

## NEWENT TOWN COUNCIL

Minutes of the Newent Town Council Meeting held on Monday 26<sup>th</sup> February 2018 at the Market House, Newent at 7.30 pm.

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

Also present – The Clerk and 2 members of the public

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Public Participation Session: No items raised.

68.0 Apologies – Cllr Wood

68.1 Declaration of Interests

Cllr Thomas declared an interest in the accounts to be paid and the correspondence from the Royal British Legion.

68.2 Approval of the Minutes of the Council meeting held on 12<sup>th</sup> February 2018

**Resolved:** The Minutes of the Council meeting held on 12<sup>th</sup> February were approved. **Record of Voting:** Proposed by Cllr Mrs Howley, Seconded Cllr Mrs Moseley, All in favour.

68.3 Clerk's Update and Matters Arising

All actions have been completed.

68.4 Finance

68.4.1 To approve accounts to be paid

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

Payments made since last meeting	Chq No	£
Wages		4071.15
Barclaycard Transactions:		£
Fasthost Internet		3.00
Fasthost Internet		13.99
Payments to be considered	Chq No.	£
Spirex Aquatec	14514	1419.60
Grundon	14515	181.06
Highleadon Filling Station	14516	241.11
Neil Garner (Your Web 2)	14517	430.00
Valuation Office Agency	14518	676.08
Glebe Chapel	14519	450.00
ADT	14520	204.30
Buildbase	14521	36.00
Broxap	14522	456.00

Rajapack	14523	79.19
Trade UK	14524	11.49
C Thomas	14526	83.60
Smiths of the Forest of Dean	14527	48.60

**Resolved:** The above expenditure is approved, to a value of £8,404.37. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, All in favour.

#### 68.4.2 To review budget update report

A query was raised regarding the fishing permits income, the Clerk confirmed it is listed under miscellaneous income, but will be separated in next year's accounts. The Clerk was asked what the anticipated year end will be and responded that there is likely to be a very minimal underspend.

A query was raised regarding the reporting of the accounts and Cllr Vesma agreed to review the system to see if a comparison report can be produced.

#### 68.5 To consider response required to correspondence/consultations received

##### 68.5.1 Forest of Dean District Council – Application for a variation of premises licence at The Cobblers, 7 Church Street

**Resolved:** No objection. **Record of Voting:** Proposed Cllr Blick, Seconded Cllr Mrs Howley, All in favour.

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

##### 68.5.2 Royal British Legion, Newent and District Branch – Help required to organise a 'Coming Home' concert to celebrate the centenary of the end of the First World War

It was agreed that the organisation of the event should be a community effort and the Town Council would like to work with the Royal British Legion. Concerns were raised regarding the date, as the concert would be the day before the Christmas lights switch-on.

**Resolved:** A member of the Royal British Legion will be invited to the meeting on 26<sup>th</sup> March to discuss proposals. The Council will ask if the concert date could be brought forward. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Vesma, All in favour.

#### 68.6. Planning

##### 68.6.1 Planning applications to be considered

P0132/18/FUL – Glencairn Cottage, Cliffords Mesne

Erection of a single storey extension incorporating a 3 bay car port with associated works. **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Vesma, All in favour.

P0976/17/FUL – Site at Lower Newent Woods, Cliffords Mesne

Erection of seven Cabins and two Shepherd's Huts for holiday accommodation with associated structures and works. Revised Plans and Further Revised Plans. **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Beard, 8 in favour, 4 abstentions.

#### 68.6.2 To note planning decisions

PERMITTED

P1869/17/TP0 – 1 Kings Shoot, Court Road, Newent

Works to Copper Beech T1 of TP0191 to reduce the south/southeast side of the tree too provide a 2m clearance between the tree and buildings and remove deadwood.

#### 68.7 Estate Management

##### 68.7.1 To receive the Estate Supervisor's report and agree any actions

The Clerk was asked if the leak at the allotments had been repaired. Severn Trent did attend the site last week, but the Clerk will confirm if the repair has been completed.

A discussion took place regarding the tarmacking of the cemetery paths and road. Some of the tree roots are protruding and cracking and advice from an arboriculturist is required. The Council was asked if it was happy to wait for a couple weeks until the tree survey is completed. **Resolved:** The advice is sought during the tree survey. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, All in favour.

