

## **NEWENT TOWN COUNCIL**

Minutes of a meeting of Newent Town Council held on  
**Monday 27<sup>th</sup> February 2023 at Room G4 Newent Community School, Watery Lane, Newent at 7.40pm**

Present: Councillors Mrs C Howley (Chairman), Mrs M Duffield, Ms C Stone, Mrs G Moseley, Mrs J Gooch, Mrs S Marcovecchio, Mrs K Draper, Mr R Beard, Mrs K Selwyn, Mrs R Wadley and Mr E Wood

Also present – The Clerk and 6 members of the public.

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### **Public Participation Session**

#### Speaker 1

A member of the public spoke in favour of Item 9 Newent Onion Fayre Event 2023, and commented the event is scheduled for September 2024, not 2023.

#### **1. To note apologies for absence.**

Apologies were accepted from Councillor Mrs W Odhiambo.

#### **2. Declarations of Interest on items on the agenda.**

There were no declarations of interest.

#### **3. To approve the Minutes of Council Meeting held on Monday 23<sup>rd</sup> January 2023**

The council resolved by a unanimous 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  |
|---------------------------------------|---|--|
| CEF (Gloucester)                      | 26.04   | Light Bulbs Market House   |
| City Fire Protection Ltd              | 160.62  | Site Inspections H&S   |
| Chris Hyett                           | 105.00  | Pest Control   |
| Ermin Plant                           | 24.19<br>335.28<br>539.48<br>59.59<br>280.22<br>33.60<br>339.84 | Chapel Security Fencing<br>Cemetery Fencing<br>Diesel Boom & Fuel (Christmas event)<br>H&S Gloves: Helmet/ear muffs<br>Woodchipper: Fuel: Blades<br>Petrol Mixer-rotating-benches<br>Excavator: H&S equipment: bench |
| Forest Landscape Ltd                  | 672.00<br>427.44  | Picnic Benches & Tables x2<br>Landscape Sleeper - Lake area  |
| GMT Solutions                         | 189.12<br>30.00   | Bronze Monthly Support IT<br>Dualmon Remote Connect links  |
| Jenny Smith                           | 66.00   | Office Cleaning Jan & Feb 2023   |
| KJS Accountants Ltd                   | 412.50<br>412.50  | Monthly Retainer Accounts Service<br>Training & Support Feb 2023   |
| Makinson & Co - Chartered Accountants | 54.00<br>54.00  | Payroll January 2023<br>Payroll February 2023  |
| MKM BS (Newent) Ltd                   | 74.80<br>12.00<br>25.94<br>46.46                                | Sand & Gravel Mix & Cement<br>Everbuild Survey line<br>Cement & Blocks & Bags<br>Hex Bolts & Post Fixings  |
| Newent Community School               | 30.00   | Hire 09.01.23 & 23.01 2023   |
| Newent Recreation Ground Trust        | 15,000.00   | Pavilion Build Grant   |
| Newent Skips                          | 186.00<br>186.00  | Skips to allotment clear plots<br>Recreation Ground Area skip  |
| National Test Services Ltd            | 283.50  | Various Site Tests H&S   |
| G D Parker & Co                       | 35.98<br>3.00   | Side Cutters: Spanner Set<br>Grinder Discs   |
| Peninsula H&S                         | 173.42<br>22.28   | Business Safe<br>Business Safe February 2023   |
| Perpetua Press                        | 109.00  | 1000 Warm Spaces Leaflets  |
| Geosphere Ltd                         | 288.00  | NNDP Parish On-line Mapping  |
|                                       |   |  |
| <b>Total</b>                          | <b>20,697.80</b>  |  |

The Council by a unanimous decision approved the accounts to be paid to a value of **£20,697.80**

## 5.2 To note the RFO Report

The RFO report was noted.

## 5.3 To note Bank Reconciliation of 31.01.23.

The Bank Reconciliation for **31.01.23** was noted.

|                  |                     |
|------------------|---------------------|
| Current Account: | £58,741.11          |
| Deposit Account: | £224,732.97         |
| <b>Total</b>     | <b>£ 283,474.08</b> |

## 5.4 To note Cashbook of 31.01.23.

The Cashbook for 31.01.23 was noted.

## 5.5 To note Earmarked Reserves of 31.01.23.

The Earmarked Reserves for 31.01.23 was noted.

