



**MINUTES OF THE NEWENT TOWN COUNCIL MEETING Held on  
Monday 28<sup>th</sup> April 2025 at Newent Community Pavilion, Watery Lane, Newent,  
GL18 1QA at 7.30 pm**

**Councillors Present:**

Cllr Sara Hulbert (Chair)  
Cllr Clare Stone  
Cllr Anthony (Tony) Clifford-Winters  
Cllr Kay Selwyn  
Cllr Gill Moseley  
Cllr Kevin Carter  
Cllr Mark Franklin (Item 5)

**Also Present:**

Town Clerk and 8 members of the public

**PUBLIC TIME**

**Public Participation, up to a 10 minute period of time will be set aside before the start of the meeting for public questions**

Speaker 1 – Spoke about item 7 referred to the Allotment Tenancy Agreement and parts of the agreement that in their opinion the rules are contradicting, when it refers to the size of the permitted structure and the location. The speaker also added that tenants are allowed to plant crops to the edge of the boundary so couldn't see a reason that structures can't also be up to the edge of the Allotment boundary. They also stated that inspections are inconsistent and no enforcement is applied regarding untidy plots and structures

Speaker 2 – Spoke about item 7 and has attended the meeting in support of speaker 1 they find themselves in a similar position with regard to their structure being too close to the boundary and also agree with speaker 1 that the rules are not explanatory enough

Speaker 3 Spoke about item 7 and gave a brief background of their involvement with the Allotment Association and the Town Council, the speaker expressed opinion that the connection between the Allotment Association and the Town Council has weakened, and encouraged efforts to re-build that relationship and suggested a meeting between the two takes place to discuss the rules and regulations, they then commented further, stressing the importance of clearer communication around rules and regulations particularly for non-English speaking Tenants

**1. To note apologies for absence**

Apologies for absence were received from Cllr Joshua Robertson, Cllr Alan Hedley, Cllr Linda Morris and Cllr Shane Malone

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

Cllr Gill Moseley declared an interest on item 7 on the agenda

## **3. To approve the Minutes of the Council Meeting held on Monday 24<sup>th</sup> March 2025**

The Council resolved with the following amendment that the minutes were a true and accurate summary of the meeting and were duly signed by the Chair

## **4. Finance/Accounts**

- a) Approve the accounts to be paid

A list of payments was sent to the members prior to the meeting

[Payment List April](#)

The Council approved the accounts to be paid

- b) To Note the Bank reconciliation 31/03/2025

[Bank Reconciliation April](#)

The Bank Reconciliation of 31/03/2025 was noted

- c) To note the Cashbook of 31/03/2025

[Cash Book](#)

The Cash Book of 31/03/2025 was noted

- d) To note Earmarked Reserves 31/03/2025

[Earmarked Reserves](#)

The Earmarked Reserves of 31/03/2025 were noted

- e) To note Income and Expenditure Report 31/03/2025

[Income & Expenditure](#)

The Income and Expenditure Report of 31/03/2025 was noted

- f) To Note all Investment Account Balances and returns of 31/03/2025

#### Account Balances

The Investment Accounts of 31/03/2025 were noted

- g) To adopt the accounts for the F/Y ending 31 March 2025

#### Accounts F/Y March 2025

The accounts for the F/Y ending 31 March 2025 were noted and approved

- h) To receive the internal auditors report F/Y ending 31 March 2025

#### IA Report

The Council reviewed and noted the internal auditors report F/Y ending 31 March 2025

- i) To approve the additional expenditure for the Active Travel Feasibility Development Study

The Clerk explained that when the expenditure was approved for the Active Travel Feasibility Development Study the cost's shown within Cllr Moseley's report was below The contracted amount by £750.00

#### N.A.T.F.D.S Budget

The council approved the expenditure of £750.00 funds to come from EMR 382 Active Travel Scheme formally EMR 370 Electric Vehicle Charging

### **5. To review and appoint Co-option of a Councillor to Newent Town Council**

By Unanimous Decision Mr Mark Franklin was co-opted onto Newent Town Council.

The Clerk witnessed the signing of the Acceptance of Office and Councillor Mark Franklin joined the meeting.

