

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2017/01/09 – 90

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 January 2017 at 6.55 pm.

**PRESENT:** Cllrs B Berryman (Chairman), R Christodoulides, J Greenwood, H Ives, W Leach, C Legg, B Pearman, A Preest and D Pugh

One member of the public

Mr T Beveridge, Headteacher, The Dean Academy and representatives from the Academy (eight in total) – Agenda item 5 only

Mr C Caton and Mr A Coles, Brewin Dolphin Limited – Presentation only

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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Cllr Berryman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

Members received a presentation from Messrs Caton and Coles, Brewin Dolphin Limited, concerning possible future management of Lydney Recreation Trust's share portfolio. Members were informed that the possible movement of the Trust's share portfolio would be discussed by Lydney Recreation Trust at its next meeting.

Messrs Caton and Coles excused themselves from the Chamber at 7.13 pm.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Biddle, Harris and Street.

2. **DECLARATIONS OF INTEREST**

None.


3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 12 December 2016 was **proposed by Cllr Ives, seconded by Cllr Leach.** Vote carried.

Cllr Berryman informed Members that Agenda Item 5 – Youth Forum would be considered prior to Agenda Item 4, however, the minutes reflect the order shown on the agenda.

4. **POLICE MATTERS**

Prior to the meeting Members were provided with a copy of the report which had been received from the Police.

From reviewing the report, Cllr Ives highlighted that when comparing the December 2015 figures against the December 2016 figures, an increase of 16 crimes was noted which he felt to be the highest increase recorded. Members expressed general concern over the increase (and what had contributed towards this) and also the category of crime which was being recorded (e.g. violent crime). Concern was also expressed that Officers were not routinely based at the Police Information Point (PIP) within the Fire Station in order to facilitate a visible Police presence. The crime figures for Lydney East were also highlighted as it had been classified as a "deprived area" and Members questioned if the Police had considered relocating the PIP to the Lydney East Ward. 

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Noting that the Police and Crime Commissioner (PCC) had agreed to attend the next Bathurst Park and Recreation Trust meeting, and would be accompanied by Lydney's Police Sargent, it was agreed that Members would raise their concerns directly with the PCC during the meeting.

In the meantime the CEO was requested to contact the Police to record the Council's concerns (Cllr Ives to be copied into e-mail).

**Action by – the CEO**

### 5. YOUTH FORUM

Cllr Berryman welcomed Mr Beveridge, Ms Smith, three students and their parents to the meeting.

Members received a verbal presentation from the students, during which the following matters had been raised:

- Litter is felt to be a problem in the Town
- It was perceived that older and younger generations did not interact/co-operate
- Members of the public did not fully explore the surrounding area, so may not appreciate the opportunities which were available locally (e.g. interacting with nature).

During discussion the students were appraised of the work which had been undertaken to date by Lydney Recreation Trust to both encourage members of the public to disposed of their litter correctly and increase awareness of the wildlife which visited Lydney Lake. Whilst the students expressed concern over the level of litter which was deposited at Lydney Skate Park, Members explained that both the Charitable Trusts and the Town Council expended a considerable sum on litter collection and the representatives from the Academy were informed of the planning application for Bathurst Park which was currently being considered by the Local Planning Authority which was intended to open up areas of the Park in order that it could be "policed" by members of the public.

Mr Beveridge informed Members that the Academy had started to invite local clubs into the School, however, not all pupils were able to take advantage of this facility due to transport issues. The CEO informed the Academy that the Bathurst Park and Recreation Trust were in the process of organising an event for the summer of 2017 and it was felt that students from the Academy may wish to volunteer to assist at the event, if they wished to become more active in the community.

After a short further discussion it was felt that it may be possible to organise a Town litterpick with students and that further consideration would be given to this matter.

Mr Beveridge et al excused themselves from the chamber at 7.27 pm.

### Promotion of Youth Organisations

Members were reminded that at the last meeting they had agreed to give consideration towards how they could assist with the promotion of youth organisations in the Town.

Cllr Ives advised that he had contacted Ms Smith, The Dean Academy, to explain a practice operated in other schools whereby a "Youth Fair" was organised to allow youth organisations to promote their facilities. Members noted that Ms Smith had agreed to

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explore the suggestion with her colleagues. Cllr Ives also suggested that consideration could be given to displaying the contact information for youth organisations on the Youth Engagement section of the Town Council's website and he also called for greater promotion of the Mayor's Civic Award Scheme. After a short discussion it was **proposed by Cllr Ives, seconded by Cllr Pugh**, that details of the Mayor's Civic Award would be included in the next Council newsletter; that the Council would work with The Dean Academy to undertake a litterpick in the Town and that contact details for youth organisations would be displayed on the Town Council's website (details of which to be provided to the CEO by Cllr Ives). Unanimous.

