

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 78

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 12 December 2016 at 7.00 pm.

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

Two members of the public  
Ordinary Cadet Scott Ross, Forest of Dean Sea Cadets and Mayor's Cadet  
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 Christodoulides, Greenwood, Legg and Street.

2. **DECLARATIONS OF INTEREST**

Cllr B Pearman – Item 11 (Code of Conduct Complaint) and item 10 (Governing Documentation)

Cllr A Preest – Item 11 (Code of Conduct Complaint)

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 14 November 2016 was **proposed by Cllr Ives, seconded by Cllr Harris.** Unanimous.

4. **POLICE MATTERS**

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


The CEO advised Members that prior to the commencement of the meeting she had been informed by the Lydney Beat Manager that a member of the public had been arrested for carrying an offensive weapon in Bathurst Park and that two members of the public had been arrested whilst in Hams Road for going equipped for a burglary.

Gratitude was expressed to the Police for their continued vigilance in Bathurst Park and it was agreed that the Council's appreciation would be expressed to PCC Martin Surl and PS Sara Sleeman when they attended the January meeting of the Bathurst Park and Recreation Trust.

5. **YOUTH FORUM**

Cllr Berryman welcomed Ordinary Cadet Scott Ross to the meeting.

Members noted that Ordinary Cadet Ross had liaised with various youth groups in the town during which the following matters had been raised:

- A desire for an increased number of fast food premises to be operated within the Town
- Increased play provision/equipment in Bathurst Park 

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 79

- Greater promotion of the facilities which were provided in Bathurst Park
- Greater publicity of youth groups which were in existence in the Town
- New shop frontage designs

During discussion Members explained the Council's aim to enhance the appearance of the Town and the Mayor requested an agenda item for the January meeting to enable Council to consider how it could assist with the promotion of youth organisations.

**Action by – the CEO**

Cllr Ives highlighted that other education establishments operated a "Youth Fair" to enable youth organisations to promote their facilities. After a short further discussion Cllr Ives agreed to raise the matter with the Head Teacher at The Dean Academy to ascertain if it would be possible to organise a similar event, for which Ordinary Cadet Ross offered to assist with organising.

**Action by – Cllr Ives**

Ordinary Cadet Ross excused himself from the meeting at 7.14 pm

### Education

Cllr Ives informed Members that the revised format of the Youth Forum was proving popular with local schools and informed Members of the forthcoming guest speakers. Members were pleased to note that Lydney C of E School had now decided to embrace the format and would appear at a future meeting. Cllr Ives informed Members that he was now in possession of a schedule of Governors meetings for The Dean Academy and he looked forward to attending his first meeting.

### 6. OPEN FORUM

Mr W Owen, 3 Augustus Way, Lydney – Questioned the total number of persons who would be permitted in the Council Chamber at any one time. The CEO stated that the agenda's clearly stated a maximum of 10 members of the public would be admitted to the chamber. Cllr Berryman advised that a maximum of 27 persons (15 Councillor seats, 2 Officers and 10 public seats to include Press, Police, etc) would be admitted to Council meetings at any one time.

### 7. COMMUNICATIONS BY THE MAYOR

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

- Coleford Memory of Battle of the Somme
- Age Concern AGM Cinderford
- Ross on Wye Christmas Lights Switch On
- Presentation at The Royal British Legion – Peter Tarndrup presented with French medal by French Consul re 'D' Day Landings
- Gloucester Museum Chinese Photographic delegation
- Lydney Christmas Lights Switch On with Mary Rose Young
- Coleford Main Place Chinese Photographic delegation
- Christmas Concert – Springfield Singers and Cinderford Band, Lydney Town Hall
- St Mary's Christmas Tree Switch on
- Forest of Dean District Council Carol Service at Newent
- "What Panto" Lydney Town Hall, pupils from Walmor Hill, Pillowell & Blakeney
- Dean Academy Showcase

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 80

Cllr Berryman also presented Cllr Biddle with a certificate which recognised that he had been a finalist in the Community Champion Awards.

