

NEWENT TOWN COUNCIL

Minutes of the online Newent Town Council Annual General Meeting held on Monday 5th May 2021 at 7.00 pm.

Present: Councillors Mrs C Howley, Mrs M Duffield, E Heathfield, Mrs S Marcovecchio, Mrs K Draper, R Beard, Mrs R Wadley, Mrs G Moseley, Mrs K Selwyn, Mrs W Odhiambo, A Ralph, Mrs J Gooch

Also present – The Clerk, District Councillor Vesma and 2 members of the public

43.1 Election of the Mayor of the Council

Cllr Mrs Howley was proposed by Cllr Mrs Marcovecchio and seconded by Cllr Beard. **Record of Voting:** 8 in favour, 2 abstentions. Cllr Mrs Howley was duly re-elected as Mayor and signed the Declaration of Acceptance of Office.

43.2 Election of Deputy Mayor

Cllr Mrs Duffield was proposed by Cllr Mrs Howley and seconded by Cllr Mrs Selwyn. **Record of Voting:** 9 in favour, 1 abstention. Cllr Mrs Duffield was duly elected as Deputy Mayor and signed the Declaration of Acceptance of Office.

Public Participation Session:

(Cllr Mrs Odhiambo and District Cllr Vesma joined the meeting at this juncture)

A member of the public firstly congratulated the Mayor on her appointment. The resident raised concerns regarding the lack of information published on the website and that no search function was available.

43.3 Apologies – Cllr Ms Birkan

43.4 Declaration of Interests - None

43.5 Approval of the Minutes of the Council meeting held on 26th April 2021

Cllr Heathfield stated he had joined the meeting during the public participation not at the end of it.

Cllr Mrs Gooch stated that she had requested it be recorded that she was unhappy with the previous minutes and 41.6 was not a true record.

(Cllr Mrs Howley lost connectivity at this juncture and Cllr Mrs Duffield took over as meeting Chair)

P919, 42.7 – Cllr Mrs Gooch had said at the meeting that she had emailed the Staff Committee and did not receive a response.

P924, 42.15 – The proposer was Cllr Mrs Howley and not Cllr Beard.

(Cllr Mrs Howley re-joined the meeting)

Resolved: The Minutes of the Council meeting held on 26th April 2021 be amended as above and are approved. **Record of Voting:** Proposed by Cllr Mrs Moseley, Seconded by Cllr Beard, 9 in favour, 2 abstentions.

43.6 Clerk's Update and Matters Arising

Face to face meetings – The school hall has been booked. A sound system is being investigated.

Correspondence has been sent as required.

Other items are being actioned.

(Cllr Mrs Selwyn joined the meeting at this juncture)

A query was raised regarding the advertisement for the weekend litter picker. Cllr Mrs Draper responded to say the advert had not be published as yet, but would be shortly.

(Cllr Mrs Howley resumed as Chair)

43.7 Finance

43.7.1 To approve accounts to be paid

Payments made since last meeting		£
Flowercraft	BACS	50.00
Payments to be considered	Chq No.	£
ICCM	BACS	95.00
South West Councils	BACS	534.00
Glebe Chapel	BACS	450.00
EE	BACS	90.04
Viking	BACS	246.53

Resolved: The above expenditure is approved, to a value of £1,465.57. **Record of Voting:** Proposed by Cllr Mrs Marcovecchio, Seconded by Cllr Beard, All in favour.

43.8 To appoint Members from nominations submitted to serve on the Staff Committee and appoint the Committee Chairman

There were more nominations received than the required membership number. First round of voting:

Cllr Mrs Draper –10 in favour, 2 abstentions

Cllr Mrs Howley – 9 in favour, 3 abstentions

Cllr Mrs Duffield – 11 in favour, 1 against

Cllr Heathfield – 4 in favour, 7 against, 1 abstention

Cllr Mrs Marcovecchio – 9 in favour, 3 abstentions

Cllr Beard – 8 in favour, 1 against, 3 abstentions

Cllr Mrs Wadley – 5 in favour, 4 against, 3 abstentions

Cllr Heathfield did not receive the sufficient votes and therefore was eliminated from the second round of voting.

Second round of voting:

Cllr Mrs Draper – 8 in favour, 1 against, 3 abstentions

Cllr Mrs Howley – 9 in favour, 3 abstentions

Cllr Mrs Duffield – 11 in favour, 1 against

Cllr Mrs Marcovecchio –9 in favour, 3 abstentions

Cllr Beard – 8 in favour, 1 against, 3 abstentions

Cllr Mrs Wadley – 4 in favour, 4 against, 4 abstentions

Cllr Mrs Howley used her casting vote in favour of Cllr Wadley and subsequently withdrew her nomination, resulting in the required number of Committee members. **Resolved:** Cllrs Mrs Draper, Mrs Duffield, Mrs Marcovecchio, Beard and Mrs Wadley are appointed on to the Staff Committee.

