

## NEWENT TOWN COUNCIL

Minutes of the Newent Town Council Meeting held on Monday 12<sup>th</sup> September 2016 at the Market House, Newent at 7.30 pm.

Present: Councillors E Wood (Mayor), Mrs J Davies, D Blick, Mrs S Marcovecchio, Mrs M Duncan, Mrs C Howley, C Thomas, R Beard, E Heathfield, Miss M Shere, Mrs K Draper, V Vesma, Mrs G Moseley

Also Present – The Clerk and 2 members of the public

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Cllr Wood welcomed Cllrs Vesma and Mrs Moseley to the Council.

Cllr Wood congratulated Cllr Heathfield on his successful competition application and for winning £1,000 worth of Christmas lights for the town. The entry has reached the final stage of the competition and Cllr Heathfield will be giving a presentation at the final event.

Public Participation Session: No items raised.

31.0 Apologies – None.

31.1 Declaration of Interests

Cllr Thomas declared an interest in the requests from Soundscape and Voice of Newent.

31.2 Approval of the Minutes of the Council meetings held on 25<sup>th</sup> July 2016 and on 8<sup>th</sup> August 2016.

**Resolved:** The Minutes of the Council Meeting held on 25<sup>th</sup> July 2016 were approved. **Record of Voting:** Proposed by Cllr Wood, All in favour.

**Resolved:** The Minutes of the Council Meeting held on 8<sup>th</sup> August 2016 were approved. **Record of Voting:** Proposed by Cllr Wood, All in favour.

31.3 Clerk's Update and Matters Arising

Cllr Miss Shere asked the Council to send a thank you letter to Gloucestershire Constabulary for the Mounted Police presence in the town and at the Lake to help reduce the issues of anti-social behaviour.

**Town Map** – The map could potentially be erected under the Market House, however, the underground services would need to be checked as the County Council do not have a map. **Resolved:** The necessary equipment should be hired to check where the services are at a cost of £30.00. **Record of voting:** 12 in favour, 1 abstention.

**Anti-social behaviour** – Inspector Chester has been invited to attend a future meeting. The date is yet to be confirmed.

**The bench at Old Maids Walk** – The bench could be moved nearer to the main pathway at a cost of £161.00 + VAT. **Resolved:** The bench and litter bin are moved. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, 12 in favour and 1 abstention.

**Litter bin by Outdoor Gym** - A litter bin could be installed at a cost of £190.00 + VAT and could be purchased from the remaining grant money. **Resolved:** A bin is purchased and installed at a cost of £190.00 + VAT. **Record of Voting:** All in favour.

31.4 To appoint member onto the Christmas Lights Committee

Cllr Mrs Moseley was appointed onto the Committee.

31.5 To appoint representatives to undertake the following duties;

- a. Snow and Flood Warden – No-one was appointed.
- b. Emergency Planning Co-ordinator – Cllr C Thomas.

31.6 To appoint representatives on the undermentioned bodies as required;

- a. Newent Wellness and Leisure Centre – Cllrs Mrs Davies, Miss Shere and Beard.
- b. Community Safety Partnership – Cllr Mrs Moseley.
- c. Newent Onion Fayre Committee – Cllr Vesma.
- d. Forest of Dean Emergency Planning – Cllr Thomas.

31.7 Finance

31.7.1 To approve accounts to be paid

Payments made since last meeting	Chq No.	£
Wages		6664.20
Sage Payroll	13648	313.20
GCC	13713	2059.09
HMRC	13714	1767.27

Payments to be considered	Chq No	£
Snowboy Systems	13649	240.00
GDR Solutions (UK) Ltd	13650	83.94
GAPTC	13651	6.50
Viking	13652	199.14
Ellis Dawe & Son Ltd	13653	35.55
Ermin Plant	13654	93.35
Glos Enterprise Ltd	13655	222.00
Perpetua Press	13656	232.80
Perpetua Press	13657	329.00
Severn Trent Water	13658	660.51
Xerox (UK) Ltd	13659	88.42
Ermin Plant	13660	24.70
Newent Skips	13661	165.00

Glos Playing Fields Association	13662	50.00
Contract Sign Services	13663	213.60
Highleadon Filling Station	13664	232.08
Ermin Plant	13665	169.65
G D Parker	13666	72.89
EE	13667	24.55
Grunsdon Waste Management Ltd	13668	130.82
Mainstream Digital	13669	13.64

**Resolved:** The above expenditure is approved, to a value of £14,091.80. **Record of Voting:** Proposed Cllr Wood, All in favour.

### 31.7.2 Internal Check Report

Cllr Mrs Davies confirmed that an internal check had been carried out on the accounts and that the new accounting system is working well. Cllr Mrs Howley confirmed that all the accounting systems were in place.

