

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2017/04/10 – 122

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 April 2017 at 6.53 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, J Greenwood, C Harris, H Ives, W Leach, C Legg, B Pearman and A Preest

Ms K Frost, Chair, The Dean Academy Governors (presentation only)
Mr G Phillips, Executive Deputy Headteacher, Lydney C of E School (with five pupils and one adult) (item 5 only)
Four members of the public
Mr K White
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

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.

Cllr Berryman then welcomed Ms Frost to the meeting. Ms Frost provided Members with an overview of the work which had been undertaken at the school since she had last presented to the Council. Ms Frost felt that the level of progress could be demonstrated by i) the fact that Ofsted had stated that effective action had been taken to remove the school from Special Measures, ii) that a new Head had been appointed (Tom Beveridge) and that the senior leadership team were working well together, iii) that the number of Governors had increased to 14 each of whom were fully trained and included representatives from the community, parents and specialists, 4) the school were forming good links within the community and improving links with local feeder schools.

During her report Ms Frost highlighted the support which was being given to the school by The Athelstan Academy Trust who had undertaken significant investment in the school. Members were pleased to note that the culture of the school had changed to a learning environment with improvements in discipline. Ms Frost also stated that the ability to work across three schools was proving to be attraction to teachers when undertaking recruitment activities.

Cllr Berryman expressed his appreciation that the school was now engaging with the community. Responding to a question which had been raised by Cllr Biddle, Ms Frost felt that it would not be possible for the school to provide a Sixth Form facility as there were insufficient pupil numbers to permit individual schools to each operate a Sixth Form.

Ms Frost gave a commitment to ensure that the Council received copies of the school's newsletter and then excused herself from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Christodoulides, Pugh and Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **CO-OPTION - POLICY**

Members noted the legal advice/Lydney Town Council's Policy regarding Co-option, copies of which had been provided to Members in advance of the meeting.



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Co-option Process

Prior to the meeting Members were provided with a copy of the Expression of Interest letter which had been received from Mr Kevin White. Mr White was then invited to provide a brief presentation to Members outlining his reason for seeking co-option.

Mr White provided Members with an overview of his career to date and also his work in the community. Responding to a question posed by Cllr Ives, Mr White confirmed that he had previously researched the time commitment which was required to undertake the role of Councillor. Cllr Berryman noted that prior to seeking co-option Mr White had previously attended meetings of Lydney Town Council in order to familiarise himself with the work of the Council.

Mr White's co-option was then put to a vote and he was elected unanimously.

Standing Orders were suspended in order that Mr White could sign his Declaration of Acceptance of Office. Cllr White then assumed his seat at the Council Chamber table. Standing Orders were then re-instated.

4. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 13 March 2017 and the Extra Ordinary Meeting held on 27 March 2017 were **proposed by Cllr Ives, seconded by Cllr Harris.** Vote carried.

5. POLICE MATTERS

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

Cllr Berryman advised that it had not been possible for the Police to attend the meeting and they had advised that it would not be possible for the format of the report to be changed. Members were informed that a representative from the Police would attend the Annual Town Meeting on 24 April 2017 and it was felt that Members' questions should be put to the Officer who attended the meeting.

6. YOUTH FORUM

Cllr Berryman welcomed Mr Phillips and members of Lydney C of E School to the meeting.

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

- Concern over the volume of traffic, vehicle speed, parking arrangements and safety of pedestrians in Bream Road.
- The possibility of a 20 mph speed restriction or implementation of traffic calming measures in order to reduce vehicle speed.
- The appropriateness of road markings in the area.
- The need for increased parking enforcement due to the disregard some members of the public have for the double yellow lines which have been installed in the area.
- The possibility to extend double yellow lines which are already in the area.

Members welcomed the points raised by the students and also highlighted difficulties were being experienced with inconsiderate parking in Grove Road/Stanford Road which restricted visibility.

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The CEO was instructed to convey the points raised during the presentation to the appropriate Authorities.