**Action by – Cllr Ives/the CEO**

Noting that Cllr Biddle had provided Members with a copy of the report by Young Gloucestershire in respect of their survey regarding the need for a youth club for young people in Lydney, Cllr Pugh highlighted that efforts were being made by Lydney Community Centre to provide such a facility and he requested an agenda item for the next meeting in order to discuss what support could be provided by the Council. During discussion the possibility of providing a "social evening", rather than a Youth Club, for young people was mooted and the CEO was requested to contact Cllr Biddle to ascertain if he wished to make enquiries with suitable venues.

**Action by – the CEO**

### Education

Cllr Ives reported that Severnbanks Primary School would participate in the February Youth Engagement Forum and advised that he would be attending a Governor's meeting at The Dean Academy later in the month.

### 6. OPEN FORUM

No requests to speak were received.

### 7. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that he had not attended any events since the last meeting.

### 8. CEO'S REPORT


A copy of the CEO's report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A). A report was then given on the following matters:-

- The Council's Precept Demand would be submitted to Forest of Dean District Council very close to the deadline, once the Town Council had been assured that the Band D figures would not change.

### Amended Governing Documents

Members noted that they had been provided with an electronic copy of the Governing Documents (i.e. Standing Orders, Code of Conduct and Complaints Procedure) which had been amended in line with the resolution at the last meeting.

### Approved Budget for 2017/2018

Members noted that they had been provided with a copy of the approved budget. Members were also provided with a copy of the Council's draft spending plan document for 2017/2018 upon which Members were invited to e-mail the CEO with their comments. It was noted that this document would be uploaded to the website in due course (when 

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appropriate) and would be circulated at the Annual Town Meeting.

### Meeting Schedule for 2017/2018

Members were provided with a copy of the meeting schedule for 2017/2018.

### Flag Dates for 2017

Members were provided with a copy of the flag dates for 2017 for their records.

## 9. FINANCIAL MATTERS

### FINANCIAL STATEMENT -

JANUARY 2017

#### Opening Bank Balances as 1st April 2016

<b>LLOYDS BANK - Current account</b>		<b>99,847.90</b>	
<b>LLOYDS BANK - Lydney In Bloom - Current</b>		<b>560.74</b>	
LLOYDS BANK - LGPS - Current		10.00	
LLOYDS BANK - NDP - Current	<i>bank a/c to be closed</i>	0.00	
LLOYDS BANK - CED - Current	<i>bank a/c to be closed</i>	0.00	
LLOYDS BANK - Youth Council - Current	<i>bank a/c to be closed</i>	0.00	
<b>LLOYDS BANK - Earmarked Reserves:</b>			
S106	29,191.50		
Lydney War Memorial	1,597.00		
Play Areas (General)	8,000.00		
Cemetery	13,842.14		
Cemetery: Memorial Testing	5,000.00		
Cemetery: Additional Burial Space	5,000.00		
Election Costs	7,500.00		
The Tack	1,760.00		
Machinery	8,500.00		
Town Events	5,000.00		
NDP Earmarked	4,296.62		
EA Earmarked	5,000.00		
LGPS Provision	10,000.00	<b>104,687.26</b>	
<b>LLOYDS BANK - General Reserve</b>		<b>158,483.74</b>	<b>263,171.00</b>
			<b>363,589.64</b>

#### RECEIPTS

Receipts APRIL	287,564.88	
Receipts MAY	12,916.68	
Receipts JUNE	2,587.69	
Receipts JULY	2,645.83	
Receipts AUGUST	249.12	
Receipts SEPTEMBER	25,4157.19	
Receipts OCTOBER	23,038.46	
Receipts NOVEMBER	5,383.13	
Receipts DECEMBER	2,179.26	
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		

**Total Receipts YTD      590,722.24**

#### PAYMENTS

Payments APRIL	5,513.74	
Payments MAY	99,895.67	
Payments JUNE	44,223.09	
Payments JULY	73,913.12	
Payments AUGUST	38,831.12	
Payments SEPTEMBER	31,102.67	
Payments OCTOBER	46,909.17	
Payments NOVEMBER	47,976.34	
Payments DECEMBER	50,295.20	
Payments JANUARY	31,550.41	
Payments JANUARY	35,503.04	
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		