Cllr Berryman informed Members that the Council's letter to Gloucestershire Association of Parish and Town Councils concerning subscription charges and the Council received for such would be an item for their next Executive Committee 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:-

- Members were provided with a copy of the "Sandbag Tree" which had been revised to include any known Councillor absence over the Christmas period. The CEO advised that a supply of filled sandbags, loose sand and empty sandbags were held in the Council's garage in the Hams Road car park. Members were also reminded that they had been provided with "out of hours" contact numbers for key officers at Forest of Dean District Council.

### November Clerk's Meeting with Forest of Dean District Council

Prior to the meeting Members were provided with a copy of the notes from the meeting which had taken place between Forest of Dean District Council and Town Clerks, together with information pertaining to Forest of Dean District Council's 20/20 Partnership Vision and the formation of Teckal companies. Noted.

### In House Audit Roster

Members were provided with a copy of the latest version of the Roster which had been revised to include Cllr Leach's co-option. Whilst he accepted that some Councillors were not able to participate due to work commitments, Cllr Pearman stressed the need for Members to make every effort to participate as Members remained accountable for the Council's financial processes and procedures.

### Office Closure

Members noted that the Council's office would be closed for Christmas from 3.00 pm on 22 December 2016 and would re-open on 2 January 2017. Furthermore, that any/all Highway Winter maintenance issues should be directed to Amey (Tel: 08000 514514) during this period.

### Gloucestershire Association of Parish and Town Councils (GAPTC)

Prior to the meeting Members were provided with a copy of information which had been received from GAPTC pertaining to the appointment of the External Independent Auditors 2017/2018 onwards. Noted.

### 9. LYDNEY PUBLIC CONVENIENCES

Prior to the meeting Members were provided with copies of correspondence between Forest of Dean District Council (FODDC) and the CEO concerning FODDC's invitation for the Town Council to take over the public toilets in Newerne Street car park.

After a short discussion it was **proposed by Cllr Berryman** that the Council would not take on the responsibility for the public toilets. Unanimous.

**Action by – the CEO**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 81

### 10. GOVERNING DOCUMENTATION

Prior to the meeting Members were provided with copies of the advice note from the Society of Local Council Clerks and the CPALC Guidance Sheet relating to Standards and Code of Conduct for Parish and Town Councils, together with copies of the Council's Code of Conduct, Standing Orders and Complaints Procedure which had been tailored in line with the Finance and Scrutiny Committee's recommendations.

During discussion it was noted that whilst Forest of Dean District Council's Monitoring Officer was responsible for investigating any breach in standards the Principal Authority had no authority over a Parish and Town Council to impose any sanction or like and that the proposed revisions to Lydney Town Council's Code of Conduct would allow the Town Council itself to place sanctions on any Member who was found to have breached the Code. Furthermore, it was noted that it would be the responsibility of the Finance and Scrutiny Committee to consider any sanctions which may be imposed as a result of a confirmed breach of the Code (e.g. removal from a Committee). (Note: the Code of Conduct is not applicable to employees; complaints concerning any employee instead dealt with under the Council's Complaints Procedure).

Approval of the revised Code of Conduct was **proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous.

Approval of the revised Standing Orders (to include the amendments to the Code of Conduct) was **proposed by Cllr Pearman, seconded by Cllr Ives**. Unanimous.

Approval of the revised Complaints Procedure was **proposed by Cllr Pugh, seconded by Cllr Preest**. Unanimous.

Members noted that the CEO had also obtained a new Dispensation Notice which enabled all Members to debate and vote on matters considered by the Council which would ordinarily require a whole Council exemption. Copy of the Dispensation Notice was displayed on the Town Council's website.

### 11. CODE OF CONDUCT COMPLAINT

Prior to the meeting Members were provided with a copy of the Code of Conduct Complaint which had been lodged by Mr G Blake against Cllr Pearman. Members were also provided with a copy of FODDC's Deputy Monitoring Officer's Decision Notice which confirmed that Cllr Pearman did not breach the Town Council's Code of Conduct. Noted.

Members were also provided with a copy of Mr Blake's subsequent letter to FODDC's Deputy Monitoring Officer and Members noted Mr Blake's statement that he had sent a copy of his letter to District Cllrs Bevan and Osborne as both were the Councillors with whom he had lodged his original complaint.