Action by – the CEO

Mr Phillips and members of the School excused themselves from the meeting at this point.

Education

Cllr Ives was delighted to report that every School in Lydney had now participated in the Forum. It was noted that due to the Annual Council Meeting no presentation would be received in May, however, The Dean Academy would attend the June meeting, and Severnbanks Primary School would attend the July meeting.

Community Litter Pick

Cllr Ives reported that all the arrangements for the litter pick were now in place; that interested parties would assemble at the Dean Academy Reception for 2.00 pm on 27 April 2017 in preparation to depart at 2.15 pm. Cllrs Pearman, Harris, Berryman, Leach and Preest gave a commitment to join Cllr Ives to assist with marshalling the event; Cllr White indicated that he may be available.

The CEO advised that Cllr Ives would be provided with a folder containing copies of the risk assessment, insurance, etc at the Annual Town Meeting.

7. **OPEN FORUM**

Mr Knight, 21 Lancaster Court, Lydney: Agenda item 19 – Press Release – advised Council that the recent article which had appeared in The Forester had no connection to the Friends of Primrose Hill Mesne. Furthermore, that the newspaper had issued an apology the following week for inaccuracies which had been contained in their article.

Mr Shaw, 29 Primrose Hill, Lydney – Agenda Item 19 – Press Release – advised that the Friends of Primrose Hill Mesne wished to work with the Council in order to find a solution to the problem and that the article had threatened the relationship.

8. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman advised that he had attended the following events since the last meeting:-

- Police Showcase in Gloucester (accompanied by Cllr Pearman)
- Reception to commemorate Countess Bledisloe's year as High Sheriff
- Inauguration of new High Sheriff at Gloucester Cathedral
- Opening of the Freedom Leisure Fitness Suite in Lydney
- Launch of Police and Crime Plan
- The Herbert Howells Museum

Mayor's Civic Award

Cllr Berryman advised Members that £200 would be donated from the Mayor's Civic Award for 2017/18 to Mr Charles Heaman, a talented local ballet dancer who had been offered a place at the National Ballet School.

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9. 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:-

- Cllr Preest advised that he had spoken to Members of the Forest of Dean District Council's Cabinet and stressed the importance of said Authority introducing a CIL Policy and would continually lobby on the issue.
- Cllr Preest confirmed that signage for the car park extension at the main line railway station was now in place and that struts had been utilised to secure the gates into position. Cllr Preest gave a commitment to establish if the locks had been removed from the gates.

Action by - Cllr Preest

Improvement & Development Board (IDB)

Prior to the meeting Members were provided with details of the IDB and were asked to consider if they wished to inform some of the issues which had been experienced by Lydney Town Council (e.g. Local Council Tax Support Grant). After a short discussion it was **proposed by Cllr Harris, seconded by Cllr Ives**, that the Cllr Pearman would inform the IDB of the issues which had been experienced by the Council. Unanimous.

Action by – Cllr Pearman

Training

Members were asked to consider offering Cllrs Leach and White the opportunity to attend "Being a Better Councillor" training course operated by Gloucestershire Association of Parish and Town Councils on 27 June 2017 at Whitminster Village Hall at £95.00 per person (or £85.00 per person if two attended). After ascertaining Members' availability, it was **proposed by Cllr Berryman**, that both Councillors would attend. Unanimous.

Action by – Cllrs Leach and White

Councillors were reminded of the Council's policy that they would be required to cover the cost of the course if, once their place had been booked, it was no longer possible for them to attend.

10. POLICIES AND PROCEDURES

Prior to the meeting Members were provided with a draft copy of a Media Policy which Members were asked to consider adopting. It was **proposed by Cllr Greenwood, seconded by Cllr Pearman**, that the Council would adopt the Media Policy. Vote carried.