### 31.7.3 To agree pitch fees for 2016

The Clerk explained that the pitch fees had previously been agreed in June, however, as the fees and charges will be reviewed as part of the budget process, this year's fees needed to be agreed. The fees and charges working group had reviewed the fees and recommended a 2% increase. **Resolved:** The fees are increased by 2% to £509.00 per pitch. **Record of Voting:** All in favour.

## 31.8 Correspondence

### 31.8.1 Soundscape – Request permission to hold ‘Live at the Lake’ music event on 9<sup>th</sup> July 2017.

(Cllr Thomas left the meeting whilst this item was discussed)

Due to the Brass Band Concert taking place on the second Sunday of each month during summer, the Council would request that the event takes place on third or fourth weekend in July. The date to be agreed at Council.

### 31.8.2 District Councillor Gooch – Request for support for a permanent tribute to Charlotte Dujardin and Carl Hester following their success in the Rio Olympic Games

Cllr Mrs Duncan suggested that the post box next to the Library should be painted gold. **Resolved:** The Council would be happy to support District Councillor Gooch. **Record of Voting:** All in favour.

### 31.8.3 Mrs Carter – Proposal for a dog exercise area at the Lake

Although this was a good idea, it would have an impact on staff resources and a financial cost. The restriction was implemented for a good reason and dogs are allowed off the lead at the arboretum.

**Resolved:** A dog exercise area is not approved. **Record of voting:** 8 in favour, 5 against.

### 31.8.4 Newent in Bloom – Request permission to plant crocuses and daffodils at the Lake. **Resolved:** Permission is granted for planting along the stream edge only. **Record of Voting:** Proposed Cllr Blick, Seconded Cllr Wood, All in favour.

### 31.8.5 Newent Triathlon – Request for financial support

**Resolved:** The Council is unable to provide financial support, however, the Council would be happy to support in other ways if required. **Record of voting:** Proposed Cllr Blick, Seconded Cllr Beard, All in favour.

### 31.8.6 Voice of Newent – Request to hold the Big Lunch at the Lake on 11<sup>th</sup> June 2017

(Cllr Thomas left the meeting whilst this item was discussed)

Due to the Brass Band Concert taking place on the second Sunday of each month during summer, the Council would request that the event takes place on another weekend in July. The date to be agreed at Council.

### 31.8.7 West Dean Parish Council Housing Committee – Request for support for affordable housing in the Forest of Dean

**Resolved:** The Council supports the District Councils percentage based existing figures in each individual town. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Heathfield, 12 in favour, 1 abstention.

### 31.8.8 Newent Rugby Club – Request permission to run a bar on 17<sup>th</sup> September 2016

**Resolved:** Permission is granted. **Record of Voting:** 9 in favour, 2 against, 2 abstentions.

### 31.8.9 Newent & District Business Club – Request the Council to apply to the District Council for free parking on Saturdays in December.

**Resolved:** A request is made to the District Council for free parking on Saturdays in December. **Record of Voting:** All in favour.

## 31.9 Planning

### 31.9.1 Planning applications to be considered

P1066/16/FUL - Plot 6 Graces Pitch, Newent  
Erection of a detached dwelling to be located on existing building footprint (constructed under P1933/09/FUL) and erection of double garage. **Resolved:** No objection. **Record of Voting:** 10 in favour, 1 against, 2 abstentions.

P0473/16/FUL - Merrylees, Tewkesbury Rd, Newent  
Proposed two storey extension and associated alterations.  
**Resolved:** No objection. **Record of Voting:** All in favour.

P1101/16/FUL - Newent Community School, Watery Lane, Newent  
Replacement of two temporary buildings with one permanent teaching block. **Resolved:** No objection. **Record of Voting:** All in favour.

Footpath GNE89 at Foley Road Newent  
Town & Country Planning Act 1990 Section 257. Public Path Diversion Order 2016. **Resolved:** Confirmation is required as to whether the pathway will be open or fenced/alleys. The Council will object to an enclosed pathway for safety reasons. **Record of Voting:** 12 in favour, 1 against.

P0300/16/FUL & P0301/16/LBC - Fledgelings, High Street, Newent  
Conversion of ground floor retail unit to a 2 bedroom flat and refurbishment of existing 1<sup>st</sup> and 2<sup>nd</sup> floor maisonettes. **Resolved:** No objection. **Record of Voting:** 9 in favour, 3 against, 1 abstention.

P1180/16/FUL Land at Graces Pitch, Newent  
Variation of condition (02) approved plans of planning permission P0701/16/FUL to replace a boundary screen wall with a 1.8 m close boarded fence and to add 1.8m close boarded fence to the top part of the retaining wall. **Resolved:** No objection. **Record of Voting:** All in favour.

P0294/16/FUL & P0295/16/FUL - The Poplars, High Street, Newent  
Conversion of annexe to form a two bedroom house and refurbishment of existing dwelling. **Resolved:** No objection. **Record of Voting:** 9 in favour, 4 against.