### **6. Work Report**

#### **6.1 To receive the Estate Supervisors Work Report**

The Estate Supervisors Work Report was noted Cllrs expressed they're thanks to the Estates Team for the excellent work carried out to date

## Work Report and reports for Items 6

6.2 To approve the expenditure for the erection of bunting to celebrate VE Day 2025

The council approved Option 3 for 2 days hire of a cherry picker to erect and dismantle bunting for VE Day 2025 and approved the expenditure of £626 + VAT to come from budget heading 4420 220

6.3 To approve the expenditure for the ground preparation to enable wild seed to be planted at Newent Lake

The Council resolved to accept quotation 1 and approved the expenditure of £230 to come from budget heading 330-4760 lake management/maintenance.

6.4 To approve the expenditure for the purchase of wild seed to be planted at Newent lake in line with the Estate Management Plan

The Council resolved to accept option 2 and approved the expenditure of £199.00 +Vat for The purchase of wildflower seed for toby's hole wildflower meadow from budget heading 330-4760 lake management/maintenance

6.5 To approve the expenditure for the purchase of 20 tonne of stone to re-dress the footpaths at Newent Lake

The Council resolved to except option 3 and approved the expenditure from budget heading 330-4760 lake management/maintenance for stone to re-dress the lake paths in line the current Estate Management plan

6.6 to approve the expenditure for the hire of a digger to re-dress the paths at Newent Lake

The Council approved the expenditure of £300.00 + VAT from budget heading 330-4760 lake management/maintenance for a week's digger hire to enable the lake paths to be redressed

6.7 to approve the expenditure for the purchase of 2 x litter bins at Newent Lake

The council resolved to except option 1 and approved the expenditure of £639.00 + Vat for the purchase of 2 replacement bins in line with the Estate Management Plan from budget heading 330-4760 lake management/maintenance

6.8 to approve the expenditure for the purchase of a circular saw and battery

The council resolved to except option 2 and approved the expenditure of £110 for the purchase of a circular saw and battery from budget heading 300 4620 Tools and equipment

Cllr Gill Moseley left the meeting at this juncture

## **7. Allotment dispute – review Tenant complaint and approve any further action**

Members were furnished with a report and the complaint prior to the meeting from an allotment tenant regarding a decision on the position of a structure and the fact it was in violation of the tenancy agreement, included was the officers decision and reasoning behind the decision

### [Allotment Report](#)

The Council resolved to suspend the following clause within the current tenancy agreement to allow the tenants structure to remain in its current position and to halt any further enforcement regarding the matter

There should be a minimum 1 metre gap between boundaries and any structures.

Cllr Gill Moseley re-joined the meeting

## **8. Insurance Policy**

8.1 To review and approve the proposed insurance cover relating to 12<sup>th</sup> April 2025 to 11<sup>th</sup> April 2026

The council were furnished with a copy of the proposed insurance schedule for 2025-2026 ahead of the meeting and resolved to approve the proposed schedule

8.2 To approve the expenditure for insurance cover relating to 12<sup>th</sup> April 2025 to 11<sup>th</sup> April 2026

The clerk explained that Newent town Council resolved last year to enter into a 5 year contract with Zurich making significant savings for annual policies

The council approved the expenditure of £5863.28 for the provision of insurance cover relating to 12<sup>th</sup> April 2025 to 11<sup>th</sup> April 2026

## **9. To Agree Annual Subscriptions/Contracts to the following bodies and approve any expenditure**

9.1 Gloucestershire Association of Parish and Town Councils (GAPTC)

The council resolved to renew the annual subscription to GAPTC for the year and approved the expenditure of £2,080.15 to come from budget heading 220 4375 subscriptions and support

9.2 Institute of Cemetery and Crematorium Management (ICCM)

The council resolved to renew the annual subscription to ICCM for the year and approved the expenditure of £105.00 to come from budget heading 220 4375 subscriptions and support

#### 9.3 Society of Local Council Clerks (SLCC)

The council resolved to renew the annual subscription to SLCC for the year and approved the expenditure of £360.00 to come from budget heading 220 4375 subscriptions and support

#### 9.4 Forest of Dean & Wye Valley Tourism

The council resolved to renew the annual subscription to Forest of Dean & Wye Valley for the year and approved the expenditure of £245.00 to come from budget heading 220 4375 subscriptions and support

#### 9.5 Gloucestershire Playing Fields Association

The council resolved to renew the annual subscription to Gloucestershire Playing Fields for the year and approved the expenditure of £100.00 to come from budget heading 220 4375 subscriptions and support