**Total Payments YTD      505,713.57**

**448,598.31**

DECEMBER 2016

LLOYDS BANK - Current account

159,352.44



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<b>LLOYDS BANK - Lydney In Bloom - Current</b>			<b>705.24</b>
LLOYDS BANK - LGPS - Current			10,011.92
LLOYDS BANK - NDP - Current	<i>bank a/c closed</i>		-
LLOYDS BANK - CED - Current	<i>bank a/c closed</i>		-
LLOYDS BANK - Youth Council - Current	<i>bank a/c closed</i>		-
<b>LLOYDS BANK - Earmarked Reserves:</b>			
S106	29,191.50		
Lydney War Memorial	1,747.00		
Play Areas (General)	6,472.38		
Play Areas (Primrose Hill)	5,192.00		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	2,500.00		
Cemetery: Memorial Testing	11,500.00		
Cemetery: Additional Burial Space	12,500.00		
Election Costs	10,000.00		
The Tack	1,436.23		
Machinery	14,741.22		
Town Events	5,000.00		
LCTS	8948.58		
Young Person's Award	250.00		
Environment Agency 2017/2018 payment	5,000.00		
Building Maintenance	720.00		
Contingency addition (Trusts Donations(if required))	20,000.00	<b>144,041.05</b>	
<b>LLOYDS BANK - General Reserve</b>		<b>129,487.66</b>	<b>278,528.71</b>
<b>Bank Balances as at: 31-Dec- 16</b>			<b>448,598.31</b>
LLOYDS BANK – Multi-Use Path – Stakeholder Account (for info only)			40,495.02

See separate  
payment schedule

### November PAYMENTS

#### Payments made by Direct Debit/Standing Order

			<u>Chg. No</u>	<u>Description/Spending Power:</u>
WL IT Fuel Genie	13.12.16	256.03	Mthly DD	Fuel
Forest Equipment Services: Gen/Docks	20.12.16	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	20.12.16	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	20.12.16	46.68	Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.12.16	63.00	Mthly DD	FoDDC Rates
EE & T Mobile	23.12.16	13.20	Mthly DD	Telephone
Dean Truck Repairs	26.11.16	234.00	Mthly STO	Vehicle Leasing
Redline Telecom	28.11.16	38.94	Mthly DD	Telephone
Cablestream Ltd	28.11.16	137.50	Mthly DD	Telephone
British Telecom	30.12.16	26.40	Qtly DD	Telephone
<b>Direct Debits:</b>	<b>Sub total</b>	<b>1,665.91</b>		

#### Interim Payments made in advance of meeting:

Legal & General	12.12.16	361.37	8482	Insurance
Wellers Law Group T/A Hedleys Solicitors	12.12.16	662.40	8483	Legal
Expenses	12.12.16	78.00	8484	Civic
L Cole Electrical Contractor	13.12.16	304.00	8485	Christmas
WGS Power Lighting	13.12.16	288.00	8486	Christmas
Petty Cash	13.12.16	80.00	8487	Machinery/Tools Repair
<b>Interim Payments:</b>	<b>Sub total</b>	<b>1,773.77</b>		

#### Payments for approval at meeting held on: 9 JANUARY 17

Corporate: Payroll	27.01.17	11,775.66	BACS	Monthly	January
Corporate: HMRC	27.01.17	3,944.25	BACS	Monthly	January
Corporate: Glos LGPS	27.01.17	4,921.34	BACS	Monthly	January
Cycle Project (Corp)	27.01.17	1,163.22	BACS	Monthly	January
DBC Solutions Ltd		420.00	8488	Ad hoc	Training
Gloucestershire Playing Fields Association		100.00	8489	Annual	Subscriptions
JRB Enterprise Ltd		198.60	8490	Ad hoc	Dog bins/Signs
Light Fantastic DIY Ltd		39.92	8491	Ad hoc	Playareas/S Furniture
Lightening & Illumination Technology Enterprise Ltd		4165.20	8492	Annual	Christmas Lights
Mincost Ltd		68.07	8493	Annual	Machine Tools/Repairs
Office Star Group Ltd		215.16	8494	Ad Hoc	Stationery
PB Safety Supplies		29.94	8495	Monthly	PPE
Travis Perkins Trading Co Ltd		17.94	8496	Annual	Floral Displays/Dog Bins
True Care Medical Services		280.00	8497	Annual	Christmas Event

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Whitehouse Press Printers Ltd	678.00	8498	Annual	Newsletters
Petty Cash	93.43	8499	Monthly	Estb Charges/Machine/TPH
	<u>28,110.73</u>			
<b>TOTAL PAYMENTS</b>	<b>JANUARY</b>	<b>31,550.41</b>		

