

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/11/14 – 65

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 November 2016 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, J Greenwood, C Harris, H Ives, B Pearman, A Preest and D Pugh

Three members of the public

Mrs V Henson, Primrose Hill Church of England Academy (with two pupils) (item 5 only)

PCSO T Oliver, Gloucestershire Constabulary (item 4 only)

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.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Legg and Street.

Cllr Berryman informed Members that due to work commitments Cllr Legg had tendered his apologies until February 2017. Noted.

2. **DECLARATIONS OF INTEREST**

None.

3. **CO-OPTION – ADVERT/POLICY**

Members noted the advertisement which had been placed regarding the current casual vacancies, together with the legal advice which had been obtained and a copy of the Council's Co-option policy.

Two members of the public (Mr A Bishop and Mr W Leach) who had expressed an interest in being co-opted onto the Council were then invited, in alphabetical order, to provide a presentation to Council outlining their reasons for seeking co-option.

Mr A Bishop

Mr Bishop advised Members that he had lived around Lydney for approximately 10 years. Following a trip back to a town in Cumbria which had substantially developed since his last visit 20 years ago, Mr Bishop expressed a desire to join the Council to help facilitate the development of the Town. During his presentation Mr Bishop highlighted areas where he felt improvement was required spanning retail, industrial, visual, highway and amenity areas. Mr Bishop apprised Members of his involvement with local sporting clubs together with his financial and business acumen.

Responding to a question posed by Cllr Ives regarding the under-appreciation by some candidates of the commitment involved to attend Council, committee and Trust meetings, Mr Bishop assured Members that he possessed sufficient time to devote to Lydney Town Council's business.

Cllr Greenwood stressed that Local Government did not operate in the same manner as business and he questioned if Mr Bishop was prepared for the frustration and bureaucracy

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which sometimes entailed. Mr Bishop confirmed that he was prepared for such instances.

Responding to a question raised by Cllr Pearman, Mr Bishop advised that he had decided to stand for election following his visit to Cumbria where he witnessed that substantial improvements had been undertaken.

Mr Bishop excused himself from the chamber at this point.

Mr W Leach

Mr Leach advised that he moved to Lydney in 1963 which had fostered a community spirit and a “sense of place” in himself; had worked all over the Country in pursuit of his career, however, he now ran a Rally School in Wales with his son which enabled him to devote greater time to local affairs. Mr Leach spoke on his involvement with local athletic clubs; advised he was a pastor of a local Church who met in Naas Lane and expressed a desire to forge greater links with the community. Whilst Mr Leach accepted that areas of the Town required improvement, he praised the improvements which had been conducted to date, including the floral displays and amenity area around Lydney Lake, which he felt helped to demonstrate pride in the Town.

Responding to a question raised by Cllr Ives, Mr Leach advised that he did not wish to take on something which he could not commit to and as such, he felt that the role would require a minimum of 2 years commitment at least.

Cllr Pugh enquired if Mr Leach was aware that sometimes Local Government was a long, drawn out process and did not quickly embrace change. Mr Leach acknowledged that the work of a Council was procedural based and advised that he possessed prior experience working externally with Councils.

Mr Leach then excused himself from the meeting.

Members then discussed the merits of each presentation. Members felt the presentation given by Mr Bishop to be quite negative and they recalled that he had previously stood for co-option on two occasions (one of which he had not personally attended) and had been unsuccessful in his application. Furthermore, Members recalled previous minutes, which they felt relevant to Mr Bishop’s application.

Regarding Mr Leach’s presentation, Members felt that he possessed a positive view and noted that he had voiced a desire to forge greater links with the community. Furthermore, that Mr Leach was aware of the changes which had started to take place recently to improve the visual appearance of the Town.

Both candidates were requested to return to the Council Chamber where their co-option was put to a vote. Mr Leach was unanimously elected to the Council. Mr Bishop received one vote in favour of his election and eight votes against and was therefore not elected.

Thanks were expressed to Mr Bishop who duly left the Chamber at this point.

Standing Orders were suspended at 7.33 pm in order that Mr Leach could sign his Declaration of Acceptance of Office. Cllr Leach then assumed his seat at the Council Chamber table.



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Standing Orders were re-instated at 7.36 pm.

4. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 10 October 2016 was **proposed by Cllr Harris, seconded by Cllr Pearman.** Vote carried with one abstention.

Cllr Berryman advised that Agenda Item 6 – Youth Forum would be considered next, however, the minutes reflect the order as shown on the agenda.

5. POLICE MATTERS

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

Cllr Berryman welcomed PCSO Oliver to the meeting. Due to the departure of PCSO Wilce, Members were informed that PCSO Oliver and PC Hopkins were now the local Officers. Whilst both Officers had also been allocated additional areas to cover, they were still maintaining a presence in the Town areas and PCSO Oliver advised that a large number of youths had recently been removed from Bathurst Park after hours.

Cllr Ives expressed thanks for PCSO Oliver's continued vigilance in Bathurst Park and the visible presence. Thanks were also expressed for the Police's monitoring of the area around Lydney Lake and for their attendance at the Remembrance Parade.

Cllr Harris informed PCSO Oliver that a large number of used gas canisters had been left in the car park behind the Library and in Newerne Street. PCSO Oliver gave a commitment to investigate the issue.

PCSO Oliver excused himself from the meeting at this point.

6. YOUTH FORUM

Cllr Berryman welcomed Primrose Hill Church of England Academy to the meeting.

During their report representatives from the School raised the following matters:

- Following the suggestion made at a previous Forum, the representatives presented County Cllr Preest with a map identifying all the potholes in the Town which had been compiled by students. County Cllr Preest profusely thanked the representatives for their efforts and gave a commitment to raise the matter with the Area Highway Manager and inform the School Council of any progress.
- An open invitation was extended to Members to attend the School Carol Service which would take place at 2.00 pm at St Mary's Church on Wednesday 14 December 2016.
- The representatives were delighted to announce that following an inspection by Ofsted the School had been rated as "Good".

During discussion Members explained that Councillors had previously met with pupils at Severnbanks School to enable them to raise issues in a more familiar setting. It was noted that this had worked well and Mrs Henson encouraged the Council to contact the School Council to obtain a list of available dates.



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Mrs Henson and the School Representatives excused themselves from the Chamber at this point.

Education

Cllr Ives felt that the current format of the Youth Forum was operating well and informed Members that Lydney C of E School and Aylburton School had declined to participate in the scheme.

7. OPEN FORUM

Mr W Owen, 3 Augustus Way, Lydney – Referring to his comment made earlier in the evening at the Planning and Highway Committee meeting, Mr Owen queried the wording used regarding the raising of questions during the Open Forum. The CEO advised Mr Owen he had already been provided with the Council's response at the earlier Planning and Highway Committee meeting.

8. COMMUNICATIONS BY THE MAYOR

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

- Trafalgar Day parade
- Opening of the Poppy Shop
- Victoria Centre
- Remembrance Sunday

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:-

- Responding to a question raised by Cllr Ives, the CEO informed that Gloucestershire County Council had contributed 50% of the cost of the feasibility study for the multi-use track and that two routes (red and blue) were currently being considered, with an enhanced study being undertaken. It was noted that the results of the study would be considered at the Stakeholder meeting; that West Dean Parish Council had been asked to contribute towards the cost of producing a design statement; that Forest of Dean District Council had been asked to remove a caveat which had been placed on their £5,000 contribution to enable the sum to be used more beneficially.
- Members were provided with a copy of the Council's response to the 2017/2018 Local Government Finance Settlement (Technical Consultation Paper) issued by the Department for Communities and Local Government. Noted the proposed changes relating to the Referendum Principles which currently did not affect Lydney Town Council given its Precept for 2016/2017 was less than £500,000.00.

In-House Audit Roster

Members were provided with a copy of the revised roster and were advised that the next audit would take place on 21 November 2016 by Cllrs Greenwood and Preest.

CCTV

Members noted that since the last meeting the Council had addressed two requests for CCTV images from insurance companies.