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11. FINANCIAL MATTERS

Month 13 Payment Schedule

FINANCIAL STATEMENT -	MARCH 2017	
Opening Bank Balances as 1st April 2016		
LLOYDS BANK - Current account		99,847.90
LLOYDS BANK - Lydney In Bloom - Current		560.74
LLOYDS BANK - LGPS - Current		10.00
LLOYDS BANK - NDP - Current	bank a/c to be closed	0.00
LLOYDS BANK - CED - Current	bank a/c to be closed	0.00
LLOYDS BANK - Youth Council - Current	bank a/c to be closed	0.00
LLOYDS BANK - Earmarked Reserves:		
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	104,687.26
LLOYDS BANK - General Reserve		158,483.74
		263,171.00
		363,589.64
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	25,415.19	
Receipts OCTOBER	23,038.46	
Receipts NOVEMBER	5,383.13	
Receipts DECEMBER	2,179.26	
Receipts JANUARY	17,748.95	
Receipts FEBRUARY	25,815.44	
Receipts MARCH	5,743.81	
	Total Receipts YTD	640,030.44
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	29,855.32	
Payments MARCH	33,665.33	
Lydney In Bloom Payments to date from LIB A/C	1,905.80	
Payments PRIOR TO YEAR END	15,520.49	
	Total Payments YTD	586,660.51
		416,959.57

Reconciled Bank Statements as at end	MARCH 2017	
LLOYDS BANK - Current account		83,014.54
LLOYDS BANK - Lydney In Bloom - Current		799.44
LLOYDS BANK - LGPS - Current		15,012.18
LLOYDS BANK - NDP - Current	bank a/c closed	-
LLOYDS BANK - CED - Current	bank a/c closed	-
LLOYDS BANK - Youth Council - Current	bank a/c closed	-
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	6,472.38	



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Play Areas (Primrose Hill)	8,000.00	
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	
Decorating/Carpets	6,192.00	
The Tack	788.23	
Boar Fencing	5,500.00	
Machinery	14,741.22	
Town Events	5,000.00	
LCTS	8,948.58	
Environment Agency 2017/2018 payment	5,000.00	
Building Maintenance	720.00	
Contingency addition (Trusts Donations(if required))	20,000.00	
	162,896.05	318,133.41
LLOYDS BANK - General Reserve	155,237.36	416,959.57
Bank Balances as at: 31-March 17		00.00
LLOYDS BANK – Multi-Use Path – Stakeholder Account (for info only) Unreconciled		00.00

MARCH PAYMENTS

Payments made by Direct Debit/Standing Order

			<u>Chq. No</u>	<u>Description/Spending Power:</u>
Newmarket Holidays	02.03.17	140.00	Debit Card	Training
DVLA	06.03.17	230.00	Debit Card	Vehicle
WL IT Fuel Genie	14.03.17	104.80	Mthly DD	Fuel
Newmarket Holidays	15.03.17	300.00	Debit Card	Training
Newmarket Holidays	17.03.17	260.00	Debit Card	Training
Forest Equipment Services Ltd: Gen/Docks	20.03.17	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services Ltd: Cemetery	20.03.17	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services Ltd: Dog Bins	20.03.17	46.68	Mthly STO	Litterpicking: Dog bins
Mail Box Door Drop	21.03.17	115.46	BACS	Newsletters
EE & T Mobile	23.03.17	13.20	Mthly DD	Telephone
Cable Stream Ltd	27.03.17	131.41	Mthly DD	Telephone
Dean Truck Repairs	28.03.17	234.00	Mthly STO	Vehicle Lease
Redline Telecom	28.03.17	38.94	Mthly DD	Telephone
PWLB	31.03.17	7,643.43	Annual DD	PWL
Direct Debits:	Sub total	10,108.08		

Payments made prior to year end:

	March 2017				
Great Western Air Ambulance Charity	14.03.17	750.00	8534	Ad hoc	Grants
Lydney Festival	14.03.17	1,500.00	8535	Ad hoc	Grants
Forest Sensory Services	14.03.17	500.00	8536	Ad hoc	Grants
Leanne's Gift	14.03.17	200.00	8537	Ad hoc	Civic
Lydney War Memorial (Almshouses) Trust	14.03.17	300.00	8538	Ad hoc	Grants
ADT Fire & Security PLC	30.03.17	54.00	8539	Annual	Establishment
Forest Equipment Services Ltd	30.03.17	46.68	8540	Monthly	Litter Collection
Gloucestershire Enterprise Ltd	30.03.17	444.00	8541	Ad hoc	Training
Lydney Engineering Company Ltd	30.03.17	174.98	8542	Quarterly	Establishment
Office Star Group Ltd	30.03.17	525.14	8543	Monthly	Stationery
Whitehouse Press Printers Ltd	30.03.17	678.00	8544	Quarterly	Newsletters
Expenses	30.03.17	27.62	8545	Ad hoc	Training
Petty Cash	30.03.17	150.00	8546	Ad hoc	Training
Petty Cash	30.03.17	61.99	8547	Monthly	Estb/Telephone
		5,412.41			

TOTAL PAYMENTS MARCH 15,520.49

LYDNEY IN BLOOM

Unpresented cheques

J A Perrett	542.40	0016
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Total LIB Payments 542.40

A list of unpresented Cheques (For Information only)

Keith Morgan Mowers	7,200.00	8480
J A Perrett	648.00	8529
Forest Sensory Services	500.00	8536
Leanne's Gift	200.00	8537
Lydney War Memorial (Almshouses) Trust	300.00	8538

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ADT Fire & Security PLC	54.00	8539
Forest Equipment Services Ltd	46.68	8540
Gloucestershire Enterprise Ltd	444.00	8541
Lydney Engineering Company Ltd	174.98	8542
Office Star Group Ltd	525.14	8543
Whitehouse Press Printers Ltd	678.00	8544
Expenses	27.62	8545
Total	10,798.42	

Monthly Payment Listing – Month 13

Approval of the payment listing March Year End (Month 13 - including the transfers shown below), was **proposed by Cllr Ives, seconded by Cllr Biddle**. Unanimous.

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
£648.00	LTC Deposit A/C	LTC Current A/C
£5,000.00	LTC Current A/C	LTC LGPS A/C
£14,753.00	LTC Current A/C	LTC Deposit A/C

Multi Use Cycle Path Account

Members were provided with a copy of the reconciled Bank Statement and expenditure sheet for the above account. Members noted that as the future administration of the project had yet to be decided, refunds had been made to those parties who had financially contributed to the scheme totalling the residual amount of their contribution and that one party had yet to present their cheque to their bank.

End of Year 2016-2017 - Audit

Members were asked to consider/approve acceptance of the end of year balance/bank reconciliation figures (as audited by the Independent Internal Auditor/shown on the Annual Return). Members were also provided with copies of the End of Year Audit 2016-17 report which had been provided by the Council's Independent Internal Auditor. Acceptance of the end of year balance/bank reconciliation figures were **proposed by Cllr Harris, seconded by Cllr Pugh**. Unanimous.

Acceptance of the Independent Internal Auditors report was **proposed by Cllr Harris, seconded by Cllr Greenwood**. Unanimous.

Thanks were expressed to the CEO (RFO) and Financial Officers for providing Members with 2016-2017 Year End information so shortly after the financial year end. Thanks were also expressed to the Independent Internal Auditor for the promptness of their report.

Annual Return

The CEO (RFO) had certified the accounting statements before Members were asked to consider the following:

Section 1 – Annual Governance Statement 2016/17

To consider and acknowledge that as Members of Lydney Town Council we have a responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We therefore confirm to the best of knowledge and belief that the answers shown in Section 1 – Annual Governance Statement 2016/17 are correct. **Proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous. The Mayor was instructed to sign.



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Section 2 – Accounting Statements for 2016/17

Members noted that the figures relating to the Local Council Tax Support Grant had not been reinstated as the CEO (RFO) was able to substantial the Precept which was paid by the use of the Billing Authorities remittance advice.