### 12. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

DECEMBER 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



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 82

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
<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	<b>5,383.13</b>
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	
	<b>Total Receipts YTD</b>
	<b>588,542.98</b>

### 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	<b>50,295.20</b>
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	
	<b>Total Payments YTD</b>
	<b>438,660.12</b>
	<b>513,472.50</b>

### NOVEMBER 2016

LLOYDS BANK - Current account	194,612.85
LLOYDS BANK - Lydney In Bloom - Current	705.24
LLOYDS BANK - LGPS - Current	10,011.63
LLOYDS BANK - Cycle Path Project - Current	35,503.04
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	8948.58

*MS*

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 83

Young Person's Award	250.00	
Christmas	00.00	
Building Maintenance	720.00	
Contingency addition (Trusts Donations(if required))	20,000.00	<b>144,041.05</b>

**LLOYDS BANK - General Reserve** **128,598.48**    **272,639.53**

**Bank Balances as at: 30-Nov-16** **513,472.50**

### November PAYMENTS

			<u>Chq. No</u>	<u>Description/Spending Power:</u>
<u>Payments made by Direct Debit/Standing Order</u>				
WL IT Fuel Genie	15.11.16	197.36	Mthly DD	Fuel
Forest Equipment Services: Gen/Docks	21.11.16	769.18	Mthly STO	Litterpicking: General & Docks
Forest Equipment Services: Cemetery	21.11.16	80.98	Mthly STO	Litterpicking: Cemetery
Forest Equipment Services: Dog Bins	21.11.16	46.68	Mthly STO	Litterpicking: Dog bins
FoDDC Business Rates: Cemetery & Premises	22.11.16	63.00	Mthly DD	FoDDC Rates
EE & T Mobile	23.11.16	13.20	Mthly DD	Telephone
BNP Paribas	23.11.16	78.00	Quarterly DD	Establishment Charges
Cablestream ITD	24.11.16	133.9	Mthly DD	Telephone
Dean Truck Repairs	28.11.16	234.00	Mthly STO	Vehicle Leasing
Redline Telecom	28.11.16	38.94	Mthly DD	Telephone
Amazon UK Retail	16.11.16	42.41	Debit Card	Christmas Event
	<b>Direct Debits:</b>	<b>Sub total</b>		
		<b>1,697.39</b>		

### Interim Payments made in advance of meeting:

Living Wage Foundation	14.11.16	120.00	8452	Corporate
Twomlow Solicitors & Advocates	01.12.16	300.00	8453	Corporate
Expenses	06.12.16	28.00	8454	Training
Corp (Inc HMRC)	06.12.16	6,932.82	BACS	Corporate
	<b>Interim Payments:</b>	<b>Sub total</b>		
		<b>7,380.82</b>		

### Payments for approval at meeting held on: 12<sup>th</sup> December 16

Corporate: Payroll	23.12.16	11,861.67	BACS	Monthly	December
Corporate: HMRC	23.12.16	3,990.29	BACS	Monthly	December
Corporate: Glos LGPS	23.12.16	4,921.61	BACS	Monthly	December
Coinros Park Nurseries	12.12.16	764.10	8455	Ad hoc	Floral Displays
Luke Cole Electrical Contractors	12.12.16	990.00	8456	Annual	Christmas Lights
Richard Cole Contracting	12.12.16	1,786.00	8457	Ad hoc	Grass Cutting
The Columbaria Company	12.12.16	108.00	8458	Ad hoc	Cemetery
Forest of Dean and Wye Valley Review	12.12.16	121.20	8459	Annual	Christmas Event
Gloucestershire Market Towns Forum	12.12.16	250.00	8460	Annual	Subscriptions
Kingsdown Nurseries	12.12.16	8.89	8461	Ad Hoc	Machinery/Tools/Repairs
Light Fantastic DIY Ltd	12.12.16	33.22	8462	Monthly	Machinery/Tools/Repairs
Lydney Music	12.12.16	175.00	8463	Annual	Christmas Event
Morf Designs Ltd	12.12.16	889.00	8464	Annual	Subscription
MDT Theatre Services	12.12.16	217.38	8465	Annual	Christmas Event
Office Star Group Ltd	12.12.16	499.34	8466	Monthly	Stationery
Shelly Signs Ltd	12.12.16	2,274.00	8467	Ad Hoc	The Tack
Travis Perkins Trading Co Ltd	12.12.16	114.24	8468	Annual	Christmas Lights
Wildin & Co	12.12.16	900.00	8469	Half Yearly	Audit
WGS Power & Lighting	12.12.16	792.00	8470	Annual	Christmas Event
Worksafely Ltd	12.12.16	54.94	8471	Ad Hoc	PPE
Whitehouse Press (Printers) Ltd	12.12.16	139.00	8472	Annual	Civic Event
WPS Insurance Brokers	12.12.16	27.38	8473	Annual	Christmas Event
Expenses	12.12.16	27.62	8474	Ad Hoc	Training
Competition Winner	12.12.16	50.00	8475	Annual	Civic Event
Competition Winner	12.12.16	30.00	8476	Annual	Civic Event
Competition Winner	12.12.16	20.00	8477	Annual	Civic Event
Lydney Town Band	12.12.16	60.00	8478	Annual	Christmas Event
Petty Cash	12.12.16	104.11	8479	Monthly	Est/Tph/Christmas
Keith Morgan Mowers (ATV)	12.12.16	7,200.00	8480	Ad Hoc	General Reserves
Monmouthshire County Council (Primrose Hill Wet Pour)	12.12.16	2,808.00	8481	Ad Hoc	E/M Playarea