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Gloucestershire Association of Parish and Town Councils (GAPTC)

Prior to the meeting Members were provided with a copy of the e-mail received from GAPTC detailing their increase in subscription for 2017/2018. Members were informed that Lydney Town Council were only able to gain direct access to NALC due to their membership of the County Association (GAPTC). It was noted that the Council paid £2,200.00 in GAPTC Membership fees in 2016/17, however, it had received very little support from GAPTC during the dispute with Forest of Dean District Council concerning the correct payment process for the Local Council Tax Support Grant. Cllr Ives spoke of his frustration and disbelief over the comments made by GAPTC's Chairman whilst attending a meeting between Town Council's and Forest of Dean District Council to discuss the payment of the Local Council Tax Support Grant. Cllr Berryman highlighted the lack of support given when he had raised the issue at a GAPTC Executive Committee meeting.

After further discussion it was **proposed by Cllr Pearman, seconded by Cllr Pugh**, that the Council would send a letter strongly voicing its dissatisfaction over the lack of support which had been afforded to the Town Council; that the Council's membership of GAPTC would be reviewed on an annual basis and that the main reason for renewing its membership was to continue to gain direct access to NALC. Vote carried with one abstention.

Action by – the CEO

Members were informed that investigations were currently taking place regarding the possibility of arranging for the table in the Council Chamber to be re-polished and for a protective mat to be applied. The cost of this work would be considered at a future meeting.

10. FINANCIAL MATTERS

FINANCIAL STATEMENT -

NOVEMBER 2016

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
		<u>363,589.64</u>

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



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Receipts OCTOBER	23,038.46	See attached
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		

Total Receipts YTD **583,159.85**

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

Detailed below

Payments DECEMBER
Payments JANUARY
Payments FEBRUARY
Payments MARCH
Payments PRIOR TO YEAR END

Total Payments YTD **388,364.92**
558,384.57

Reconciled Bank Statements as at end	OCTOBER 2016	
LLOYDS BANK - Current account		235,811.67
LLOYDS BANK - Lydney In Bloom - Current		705.24
LLOYDS BANK - LGPS - Current		10,011.63
LLOYDS BANK - Cycle Path Project - Current		36,666.26
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	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	
LGPS Provision (moved to LGPS a/c)	0.00	
LCTS	28948.58	
Young Person's Award	250.00	
Christmas	733.16	
Building Maintenance	720.00	
LLOYDS BANK - General Reserve	144,774.21	275,189.78
Bank Balances as at: 30-Oct-16		558,384.57

November PAYMENTS	Chq. No	Description/Spending Power:
<u>Payments made by Direct Debit/Standing Order</u>		
ICO	05.10.16 35.00	Annual DD Subscriptions
BNP Paribas	07.10.16 330.00	Qtrly DD Telephone
WL IT Fuel Genie	13.10.16 408.87	Mthly DD Fuel
Konica Minolta	14.10.16 382.38	Qtrly DD Photocopier
ADT Collections	17.10.16 197.47	Qtrly DD Establishment
ADT Collections	17.10.16 49.01	Qtrly DD Establishment
Forest Equipment Services: Gen/Docks	20.10.16 769.18	Mthly STO Litterpicking: General & Docks
Forest Equipment Services: Cemetery	20.10.16 80.98	Mthly STO Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	20.10.16 46.68	Mthly STO Litterpicking: Dog bins
EE & T-Mobile	23.09.16 13.20	Mthly DD Telephone
FoDDC Business Rates: Cemetery & Premises	24.10.16 63.00	Mthly DD FoDDC Rates
Cablestream Ltd	25.10.16 138.34	Mthly DD Telephone
Dean Truck Repairs	28.10.16 234.00	Mthly STO Vehicle Leasing
Redline Telecom	28.10.16 38.94	Mthly DD Telephone
Leaflet Co	06.10.16 80.82	Debit Card Newsletter
Tesco Direct	13.10.16 80.00	Debit Card Christmas Event