### A list of unpresented Cheques (For Information only)

T Cackett	84.50	8399
Richard Cole Contracting	1786.00	8457
Shelly Signs Ltd	2,274.00	8467
The Flower Pot	50.00	8475
Bohemia	30.00	8476
Lydney Town Band	60.00	8478
Keith Morgan Mowers	7,200.00	8480
Monmouthshire County Council	2,808.00	8481
<b>Total</b>	<b>14,292.50</b>	

### Monthly Payment Listing

Receipt of the monthly payment listing January (Month 10) was **proposed by Cllr Ives, seconded by Cllr Pugh. Unanimous.**

Approval of the payments therefrom **proposed by Cllr Pugh, seconded by Cllr Ives. Unanimous.**

Attention was drawn to the fact that £35,503.04 had been transferred to the Multi-use Path Project Account, for which Lydney Town Council were the Accountable Body. The money held did not form part of Lydney Town Council's accounts. Members instead noted that details of any transactions from said account would be considered at the relevant Stakeholder meeting.

### Lydney Town Council Debit Card

Members were informed that no transactions had been made using the Town Council's Debit Card since the last meeting.

### National Association of Local Councils

Prior to the meeting Members were provided with a copy of the advice which had been received advising that the Council Tax Referendum principles had not been extended to Parish and Town Councils for 2017/2018. Noted.

### In House Audit – 2016/2017

Members were reminded that the next In House Audit would take place on 16 January 2017 at 2.30 pm. Furthermore, that the audit would be undertaken by Cllrs Berryman, Leach and Ives. Noted.

#### 10. THE TACK

Members were informed that work to install the signage on the Tack had been delayed as Lydney Park Estate had not been able to locate the signage. However, work was taking place to locate the signage and it was hoped that the installation would be completed next week.

#### 11. HEALTH PROVISION

Cllrs Berryman and Pearman reported that they had attended an informal meeting with the Friends of Lydney Hospital, County Cllr Preest and County Cllr Hawthorne (Leader, Gloucestershire County Council) to discuss health provision. It was noted that the Gloucestershire Sustainability and Transformation Plan was currently being addressed.



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Members noted that the aim for the informal group was to ascertain the needs and identify potential benefits for the Town.

### 12. RENEWABLE ENERGY POLICY (Draft Working Document)

Prior to the meeting Members were provided with a copy of the Solar Panel Design Guidance advice which had been received from the Campaign to Protect Rural England. Members were asked to consider if they wished to amend the Council's "working policy document" in line with said advice.

Cllr Greenwood recommended that the advice be referred to by the Planning and Highway Committee when considering relevant applications as he felt it to be more relevant to domestic situations. Cllr Preest advised that the production of a Renewable Energy Policy for Forest of Dean District Council had been agreed as part of the Peer Review and he gave a commitment to inform the Town Council when such a document had been formulated, together with the date when the Peer Review would be followed up.

### 13. FORMAL CORRESPONDENCE RECEIVED

- Mayors for Peace – E-mail advising that on 23 December 2016 the United Nations General Assembly adopted resolution L.41 to convene negotiations in 2017 on a "legally binding instrument to prohibit nuclear weapons, leading towards their total elimination". Mayors for Peace asked all States to participate in the conference next year.
- Gloucestershire Association of Parish and Town Councils – E-mail advising of a consultation on allowing joint committees and combined authorities to hold their meetings by video conferencing.
- Gloucestershire County Council Flood Risk Team – Letter from Peter Siret, Flood Risk Management Officer, highlighting the existence of their Waterside Living leaflets and advising of a project they are undertaking to enable Parish Councils to use local knowledge to identify riparian owners and encourage the management of watercourses.
- Scope – Letter from Chloe Laurance, Supporter Care advising of house to house collection dates for 2017 and 2018 (3 April 2017 – 23 April 2017 and 2 April 2018 to 22 April 2018).
- Wye Valley and Forest of Dean Tourism Association – Advising that their Annual Tourism Forum will take place on Wednesday 11 January 2017 at Gloucestershire College, Forest of Dean Campus, Berry Hill, Coleford commencing at 10.00 am.
- Gloucestershire Association of Parish and Town Councils – E-mail requesting that the Council consider making a nomination for attendance at Buckingham Palace Garden Party on Thursday 1 June 2017. **It was proposed by Cllr Pugh, seconded by Cllr Greenwood, that the Council would nominate Cllr Pearman to attend. Furthermore, it was proposed by Cllr Berryman that the Mayor would write separately to the Lord-Lieutenant of Gloucestershire to request that consideration be given to Mr Tommy Wales to attend a future Royal Garden Party in recognition of his long service to the Town.**
- Gloucestershire Association of Parish and Town Councils – E-mail advising that the organisation are setting up engagement sessions with the Police and Crime Commissioner to discuss a number of issues, including the Police and Crime Plan 2017 and inviting the Council to submit suggestions as to topics which could be discussed.
- Gloucestershire Local Access Forum – E-mail providing a copy of the leaflet providing advice on walking dogs in the countryside. 