#### 9.6 Rialtas Accounting Software

The council resolved to renew the annual subscription to SLCC for the year and approved the expenditure of £698.40 to come from budget heading 220 4395 Audit and accountancy

#### 9.7 To review and approve Newent Town Council's contracted HR resources

The council resolved to appoint Brightsafe HR for the year 2025/26 for HR assistance and approved the expenditure of £251.50 per month for 12 months

### **10. To review and approve the Fees/Hire charges 2025/26**

#### 10.1 Cemetery fees

The Council resolved that the cemetery fees would increase by 10% for the year 2025/26

#### 10.2 Market house

The Council resolved that the Market house fees would remain the same for the year 2025/26

#### 10.3 Weekly Market Charges

The council resolved to defer this item until the next meeting giving the Monthly Market Working Group time to review the fees and bring a recommendation to full Council

#### 10.4 Fishing permits

The council resolved that the fishing permits fees would remain the same for the year 2025/26

#### 10.5 Lake hire Charges

The council resolved That the lake hire charges would remain the same for the year 2025/26 With the addition of fishing matches for under 16's would be free

#### 10.6 Memorial Bench

The Council resolved that the Memorial bench fees increase from £132 plus the cost of the bench and installation to £175.00 plus the cost of the bench and installation

#### 10.7 Memorial Tree

The Council resolved that the Memorial tree fees increase from £60.00 plus the cost of a tree to £100 plus the cost of tree

### 11. Working Groups

#### 11.1 To receive an update from the Cemetery Lodge Working Group

The Cemetery Lodge Working Group update was noted

#### 11.2 To receive a report from the Monthly Markets Working Group and consider/approve any recommendation/expenditure

##### [Monthly Markets Working Group Report](#)

The Monthly Markets Working Group report was noted and the following recommendations where approved

- To approve the free renewal of the street trading licence for 2025/26 with extended trading hours, 8am to 9pm and licensed trading area to cover the town centre as per the attached map.
- To approve an ice cream pitch at the lake May to October.
- To approve start of work on 3 x Summer Nights Markets early evenings at the lake to include live music/dancing. Events to be self-funding from pitch fees.
- To approve maximum £50 expenditure on postcards/business cards for trader recruitment, from the new Markets budget.
- To approve the creation of a new budget and EMR for all income generated from markets except the Thursday market beneath the market house

The Council resolved to suspend standing orders for the following business to be completed

11.3 To receive a report from the Climate Change Action Plan Working Group and Consider/approve any expenditure

[Climate Change Action Plan Working Group Report](#)

The Climate Change Action Plan Working Group report was noted

11.4 To receive a report from Market Towns Development Working Group and consider/approve any recommendations or expenditure

[Market Town Regeneration Working Group Report](#)

The Market Towns Development Working Group report was noted and the following recommendation was approved

For the Market town regeneration working group to contact local organisations for materials to create a dog wellness centre at both entrances of the arboretum and Lake which includes a stick library, tennis ball library and a dog water bowl and sign at no cost to the council

**12. To consider the options available for an ice rink for the Christmas period 2025/26**

[Ice Rink Report](#)

The council noted the report on the options available for an ice rink for the Christmas period 2025/26 and due to the costs resolved to not go ahead with an ice rink for the Christmas period 2025/26

**13. To discuss the FoDDC public toilets continued closures and consider further actions**

Cllr Clare Stone gave members a short verbal report highlighting the issues that have recently occurred since the FoDDC Public Toilets have reopened following the renovations back in December and the ongoing closures of the facilities

The council resolved for the Clerk to write a letter of complaint to the Forest of Dean District Council if the Public toilets were not open again by the end of the week highlighting the detrimental effects the closures have on the traders and visitors to the town

**14. To receive correspondence from Newent Initiative Trust and nominate and a minimum of 3 members to work with the trust in relation to the proposed Skate Park**

[Skate Park Map](#)

The council resolved to appoint Cllr Kevin Carter Cllr Kay Selwyn Cllr Mark Franklin to work

with Newent Initiative Trust in relation to the proposed Skate Park and to also invite any members not in attendance at the meeting to be part of the group

**15. Date of Next Meeting AGM**

Monday 19<sup>th</sup> May 2025 at 7.30pm. or soonest after the previous meeting  
at Newent Community Pavilion, Watery Lane, Newent, GL18 1QA

There being no further business the meeting closed at 9.15pm

Signed:..... Dated .....