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WP Oyez Forms	19.10.16	18.04	Debit Card	Legal
Amazon UK Retail PWL	21.10.16	92.41	Debit Card	Training
Direct Debits:	Sub total	3058.32		
<u>Interim Payments made in advance of meeting:</u>				
Signs 4 YOU (UK) Ltd	11.10.16	102.00	8421	Homecoming Event
Interim Payments:	Sub total	102.00		
<u>Payments for approval at meeting held on: 14th November 16</u>				
Corporate: Payroll	14.11.16	12,795.83	BACS	Monthly November
Corporate: HMRC	14.11.16	4,092.84	BACS	Monthly November
Corporate: Glos LGPS	14.11.16	5,279.85	BACS	Monthly November
Cycle Project (Corp)	14.11.16	1,163.22	BACS	Monthly November
Arkell & Hurcombe	14.11.16	175.80	8422	Ad hoc Cemetery
Brissco	14.11.16	355.32	8423	Ad hoc Street Furniture
Charles Saunders Ltd	14.11.16	23.40	8424	Ad hoc Establishment
Luke Cole Contracting	14.11.16	140.00	8425	Ad hoc Building Maintenance
M E Damsells	14.11.16	8,396.40	8426	Ad hoc E/M Memorial
Designer Signs	14.11.16	19.20	8427	Ad hoc Grit Bins
Exhaust Tyres & Batteries	14.11.16	3.60	8427	Ad hoc Machinery/Tools
Gloucester Compressed Air Services Ltd	14.11.16	198.00	8429	Annual Machinery/Tools
Grant Thornton UK LLP	14.11.16	1,590.00	8430	Annual Audit
Light Fantastic DIY Ltd	14.11.16	69.64	8431	Monthly Play/Area/Tools
Lydney Engineering Co Ltd	14.11.16	257.52	8432	Quarterly Establishment
Alan Martin (Nature Conservation Services)	14.11.16	105.00	8433	Ad hoc Weed Spray
Mincost Ltd	14.11.16	79.54	8434	Monthly Cemetery
Mail Box Distribution	14.11.16	115.46	8435	Quarterly Newsletter
Monmouthshire County Council	14.11.16	165.60	8436	Ad hoc Playareas
Peter Neale	14.11.16	1,506.00	8437	Ad hoc Civic Expense
Office Star Group Ltd	14.11.16	294.34	8438	Monthly Stationery
PB Safety Supplies	14.11.16	23.16	8439	Ad hoc PPE
The Really Rather Good Company	14.11.16	1,079.00	8440	Ad hoc Home coming Event
Sevenside Wholesalers Ltd	14.11.16	1,694.10	8441	Annual Christmas Event
SLCC	14.11.16	385.00	8442	Annual Subscriptions
Travis Perkins	14.11.16	39.19	8443	Monthly Street Furniture
University of Exeter	14.11.16	310.00	8444	Ad hoc Training
Viatec UK Ltd	14.11.16	240.00	8445	Ad hoc Grit Bin
Whitehouse Press Printers	14.11.16	132.00	8446	Annual Civic Expenses
BPRT VAT Repaid	14.11.16	2,460.83	8447	Quarterly VAT Recharge
LRT VAT Repaid	14.11.16	1,412.33	8448	Quarterly VAT Recharge
Petty Cash	14.11.16	113.85	8449	Monthly Estb/Telephone
Cash (Float for Grotto)	14.11.16	100.00	8450	Annual Christmas Event
		44,816.02		
TOTAL PAYMENTS	November	47,976.34		
<u>A list of unrepresented Cheques (For Information only)</u>				
T Cackett		84.50	8399	
Lydney Music		100.00	8409	
Whitehouse Press		678.00	8417	
Total		862.50		

Monthly Payment Listing

Receipt of the monthly payment listing November (Month 8 – including virements shown overleaf) was **proposed by Cllr Pugh, seconded by Cllr Biddle. Unanimous.**

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

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Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£6,000.00	2015/2016 B'fwd Creditors	RBS Accounting System E/M
£250.00	2015/2016 B'fwd Creditors	Christmas E/M
£3,900.00	2015/2016 B'fwd Creditors	Audit & Corporate E/M
£8,000.00	2015/2016 B'fwd Creditors	Playareas (Primrose Hill) E/M
£4,780.00	2015/2016 B'fwd Creditors	CCTV E/M
£2,883.16	2015/2016 B'fwd Creditors	Christmas E/M
£1,300.00	Memorial Testing E/M	LCTS E/M
£2,500.00	Election Costs E/M	LCTS E/M
£1,000.00	Legal Fees – Employment	Advertising General
£3,000.00	Contingency General	Additional CCTV cameras
£1,000.00	Free Grants	Donations General
£1,506.00	Cemetery General	Civic Expenses
£200.00	Website Maintenance	Subscriptions
£2,300.00	Weedspraying	Christmas Lights
£797.00	Homecoming Event	Christmas Lights