**41,216.99**

**TOTAL PAYMENTS    DECEMBER    50,295.20**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 84

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

T Cackett	84.50	8399
Arkell & Hurcombe	175.80	8422
Light Fantastic DIY Ltd	275.52	8423
The Really Rather Good Company	1079.00	8440
University of Exeter	310.00	8444
Viatic UK Ltd	240.00	8445
<b>Total</b>	<b>2,146.82</b>	

### Monthly Payment Listing

Receipt of the monthly payment listing December (Month 9 – including virements shown below) was **proposed by Cllr Pugh, seconded by Cllr Leach.** Unanimous.

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

### Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£1,953.00	Election Costs	Highways General
£1,200.00	Stationery	Subscriptions
£100.00	Litter Picking Play Areas	Litter Picking Dog Waste

### Transfers

<u>Month</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
June 2016	£29,613.16	LTC Current Account	LTC Deposit Account (Transfer to E/M Reserves)
	£1,811.92	LTC Current Account	LTC Deposit Account (VAT Returns)
	£10,000.00	LTC Deposit Account	New Local Government Pension Scheme Account (set up of account)
July 2016	£14,500.00	LTC Deposit Account	LTC Current Account (cash movement re RBS accounts)
August 2016	£2,400.00	LTC Deposit Account	LTC Current Account (purchase orders LTC1199, 1201, 1202 and 1203 = £2,389.80)
September 2016	£4,165.54	LTC Deposit Account	LTC Current Account (Multi Use Path Project)
October 2016	£5,527.62	LTC Deposit Account	LTC Current Account (Beauchamp play area replacement fencing)
	£17,000.00	LTC Deposit Account	Multi Use Path Project Account (set up of account)
	£16,663.94	LTC Deposit Account	Multi Use Path Project Account (feasibility/admin support/West Dean Parish Council contribution)
	£3,002.32	LTC Current Account	Multi Use Path Project (residue of LTC contribution towards admin post)
	£13,478.40	LTC Deposit Account	LTC Current Account (War Memorial refurbishment/Tack signage/Primrose Hill Play Area wet pour)
November 2016	£5,000.00	LTC Current Account	LTC Deposit Account (rectify banking error re money from FODDC re Multi Use Path)
	£733.16	Deposit E/M Christmas Reserve	LTC Current Account (Christmas contingency to cover additional expenditure re lights)
	£7,200.00	General (Free) Reserves	LTC Current Account (purchase of ATV)
December 2016	£5,000.00	LTC Current Account	LTC Deposit E/M Account (re Environment Agency for 2017/2018)

*Handwritten mark*

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/12/12 – 85

## Movements

<u>Month</u>	<u>Amount</u>	<u>From</u>
September 2016	£21,165.54	Reallocation of General (Free) Reserve to Multi Use Path Project E/M
October 2016	£8,396.40	General (Free) Reserves to E/M War Memorial (refurbishment)
December 2016	£20,000.00	Deposit E/M (LCTS) to Contingency re E/M re additional Trusts' donation (if required)

## 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>
14.11.16	Amazon	Christmas Grotto Decorations	£42.14	Carol Wheeler

## Forest of Dean District Council's 2015/2016 Annual Accounts

Prior to the meeting Members were provided with a copy of the External Auditor's (Grant Thornton) Decision and Letter of Explanation regarding the objection lodged against FODDC's 2015/2016 Annual Accounts by Mr Pearman in his personal capacity.