Resolved: Cllr Mrs Draper is re-elected as Chairman. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Marcovecchio, 10 in favour, 2 abstentions.

43.9 To approve the Staff Committee Terms of Reference

Concerns were raised regarding the proposed terms of reference including: the Council is in breach of standing orders and the proposal would be in breach of the financial regulations, agreeing to 5 councillors having half the annual budget delegated to them for spending would be a dereliction of duty.

Other comments made included: what is the point of having a Staff Committee if all councillors have to make the decisions, the Staff Committee deal with a lot of private issues, if councillors have queries they could speak to the Committee, staff need to trust in the Committee, the majority of the budget are the set salaries, it is about accountability to the public.

Cllr Heathfield put forward the following proposal – The Terms of Reference are approved subject to the following two amendments:

First amendment – To replace the purpose with - The purpose of the Staffing Committee is to oversee the organisation, employment and terms and conditions of the Council and to make appropriate recommendations to the Council for ratification.

Second amendment – To remove the confidentiality statement and replace with – Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public exclusion from part or all of the meeting shall be by resolution which are good reasons for the public exclusion.

Cllr Heathfield requested a recorded vote be taken. **Record of Voting:** Proposed Cllr Heathfield, Seconded Cllr Mrs Wadley, in favour – Cllrs Heathfield, Mrs Wadley, Mrs Gooch, Ralph, Beard. Against – Cllrs Mrs Marcovecchio, Mrs Moseley, Mrs Draper, Mrs Duffield, Mrs Howley, abstentions – Cllrs Mrs Odhiambo, Mrs Selwyn.

Cllr Mrs Howley was required to use her casting vote and voted in favour of the proposal. **Resolved:** The Committee Terms of Reference are approved, subject to the above amendments.

- 43.10 To appoint Members from nominations submitted to serve on the Christmas Lights Committee and appoint the Committee Chairman

Resolved: Cllrs Mrs Draper, Heathfield, Mrs Duffield, Mrs Howley and Mrs Odhiambo are appointed on to the Christmas Lights Committee and Cllr Mrs Draper is re-elected as Chairman. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Marcovecchio, All in favour

- 43.11 To approve the Christmas Lights Committee Terms of Reference

Resolved: The Terms of Reference are approved. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Wadley, All in favour.

- 43.12 To appoint members from nominations submitted to serve on the under mentioned Working Groups;

Nominations received are listed below against each working group

	Working Group	Councillor nominations
a)	Market House Stewards	No nominations received
b)	Office Accommodation	Mrs Howley, Mrs Duffield, Mrs Gooch, Heathfield, Mrs Selwyn, Beard
c)	Youth Action Group	Mrs Gooch, Heathfield, Mrs Wadley, Mrs Selwyn
d)	Neighbourhood Development Plan	Mrs Howley, Mrs Moseley, Mrs Wadley, Mrs Selwyn
e)	Events	Mrs Howley, Heathfield

f)	Town Planting	No nominations received
g)	Review of Young Person Facilities	Mrs Gooch, Heathfield, Mrs Wadley, Mrs Selwyn
h)	Traffic & Parking	Mrs Howley, Beard
i)	Town Promotions & Marketing	Mrs Gooch, Mrs Odhiambo
j)	Motorhome Sites	Mrs Howley
k)	Litter Picks	Mrs Marcovecchio
l)	Town Regeneration (Grant Funding)	Mrs Gooch, Mrs Selwyn, Mrs Odhiambo
m)	Climate Emergency	Mrs Moseley, Mrs Selwyn
n)	Lake Gateway	Mrs Howley, Heathfield, Mrs Marcovecchio
o)	Cemetery Gateway & Friends	Mrs Moseley, Heathfield, Mrs Selwyn
p)	Electric Car Charging	Mrs Howley, Mrs Wadley, Mrs Selwyn, Beard
q)	Market Square	Mrs Gooch, Mrs Marcovecchio, Mrs Moseley
r)	Residents Community Groups	Mrs Moseley, Mrs Selwyn, Mrs Odhiambo
s)	Chapel Building	Mrs Gooch, Mrs Moseley, Mrs Wadley, Mrs Selwyn

Resolved: Nominations for working groups listed above are approved.

Record of Voting: Proposed Cllr Mrs Gooch, Seconded Cllr Mrs Draper
All in favour.

43.13 To appoint representatives from nominations submitted to undertake the following duties;

a) Snow and Flood Warden – Cllr Mrs Selwyn

b) Emergency Planning Co-ordinators – Cllrs Mrs Howley, Mrs Duffield and Mrs Selwyn.

c) Allotment inspections and competition judges – Cllr Mrs Marcovecchio

Resolved: The nominations for the above are approved: **Record of Voting:** Mrs Duffield, Seconded Mrs Draper, All in favour.