Closing Balance **£192,604.19**

## 5.6. Income & Expenditure Report of 31.01.23

The Income & Expenditure Report for 31.01.23 was noted.

## 6. **Policy Reviews and updates**

### 6.1 To approve the Terms of Reference for Committees

The council resolved by a unanimous decision to approve the Terms of Reference for Committees.

### 6.2 To approve the Complaints Procedure

The council resolved by a unanimous decision to approve the Complaints Procedure.

### 6.3 Community Winter Action Plan

A discussion occurred regarding grit bins.

The council are asking the Planning & Environment Committee to review the location of grit bins and follow-up on questions as to who is responsible for the installation of grit bins at new developments.

The council resolved by a unanimous decision to approve the Community Winter Action Plan.

#### 6.4 Bring Your Own Device

The council resolved by a unanimous decision to approve the Bring Your Own Device policy.

#### 6.5 Code of Conduct

The council resolved by a majority decision to approve the Code of Conduct policy.

#### 6.6 Risk Assessment

The council resolved by a unanimous decision to approve the Risk Assessment.

### 7. **King Charles III Coronation**

7.1 A sum of £500.00 is earmarked for the King's Coronation from the town promotion budget to allow for the hire of a cherry picker to erect the bunting and flags, a week prior to the Coronation, or a time suitable to the Estates Team.

The council resolved by a unanimous decision to approve that the sum of £500.00 is earmarked for the King's Coronation from the town promotion budget to allow for the hire of a cherry picker to erect the bunting and flags, a week prior to the Coronation, or a time suitable to the Estates Team.

### 8. **CCTV – Police use of Library**

8.1 That the council agrees that the clerk writes to the Police & Crime Commissioner on behalf of the Town Council requesting a face-to-face meeting, in order to impress upon them the importance of a CCTV network in Newent.

A discussion occurred regarding the cctv coverage within the town.

It was commented that:

- Prior to installation of the cctv system across the town, councillors had visited the Waterwells site and viewed the cctv systems that were already up and running.
- The systems in Newent are used by the police and should remain in position, situated within the library.
- The cctv produces results for the police.
- Partner agencies and the local community want it to remain, as it also contributes to reassurance and deterrent against crime and anti-social behaviour.
- The police have commented that they appreciate having its use in the library.

- The police no longer have full use of the library and are being supported by the Town Council & St Mary's Church, to enable them to have 'rest spots' within the town.
- The Town Council is trying to support the police as much as possible.
- The police are unable to access the cctv system remotely, on handheld devices, as they do not have the resources for that. Therefore, a physical presence in Newent is needed at an appropriate site.

The council resolved by a unanimous decision to approve that the clerk writes to the Police & Crime Commissioner on behalf of the Town Council requesting a face-to-face meeting, in order to impress upon them the importance of a CCTV network in Newent.

## **9. Newent Onion Fayre Event 2023**

9.1 To approve permission for the Newent Onion Fayre Committee to use the arboretum as the main venue for a weekend event, either the first or second weekend in September 2023.

As discussion occurred regarding Item 9, and an amendment to the original item was proposed as follows:

"To approve in principle permission for the Newent Onion Fayre Committee to use the arboretum as the main venue for a weekend event, either the first or second weekend in September 2024 and for the clerk to contact the Onion Fayre Committee to discuss council concerns and for the Onion Fayre Committee to come back with answers to those concerns".

The council resolved by a majority decision to approve in principle permission for the Newent Onion Fayre Committee to use the arboretum as the main venue for a weekend event, either the first or second weekend in September 2024 and for the clerk to contact the Onion Fayre Committee to discuss council concerns and for the Onion Fayre Committee to come back with answers to those concerns.

## **10. North & West Gloucestershire Citizen Advice - Quarter Three Report**

10.1 To note the quarter three report from North & West Gloucestershire Citizen Advice

It was requested that the North & West Gloucestershire Citizen Advice service reissue its telephone number and confirm that they will be in the town on Thursdays to coincide with the foodbank.

The quarter three report from North & West Gloucestershire Citizen Advice was noted.

**11. Early Warning Device on Peacock Brook**

11.1 For Newent Town Council to agree to fund the on-going maintenance for the early warning device on the Peacock Brook at an annual cost up to £400 p.a. including insurance, from either the Communities Project Budget or General Reserves.