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>
12.10.16	Tesco Direct	Christmas wrapping paper for Santa's Grotto Gifts	£80.00	Carol Wheeler
17.10.16	Amazon.co.uk	Course reference books for James Young and Richard Brown:- <ul style="list-style-type: none"> • Instant Notes in Ecology • Managing Habitats for Conservation • Future Nature: A Vision for Conservation 	£92.41 (free delivery)	Carol Wheeler
18.10.16	Oyez Store	LLC1, CON29 and CON290 form for Local Authority searches in respect to Bathurst Park	£18.04 – Note: expenditure to be re-charged to Bathurst Park	Carol Wheeler

External Auditor's Certificate and Opinion for 2015/2016 and Other Matters

Prior to the meeting Members were provided with a copy of the External Auditor's Certificate and Opinion for 2015/2016, together with copies of the e-mail exchange between the CEO and the External Auditor relating to Precept and Council Tax Support Grant figures provided to the Independent External Auditor by the Billing Authority.

It was noted that the Independent External Auditor had advised that the Council should reinstate said figures to match those provided by the Billing Authority. However, Members recalled that the Council had previously sought legal advice regarding the Billing Authority's incorrect interpretation of the payment of the Council Tax Support Grant and that it had also

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substantiated the figures using Forest of Dean District Council remittance advices and that ultimately the Billing Authority had conceded that their interpretation had been incorrect.

A short discussion then ensued, during which Cllr Pearman highlighted that the Council had democratically approved its Precept and notified the Billing Authority of the figure and no one (including the Billing Authority) had the power to alter the Precept figure. Accordingly, it was **proposed by Cllr Pearman, seconded by Cllr Harris**, that the Council reiterated robustly that its Annual Precept figure, as stated on the 2015/2016 Annual Return, was correct and that it would therefore not reinstate the figures for 2016/2017. Unanimous.

Resolved: That the Council's Annual Precept figure for 2015/2016, as stated on the 2015/2016 Annual Return, was correct and as such it would not reinstate the figures on the 2016/2017 Annual Return.

Grant Thornton Satisfaction Survey

Prior to the meeting Members were provided with a copy of the satisfaction survey which it was proposed would be returned to Grant Thornton. It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the survey would be returned with the comments shown. Unanimous.

Action by – the CEO

Withdrawal of Local Council Tax Support Grant (LCTS) by Forest of Dean District Council (FODDC)

Prior to the meeting Members were provided with a copy of the letter received from FODDC's Section 151 Officer advising of the withdrawal of the LCTS grant. Disappointment was expressed that the decision to withdraw the grant had been attributed partly to Lydney Town Council's challenge over the incorrectly interpreted payment process which had been followed by FODDC.

In her capacity of District Cllr, Cllr Harris expressed concern that she had not been informed prior by FODDC regarding the withdrawal of the LCTS grant, as the decision affected all Parish and Town Council's in the district. However, Members were informed that the Section 151 Officer held a mandate to take such decisions and it was noted that the Officer held the same position for a number of Councils within the shared service group, however, the removal of the LCTS Grant was a Cabinet decision.

Members noted that whilst Lydney had made provision for the withdrawal of the LCTS Grant and that it remained below the Referendum threshold, the Amenities Committee had resolved to purchase an ATV for £6,000 plus VAT (£7,200). The CEO requested that the funding be taken from General Reserves to cover the purchase in this financial year. It was **proposed by Cllr Harris, seconded by Cllr Pugh**, that the purchase of the ATV would be funded from General Reserves during 2016/2017, a total of £7,200.00. Unanimous.

Action by – the CEO

Request for Funding for Road Safety Campaign

Prior to the meeting Members had been provided with a copy of the request which had been received from Forest of Dean District Council to financially support a road safety campaign which was scheduled to take place in the near future. Attention was drawn to the suggestion of a minimum £50 donation towards the project. It was **proposed by Cllr Ives, seconded by Cllr Greenwood**, that the Council would contribute £50.00 towards the scheme. Unanimous.