The Council was asked if it is satisfied for the Estate Supervisor to write the specification and tender documents for the tarmacking of the cemetery footpaths and road or if they would prefer to appoint a qualified Civil Engineer who has experience. **Resolved:** The Estate Supervisor should prepare the specification and tender documents and oversee the works. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Beard, All in favour.

### 68.7.2 CCTV – Request from Police to reposition camera in the car park

The Police have requested the camera is repositioned in the car park. A cherry picker would have to be hired to move the camera, at a cost of approximately £120.00. **Resolved:** The Police should use their own equipment to move the camera, at no cost to the Council.

**Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Davies, All in favour.

### 68.7.3 Consideration of proposed Recreation Ground improvements

Cllr Beard gave an overview of some proposed plans that had been previously circulated. The proposal is to replace the existing temporary building with a permanent facility and to apply for funding from the S106 Deed of Variation monies. A lengthy discussion took place and queries were answered on the siting of the building, why it would be separate to the current changing rooms and if additional parking could be considered. **Resolved:** That an application is made for S106 Deed of Variation monies for a community facility at the Recreation Ground. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Vesma, 11 in favour, 1 against.

## 68.8 Strategic Plan

The circulated document was reviewed. The following updates were given;

2C Office accommodation – Cllr Mrs Davies stated that she and the Clerk had met with the vendor last week and put the Council's agreed offer forward, which was not accepted. The vendor was asked what the lowest acceptable offer would be, but there was no negotiation. The former dentists on Market Square and Barclays Bank have been viewed and a meeting will be arranged to discuss the next steps and future options.

1C – Youth Advisory Group – Cllr Heathfield stated a press release about the group had been circulated.

8C – Apprentice/intern – Cllr Heathfield spoke in favour of an office apprentice, which would be very economical and training costs would not have to be paid.

5D – Computerising cemetery records - Cllr Mrs Marcovecchio offered to help. Cllr Beard raised concerns about the time this has taken.

## 68.9 To consider and adopt the Driving at Work Policy

Cllr Vesma pointed out a number of spelling errors and suggested amendments. **Resolved:** The Driving at Work Policy is adopted, subject to the changes agreed. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, All in favour.

## 68.10 To consider tourist information centre report

Cllr Thomas gave an overview of the previously circulated update report. The proposal would cost approximately £550.00, which includes items for selling. The Library staff would deal with customers and there would be a 20% charge for selling items. The Clerk stated that she would need to understand the financial system if the Council agreed to progress the service.

## 68.11 Remembrance poppies

Cllr Mrs Howley proposed erecting large poppies throughout the town in November. The poppies would be erected and taken down at the same time as the Christmas lights. **Resolved:** The proposal to erect large poppies in the town is approved and Cllr Mrs Howley is to liaise with the Estate Supervisor. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Blick, All in favour.

## 68.12 Proposal to appoint a steering group to review the process for developing a Neighbourhood Development Plan

Cllr Mrs Moseley gave an overview of a briefing paper that was circulated. **Resolved:** A Working Group is set up to consider the feasibility of creating a Neighbourhood Development Plan and report back to the Council. Members of the group will be Cllrs Mrs Wadley, Mrs Howley, Mrs Marcovecchio, Mrs Moseley, Heathfield, Mrs Davies and Thomas.

## 68.13 To appoint a representative for the Forest Economic Partnership

Some Councillors felt the group needed more business representation. No Councillors volunteered.

## 68.14 To receive committee and representative reports

Cllr Mrs Davies	A talk on dog fouling is being given to Picklenash School and a competition will be launched to design a poster
Cllrs Mrs Davies, Mrs Moseley and Vesma	Town and Parish Liaison meeting
Cllr Mrs Davies	Market House Stewards 'thank you' coffee morning
Cllr Mrs Wadley	Transport Forum meeting
Cllr Mrs Moseley	Flood Relief Scheme
Cllr Mrs Howley	A Remembrance Day lunch being organised by the Memorial Hall
Cllr Mrs Howley	MacMillan Coffee Morning on 29 <sup>th</sup> September in the Memorial Hall

Cllr Mrs Marcovecchio

Litter on the school field. Request for Street Warden to give a talk to the students

The Mayor declared the meeting closed at 9.00 pm.