

NEWENT TOWN COUNCIL

Minutes of a meeting of Newent Town Council held on **Monday 27th June 2022** at Newent Community School, Watery Lane, Newent at **7.30 pm**.

Present: Councillors Mrs M Duffield, Mrs G Moseley, Mr R Beard, Mrs R Wadley, Mr D Tinson, Mrs K Selwyn, Mrs W Odhiambo and Mrs K Draper

Also present – The Clerk and 3 Members of the public

The councillors welcomed Councillor Daniel Tinson to the council and meeting.

Public Participation Session

There were no public speakers.

1. To note apologies for absence

Apologies were accepted from Councillors Mrs S Marcovecchio, Mrs J Gooch and Mrs C Howley.

2. Declarations and Interest on items on the agenda

There were no declarations of interest.

3. To sign as a correct record the Minutes of the Council meeting held on Monday 23rd May 2022

The Council by majority decision agreed that the Minutes were a true and accurate summary of the meeting and were duly signed by the Deputy 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
Chamberlain Nurseries	1549.50	Town Centre Planting
Chris Hyett	105.00	Pest Control April 2022
Mrs D Morley	525.00	Project Support 30.05.22-16.06.22
Ermin Plan	642.67 38.59	Cherry Picker; safety harness; Cement Mixer
GAPTC	30.00	GAPTC Councillor Training for 26.05.22

GMT Solutions	135.12	Bronze Monthly IT Support Plan
Jenny Smith	76.00	Office Cleaning April
KJS Accounts Ltd	737.50	Training; audit Year End; AGAR
Ledbury Garden Machinery	100.94 137.80	Spark plugs; air filters Battery; filter kit; truck
Makinson & Co - Chartered Accountants	66.00 54.00	Payroll and Staff calculations Payroll June 2022
MKM BS (Newent) Ltd	23.02 24.89 30.79 23.02	Cement Sand Gravel mix Cement Gravel Sand mix 25x50 type sawn treated batten Cement & Gravel bags & mix
Newent Auto Centre Ltd	20.68 20.00	Tube fitting vehicle Puncture Repair 23.05.22
Newent Community School	15.00	Room Hire 13.05.22
Newent Initiative Trust	40.00	Newent Neighbourhood Development Plan Meetings 18.05.22&15.06.22
nPower	21.44	CCTV 01.05.22-31.05.22
Office Star Group Ltd - Stationery	53.01	Stationery; Labels; Files
G D Parker & Co	53.95 22.98 51.12	Broom; tape; H&S Cable ties; barrier tape Rake; hammer; bolts; screws
Peninsula H&S	173.42 22.28	Business Safe Business Safe June 2022
Perpetua Press	150.00 42.00	New Ad for Cllr Vacancy Flag Design for Community
Rialtas Business Solutions Ltd	474.00	Rialtas Annual Licence 24.04.22
Society of Local Council Clerks	410.00	CiLCA Course Portfolio
Streetmaster (South Wales) Ltd	125.28	Aston Steel Plaque Memorial
Total	5,995.00	

The Council by unanimous decision approved the accounts to be paid to a value of £5,995.00.

5.2 To note the RFO Report

The RFO's report was noted.

Name of Payer	Receipts (Income) for May		£ Amount Received
			Balance Brought Fwd. from April 2022: £253,332.68
Banked	05/05/2022	£290.00	
Tylers Memorials			£110.00
Smiths Funerals			£70.00
Tylers Memorials			£110.00
Banked	11/05/2022	£175.00	
Funeral Services Ltd			£65.00
RGR Memorials Ltd			£110.00
Banked	20/05/2022	£1,057.00	
Tylers Memorials			£55.00
Smiths Funerals			£300.00
Smiths Funerals			£300.00
Co-op Funeral			£300.00
Ralph			£102.00
Banked	24/05/2022	£0.01	
PayPal Code 8026			£0.01
Banked	27/05/2022	£2.51	
Lloyds Bank			£2.51
Banked	31/05/2022	£650.00	
Land Registry			£650.00
May Total Income		2,174.52	2,174.52
Cashbook Totals		255,507.20	

