

NEWENT TOWN COUNCIL

Minutes of the Newent Town Council Meeting held on Monday 14th October 2019

Present: Councillors Mrs J Davies (Mayor), Mrs C Howley, E Heathfield, Mrs M Duncan, Mrs G Moseley, Mrs W Odhiambo, R Beard, A Ralph, A Jones, Ms C Birkan, Mrs R Wadley, Mrs Marcovecchio

Also present – District Councillor Mrs Gooch, the Clerk and 5 members of the public

Public Participation Session: One member of the public spoke regarding office accommodation and raised concerns regarding the length of the process.

10.1 Apologies – Cllr Mrs Draper

10.2 Declaration of Interests

Cllr Beard declared an interest in the accounts to be paid.

Cllr Mrs Howley declared an interest in planning applications P1488/19/FUL and P1503/19/FUL.

10.3 Approval of the Minutes of the Meeting held on 23rd September 2019

Resolved: The Minutes of the Council meeting held on 23rd September 2019 were approved. **Record of Voting:** Proposed by Cllr Beard, Seconded Cllr Heathfield, 10 in favour, 2 abstentions.

10.4 Clerk's Update and Matters Arising

All correspondence has been sent.

Extension to the Arboretum Car Park – To increase the manoeuvring space to 5.5m, as requested by the Council, the Estate Supervisor has identified that a maple tree would need to be felled. This raised concerns by some councillors. **Resolved:** The tree is felled to allow the additional manoeuvring space, as agreed at the previous meeting. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Beard, 6 in favour, 4 against, 2 abstentions.

Bus Shelter – Although this has been ongoing for several months, the replacement bus shelter will be installed in due course. The insurance company have offered to provide an upgraded shelter and Gloucestershire County Council have agreed to fund the additional costs. **Resolved:** The addition of a 3 bay full end panel shelter with full width seating is approved, providing the costs are covered by Gloucestershire County Council.

Record of Voting: Proposed Cllr Ms Birkan, Seconded Cllr Mrs Wadley, All in favour.

Cllr Ms Birkan made reference to item 09.15 and stated that there is no reference under the Health and Safety Act 1974 to stop lone working and the Clerk is not authorised to interpret legal advice. Cllr Ms Birkan along with Cllr Heathfield will be undertaking councillor surgeries on the second Thursday of each month. Cllr Ms Birkan stated that the Clerk had been invited to undertake a risk assessment but the Clerk did not feel it important enough to turn up. The Clerk completely refuted this comment.

Councillors were reminded that in April 2018 the Council had resolved to cease Listening Posts and there was some disagreement during the discussion.

Cllr Beard proposed to move to next business, which was seconded by Cllr Mrs Duncan.

10.5 Finance

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

10.5.1 To approve accounts to be paid

Payments made since last meeting	Chq No	£
Wages	BACS	7783.82
Payments to be considered	Chq No.	£
Domain Communications	15222	104.83
EE	15223	26.71
Buildbase	15224	75.75
Northway Parish Council	15225	84.00
Highleadon Filling Station	15226	81.14
Ermin plant	15227	161.58
GMT Solutions	15228	93.12
Vision Office Technical Services	15229	48.18
Peninsula	15230	173.42
Perpetua Press	15231	142.80
Grundon Waste	15232	126.48
Highleadon Service Station	15233	212.77
Black Dog	15234	204.00
Mainstream Digital	15235	6.24
Archer Signs	15236	23.82
R Beard	15237	17.55
Lighting and Illumination Technology	15238	1242.67
G Highton	15239	25.99
GD Parkers	15240	183.22

Resolved: The above expenditure is approved, to a value of £10,818.09. **Record of Voting:** Proposed by Cllr Mrs Howley, Seconded Cllr Mrs Marcovecchio, 10 in favour, 1 abstention.

10.5.2 To consider fees and charges proposal for 2020/21

A report from the Working Group had been circulated. The only recommended changes would be an increase of £1.00 for the market stall and the removal of fishing permit charges for children under 16.