To consider/certify that for the year ending 31 March 2017 the accounting statements contained in this Annual Return present fairly the financial position of Lydney Town Council and its income and expenditure, as the case may be. **Proposed by Cllr Harris, seconded by Cllr Preest.** Unanimous. The Mayor was instructed to sign.

It was **proposed by Cllr Preest, seconded by Cllr Leach**, that the CEO would be instructed to submit the Council's Annual Return to its External Auditor, Grant Thornton UK LLP. Unanimous.

Action by – the CEO

2017-2018 Financial Year

FINANCIAL STATEMENT -		APRIL 2017	
<u>Opening Bank Balances as 1st April 2017</u>			
LLOYDS BANK - Current account		83,014.54	<u>2016/17 Commitments Brought Forward</u>
LLOYDS BANK - Lydney In Bloom - Current		799.44	£6,048.18
LLOYDS BANK - LGPS - Current		15,012.18	
LLOYDS BANK - CED - Current	bank a/c to be closed	0.00	No longer in use
LLOYDS BANK - Earmarked Reserves:			
S106		29,191.50	
Lydney War Memorial		2,000.00	
Play Areas (General)		6,472.38	
Play Areas (Primrose Hill)		8,000.00	
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	
Decorating/Carpets		6,192.00	
The Tack		788.23	
Boar Fencing		5,500.00	
Machinery		14,741.22	
Town Events		5,000.00	
LCTS		8,948.58	
EA Earmarked		5,000.00	
Building Maintenance		720.00	
Contingency (Additional Trusts Donations if needed)	20,000.00	162,896.05	
LLOYDS BANK - General Reserve		155,237.36	318,133.41
			<u>416,959.57</u>
RECEIPTS			
Receipts APRIL			
Receipts MAY			
Receipts JUNE			
Receipts JULY			
Receipts AUGUST			
Receipts SEPTEMBER			
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
Lydney In Bloom: Income banked to LIB current a/c		0.00	No recent transactions
		Total Receipts YTD	<u>00.00</u>

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PAYMENTS

Payments APRIL

5,513.74

Detailed Below

Payments MAY

Payments JUNE

Payments JULY

Payments AUGUST

Payments SEPTEMBER

Payments OCTOBER

Payments NOVEMBER

Payments DECEMBER

Payments JANUARY

Payments FEBRUARY

Payments MARCH

Payments PRIOR TO YEAR END

Lydney In Bloom: Cheque Payments to date from LIB a/c

Total Payments YTD

5,438.52

411,521.05

Reconciled Bank Statements as at end

MARCH 17

LLOYDS BANK - Current account

77,576.02

LLOYDS BANK - Lydney In Bloom - Current

799.44

LLOYDS BANK - LGPS - Current

15,012.18

LLOYDS BANK - CED - Current

bank a/c to be closed

-

LLOYDS BANK - Earmarked Reserves:

S106

29,191.50

Lydney War Memorial

2,000.00

Play Areas (General)

6,472.38

Play Areas (Primrose Hill)

8,000.00

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

Decorating/Carpets

6,192.00

The Tack

788.23

Boar Fencing

5,500.00

Machinery

14,741.22

Town Events

5,000.00

LCTS

8,948.58

Building Maintenance

720.00

Contingency (Additional Trusts Donations if needed)

20,000.00

157,896.05

LLOYDS BANK - General Reserve

160,237.36

318,133.41

Bank Balances as at: 31-March-17

411,521.05

0.00 check

APRIL PAYMENTS

Chq. No

Description/Spending Power:

Payments for approval at meeting held on:

10th April 2017

Corporate: Payroll

Via Delegated Powers

BACS

Monthly

April

Corporate: HMRC

BACS

Monthly

April

Corporate: Glos LGPS

BACS

Monthly

April

The Community Heartbeat Trust

151.20

8641

Annual

Health & Safety

County Roadways

420.00

8642

Ad hoc

Building Maintenance

Ellis Whittam Ltd

2,117.90

8643

Annual

Legal

Forest of Dean & Wye Valley Review

172.80

8644

Annual

Meetings

Legal & General

2,568.54

8645

Annual

Insurance

Petty Cash

8.08

8646

Annual

Establishment

Payments for approval: Sub total

5,438.52

TOTAL PAYMENTS

APRIL

5,438.52

A list of unrepresented Cheques (For Information only)

ILSH Media Ltd

8286

Expenses

8290

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Petty Cash 9295

Total 134.83

A list of Lydney In Bloom Unpresented Cheques (For Information only)

J Perrett LIB 016

542.40

Total 542.40

Monthly Financial Statement 2017-2018 – Month 1

Receipt of the monthly payment schedule (Month 1) was **proposed by Cllr Harris, seconded by Cllr Ives. Unanimous.**

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

Lydney Town Council Debit Card

Members were provided with a list of payments which had been made utilising the Council's debit card (shown below). Noted.

<u>Date of Transaction</u>	<u>Supplier</u>	<u>Details of Purchase</u>	<u>Amount of Expenditure</u>	<u>Name of LTC Employee placing order</u>
8.3.17	Driver & Vehicle Licensing Agency	12 months road tax for Works Truck (LR55 RWW)	£230.00	Carol Wheeler
14.3.17	Newmarket Holidays	Instalment for attendance at Chelsea Flower Show by 4 x Groundstaff	£300.00	Carol Wheeler
16.3.17	Newmarket Holidays	Balance of attendance at Chelsea Flower Show by 4 x Groundstaff	£260.00	Carol Wheeler

DONATION REQUEST TO CHARITABLE TRUSTS 2017/18

Members were asked to consider/approve the following donation requests:

- Bathurst Park and Recreation Trust – Request for £45,180.00. Donation **proposed by Cllr Leach, seconded by Cllr Preest. Unanimous.**
- Lydney Recreation Trust – Request for £10,517.00. Donation **proposed by Cllr Leach, seconded by Cllr Harris. Unanimous.**

12. **TOWN COUNCIL IMPROVEMENT SUB-COMMITTEE**

Members noted that the inaugural meeting of the above Sub-Committee would take place at 6.30 pm on Tuesday 18 April 2017.

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13. FERAL BOAR

Members noted that since the last meeting an order had been placed and a contractor instructed to fence the wooded boundary line which was adjacent to the Mesne; to install a kissing gate on FLY11 and to gate the access road to the forest from Lynwood Road (cost approximately £4,532.00 plus VAT).

Members were informed that since the last meeting a Land Registry search (via Forest of Dean District Council) had been conducted in order to ascertain the ownership of the area immediately in front of the access road into the forest from Lynwood Road. Members noted that the land was unregistered and Gloucestershire County Council Highways had advised that the road was unadopted. It was therefore agreed that the gate could continue to be installed.

Members were then asked to consider the sum (if any) to be raised/donated by the Friends of Primrose Hill Mesne in respect of the aforementioned work. Attention was drawn to the fact that whilst additional fencing/gates would be required for Springfield Road/Grove Lane entrances Lydney Town Council held no jurisdiction over said areas. After a short discussion it was **proposed by Cllr Pearman, seconded by Cllr Harris**, that the Council would bear the full cost of the work as it had instructed the contractor. Furthermore, that it was the responsibility of another organisation/group to address any issues which may be experienced as a result of the access points from Springfield Road/Grove Lane. Vote carried.

Finally, Members noted that once the boundary fence had been erected in the wooded area reinstatement work on the Mesne would commence, in line with Amenities Committee minuted approval.