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14. **COMMITTEE & OTHER REPORTS**

**Amenities Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Burial Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Planning & Highway Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Finance & Scrutiny Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Personnel Committee**

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Coastal Communities Team (CCT)**

Nothing to report.

**Community Safety Partnership**

Nothing to report.

**Chartered Parishes Group**

Nothing to report.

**Market Town's Forum**

Nothing to report.

**Forest of Dean Health Forum**

Cllr Pugh advised that a meeting would take place the following day.

**Flood Defence Stakeholder Meeting**

Nothing to report.

**Multi-use Track Stakeholder Meeting**

Members were informed that the next meeting had been deferred to 2 February 2017.

15. **DISTRICT COUNCILLORS REPORT**

No report received.

16. **COUNTY COUNCILLOR REPORT**

Prior to the meeting Members were provided with a copy of the report submitted by County Cllr Preest (Appendix B).

17. **COUNCILLOR REPORT**

Cllr Pugh reported that a Black Redstart had been briefly sighted at Lydney Docks.



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18. **PRESS RELEASE**

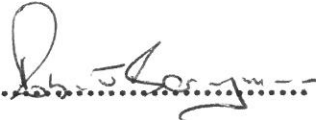
Nothing to report.

19. **MEETING DATES**

As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

- 16 January 2017      7.00 pm - Amenities Committee
- 30 January 2017      5.30 pm - Extra Ordinary Planning and Highway Committee  
7.00 pm - Trust meetings (Lydney Recreation Trust agenda item – share portfolio)

Meeting closed at 8.19 pm

Chairman .....  .....

Date ..... 10/1/2017 .....

**Actions from Full Council meeting on 12 December 2016**

Agenda Item	Action
5.	<ul style="list-style-type: none"> <li>• Agenda item for January Full Council meeting – Promotion of youth organisations. <i>Agenda item</i></li> <li>• Cllr Ives to ascertain if The Dean Academy would be organise a “Youth Fair” <i>Verbal update – Cllr Ives</i></li> </ul>
9.	<ul style="list-style-type: none"> <li>• CEO to inform Forest of Dean District Council that the Town Council would not take on the responsibility for the public toilets in Newerne Street Car Park. <i>Done</i></li> </ul>
12.	<ul style="list-style-type: none"> <li>• CEO to arrange for a further donation of £200 to be made to Lydney Recreation Trust in respect of weekly Sunday “sweeps” of the junior rugby pitch. <i>Done</i></li> <li>• CEO to submit the Council’s Precept Demand to Forest of Dean District Council within the legal timeframe (date agreed by Forest of Dean District Council) <i>Pending</i></li> </ul>
16.	<ul style="list-style-type: none"> <li>• Cllr Pearman to discuss the issue of payment of £5,000 to the Multi Use Track Stakeholder Group with West Dean Parish Council and, depending on the outcome of the discussion, place the Council’s/Stakeholder’s concerns in writing <i>Noted</i></li> </ul>



**Carol Wheeler - Executive Officer**

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**From:** PREEST, Cllr Alan  
**Sent:** 01 January 2017 11:23  
**To:** Carol Wheeler - Executive Officer  
**Subject:** Jan 17 County Councillors Report.

Electrical problems have delayed the opening of the Station car-park extension on course now (hopefully) for the end of the month. Highways Manager Brian Watkins and myself gave a holding update on "where we are" re the Lydney to Parkend cycle project at the GCC Cycling Champions meeting in December, a fuller update will be given post the 19 Jan LTC brokered meeting.

To date, no GCC weather related problems to report during this Winter period.

GCC Leader Mark Hawthorne and myself along with the Mayor and Deputy Mayor met at Althorpe House with a delegation from The Friends of Lydney Hospital on the 16 Dec. Suffice to say it was a positive meeting, further details of how now we intend to progress very much with the involvement of LTC will be given by Cllrs Berryman and Pearman.

January appears to be a relatively quiet ! month meeting wise for myself, I therefore will be taking the opportunity to "walk" my Lydney/ Aylburton Divisional patch particularly looking out for Highway issues.

Happy New Year.

Alan

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