May Payments Made		
Payee Name	£ Total Amount	Transaction Detail
Glebe Chapel	450.00	Office Rent
EE	100.26	Mobile phone charges
Lex Autolease Ltd	378.98	28.04.22-27.05.22 car lease
All Star Business Solutions	113.62	Fuel DS66FDV
British Telecommunications Plc	54.12	01.04.22-30.04.22 CCTV Library
Spoton Internet Website	54.00	Website connection May 2022
Perpetua Press	112.32	Parish Assembly Advert
Ermin Plant	44.33	Single Drum Roller
GMT Solutions	135.12	Bronze Monthly Support
KJS Accounts Ltd	737.5	Accountancy Service April 2022
Just Bin Bags Ltd	283.25	160 Gauge Bags 200 per box
Citizens Advice Bureau	1,500.00	Grant Funding to CAB for 22/23
Peninsula H&S	173.42	Business Safe
GDR Solutions (UK) Ltd	172.80	First Aid Responder Queen Jubilee

Tindle Newspapers Wales &	288.00	Deputy Clerk Advert
Viking Direct	43.09	Paper; Stamps; stationery
Lloyds Bank	10.93	Service Charge
Barclaycard	32.37	Fasthost; Zoom for April 2022
Information Commissioners Office	40.00	Information Commissioners GDPR Renewal
Viking Direct	12.50	Book of stamps
EON -The Cemetery Lodge	29.30	Electric to 30.04.22
Vision Office Technical Service	97.97	Copier charges to 26.04.22
EON-Market House	224.48	Electric up to 30.04.22
Grundon Waste Management Ltd	167.96	Monthly Waste April
Lex Autolease Ltd	263.69	Lease DS66FDV 07.04.22-06.05.22
Gloucs LGPS	2,532.37	Pension Period 2 May 2022
HMRC	2,245.75	HMRC Tax Period 2 May 2022
Salaries	7,344.80	Salaries Period 2 May 2022
EON-Cemetery Chapel	37.00	Electric to 05.05.22
EON-Court Road Lake -Water Fountain	131.30	Electric to 30.04.22
IGNYTE with FoD & Wye Valley	180.00	Visit Dean Wye Valley 12 month
Ermin Plant	191.28	1.4 Ton Digger; fuel; bucket
Rialtas Business Solutions Ltd	720.00	Year End Close 12.05.22
Direct Autos	280.07	Full Service DS66FDV
Peninsula H&S	22.28	Business Safe
GAPTC	733.75	HR Deputy Clerk Recruitment
Newent Community School	144.90	Room Hire 11/12/27 April
Total	20,083.51	

May Payments Made		
Payee Name	£ Total Amount	Transaction Detail
2Commune Technology for Councillor emails	180.00	Renew name .gov.uk email
G D Parker & Co	15.48	Gloves and handle
Pear Technology Services Ltd	270.00	Supp. MAPPA Cemetery 30.04.23
MKM BS (Newent) Ltd	22.51	Lake Concrete Fixings posts
Playsafety Ltd	336.00	Annual Inspection Play Equipment
Newent Association for the Dis	35.00	Council parking
Viking Direct	115.16	Display Boards for Advertising
All Star Business Solutions	102.64	Diesel DS66FDV
Forest of Dean District Council	540.00	Garden Bins Annual Licence
Water Plus Ltd	6.74	Water 01.04.22-29.04.22 Cemetery
Newent Sublimation Printing	110.00	3x 3ftx4.5ft banners Jubilee
A Studio Edition	600.00	Valegro Cleaning 29.05.22
EE	102.98	Mobile 23.05.22-22.06.22
May- Payments	2,436.51	
Total Payments for Month of May	22,520.02	