Members were reminded that the Council had resolved that the Town 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. Noted.

## 2016/2017 Interim Audit

Members were provided with a copy of the Interim Internal Audit Report for their perusal, the contents of which were duly noted.

Cllr Ives requested that consideration be given towards displaying the report conclusions on the Town Council's noticeboards as the Independent Auditor's Report clearly demonstrated that Lydney Town Council were correct in its stance.

## 2016/2017 Budget

Members were asked to consider if they wished to make a further donation to Lydney Recreation Trust for £200.00 in order that the Trust may conduct weekly Sunday "sweeps" of the junior rugby pitch.

It was **proposed by Cllr Harris, seconded by Cllr Pugh**, that the Council would make a further donation of £200.00 to Lydney Recreation Trust. Unanimous.

**Action by – the CEO**

## 2017/2018 Budget/Precept

As Chairman of the Finance and Scrutiny Committee, Cllr Pearman presented the Council's "approved" Budget of £545,251.00 and the Committee's Precept Recommendation, derived therefrom (PBP process applied) for 2017/2018 of £499,959.00 to Full Council for their consideration/approval. It was **proposed by Cllr Harris, seconded by Cllr Ives**, that the Council Budget of £545,251.00 and Precept Recommendation of £499,959.00 for 2017/2018 would be approved, with the caveat that that these figures would only be reconsidered by Full Council if the tax base changed. The CEO was instructed to submit the Council's Precept



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 86

Demand to Forest of Dean District Council within the legal timeframe (date agreed by Forest of Dean District Council). Unanimous.

**Action by – the CEO**

Ratification of the inclusion of an additional donation to Bathurst Park and Recreation Trust of £2,500.00 in respect of the 2017 Summer event, together with an additional donation to Lydney Recreation Trust of £515.00 in respect of a weekly Sunday “sweep” of the junior rugby pitch was **proposed by Cllr Pugh, seconded by Cllr Leach**. Unanimous. It was noted that the donations would be taken from the contingency budget heading.

Furthermore, Members noted that the donation sums for both the Bathurst Park and Recreation Trust and Lydney Recreation Trust (as contained within the approved budget) would be transferred to each Trust once the Council had received its first Precept instalment.

### 13. THE TACK

Members noted that the signage had now been received and would be installed by the appointed contractor early in the New Year.

### 14. FERAL WILD BOAR MANAGEMENT MEETING

Members were provided with a copy of the notes from the meeting which had been attended by Cllr Biddle.

Cllr Biddle provided Members with an overview of the meeting and it was noted that DEFRA had classified the Wild Boar as feral, the management of which being the responsibility of landowners and local communities.

It was noted that the next meeting would take place at 7.00 pm at The White Hart, Cinderford on 18 January 2017 and Cllr Pugh agreed to attend the meeting in place of Cllr Biddle.

### 15. FORMAL CORRESPONDENCE RECEIVED

- Forest of Dean District Council – Ltr from Mrs C Hughes, Monitoring Officer regarding the Local Council Tax Support Grant and draft minutes of the November Town Council meeting which were published on the Town Council’s website. **Members noted the response which had been tendered by the CEO.**
- Mark Harper MP – Ltr responding to the Council’s letter re the Local Government Finance Settlement Technical Consultation and the proposal to extend “capping” to Parish and Town Councils.
- Mayors for Peace – E-mail advising that the Mayors of Hiroshima and Nagasaki have expressed their congratulations to Mr Donald Trump, President-elect of the United States of America on his recent victory.
- NHS Gloucestershire Clinical Commissioning Group – E-mail from Becky Parish, Associate Director, Engagement and Experience, advising that Gloucestershire’s five year Sustainability and Transformation Plan (STP) had been published which set out opportunities for local people to access high quality, sustainable and safe physical and mental health care into the future. Representatives from NHS Gloucestershire Clinical Commissioning Group plan to visit all areas of the county in their Information Bus and conduct a series of “Focus Groups” over the next three months.
- The Department of Business, Energy and Industrial Strategy – E-mail advising that a consultation is taking place on the future of the Post Office network. The consultation is available to access at [www.gov.uk/government/consultations/post-office-network](http://www.gov.uk/government/consultations/post-office-network)

