

NEWENT TOWN COUNCIL

Minutes of a meeting of Newent Town Council held on **Monday 24th October 2022** at Newent Community School, Watery Lane, Newent at **7.45pm**.

Present: Councillors Mrs M Duffield (Chairman), Mrs R Wadley, Mrs J Gooch, Mrs K Selwyn, Mrs G Moseley and Ms C Stone.

Also present – The Clerk and 9 members of the public.

Public Participation Session

Speaker 1

A member of the public spoke against item 11 Market to your Door (MTYD).

Speaker 2

A member of the public spoke in favour of item 11 Market to your Door (MTYD).

Speaker 3

A member of the public spoke against item 11 Market to your Door (MTYD).

Speaker 4

A member of the public spoke in favour of item 11 Market to your Door (MTYD).

1. To note apologies for absence.

Apologies were accepted from Councillors Mr R Beard, Mrs K Draper, Mrs C Howley, Mrs W Odhiambo, Mrs S Marcovecchio and Mr D Tinson

2. Declarations of Interest on items on the agenda.

The following councillor made declarations of interest on items on the agenda.

Councillor Mrs G Moseley declared an interest in Item 13. Allotment Fees.

3. To approve the Minutes of Council Meeting held on Monday 26th September

The council resolved by majority decision that the Minutes were a true and accurate summary of the meeting and were duly signed by the Chairman.

4. Clerk's update and matters arising from previous Minutes.

4.1. To note the Clerk's Report

The clerk's report was noted.

5. Finance

5.1 To approve the accounts to be paid.

Payee	Total (£)	Description
Air Water Fish Ltd	2,672.56	Aquawheel aerator for the lake-Paid from EA Grant
Canopy Creative Network	5,500.00	Grant Pay Town Event -EMR 371
Chris Hyett	105.00	Pest Control Sept 2022
Ellis Dawe & Son Ltd	13.42	Philmac 32mm Elbow Unit
Ermin Plant	374.07	30/09/2022 Petrol Belle Mixer 30/09/2022 Powered Auger: Tools: H&S gear 14/10/2022 363916 Equipment to clear fallen tree
Forest of Dean District Council	4,825.69	Elections Recharge Vacant Post
GMT Solutions	144.71	VGA cable work computer Bronze Monthly Support
Gloucestershire Playing Fields Assoc	100.00	Annual Membership Renewal
Jenny Smith	46.97	Office Cleaning September 2022
KJS Accountants Ltd	335.00	Professional Accountancy
Ledbury Garden Machinery	38.50	Spare Machine parts
Makinson & Co - Chartered Accountants	108.00	Payroll September 2022 Reworking of Payroll Sept
MKM BS (Newent) Ltd	316.52	Bulk Bags of Stone: Pre-packed Bags Sand & Gravel Fence Panels Green 1.8m
Newent Community School	63.00	Room hire 11 & 25 July 2022 Room hire 26 September 2022 Room hire 8 August 2022
OfficeStar Group Ltd - Stationery	73.41	Office supplies: copier paper + supplies
G D Parker & Co	90.12	Double sided tape Brick Lime Water pump pliers :fuses: bleach Nuts: Gaffer Tape: WD40 Taps-allotments
Peninsula H&S	195.70	Business Safe
Perpetua Press	168.48	New Ad Deputy Clerk August Market House Stewards Advert
Snowboy Systems	366.00	Falling Snow Effect Machine
St Mary's Church	4,200.00	St Mary's Youth Work Grant
Tetlow King Planning Ltd	1,860.40	Resubmission Planning Rec Grd
Total	21,597.55	

The Council by unanimous decision approved the accounts to be paid to a value of **£21,597.55**

5.2 To note the RFO Reports

The RFO report was noted.

Bank Reconciliation of 30.06.22

5.3. To note Bank Reconciliation for 30.09.22

The Bank Reconciliation for 30.09.22 was noted

Current Account: £11,505.05

Deposit Account: £317,797.66

Total £329,302.71

5.4 To note Cashbook of 30.09.22

The Cashbook for 30.09.22 was noted.

5.5 To note Earmarked Reserves of 30.09.22

The Earmarked Reserve for 30.09.22 was noted.

Closing Balance £129,171.32

5.6. Income & Expenditure Report of 30.09.22

The Income & Expenditure Report for 30.09.22 was noted.

6. Annual Audit

6.5 To note the Conclusion of the Annual Audit for the Year Ended 31st March 2022

The Conclusion of the Annual Audit for the Year Ended 31st March 2022 was noted.

