

NEWENT TOWN COUNCIL

Minutes of a meeting of Newent Town Council held on
Monday 27th March 2023 at Room G4 Newent Community School, Watery Lane, Newent at 7.35pm

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

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

Public Participation Session

Speaker 1

Two members of the public outlined the work of Canopy Community Interest Company and spoke in favour of Item 10 Canopy CiC, letter of support request.

Speaker 2

A member of the public outlined the work of Create Gloucestershire and spoke in favour of Item 14.1 Town Coronation Event Saturday 6th May 2023.

Speaker 3

A member of the public spoke about the Daffodil Bus Line commencing on Sunday 2nd April 2023 and thanked the council for the support. The Mayor and Deputy Mayor have been invited to the inaugural event.

1. To note apologies for absence.

Apologies were accepted from Councillor Mrs R Wadley.

2. Declarations of Interest on items on the agenda.

The following councillors declared an interest:-

Councillors Mrs G Moseley and Mrs C Howley under 9.1 To review and decide on the Hire Charges for 2023/2024 – Allotments, as they are allotment holders.

Mrs J Gooch 14.1 Town Coronation Event Saturday 6th May 2023, other business interest.

3. To approve the Minutes of Council Meeting held on Monday 27th February 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
Glos & Worc 4x4 Response	200.00	Xmas Lights support 2022
Citizens Advice Bureau	1,500.00	CAB April 2023-March 2024
Chris Hyett	105.00	Pest Control Feb 2023
Ermin Plant	453.12 82.08 101.95 47.41 48.00 586.37	Excavator: Bucket: H&S Power Auger & tools Mini Excavator; Bucket: H&S Roller: Fuel Delivery of plant equipment Lake revetment Plant Equipment
Forest of Dean District Council	186.66	Non Domestic Rates 23/24
GMT Solutions	189.12	Bronze Plan: Office: Phone
Gloucestershire Playing Fields Assoc	45.00	Training course
Just Bin Bags Ltd	298.37	160 Bin Bags 200 per box- Estates Team use around the town
LWP Blandford & Son	247.50	Hedge Trimming: Council Ground
G D Parker & Co	16.98	Line Marking Spray & Cable Tie
Peninsula H&S	22.28	Business Safe
Perpetua Press	88.80 1,078.00	120 Surveys NNDP Newent Town Leaflets
Security Alarm Services Ltd	90.00	Council Alarm System – annual payment covering 01.02.23-31.01.24
Zurich Municipal	5,026.80	Insurance 12.04.23-11.04.24
Total	£10,413.44	

The Council by a unanimous decision approved the accounts to be paid to a value of **£10,413.44**

5.2 To note the RFO Report

The RFO report was noted.

5.3 To note Bank Reconciliation of 28.02.23.

The Bank Reconciliation for **28.02.23** was noted.

Current Account:	£38,963.27
Deposit Account:	£207,418.50
Total	£246,381.77

5.4 To note Cashbook of 28.02.23.

The Cashbook for 28.02.23 was noted.

5.5 To note Earmarked Reserves of 28.02.23.

The Earmarked Reserves for 28.02.23 was noted.
Closing Balance **£191,029.76**

5.6. Income & Expenditure Report of 28.02.23

The Income & Expenditure Report for 28.02.23 was noted.

6. Quarterly Audit Report

6.1 To note the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley for October to December 2022

The council noted the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley for October to December 2022.

7. Strategic Plan 2019-2023

7.1 To review and update the Strategic Plan 2019-2023

The council reviewed and updated the Strategic Plan 2019-2023, with information to be forwarded to the clerk by Friday 14th April 2023.

8. Cemetery Fees

8.1 To review and decide on the cemetery fees for 2023/2024

The council reviewed and updated the cemetery fees for 2023/2024.
As follows:

	1 April 2023- 31 st March 2024
EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 100 YEARS	
*Grave Purchase (No interment)	£200.00
Infant under 5 years	Free
INTERMENTS (excluding any labour charges)	
Burial:	£100.00
First Interment	
Subsequent re-opening	£70.00
Cremation:	£100.00

Cremated Remains Grave including first interment	
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	£110.00
Memorial Headstone – infant under 5 years – not exceeding 2 ft in height including base	Free
Added inscription to Headstone	£55.00
Kerb Set (where applicable)	£100.00 (existing only)
Cremation Memorial Table Maximum 22”H x 20”W (including plinth) Base stone 35”L x 23 ½”W	£65.00
Added inscription on Tablet	£55.00
Garden of Remembrance Plaque Single 6”x4”	£55.00
Garden of Remembrance Plaque Double 6”x8”	£65.00
MISCELLANEOUS	
Transfer of ownership	£45.00

Notes: *Double fees are applicable for grave purchase if deceased lived outside of the Parish of Newent

The council resolved by a unanimous decision that the cemetery fees for 2023/2024 will not be increased.

9. Hire Charges

9.1 To review and decide on the Hire Charges for 2023/2024

The council reviewed and updated the Hire Charges for 2023/2024.

	1 st April 2022
Funfair/Large Circus at Recreation Ground	£545 (2021/22 fee)
Small Circus at Recreation Ground	£395 (2021/22 fee)
Casual Pitch Hire at Recreation Ground	£25 (2021/22 fee) (Events charged as per the Lake, excluding use of Changing Rooms)
Use of Changing Rooms	£5.00 per hour plus £50.00 refundable deposit

The council resolved by a unanimous decision that the Fees & Hire Charges for the Recreation Ground 2023/2024 should be undertaken by the Recreation Ground Trust.