As discussion occurred regarding Item 11, and an amendment to the original item was proposed as follows:

“For Newent Town Council to agree to fund the on-going maintenance for the early warning device on the Peacock Brook at an annual cost up to £400 p.a. including insurance, from the Emergency Planning budget.”

The council resolved by a majority decision to approve to fund the on-going maintenance for the early warning device on the Peacock Brook at an annual cost up to £400 p.a. including insurance, from the Emergency Planning budget.

**12. To note District and County Councillor Reports**

12.1 To note the report from District Councillor Mrs Julia Gooch

The report from District Councillor Mrs Julia Gooch was noted.

12.2 To note the report from County Councillor Gill Moseley

The report from County Councillor Gill Moseley was noted.

12.3 To note the report from District Councillor Gill Moseley

The report from District Councillor Gill Moseley was noted.

**13. Grants**

To decide on the following grant application forms for activities occurring from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, to be paid from 2023/2024 financial year grants budget.

13.1 186 (Newent) Squadron RAF Air Cadets - £1,550.00 funding request.

The council deferred discussing this application until a future meeting.

13.2 North and West Gloucestershire Citizens Advice - £1,500.00 funding request.

The Chairman commented that this is usually accounted for within the budget, but the allocated funds were subsumed into General Reserves in the last financial year.

The council resolved by a unanimous decision to approve North and West Gloucestershire Citizens Advice - £1,500.00 funding with the funding being taken from General Reserves.

13.3 Newent in Bloom - £390.00 funding request.

The council deferred discussing this application until a future meeting.

#### **14. Estate Supervisor's Work Report**

To note the Estate Supervisor's Work Report

Tree Planting – Newent Lake

A discussion occurred regarding the planting of trees by a third party that was affecting the mowing of the grass and maintenance around the lake area.

Proposal:

For the Estate's Team to work with Newent in Bloom and the Aston Project to relocate the trees to appropriate positions.

Councillor Ms C Stone will be involved in the relocation project.

The council resolved by a unanimous decision to approve for the Estate's Team to work with Newent in Bloom and the Aston Project to relocate the trees to appropriate positions, with Councillor Ms C Stone's involvement.

The Estate Supervisor's Work Report was noted.

#### **Estate Supervisor's Newent Town Floral display Summer 2023.**

14.1 To approve, three quotations are sought from local growers, to plan, supply, and plant the display for summer 2023 to include but not exclusively the colours Red, Gold, Purple, and White. and varieties that are more drought resistant to include but not exclusively, Geraniums, Calibrachoa, Fuchsia and Surfinia.

The council resolved by a unanimous decision to approve that three quotations are sought from local growers, to plan, supply, and plant the display for summer 2023 to include but not exclusively the colours Red, Gold, Purple, and White. and varieties that are more drought resistant to include but not exclusively, Geraniums, Calibrachoa, Fuchsia and Surfinia.

14.2 To approve to spend not exceeding £1,600.00 from budget heading 4420 – 240 Town Centre Planting from budget 2023- 2024 at total net cost of £1,600.00 to the approved provider for Newent Town Planting scheme.

The council resolved by a unanimous decision to approve spend not exceeding £1,600.00 from budget heading 4420 – 240 Town Centre Planting from budget 2023- 2024 at total net cost of £1,600.00 to the approved provider for Newent Town Planting scheme.

Councillor Mr R Beard left the meeting (9.12pm)

Councillor Mr R Beard returned to the meeting (9.14pm)

**15. Cemetery Lodge**

15.1 To approve a suitable company to undertake a full building survey and provide a written report to ascertain the current condition of the building.

The council resolved by a majority decision to approve the quotation for £1,750.00 to undertake a full building survey and provide a written report to ascertain the current condition of the building.

15.2 To approve a suitable company to undertake out a separate survey to recommend work that would be needed to bring the building into a condition that would be considered acceptable to put on the lease market.

The council resolved by a majority decision to approve the quotation for £1,750.00 to undertake out a separate survey to recommend work that would be needed to bring the building into a condition that would be considered acceptable to put on the lease market.

The clerk clarified that as the council had chosen 'Company B' for 15.1 and 15.2 the overall costs for the work would be £2,450.00.

The company is Angus W Taylor Limited, Chartered Building Surveyor and Chartered Building Engineer.

**The Chairman closed the meeting at 9.30pm**