Cllr Mrs Howley did state that if the fees and charges are approved then they should remain for the full year without changes being made. **Resolved:** The following fees and charges are approved;

Cemetery fees:

EXCLUSIVE RIGHT OF BURIAL – FOR A PERIOD OF 100 YEARS	
Grave Purchase including first interment	£200.00 no interment
Infant under three years	Change to under 5 - Free
INTERMENTS (excluding any labour charges)	
Burial:	
First interment	£100.00
Subsequent re-opening	£70.00
Cremation:	
Cremated Remains Grave including first interment	£100.00
Subsequent re-opening	£50.00
Scattering of Ashes in Garden of Remembrance	£40.00
MONUMENTS, GRAVESTONES, TABLES etc	
Memorial Headstone – not exceeding 3 ft in height including base	£100.00
Memorial Headstone – infant under 3 years – not exceeding 2 ft in height including base	Change to under 5 - £45.00
Added Inscription to Headstone	£50.00
Kerb Set (where applicable)	£100 (existing only)
Cremation Memorial Tablet Maximum 22”H x 20”W (including plinth) Base stone 35”L x 23 1/2”W	£60.00
Added Inscription on Tablet	£50.00
Garden of Remembrance Plaque – single 6” x 4”	£50.00
Garden of Remembrance Plaque – double 6” x 8”	£60.00
MISCELLANEOUS	
Transfer of ownership	£30.00
Memorial bench	Cost of purchase & £100

Double fees are applicable for grave purchases if deceased lived outside of the Parish of Newent.

All other fees and charges:

Market House	£5.00 per hour Cleaning charge of £20.00 for large events
Market Stall	£47.00
Fishing Permits	£10.00 Adult Free for under 16's
Fishing Competitions	£25.00
Events at the Lake inc use of electricity if required	£25.00 all day commercial £15.00 all day charity £12.50 half day (3.5 hours) commercial £7.50 half day (3.5 hours) charity
Memorial Bench	£100.00 plus cost of bench
Memorial Tree	£50.00 plus cost of tree

Record of Voting: Proposed Cllr Heathfield, Seconded Cllr Jones, 10 in favour, 2 abstentions.

10.5.3 To consider applying for an Allstar fuel card

Resolved: The Council applies for Allstar fuel cards as required, payments to be made by Direct Debit. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Wadley, All in favour.

10.6 To consider response required to correspondence/consultations received

10.6.1 Newent in Bloom – To consider a wild daffodil walking trail at the Arboretum and Lake

Comments were made that the cultivated daffodils already around the Lake would need to be removed before the wild daffodils could be planted. **Resolved:** The Town Council supports Newent in Bloom's proposal on a progressive basis and the Arboretum would be planted first. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Moseley, All in favour.

10.6.2 District Councillor Mrs Gooch – Request the Council give consideration to make a pledge to Glow Gloucestershire Wellbeing – Positive actions for better mental wellbeing

Several Councillors spoke in support of this important initiative. **Resolved:** The Council approved to make the following pledge – Newent Town Council pledges to support mental health and wellbeing, by supporting local organisations that promote and educate mental wellbeing. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Jones, All in favour.

10.6.3 St Mary's Church – Invitation to participate in the Christmas Tree Festival

Resolved: The Council will participate again in this year's Christmas Tree Festival. **Record of Voting:** Cllr Mrs Howley, Seconded Cllr Heathfield, 11 in favour, 1 abstention.

10.6.4 Freedom Leisure – Request to hold an Xplorer event at the Lake on 1st November between 11 am – 1 pm

Resolved: The request is approved. **Record of Voting:** Proposed Cllr Mrs Marcovecchio, Seconded Cllr Jones, All in favour.

10.7 Planning

10.7.1 Planning applications to be considered

P1521/19/AG – Agricultural and Forestry Development

Application for determination as to whether prior approval is required for further details. The Green Farm, Cliffords Mesne, Newent

Prior notification for the erection of an agricultural building for the storage of hay and machinery. **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Beard, All in favour.