	1 st April 2023 – 31 st March 2024
Market Stall	£47.00

The council resolved by a unanimous decision that the Fees for Market Stall should remain at £47.00 for a Thursday market day for 2023/2024.

The council resolved by a unanimous decision that benchmarking should occur across similar towns regarding market stalls, on any other day but Thursday.

	1st April 2023 – 31st March 2024
Market House	£5.00 per hour Cleaning charge of £20 for large events
Fishing permits	£12.00 for 16 & over Free for under 16's £50 for non-residents (16/06/2022-14/03/2023 SEASON)
Fishing competitions	£25.00
Events at the Lake including 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

The council resolved by a unanimous decision that there will be no increases in the costs for the Market House, Fishing Permits, Fishing competitions, events at the lake, including use of electricity for 2023/2024.

Councillors Mrs G Moseley and Mrs C Howley left the meeting.
Councillor Mrs M Duffield chaired the meeting.

	AGREED FOR 01/11/23- 31/10/24 SEASON	01/11/24 - 31/10/25 SEASON
Allotments	Full plot £54.00 Half plot £27.00 Quarter plot £14.00	Full plot £56.00 Half plot £29.00 Quarter plot £16.00

The council resolved by a majority decision to increase all plots by £2.00 for the 01/11/24 to 31/10/25 season.

Councillors Mrs G Moseley and Mrs C Howley returned to the meeting.
Councillor Mrs C Howley resumed chairing the meeting.

	1st April 2023 - 31st March 2024
Memorial Bench	£120.00 plus cost of bench
Memorial Tree	£60.00 plus cost of tree

The council resolved by a unanimous decision that there will be no increases in the costs for Memorial Benches or Memorial Trees for 2023/2024.

10. Canopy CiC – Letter of support request

10.1 To consider providing a letter of support for grant applications to Canopy Community Interest Company

The council resolved by a unanimous decision to provide a letter of support for grant applications to Canopy Community Interest Company.

11. To agree the following policies:

11.1 General Reserves & Earmarked Reserves Policy

The council resolved by a unanimous decision to approve the General Reserves & Earmarked Reserves Policy.

11.2 Estate Management Plan

The council resolved by a unanimous decision to approve the Estate Management Plan, subject to changing 'makers' to 'markers' on page 3.

11.3 Health & Safety General Policy Statement

The council resolved by a unanimous decision to approve the Health & Safety General Policy Statement.

11.4 Model Publication Scheme

The council resolved by a unanimous decision to approve the Model Publication Scheme.

The Chairman suspended the meeting at 8.26pm
Councillor Mr R Beard left the meeting.
The Chairman resumed the meeting at 8.27pm.

12. Market House Refurbishment

12.1 To approve increase in the Market House refurbishment at an increased cost of £6,350.00 plus VAT to be taken from EMR 334

The council resolved by a majority decision to approve the increase in the Market House refurbishment at an increased cost of £6,350.00 plus VAT to be taken from EMR 334.

13. Insurance cover

13.1 To review the Zurich Municipal insurance cover relating to 12th April 2023 to 11th April 2024

Councillor Mr R Beard returned to the meeting.

The council reviewed the Zurich Municipal insurance cover relating to 12th April 2023 to 11th April 2024 and resolved by a unanimous decision that the insurance cover was appropriate.

14. Town Coronation Event Saturday 6th May 2023

14.1 To consider and agree to allocating up to £5,000 towards the Coronation event and that the funds be taken from code 371 Town Events Earmarked Reserve.

Councillor Mrs J Gooch called for a named recorded vote.

For: Councillors Mrs C Howley, Mrs M Duffield, Mrs G Moseley, Ms C Stone, Mr R Beard, Mrs S Marcovecchio, Mrs J Gooch, Mrs K Selwyn, and Mrs K Draper

Against: 0

Abstain: 0

The council resolved by a unanimous decision to approve up to £5,000 towards the Coronation event and that the funds be taken from code 371 Town Events Earmarked Reserve, subject to invoices being forwarded to the Clerk for payment.

15. Cycle Trail at Newent Lake

15.1 For council to consider and agree an area identified, by the Estates Team, for use at the lake as a small cycle trail.

15.2 For council to consider and agree for PCSO's, Volunteers and the Aston Project to liaise with Cllr Gooch to undertake any necessary clean up in consultation with the Estates Team and partner agencies.

15.3 For Council to consider and agree to allocate up to £100 for any necessary materials/equipment if needed from 4901 Communities Project budget.

At the request of the Proposer, Mrs J Gooch, and by a unanimous decision and this item was withdrawn.

16. Cemetery Lodge Condition & Feasibility Survey

16.1 To review, discuss and forward plan actions from the Cemetery Lodge Condition & Feasibility Survey

Councillor Mrs J Gooch called for a named recorded vote.

A discussion occurred regarding the condition and feasibility survey. Various options were presented based on the report's findings and historical knowledge of the site, alongside previous council discussion and decisions.

Proposed by: Councillor Mrs M Duffield
Seconded by: Councillor Ms C Stone

For: Councillors Mrs C Howley, Mrs M Duffield, Mrs G Moseley,
Ms C Stone, Mr R Beard, Mrs S Marcovecchio and Mrs K Draper

Against: Mrs J Gooch
Abstain: Mrs K Selwyn

The council resolved by a majority decision to put the Cemetery Lodge onto the market with immediate effect, preferably by auction, through a local agent.

The Chairman closed the meeting at 9.02pm