No nominations had been received from councillors willing to undertake the quarterly internal checks. Councillors were reminded this was a requirement under the Standing Orders and Financial Regulations and two councillors must undertake the checks, although those who are bank signatories are not able to do so.

e) Lead Councillors for Amenity Sites. **Resolved:** Cllrs Mrs Howley, Mrs Marcovecchio and Heathfield are appointed. **Record of Voting:** Proposed Cllr Mrs Duffield, Seconded Cllr Mrs Draper, All in favour.

f) Dementia Awareness Representative. Cllrs Mrs Gooch and Mrs Selwyn put their names forward, but only one representative is required. Both councillors gave a short statement as to why they should be considered.

Record of Voting: For Cllr Mrs Gooch, 4 in favour, 4 against, 4 abstentions. For Cllr Mrs Selwyn 8 in favour, 4 against. **Resolved:** Cllr Mrs Selwyn is appointed as the Dementia Awareness Representative.

g) Armed Forces Covenant Lead. Cllrs Mrs Howley, Mrs Gooch and Mrs Selwyn put their names forward, but only one representative is required.

Record of Voting: For Cllr Mrs Howley 8 in favour, 3 against, 1 abstention. For Mrs Gooch 3 in favour, 4 against, 4 abstentions. For Mrs Selwyn 3 in favour, 4 against, 4 abstentions. **Resolved:** Cllr Mrs Howley is appointed as the Armed Forces Covenant Lead.

43.14 To appoint representatives from nominations submitted on the under mentioned bodies as required

Cllr Mrs Howley confirmed that correspondence had been received from the Memorial Hall confirming they no longer required a Town Council representative on the Committee.

	Outside bodies	Cllr nominations
a)	Parish and Town Council Association	None received
b)	Newent Memorial Hall Committee	n/a
c)	Newent United Charity – appointee	Mrs Howley
d)	Freedom Leisure Joint Liaison Group	Mrs Gooch
e)	Newent Allotment Association	Mrs Marcovecchio
f)	Cliffords Mesne Village Hall Committee	Mrs Wadley
g)	Gloucestershire Market Towns Forum	Beard
h)	Newent Business Club/Liaison	Mrs Howley, Mrs Odhiambo, Beard
i)	Newent Initiative Trust	Mrs Gooch, Mrs Moseley, Mrs Selwyn

Resolved: The nominations above are approved as listed. **Record of Voting:** Proposed Cllr Mrs Mosely, Seconded Cllr Mrs Wadley, All in favour

j)	Newent Doctors/Patient Discussion Group	Mrs Duffield *
k)	Newent Onion Fayre	Heathfield
l)	Forest of Dean Health Forum	Mrs Wadley
m)	Wye Valley and Forest of Dean Tourism Association	Mrs Gooch
n)	Forest Youth Association	Mrs Selwyn
o)	Forest Economic Partnership	Mrs Odhiambo
p)	Dolphin Club Committee	Heathfield
q)	Forest Executive Committee	Mrs Selwyn

*Cllr Mrs Selwyn withdrew her nomination for the Newent Doctors/Patient Discussion Group.

Resolved: The above nominations are approved as listed. **Record Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Draper, All in favour.

43.15 To consider response required to correspondence/consultations received

43.15.1 DRP Group – Request to use lake area for filming purposes

A lengthy discussion took place, comments included concerns regarding wildlife being disturbed, if its bad weather the path could become very muddy, parking will need to be agreed with FODDC, would the Council charge? There may be privacy issues relating to the drone, could help put Newent on the map. Residents would be supportive, would Newent be named in the film, who would the film be for? Could the car parking be free to allow people to watch?

Resolved: The Council accepts the suggestion in principle and await further details. **Record of Voting:** Proposed Cllr Mrs Moseley, Seconded Cllr Beard, 11 in favour, 1 against.

43.16 Planning

43.16.11 Planning applications to be considered

P0653/21/APP Land at The Willows (also known as Sirocco), Horsefair Lane

Approval of reserved matters (access, appearance, landscaping, layout and scale) in relation to outline permission P0317/20/OUT (allowed on appeal APP/P1615/W/20/3261805) for a low carbon energy efficient self-build dwelling. Discharge of conditions 04 (site levels), 05 (foul and surface water drainage), 06 (access and parking), 07 (electric vehicle charging) and 08 (construction method statement). Revised plans/information. **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duffield, Seconded Cllr Mrs Gooch, All in favour.

43.17 Update on appointment of Town Clerk & RFO

Cllr Mrs Draper informed the Council that only one application had been received. Both an online and face to face interview had taken place. Unfortunately, the applicant was not appointed. The position is being readvertised with a closing date of 28th May and interviews taking place on 4th June.

43.18 To receive committee and representative reports

Cllr Mrs Duffield was pleased to confirm that planning permission had been granted for the town sign, which will be erected shortly.

The Mayor declared the meeting closed 8.24 pm.