Balance Carried Fwd.	232,987.18	
Cashbook Totals	255,507.20	

Name of Payer	Receipts (Income) up to 17 th June 2022 (£)	£ Amount Received
		Balance Brought Fwd from May 2022: £232,987.18
Banked	07/06/2022	1,520.00
FODDC		1,520.00
Banked	09.06.2022	3.08
Lloyds Bank		3.08
Banked		275.00
Parkers: Phillips Burial		165.00
Williams Burial		110.00
Banked		12,945.05
HMRC		12,945.05
Total Receipts up to 17th June 2022		14,743.13
		14,743.13
Cashbook Totals		247,730.31

Payments Made up to 17 th June 2022		
Payee Name	£ Total Amount	Transaction Detail
Glebe Chapel	450.00	Office Rent June 2022
Zoom Video via Paypal	14.39	Zoom 20.05.22-19.06.22
All Star Business Solutions	102.64	Fuel 17.05.22 BW69KZB
Viking Direct	104.24	Stamps & Paper for Community and council meetings
Lex Autolease Ltd	378.98	Lease BW69KZB
British Telecommunications Plc	54.12	CCTV 01.05.22-31.05.22
Spoton Internet Website	54.00	Domain Name July
All Star Business Solutions	27.88	Fuel
Daniel Cordell Lake Carving	3,752.00	Tree carving 16-21 May & Stay
Chez Rachel Lucas	100.00	Queens Jubilee Music Artist
Ms Poppy A Waterman-Smith	100.00	Poppy Waterman-Smith Music Jubilee
nPower	21.58	CCTV Electric 01.04.22-30.04.22
Lloyds Bank	12.17	Bank Charges 10.04.22-09.05.22
Water Plus Ltd	6.54	Cemetery 29.04.22-05.05.22
All Star Business Solutions	100.74	Fuel: BW69KZB 06.06.2022
Petty Cash	96.81	Petty Cash
Barclaycard	110.22	Fasthost; SP Flags;
June 17.06.22 payments	5,486.31	

Balance carried Forward	242,244.00	
Cashbook Totals	247,730.31	

5.3 To Note Income & Expenditure Report 31.05.2022

The Income and Expenditure Report 31.05.2022 was noted.

6. Public Work Loan

Public Work Loan wording to be approved for the Department of Levelling Up, Housing & Communities.

6.1 To approve the resolution to borrow from the Public Works Loan Board.

Following the Public Consultation, that ran from Friday 27th August 2021 until Thursday 30th September 2021.

Following the meeting held on 25.10.21.

6.1 It was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £58,000 over the borrowing term of 7.5 years for the essential repairs and works to the Market House, Newent.

The annual loan repayments will come to around £8,200.00.

It is also intended to increase the council tax precept for the purpose of the loan repayments by £8,200.00 which is the equivalent of an additional £3.80 a year.

The Percentage rate being 2.64%.

This was subject to a precept increase consultation.

The council, by unanimous decision approved the Public Work Loan wording.

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7. Deed of Gift to Newent Town Council

7.1 To decide on whether to accept the Deed of Gift from JBM Solar Projects

The council resolved that the consideration of the Deed of Gift be delayed until the planning process has been concluded.

8. Annual Governance and Accountability Return (AGAR)

8.1 To note Explanation of Variances 2021-2022

The council noted the Explanation of Variances 2021-2022.

8.2 To complete and approve the Annual Governance Accounting Statement for 2021/22

The council completed and approved the Annual Governance Accounting Statement for 2021/22 by unanimous decision.

9. Earmarked Reserves 2022-2023

9.1 To review and note Earmarked Reserves Balance

A councillor commented that electric vehicle charging points (EMR 370) may be made available in the future, as part of a plan with partner agencies. This is to be investigated further and EMR funding is to be retained for this purpose.

A councillor asked about the Emergency Planning (EMR 340) and why the carry forward is specifically for £674.00.

