

NEWENT TOWN COUNCIL

Minutes of the Newent Town Council Annual General Meeting held on Monday 9 May 2016 at the Market House, Newent at 7.30 pm.

Present: Councillors E Wood, D Blick, R Beard, Mrs K Draper, Mrs S Marcovecchio, Mrs J Davies, Mrs M Duncan, Miss M Shere, Mrs C Howley, C Thomas, E Heathfield, J Celino and Mrs P Celino

Also Present – The Clerk, 3 members of the public and 1 member of the press

23.0 Election of the Mayor of the Council

Cllrs Wood and Celino were proposed and seconded. **Record of Voting:** 10 in favour of Cllr Wood, 3 in favour of Cllr Celino. Cllr Wood was duly elected as Mayor and signed the Declaration of Acceptance of Office.

23.1 Election of Deputy Mayor

Cllrs Mrs Davies and Celino were proposed and seconded. Cllr Blick was proposed but not seconded. **Record of Voting:** 9 in favour of Cllr Mrs Davies, 4 in favour of Cllr Celino. Cllr Mrs Davies was duly elected as Deputy Mayor and signed the Declaration of Acceptance of Office.

Cllr Blick was thanked for all his work whilst Deputy Mayor.

Public Participation Session: A member of the public spoke requesting the Council's support in representing Cliffords Mesne at the BT/Fastershire Presentation.

23.2 Apologies – None

23.3 Declarations of Interests

Cllrs Heathfield, Beard, Mrs Draper, Mrs Davies and Miss Shere declared an interest in item 13.1.

(2 Members of the public left the meeting at this juncture)

23.4 Approval of the Minutes of Council meeting held on 25 April 2016

Cllr Blick stated that he had made a proposal at the last meeting that the Rugby Club's lease should be extended for 3 years whilst the future lease is reviewed, although the proposal was not seconded. Cllr Beard confirmed a letter had been sent to the Rugby Club and a response is awaited.

Resolved: To approve the Minutes of the Council Meeting held on 25 April 2016. **Record of Voting:** Proposed by Cllr Wood, All in favour.

23.5 Clerk's Update and Matters Arising

Clerk's Update:

Business Club contribution towards Day Out Advertisement – The Business Club voted against making a contribution this year, as they did not agree with the wording and had no opportunity to make any amendments. If the Council decides to place an advert next year, the Business Club would consider a contribution provided they were allowed to agree the wording.

Listening Post – The Library had been contacted again, but still no response received.

Haygrove Growing volunteering – Haygrove were very enthusiastic regarding the suggestion to help with the Jubilee Walk and this will be arranged in due course.

Arboretum fencing – There is a delay due to the Estate Supervisor having difficulties hiring the appropriate machinery.

Invitation to Business Club – Representatives from the Business Club will attend the next meeting.

Onslow Road traffic calming – Statistics supplied by Highways had been circulated to Councillors and the proposals will undergo a public consultation.

23.6 To appoint Members to serve on the Staff Committee, appointment Committee Chairman and approve Terms of Reference

Resolved: The Terms of Reference are approved, with membership being increased to 5 with a quorum of 4. The Mayor and Deputy Mayor shall not be appointed on to this committee. **Record of Voting:** Proposed Cllr Blick, Seconded Cllr Beard, All in favour.

Resolved: Cllrs Celino, Thomas, Mrs Howley, Mrs Draper and Heathfield are appointed on to the Staff Committee. **Record of Voting:** Proposed Cllr Wood, All in Favour.

Resolved: Cllr Celino is elected as the Staff Committee Chairman. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Heathfield, All in favour.

23.7 To establish a Christmas Lights Committee, appoint Members to serve on the Committee, appoint the Committee Chairman and approve Terms of Reference

Resolved: The Committee is established with Cllrs Mrs Draper, Mrs Davies, Miss Shere, Mrs Celino and Heathfield appointed as Members. **Record of Voting:** Proposed Cllr Wood, All in favour.

Resolved: Cllr Mrs Draper is elected as the Christmas Lights Committee Chairman. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Davies, 12 in favour, 1 abstention.

