan

11.1 To adopt the Newent Town Council Community Emergency Response Plan.

Councillor Ms C Stone left the meeting.

Council by majority decision resolved to adopt the Newent Town Council Community Emergency Response Plan.

11.2 For Newent Town Council's Community Emergency Response Plan to be reviewed, at least annually.

Council by majority decision resolved for Newent Town Council's Community Emergency Response Plan to be reviewed, at least annually.

11.3 To nominate representative(s) to be an Emergency Planning Co-ordinator for Newent Town Council.

Council by unanimous decision resolved that Councillors Mrs K Draper and Mrs R Wadley be Emergency Planning Co-ordinators representing Newent Town Council.

Councillor Ms C Stone returned to the meeting.

12. Installation of Way-Markers to identify measured walk/run routes

12.1 To consult with the local running clubs and community members to identify suitable routes within the lake park and the Arboretum

Councillor Mr R Beard left the meeting.

Councillor Mr R Beard returned to the meeting.

A discussion occurred regarding the installation of Way-Markers.

Council by majority decision resolved to consult with the local running clubs and community members to identify suitable routes within the lake park and the Arboretum.

12.2 To install Way-Marker posts which incorporate arrows, distance markers and rubbing plaques at the suggested intervals around the lake park and Arboretum

Council by majority decision resolved not to install Way-Marker posts which incorporate arrows, distance markers and rubbing plaques at the suggested intervals around the lake park and Arboretum.

12.3 To authorise expenditure up to £2,000 for the above project from the EMR 342 Tourist Information Centre and Leaflet budget

This item cannot proceed as 12.2 did not proceed.

13. Newent Market House & Market Square Transforming Places through Heritage Grant Application

13.1 To submit a funding application to Transforming Places through Heritage, by the deadline date of 9th January 2023

A discussion occurred regarding the transforming places and the heritage grant application.

Councillor Mrs M Duffield left the meeting.

Councillor Mrs M Duffield returned to the meeting.

13.2 To engage with local community groups and organisations in support of the grant Application

13.3 To allocate an initial budget of £1,000 from EMR Market Square Revamp budget to facilitate professional technical advice

Items 13.1, 13.2 & 13.3 were proposed as bloc.

Council by majority decision resolved not to submit a funding application to Transforming Places through Heritage, by the deadline date of 9th January 2023 and subsequent proposals of 13.2 and 13.3.

14. Estate Supervisors Report

14.1 To note the Estate Supervisor's Report

The clerk notified has received notification from the Forest of Dean Distract Council that Full Permission for change of use for The Cemetery Lodge, Water Lane, Newent has been received. It is for change of use from office to residential.

A councillor requested the 'Title of Deeds'.

The clerk commented that these have not been received, as yet.

The Estate Supervisor's Report was noted.

The Chairman closed the meeting at 8.39pm