14. FORMAL CORRESPONDENCE RECEIVED

- Great Western Air Ambulance Charity – Letter of thanks in respect of the Council’s grant award.
- Forest Sensory Services – Letter of thanks in respect of the Council’s grant award.
- Gloucestershire Association of Parish and Town Councils – E-mail advising of the “Better Broadband Subsidy Scheme” being delivered with Local Broadband Projects across England, Scotland and Northern Ireland which enables residents who experience less than 2Mb per second to qualify for a subsidised connection up to £350 to boost their internet speed.
- Bathurst Park – Various telephone calls congratulating the Council and its Groundstaff on the beauty of the Park.
- Gloucestershire Association of Parish and Town Councils – Call for Resolutions for discussion at the GAPTC Annual General Meeting due to take place on 15 July 2017. **Cllr Ives to attend on behalf of the Council. CEO to ensure that item appears as a matter of correspondence at Annual Council meeting.**

Action by – Cllr Ives/the CEO

- Local Government Boundary Commission for England – E-mail from Ms Rebecca Smith, Review Assistant, advising that that said organisation had commenced an electoral review of Forest of Dean District Council. A 10 week public consultation period will commence on 28 March 2017 and concluded on 5 June 2017, during which proposals for new warding arrangements will be invited.
- Campaign to Protect Rural England – Invitation and letter received from the Gloucester Branch regarding the AGM which will take place at 2.00 pm on 30 May 2017 at the Royal Agricultural University, Cirencester.

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- Mr B Garside – E-mail regarding the Multi Use Track Project. Response tendered by the CEO advising that such meetings were classed as Stakeholder meetings and that future meetings would be convened by West Dean Parish Council.
- West Dean Parish Council – E-mail from Cllr Louise Elliott, advising that the meeting re the Parkend to Lydney Multi Use Track which had been cancelled for 26 April 2017 would now proceed on said date at 2.00 pm. The meeting will take place in the West Dean Centre. **Cllrs Greenwood, Pearman, Preest and the CEO to attend the meeting.**
- West Dean Parish Council – E-mail from Mr D Kent, Clerk, requesting all project documentation for the Parkend to Lydney Multi Use Track. **Release of documentation to West Dean Parish Council proposed by Cllr Greenwood, seconded by Cllr Pearman. Unanimous. It was noted that the documentation would not include bank statements, but payment schedules and the release of such was subject to the CEO obtaining a document receipt.**

Action by – the CEO

- Arriva Trains Wales – E-mail in response to the Council's request for attendance at a future meeting to discuss the Wales and Borders Franchise advising that the rules of the bidding process prevented them from speaking to Elected Members. However, a representative from the organisation would be willing to meet with an Officer from the Council in order to better understand the Council's aspirations for the next franchise. **Cllrs to submit their questions to the CEO in writing in order that a meeting between the CEO and Arriva Trains Wales may be organised.**

Action by – all Councillors

- Severn Rivers Trust – E-mail advising that the Environment Agency had released the reports for their Core Fish Programme 2016.

15. 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)

Cllr Pearman advised that Members had been provided with a copy of the Draft Economic Plan and reported that whilst the funding bid had been unsuccessful as the scheme had been over-subscribed, it was hoped that the bid would achieve greater success when the next funding round opened. Cllr Pearman also advised that the group were investigating other

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funding schemes and was delighted to report that Mabey Bridge had completed the restoration of the swing bridge; work to the pillars had yet to be conducted prior by the Environment Agency prior to the reinstatement of the bridge.

Community Safety Partnership

No report due to the absence of Cllr Pugh.

Chartered Parishes Group

Cllr Ives reported that no meeting had taken place since the last Town Council meeting.

Market Town's Forum

Cllr Pearman reported that no meeting had taken place since the last Town Council meeting.

Forest of Dean Health Forum

No report due to the absence of Cllr Pugh.

Flood Defence Stakeholder Meeting

Members noted that the next meeting was due to take place in June.

Multi-use Track Stakeholder Meeting

It was noted that the next meeting would take place on 26 April 2017 at West Dean Centre and would no longer be administered/minutes taken, etc by Lydney Town Council Officers.
Noted.

16. DISTRICT COUNCILLORS REPORT

No report received.