Resolved: The Committee Terms of Reference are approved. **Record of Voting:** Proposed Cllr Blick, Seconded Cllr Heathfield, All in favour.

23.8 To appoint members to serve on the under mentioned Working Groups

Recreation Ground Lease – **Resolved:** Cllrs Beard, Celino, Heathfield and Mrs Marcovecchio are appointed. **Record of Voting:** Proposed Cllr Wood, All in favour.

Allotment Judging Panel – **Resolved:** Cllrs Wood, Mrs Duncan and Mrs Draper are appointed. **Record of Voting:** Proposed Cllr Wood, All in favour.

Market House Stewards – **Resolved:** The Town Clerk is appointed. **Record of Voting:** Proposed Cllr Wood, All in favour.

23.9 To appoint representatives to undertake specific duties

Snow and Flood Warden – **Resolved:** Cllr Blick is appointed. **Record of Voting:** Proposed Cllr Wood, All in favour.

Planning site meetings representatives – **Resolved:** Cllr D Blick is appointed to cover the central ward and Cllr Mrs Duncan is appointed to cover the outer wards. **Proposed:** Cllr Wood, All in favour.

Reviewing planning applications – **Resolved:** Cllr Mrs Duncan with assistance from Cllr Heathfield. **Record of Voting:** Proposed Cllr Wood, All in favour.

Emergency Planning Co-ordinator – **Resolved:** Cllr Celino is appointed. **Record of Voting:** Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

23.10 To appoint representatives on the under mentioned bodies

<i>Outside bodies</i>	<i>Representative</i>
Parish and Town Council Association	Cllr Beard
Newent Memorial Hall Committee	Cllrs Mrs Howley and Mrs Marcovecchio
Newent United Charity – appointee	Cllr Mrs Howley
Newent Wellness & Leisure Centre*	TBC
Newent Allotment Association	Cllrs Mrs Marcovecchio and Miss Shere
Community Safety Partnership	Cllrs Beard and Celino
Cliffords Mesne Village Hall Committee	Cllr Miss Shere
Gloucestershire Market Towns Forum	Cllrs Celino and Beard
Newent Business Club	Cllrs Mrs Howley and Thomas

Newent Initiative Trust	Cllrs Miss Shere, Mrs Davies and Heathfield
Newent Doctors/Patient Discussion Group	Cllr Miss Shere
Newent Community School & Governing Body Observer**	Cllrs Mrs Davies and Miss Shere
Newent Onion Fayre	Cllr Mrs Celino
Forest of Dean Health Forum	Cllr Mrs Duncan
Forest of Dean Emergency Planning	Cllr Celino
Wye Valley and Forest of Dean Tourism Association	Cllr Thomas

* FODDC to clarify if the Town Council is still entitled to be represented.

** A letter is sent to the new Head offering support from the nominated Councillors.

Resolved: The above Councillors are appointed to represent the Council on the above outside bodies. **Record Voting:** Proposed Cllr Wood, All in Favour.

23.11 Finance

23.11.1 To approve accounts to be paid

Payments made since last meeting	Chq No.	£
Wages		1360.45
GCC	13517	1181.27
HMRC	13518	1729.33
Payments to be considered	Chq No.	£
Shaw & Sons	013565	192.00
Safpro	013566	33.00
G D Parker	013567	105.26
EE	013568	29.30
Zurich Management Services	013569	174.00
Playsafety Ltd	013570	369.60
Xerox Finance	013571	199.48
South West Councils	013572	434.40
ICCM	013573	90.00
Viking Direct	013574	31.19
Glebe Chapel	013575	450.00
Peter Newman	013576	160.00
Shaw & Sons	013577	78.72
Pear Technology	013578	270.00
Petty Cash	013579	89.94
Highleadon Filling Station	013580	204.72
Mainstream Digital	013581	20.16
Glebe Contractors	013582	390.00
Forest Products	013583	20.40

Resolved: The above expenditure is approved, to a value of £7,613.22. **Record of Voting:** Proposed Cllr Wood, All in favour.

Cllr Mrs Duncan asked if financial support is received from the Rugby Club for the pitch maintenance. The only contribution is from the rental charges.