The clerk commented that this was historically carried forward from a previous year and will aim to find out why it is such a specific figure.

The council reviewed and noted the Earmarked Reserves Balance for 2022/2023.

10. Bank Reconciliation & Cashbook of 30.04.2022

10.1 To note Bank Reconciliation for 30.04.2022

The council noted the Bank Reconciliation for 30.04.2022.

10.2 To note Cashbook for 30.04.2022

The council noted the Cashbook for 30.04.2022.

11. Bank Reconciliation of 31.05.22

11.1 To note Bank Reconciliation for 31.05.2022

The council noted the Bank Reconciliation for 31.05.2022.

11.2 To note Cashbook for 31.05.2022

The council noted the Cashbook for 31.05.2022.

12. Balance Sheet 31.03.22

12.1 To complete and approve the Balance Sheet 31.03.22

The council by unanimous decision completed and approved the Balance Sheet 31.03.22.

13. Bank Reconciliation Proforma 31.03.22

13.1 To complete and approve the Bank Reconciliation Proforma

The council by unanimous decision completed and approved the Bank Reconciliation Proforma 31.03.22.

14. Poll Cards Newent North-East

14.1 To agree to pay the Forest of Dean District Council, up to £6,200.00 for Poll Cards for the By-Election for the North-East Ward and Newent Central Ward, if required, from the Elections budget.

The council, by unanimous decision agreed to pay the Forest of Dean District Council, up to £6,200.00 for Poll Cards for the By-Election for the North-East Ward and Newent Central Ward, if required, from the Elections budget.

15. Estate Supervisors Report

15.1 To note the Estate Supervisors Report

Councillors thanked the Estate's Team for their efforts over the last few months in making the town look vibrant and welcoming.

The suggestion was made to keep the bunting up to at least Christmas 2022.

The fencing around the Cemetery Lodge is to be removed in the coming weeks.

A councillor commented that a thank you letter should be written to the supplier, for having donated the fencing for free for such a long time.

The Estate Supervisor's Report was noted.

16. Direct Debit

16.1 To agree a Direct Debit for nPower

The council by unanimous decision agreed to a Direct Debit for nPower.

16.2 To agree to a Direct Debit for PayPal

The council by unanimous decision agreed to a Direct Debit for PayPal.

17. Nominations to committees

17.1 To nominate representation to the Communities Committee & Council Representation to external bodies.

Nominations are requested for the following:

- Communities Committee - Vice-Chairman
There were no nominations to the post of Communities Committee - Vice-Chairman.
- Wye Valley and Forest of Dean Tourism Association
There were no nominations to the Wye Valley and Forest of Dean Tourism Association.
- Forest Youth Association (part of Forest Voluntary Action Forum)
The council by unanimous decision resolved that Councillor Mrs K Selwyn be the Forest Youth Association representative.
- Forest of Dean Executive Committee
The council by unanimous decision resolved to defer representation to the Forest of Dean Executive Committee as further information is required as to the purpose and nature of the Forest of Dean Executive Committee.

18. Newent Town Leaflet

18.1 The council proceeds with the update of the Discover Newent leaflet, advertising space is sold to Newent Businesses at the cost stated (£400.00) that a sum of up to £600.00 is taken from the Earmarked Reserved budget to cover the cost of printing.

The council by unanimous decision agreed to proceed with the update of the Discover Newent leaflet, advertising space being sold to Newent Businesses at the cost stated (£400.00) that a sum of up to £600.00 is taken from the Earmarked Reserved budget to cover the cost of printing.

19. Fishing Bailiffs

19.1 To agree to the recruitment of four community volunteers as Fishing Bailiffs on behalf of Newent Town Council

The council by unanimous decision agreed to the recruitment of four community volunteers as Fishing Bailiffs on behalf of Newent Town Council.

The Deputy-Chairman closed the meeting at 20.59pm