17. COUNTY COUNCILLOR REPORT

No report had been received due to Purdah.

18. COUNCILLOR REPORT

Cllr Berryman was delighted to report that Bathurst Pool was in the final for the Best Charity in the Forest of Dean.

Cllr Preest was delighted to present the Council with a signed photograph of the Cory Band to commemorate their recent performance in Lydney.

Cllr White advised that the Herbert Howells Society had recently awarded a bursary to Ben Stratford, Baritone Player, a former pupil of Whitecross School.

19. PRESS RELEASE

Cllr Ives suggested the Council may wish to issue a press statement on the Community Litter Pick.

It was also felt that the Friends of Primrose Hill Mesne may wish to issue a press statement once the reinstatement work had been commenced on the Mesne in order to highlight the partnership working with the Council.

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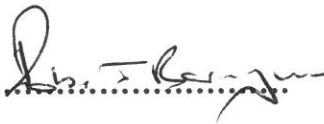
20. **MEETING DATES**

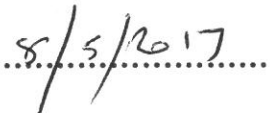
As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

- 24 April 2017 7.00 pm - Annual Town Meeting (at Lydney Town Hall) – Meeting of the Electorate
- 8 May 2017 7.00 pm - Annual Council Meeting (election of Mayor/Committee Chairman, etc)

Members were also reminded that the Council's office would be closed from 11 – 16 May 2017 inclusive for redecoration. Noted.

Meeting closed at 8.45 pm

Chairman 

Date 

Actions from Full Council meeting on 13 March 2017

Agenda Item	Action
4.	<ul style="list-style-type: none"> CEO to e-mail Police to request Officer attendance at the April meeting and to request that they provide an explanation for the increase in crimes which may be classed as "violent in nature" Done
6.	<ul style="list-style-type: none"> CEO to seek clarification from Forest of Dean District Council regarding the classification of the Mesne Done/Discussed as part of the Extraordinary Meeting
8.	<ul style="list-style-type: none"> Cllr Preest to make further representations on the lack of progress on a Community Infrastructure Levy by Forest of Dean District Council – Pending verbal update: Cllr Preest CEO to obtain further information on the IDB and its role. Agenda item for April meeting. April agenda item
10.	<ul style="list-style-type: none"> CEO to provide notice to Members of the inaugural meeting of the Town Council Improvement Sub-Committee. Shown on April FC Agenda
11.	<ul style="list-style-type: none"> All Councillors to visit Yorkley Community Centre and Primrose Hill Mesne to view the Boar fencing which had been installed. Mayor to call an Extraordinary meeting to discuss the erection of boundary fencing on Primrose Hill Mesne. Done CEO to obtain additional quotations for fence on Primrose Hill Mesne boundary with the Forestry Commission; obtain confirmation from the Forestry Commission in writing that they would not object to the installation of pedestrian/vehicular gates at their entrances; to determine the ownership of the land where such may be erected. Update – provided as part of April agenda
12.	<ul style="list-style-type: none"> Cllr Berryman to attend the Annual General meeting of the Gloucestershire Association of Parish and Town Councils on 15 July 2017 Verbal update – Cllr Berryman Cllr Berryman to attend the "official opening" of Freedom Leisure's Lydney Fitness Suite & Studio on 30 March 2017 Verbal update – Cllr Berryman Cllr Berryman and Pearman to attend the launch of the Police and Crime Commissioner's new Police and Crime Plan 2017-2021 on 30 March 2017 Verbal update – Cllrs Berryman/Pearman Cllr Pearman to attend the next meeting of the Parish & Town Council Boar Group on 21 March 2017 Verbal update – Cllr Pearman
16.	<ul style="list-style-type: none"> Cllr Preest to alert Gloucestershire County Council Officers to the fact that the presence of locks to the main line railway car park extension was proving to be a deterrent to users Verbal update – Cllr Preest

AS