Cllr Blick asked why budget reports were not being presented to the Council. The Clerk confirmed budget reports had been provided until the end of the financial year and, as previously explained, an interim financial system is currently in place and a complete budget report could not be supplied until the new system is installed in June. The Clerk agreed to provide a basic report at the next meeting.

23.12 Correspondence

23.12.1 Newent Initiative Trust – Request for first instalment of grant

(Cllrs Beard, Heathfield, Mrs Draper, Miss Shere and Mrs Davies left the meeting whilst this item was discussed)

Cllrs requested that a copy of the accounts are received for review before a decision is made at the next meeting.

23.12.2 Forest of Dean District Council - BT/Fastershire presentation on 25th May 2016

Cllrs Miss Shere and a resident of Cliffords Mesne will attend the meeting.

23.12.3 Newent Beavers – Request permission to allow the Beavers to cycle around the lake on 24 May or 6 June

Resolved: The request is declined due to the No Cycling rules in place at the Lake. **Record of Voting:** Proposed Cllr Mrs Marcovecchio, Seconded Cllr Mrs Howley, 12 in favour, 1 against.

The Beavers could contact the School or the District Council to use the car park.

23.12.4 GRCC – Road safety events on 19th May and 25th May

No Councillors are available to attend the presentations.

23.13 Planning

23.13.1 Planning applications to be considered

P0513/16/FUL - 6 Birches Lane, Newent
Alterations and extension to dwelling and replacement outbuilding
Resolution: No objection. **Record of Voting:** All in favour.

P0465/16/FUL - Lime Tree Nurseries, Newent
Single storey extension to enlarge kitchen and utility
Resolution: No objection. **Record of Voting:** All in favour.

P0517/16/FUL - Town House, Gloucester Street, Newent
Alterations and extension to existing dwelling. **Resolution:** No objection. **Record of Voting:** 11 in favour, 2 abstentions

P0038/16/Discon - Caerwents Farm, Kents Green, Tibberton
Discharge of condition (03) materials relating to prior approval P0458/15/PMBPA for the conversion of two agricultural barns to 3 dwellings. **Resolution:** No objection. **Record of Voting:** All in favour.

P0225/16/FUL - Springfield, Watery Lane, Newent
Replacement of existing single storey roofs with one mono pitched roof. **Resolution:** No objection. **Record of Voting:** All in favour.

23.13.2 To note planning decisions

The following decisions were noted;

Planning application granted by Forest of Dean District Council

P01267/15/FUL - Land at Graces Pitch, Newent
Erection of a three bedroom dwelling, associated car parking and landscaping.

P0089/15/Discon - Whitegates, Culver St, Newent
Discon of condition (10) layout and specification of play area and play equipment relating to planning permission P1597/09/FUL

23.13.3 To receive and note the Internal Audit report

Cllr Wood thanked Cllr Mrs Howley for all her time and effort in helping prepare the accounts for the internal audit.

Resolved: The report is noted and recommendations will be implemented. **Record of Voting:** Proposed Cllr Blick, Seconded Cllr Heathfield, All in favour.

23.14 To consider the start date for Newent Town Centre phase 4 works

Traders had raised concerns regarding the impact of the works on businesses. A discussion took place regarding the effect during previous phases and the lack of communication with businesses.

Resolved: The improvements should commence on 27th June and finish before the Onion Fayre. **Record of Voting:** Proposed: Cllr Wood, All in favour.

23.15 Future of The Listening Post

Cllr Celino suggested The Listening Post and the pre-Council public session are amalgamated

Resolved: The Listening Post is held 30 minutes prior to each Council meeting and is represented by 3 Councillors. **Record of Voting:** All in favour.

23.16 Representative reports

Cllr Mrs Marcovecchio Report on damage to trees in the Jubilee Walk

Cllr Mrs Duncan Allotment site visit

23.17 Notices and Information

Cllr Mrs Draper said the Brass Band Concert on Sunday was very well attended and an enjoyable event.

23.18 Staff Matters

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

This concluded the open business of the meeting and it was declared closed at 8.45pm