(Cllr Mrs Howley left the meeting whilst applications P1488/19/FUL and P1503/19/FUL were discussed)

P1488/19/FUL – Glebe Chapel, Glebe Close, Newent

Variation of Condition 02 (Approved Plans) of planning permission P1746/17/FUL to allow for addition of windows to north and south elevations to plots 6 and 7. **Resolved:** No objection, providing the glass is opaque and the neighbouring properties have been notified of the changes. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Ms Birkan, All in favour.

P1503/19/FUL – Glebe Chapel, Glebe Close, Newent

Sub-division of Plot 3 (as approved by planning permission P1746/17/FUL) to form No.2 dwellings with associated car port, parking and works. **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Moseley, All in favour.

P1146/19/FUL – Holly Tree Cottage, The Row, Cliffords Mesne, Newent

Change of use of paddock land to residential curtilage including the erection of a two storey annexe ancillary to main dwelling with associated works. Demolition of existing garage – revised plans.

Resolved: No objection. **Record of Voting:** Proposed Cllr Mrs Wadley, Seconded Cllr Ms Birkan, All in favour.

P1487/19/FUL – Newent Converters, Midwinter Transport Ltd, Strawberry Hill, Newent

Change of use of land to B8 use for the storage of containers and caravans. Erection of a 2.4m perimeter fence.

Two residents' letters of objection were circulated. **Resolved:** Objection. The road is an inaccessible country lane and not suitable for vehicles towing trailers or the increase in the volume of traffic. There is no detail regarding the lighting that will be installed and any proposed lighting will cause substantial light pollution which will have an impact on both neighbouring properties and the environment.

Record of Voting: Proposed Cllr Mrs Duncan, Seconded Cllr Heathfield, 11 in favour, 1 abstention.

P1494/19/FUL – Scarr House, The Scarr, Newent

Installation of 12 no. 330w solar panels on mounting trays including associated generators and isolators. **Resolved:** No objection.

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

10.7.2 To note planning decisions

PERMITTED/CONSENT

P1275/19/TCA – Cheapside, Church Street, Newent

Crown lift x 1 Ash Tree on the north building side of the tree to provide a clearance between the crown and building of 2 m

P0053/19/Discon – Black Dog Inn, Church Street, Newent

Discharge of Conditions 05 (Cycle facilities), 07 (Construction Method Statement), 08 (Sound Insulation), 09 (Lighting), 12 (Biodiversity Enhancement Scheme), 13 (Root Protection Areas), 14 (Foul and surface water drainage), 19 (Materials), 20 (Boundary treatment) and 21 (Landscaping) of planning permission 0831/18/FUL

P1328/19/FUL – 1 The Stables, Southend Lane, Newent,

Variation of Condition 02 (approved plans) of planning application P0415/19/FUL to allow for amendments to approved fenestration, roofing and external facing materials

P1317/19/FUL – The Red Lion, 2 Broad Street, Newent

Variation of Condition 02 (approved plans) of planning permission P0334/19/FUL in order to fully remove a wall, rather than creating an opening within it. Discharging condition 3,4, 5 and 6

P0085/19/Discon – Glebe Chapel, Glebe Close, Newent

Discharge of Conditions 06 (Biodiversity Enhancement Scheme) and 07 (hard and soft landscaping) of planning permission P1746/17/FUL

P0879/19/FUL – Woodland View Farm, Great Bouldson, Newent

Erection of a replacement storage building. (Part retrospective)

P1399/19/FUL – Yew Tree Inn, Cliffords Mesne, Newent

Erection of a single storey extension

REFUSED

P1153/19/FUL – 14 Glebe Road, Newent

Erection of a 2 bed (attached) dwelling with associated works. (Demolition/removal of existing chalet and ancillary outbuildings). (Revised scheme).

10.8 Estate Management

10.8.1 Request to purchase and install hedgehog boxes at the Lake/Old Maids Walk

Resolved: The Council will purchase 5 hedgehog boxes at a cost of £100.00. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Beard, 10 in favour, 2 abstentions.