Application considered in period between Council meetings due to extension of time to consider being unavailable

P0619/16/FUL Newtown Farm, Tewkesbury Road, Newent  
Part-retrospective siting of 51 caravans and one shower/toilet block for use by temporary agricultural workers employed at Newtown Farm - No objection.

### 31.9.2 To note planning decisions

The following decisions were noted;

Planning application granted by Forest of Dean District Council

P0781/16/ADV - Millpark Veterinary Centre, Cleeve Mill Business Park, Cleeve Mill Lane, Newent

Advertisement consent to display one directional sign for Mill Park Vets and one fascia advertisement sign to be erected on Millpark Veterinary Centre

P0931/16/FUL - The Old Rectory, Culver Street, Newent  
Erection of a single storey rear extension

P0698/16/FUL - Freemans of Newent, Town Farm, Gloucester Street, Newent

Creation of staff car park together with loading facility and link corridor

P0955/16/TCA - 40 Church Street, Newent

Removal of x 1 Tamarisk tree at 40 Church St Newent

P0813/16/FUL - Newent Town Council, Newent Cemetery, Watery Lane, Newent

Removal of condition (04) of planning permission P1692/13/FUL to allow use of the cemetery extension before completion of the car park

### 31.10 Estate Management

#### 31.10.1 To discuss the options for the purchase of a fuel tank

**Resolved:** The Council purchases a fuel tank as per information provided at a cost of £1,125.00 + VAT using earmarked reserves and savings in reduced fuel costs. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Beard, All in favour.

#### 31.10.2 To consider options for the willow boat at the Lake

The majority of the willow is now dead and is being held up by several stakes.

**Resolved:** The willow boat is removed. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Beard, 11 in favour, 2 abstentions.

31.10.3 To review Market House report and make a decision on repairs to be carried out.

The stabilisation of the building is a priority. **Resolved:** The Clerk was requested to obtain quotations for repairs to the timbers and to make enquiries for grant funding. **Record of Voting:** Proposed Cllr Wood, Seconded Cllr Mrs Howley, All in favour.

31.10.4 Update on the Jubilee Wildlife Walk project and make decision regarding promotion

Cllr Mrs Howley confirmed the pathway had been installed and levelling of the second area had been completed. The Town Council staff were praised on the work completed. A stall at the Onion Fayre promoting the project was well attended and approximately £186.00 had been raised by residents sponsoring a bat box. An application to Wilkinson's has been made for funding for a wheelchair friendly picnic bench. District Councillor Lawton has agreed to help try to obtain free advertising.

Cllr Wood thanked all the Councillors who had helped with the two Council stands at the Onion Fayre.

31.10.5 Update on possibility of using portable CCTV by the adult gym

To install a lighting column near the adult gym where a camera could be erected would cost approximately £1700.00 + VAT. It was agreed that due to the increased Mounted Police patrols, the anti-social behaviour will be monitored and this would be considered again next year.

31.10.6 To consider quotations and make a decision for the Chapel wall repair.

**Resolved:** Quotation from Company C is approved at a maximum cost of £300.00 + VAT. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Moseley, All in favour.

31.11 To consider applying for the Local Council Award Scheme

Cllr Mrs Davies read out a statement stating the numerous achievements of the Council over the past year and why the Council should apply for the scheme, which could also reduce the misconceptions of the Council not being transparent.

**Resolved:** The Council applies for the foundation level of the Local Council Award Scheme at a cost of £130.00 which will be allocated from the town promotions budget. **Record of Voting:** All in favour.

31.12 To consider working with the Business Club to make Newent a dementia friendly community

Cllr Beard gave some background to the scheme. It was agreed that a working group consisting of Cllrs Beard, Vesma, Mrs Howley and Mrs Marcovecchio fully research what is required and try to engage with the Business Club to progress with the scheme.

31.13 To consider quotations and make decision for lease of office photocopier  
**Resolved:** Quotation from Company A for a 3 year contract at a quarterly rental charge of £140.00 is approved. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Blick, All in favour.

31.14 To review and adopt Freedom of Information Policy Statement and updated Model Publication Scheme

**Resolved:** The Freedom of Information Statement and updated Model Publication Scheme is adopted as circulated. **Record of Voting:** Proposed Cllr Vesma, Seconded Cllr Mrs Davies, All in favour.

31.15 Concerns regarding street hygiene in Newent

Cllr Blick raised concerns regarding the town getting dirtier and the lack of support from the Council to raise this with the District Council. The Clerk was asked to circulate a copy of the street cleansing contract for Councillors to review and this will then be revisited at a future meeting.

(The Council agreed to suspend Standing Order 3W to allow the meeting to continue).

31.16 To review committee and representative reports

Cllr Heathfield

Newent Initiative Trust

Cllr Mrs Draper

Christmas Lights Committee

31.17 Notices and Information

The Clerk was requested to send a letter to the Onion Fayre Committee congratulating them on another successful event.

31.18 To consider vehicle lease contract report

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.