Action by – the CEO



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11. **THE TACK**

Members noted that an order for signage had since been placed and that delivery was currently awaited.

12. **STATION UNDERPASS**

Members noted that since the last meeting a question had been raised regarding the ability to remove vegetation from the underpass at the mainline Railway Station, together with the ability to lower the underpass in order to provide greater access to the public.

Cllr Biddle advised that signage erected at the underpass warned individuals that the underpass was used at their own risk. It was noted that Network Rail were currently investigating the issue of ownership and their response was awaited. Members were informed that the vegetation could not be removed by the Town Council's Groundstaff due to liability implications if it were deemed that the Council had facilitated greater use of the route. Noted.

13. **FORMAL CORRESPONDENCE RECEIVED**

- Lttr from Mr J Harrison regarding Lydney's NDP.
- Lydney Town Council's newsletter – regarding investigations into distribution options for the newsletter. **It was proposed by Cllr Ives, seconded by Cllr Pearman, that the Council would continue with its existing arrangements (via the distributor for The Review). Unanimous**
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail drawing attention to the Gloucestershire Minerals and Waste Plan and advising that Stroud Town Council will be opposing the draft Minerals Plan and had adopted a policy on Fracking. GAPTC advised anyone concerned about Fracking should respond to the consultation and also write to their local County Councillor.
- Boar Solutions Forum – E-mail from Mr M Caldwell advising of the newly created Forum and inviting the Council to nominate a representative to attend meetings. Next meeting to take place at 7.15 pm on 15 November 2016, venue to be advised. **Cllr Biddle to attend on behalf of the Council.**
- Forest of Dean District Council – E-mail advising that Gloucestershire County Council had “made live” developments to the Graduated Pathway of Early Help and Support for all children with additional needs.
- Forest of Dean District Council – E-mail advising that a Community Safety Brochure would shortly be printed and if the Town Council wished to sponsor the Brochure it should contact Nikki McLean, Community Engagement Officer, Forest of Dean District Council.
- Age Concern Forest of Dean – Invitation to attend the AGM on Friday 18 November 2016 at 3.00 pm which will take place at The Belle Vue Centre, Belle Vue Road, Cinderford. **Cllr Berryman to attend on behalf of the Council.**
- Forest of Dean District Council – E-mail from Nikki McLean advising that £2,000 had been awarded to the Lydney Skiff Project which would be ring-fenced towards start-up costs. Ms McLean requested that Lydney Town Council make itself known to the organisation; the organisation had since been provided with details of the Town Council's Grant scheme and invited to submit a report on the aims of their project for Members' information.

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- Battle's Over – A Nation's Tribute and WWI Beacons of Light – E-mail from Bruno Peek LVO OBE OPR, Pageantmaster, detailing the aim to light beacons in commemoration and remembrance of the end of the war on 11 November 2018. It was noted that co-ordination of the event commences in February 2017 and the Council was asked to confirm if it wished to participate. **It was proposed by Cllr Berryman that the Council would participate in this and all such Beacon lighting events and that Delegated Powers would be bestowed on the CEO and two Members to organise any necessary arrangements. Unanimous.**

Action by – the CEO

- Forest of Dean District Council – E-mail from Nikki McLean, Community Engagement Officer, advising that the next CSP meeting would take place at 2.00 pm on Wednesday 16 November 2016 at Forest of Dean District Council's offices. Cllr Pugh confirmed that he would attend the meeting on behalf of the Council.
- NALC – E-mail briefing on a number of subjects (*forwarded to Councillors*). Forest of Dean District Council (FODDC) – Letter advising that due to budget announcements FODDC wished to enquire if Lydney Town Council wished to take on the toilets in Newerne Street from April 2018, subject to it being granted full rate relief (annual rates being £2,250.60). **Members were informed that the matter would be an agenda item for Full Council once further information had been received from FODDC with regard to Referendum Principles etc (April 2017 onwards).**

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.

CED Steering Group

Cllr Pearman advised that the Group had not met since the last meeting and gave a commitment to provide Members with minutes from the latest meeting at December Full Council.

Members noted that a purchase order had since been re-issued for £355.32 (taken from Lydney Town Council's) account in respect of the purchase of walk markers, in order that the Lydney Town Heritage Walk brochures may be made publically available.