6.6 To note that the Annual Conclusion of Audit has been published

The Annual Conclusion of Audit that has been published was noted.

7. Newent Neighbourhood Development Plan (NNDP) Steering Group

7.1 To note the minutes of the meeting 20.07.22

The minutes of the meeting 20.07.22 was noted.

8. Representation on Outside Bodies Reports

8.1 To note Newent Neighbourhood Flood Association (NNFA) report from Councillor Mrs R Wadley

The Newent Neighbourhood Flood Association (NNFA) report from Councillor Mrs R Wadley was noted.

9. Planning & Environment Committee's Terms of Reference

9.1 That the Planning & Environment Committee's Terms of Reference be changed to a membership of seven members, with a quorum of three members.

The Council by unanimous decision approved that the Planning & Environment Committee's Terms of Reference be changed to a membership of seven members, with a quorum of three members.

10. Strategic Plan

10.1 To review Newent Town Council's Strategic Plan 2023-2028

The Council reviewed Newent Town Council's Strategic Plan 2023-2028.

11. Market to your Door (MTYD)

11.1 MTYD be granted consent on a trial basis of 6 months to operate from the Market Square free of charge at the following times, the first and third Friday per month from 1.15pm until 4.30pm includes setting up & removing. The second and fourth Friday per month from 8.30am until 12.45pm all subject to providing an approved risk assessment, public liability insurance and food hygiene certificate.

The proposal was withdrawn.

12. Regeneration Committee (2 Members).

12.1 To nominate representations to be on the Regeneration Committee (2 Members).

The Council by unanimous decision elected Councillors Mrs J Gooch and Ms C Stone to the Regeneration Committee.

Councillor Mrs G Moseley left the meeting.

13. Allotment Fees

13.1 That the allotment fees for the season 1st November 2023 to 31st October 2024 be increased and that these fees are increased incrementally upon size of plot, as in previous years.

The Council by unanimous decision resolved that the allotment fees for the season 1st November 2023 to 31st October 2024 be increased as follows:

- £54 per full plot
- £27 for a half plot
- £14 for a quarter plot

With discounts for prompt payment to be kept the same.

Councillor Mrs G Moseley returned to the meeting.

14. Staff Appraisals

14.1 The Chairman of Finance and Staffing Committee to appraise the Clerk directly with one other councillor from the Finance & Staffing Committee, or as per Standing Order Section 19c.

The Council by unanimous decision resolved that the Chairman of Finance and Staffing Committee to appraise the Clerk directly with one other councillor from the Finance & Staffing Committee, or as per Standing Order Section 19c.

14.2 The Clerk to be responsible for all the staff reviews and appraisals, without the presence of a councillor

The Council by unanimous decision resolved that the Clerk be responsible for all the staff reviews and appraisals, without the presence of a councillor.

15. Forest of Dean District Council Member's Champion Report 2019-2022

15.1 To note the Forest of Dean District Council Member's Champion Report 2019-2022 from District Councillor Mrs Julia Gooch

The Forest of Dean District Council Member's Champion Report 2019-2022 from District Councillor Mrs Julia Gooch was noted.

16. Warm Spaces Network Initiative

16.1 To approve a budget of £300 for the printing of leaflets and posters for the Warm Spaces Network Initiative with funds to be taken from the Community Projects budget 4901.

An amendment was proposed:

To approve a budget of up to £100 for the printing of leaflets and posters for the Warm Spaces Network Initiative with funds to be taken from the Community Projects budget 4901.

The Council by unanimous decision approved a budget of up to £100 for the printing of leaflets and posters for the Warm Spaces Network Initiative with funds to be taken from the Community Projects budget 4901.

Councillor Mrs G Moseley left the meeting.

17. Christmas Lights

17.1 The office is instructed to place an order with Blue Sky Signs, for the artwork, banners, and flyers advertising the Christmas light switch on event.

The Council by unanimous decision approved to instruct the office to place an order with Blue Sky Signs, for the artwork, banners, and flyers advertising the Christmas light switch on event.

The cost of £189.00 plus Vat to be taken from the Christmas lights budget.

18. Estate Supervisor's Work Report

18.1 To approve the quotation of £396.15 to replace the box and move it to the front of the building with funds to be taken from the Christmas lights budget Code 500 4905.

The Council by unanimous decision approved the quotation of £396.15 to replace the box and move it to the front of the building with funds to be taken from the Christmas lights budget Code 500 4905.

18.2 To note the Estate Supervisor's Report
The Estate Supervisor's Report was noted.

The Chairman closed the meeting at 8.57pm