10.8.2 Cemetery Lodge Historic listings consultation

Historic England has received an application to add the Cemetery Lodge to the List of Buildings of Special Architectural or Historic Interest. An assessment will take place on 24th October. It was agreed that the Council will make comments once the report has been received.

10.9 To consider the recommendation from the Staff Committee to re-adopt the following policies;

10.9.1 Absence Management Policy

Resolved: The updated Absence Management Policy is approved. **Record of Voting:** Proposed Cllr Mrs Wadley, Seconded Cllr Mrs Howley, 11 in favour, 1 abstention.

10.9.2 Capability Procedure

Resolved: The Capability Procedure is approved. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Wadley, 11 in favour, 1 abstention.

10.9.3 Equality Policy

Resolved: The Equality Policy is approved. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Beard, All in favour.

10.9.4 Health and Safety General Policy Statement

Resolved: The Health and Safety General Policy Statement is approved. **Record of Voting:** Proposed Cllr Mrs Odhiambo, Seconded Cllr Mrs Howley, 11 in favour, 1 against.

10.9.5 Driving at Work Policy

Resolved: The updated Driving at Work policy is approved. **Record of Voting:** Proposed Cllr Mrs Odhiambo, Seconded Cllr Mrs Moseley, All in favour.

10.9.6 Leave Policy

Resolved: The updated Leave Policy is approved. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Wadley, All in favour.

10.10 To consider quotations and make decision for lease of office photocopier

Resolved: The current lease is extended for two years. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, All in favour.

10.11 Office Accommodation – Court Lane

The Working Group had viewed Court Lane and the flat is no longer part of the sale. The Council were asked if they would agree to an independent valuation taking place. If the Council agreed to take this forward, another public consultation would need to take place.

Numerous comments were made including, all Councillors should be given the opportunity to view the premises before making a decision, it was reported last time that it was too small and the rent was too expensive – it was confirmed that the property was never going to be rented, the space is not much bigger than The Lodge,

This item was deferred until Councillors are given the opportunity to view the premises.

10.12 To consider potential Visitor Information Centre at the Library

A report regarding working with Newent Library to set up a Visitor Information Centre was considered. The service can be developed over time but the initial set up would include signage, leaflets and staff dealing with enquiries. **Resolved:** That the Council agrees to work with the Library service to set-up a Tourist Information Centre in Newent Library at an initial cost of approximately £820.00 plus £30 per month plus staff time for enquiries. £1,500 to be allocated from the Solar Community Fund income for this year. **Record of Voting:** Cllr Mrs Wadley, Seconded Cllr Mrs Moseley, All in favour.

10.13 To approve newsletter

The newsletter article regarding the NDP will be updated from the circulated press released. **Resolved:** The newsletter is approved. **Record of Voting:** Proposed Cllr Mrs Davies, Seconded Cllr Mrs Howley, 11 in favour, 1 abstention.

10.14 To receive committee and representative reports

Due to time constraints some reports would be reported at the next meeting.

Cllr Heathfield	Youth Advisory Group meeting with young anglers
Cllr Mrs Wadley	Forest of Dean Health Forum
Cllr Mrs Moseley	NDP - this month's meeting had been cancelled
Cllr Mrs Moseley	Mental health first aid course, undertaken as a District Councillor
Cllr Mrs Duncan	Doctors Patient Forum
Cllr Mrs Howley	Civic event – Ledbury Fair
Cllr Mrs Howley & Heathfield	Dog owner education event at the Arboretum with the Street Wardens
Cllr Mrs Howley	Dymock NDP consultation
Cllr Mrs Davies	Ledbury Civic Service

10.15 Notices and information

The Clerk informed the Council that following a bidding process for the pressure washer from the District Council, Newent had been allocated the pressure washer.

Cllr Mrs Moseley reported that Gladmans had made an appeal regarding the development on Bradford's Lane.

Cllr Mrs Moseley gave an update from the NDP consultation event, where approximately 200 people attended. 1000 questionnaires had been printed and the deadline for completed forms to be returned is 21st October 2019.

The Mayor declared the meeting closed 8.58 pm.