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Coastal Communities Team (CCT)

Cllr Pearman advised that the transfer of the Harbour was still being finalised by the Environment Agency and that the CCT had been invited to apply for a second round of funding which, if successful, would provide £2.1m of funding to conduct many improvements at the Harbour (e.g. dredging of canal, road improvements, utilisation of buildings, etc). Cllr Pearman reported that the CCT had appointed a team of architects to produce design proposals for the improvements to accompany the funding bid.

Heritage Action Zone (HAZ)

Cllr Pearman advised that Historic England Officers felt that a Heritage Action Zone bid may not be the best route forward for the desired improvements, however, said Officers felt that they may be able to provide support to other improvement aims for the Town.

Members were also reminded that a meeting would take place between Forest of Dean District Council and members of Bathurst Park and Recreation Trust on 16 November 2016 at 10.30 am to discuss the Trust's desired improvements to the Park. Whilst he could not personally attend due to work commitments, Cllr Ives encouraged as many Trustees to attend as possible and requested that the matter be an agenda item for the next Trust meeting.

Action by – the CEO

Community Safety Partnership

Cllr Pugh advised a number of initiatives had been discussed at the last meeting, including the road safety project which the Council had agreed to contribute towards earlier in the meeting.

Chartered Parishes Group

Cllr Ives reported that work was being undertaken on a "Highways Hub" which would be placed on Gloucestershire County Council's website and would allow authorised users to view the present status of issues.

Gloucestershire Market Towns Forum

Cllr Pearman advised that it had not been possible to attend the recent visit to Shepton Mallet and that subscriptions for the current year would be at no cost.

Forest of Dean Health Forum

Cllr Pugh advised that news was awaited on the anticipated cuts to health provision in Gloucestershire and the Forest of Dean.

Flood Defence Stakeholder Meeting

The CEO read out an e-mail which had been received from The Forestry Commission regarding the consideration of both routes. Members noted that said organisation had declined to comment further until such time as the results of the feasibility study had been received.

Responding to a question which had been raised by Cllr Pearman, the CEO advised that the Community Projects Administrator was currently seeking confirmation regarding the name of the project, as The Forestry Commission had stipulated the inclusion of "cycle" in the title if it were to be routed over their land.

15. DISTRICT COUNCILLORS REPORT

No report received.

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16. COUNTY COUNCILLOR REPORT

No report received.

Referring to discussion which took place previously in the meeting, Cllr Preest felt that the ownership of the underpass lay with Network Rail and recalled that a figure of £500,000.00 had been quoted to lower the underpass. Cllr Preest also advised that the extension to the mainline Railway Station car park should be open prior to Christmas and that Arriva were offering their customers a half-price ticket on Dean Forest Railway.

17. COUNCILLORS REPORT

Cllr Ives expressed thanks to the Community Project Administrator for the Lydney Heritage Walk brochure.

Cllr Biddle reported that he had attended the Lydney & District Twinning Association AGM at which a new Chairman, Vice Chairman and Treasurer had been appointed, with the Secretary remaining in post.

Cllr Biddle also reported that the funding previously given to the Lydney Community Centre to support youth activities would be utilised in January. It was noted that Young Gloucestershire were currently engaged in a consultation exercise in order to determine the types of projects which would be supported by local youths.

Cllr Harris advised that she had held discussion with a member of the public (a Parish Councillor from Staffordshire) who was holidaying in the area, concerning the creation of bug hotels and wildflower areas at Lydney Lake. Members were pleased to learn that the member of the public had commended Lydney Recreation Trust on its initiative and welcomed their commitment to replicate the initiatives when they returned to Staffordshire.

18. PRESS RELEASE

Nothing to report.

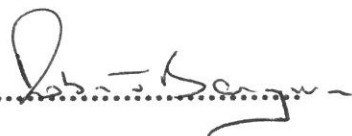
19. MEETING DATES

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

- 21 November 2016 6.00 pm - Finance and Scrutiny Committee
- 12 December 2016 6.00 pm - Planning and Highway Committee
- 7.00 pm - Full Council

Meeting closed at 9.09 pm

Chairman



Date

12/12/2016