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 87

- Magnox Ltd – E-mail from Jill M Callander, SSG Secretariat Co-ordinator, providing a copy of the draft minutes from a recent joint Berkeley and Oldbury Site Stakeholder Group meeting.
- Lydney Town Council – Ltr sent by the Town Council to Gloucestershire Association of Parish and Town Councils Executive Committee re membership subscriptions/sector representation.
- Victoria Centre – E-mail from the Victoria Centre advising that the Centre will be open on Christmas Day for Social Services, Carers and anyone who is alone on Christmas Day.
- Forest of Dean District Council – E-mail from Michala Lee, Communications Officer, providing a statement in response to a number of issues regarding Members' conduct at Forest of Dean District Council.
- Forest of Dean District Council – E-mail from Michala Lee, Communications Officer, providing information on the District Council's opening hours over the Christmas period.

### 16. 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

Members noted the completion of the Lydney Access Audit; the contents of the Audit will be considered at the next Amenities Committee meeting. This agenda item would therefore be removed.

#### Coastal Communities Team (CCT)

Cllr Pearman advised that the refurbished swing bridge would be re-installed in February 2017. Members were informed that the CCT had met with representatives from Amey, the appointed Architects and landscaping organisations to discuss landscaping from the railway to the Harbour. A stakeholder meeting had taken place the previous week during which a presentation had been made by Mr Richard Cook detailing his improvement proposals for the Harbour which had been well received by the Group.

Members were informed that the Environment Agency had agreed to dredge the canal in stages and were reminded that the outcome of the £2.1m funding application for the Harbour would be known by February.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/12/12 – 88

### Heritage Action Zone (HAZ)

It was agreed that this item would be removed from the agenda as no further action would be taken on the funding bid.

### Community Safety Partnership

Cllr Pugh advised that he had attended the last meeting, during which a presentation was provided on the Youth Activity Research Project. A number of issues had been identified as barriers to youths (e.g. lack of information, money, etc) and a desire to create a website to publicise information sources had been expressed.

Cllr Pugh advised that the Road Safety Liaison Safety Group intended to focus their attention on drivers who used mobile phones when driving.

### Forest of Dean Health Forum

Cllr Pugh advised that an extensive report had been received into musculoskeletal services and that work was being undertaken on a redesign of the referral service to create a self-referral system.

### Flood Defence Stakeholder Meeting

The CEO advised that minutes of the latest meeting would shortly be posted on Lydney Town Council's website and Cllr Preest expressed his thanks to Cllr Ives for his assistance regarding the resolution of an issue concerning gully clearance.

### Multi-use Track Stakeholder Meeting

The CEO reported that initially West Dean Parish Council (WDPC) had advised the Stakeholder Group to complete and return a grant application form in respect of funding for the project as it would receive a favourable response. It had then been informed that WDPC would hold £5,000.00 in respect of the project in their accounts and it would allow the Stakeholder Group access to said funding in parts, however, a cheque had since been received from WDPC for £5,000.00 but the Town Council had been instructed to hold the cheque until further notice. Members were reminded that a separate bank account and financial records were operated for the project that Lydney Town Council was the "Accountable Body" in respect of the project and that it could not operate and balance and display the accounts correctly unless all such monies were held by the one body.

It was **proposed by Cllr Pearman** that the Chairman of the Town Council's Finance and Scrutiny Committee would discuss the issue with WDPC and, depending on the outcome of the discussion, the Council's/Stakeholder's concerns would be placed in writing. **Seconded by Cllr Berryman.** Unanimous.

**Action by – Cllr Pearman**

17. **DISTRICT COUNCILLORS REPORT**

No report received.

18. **COUNTY COUNCILLOR REPORT**

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

20. **PRESS RELEASE**

Nothing to report.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/12/12 – 89

19. **COUNCILLORS REPORT**

Cllr Pugh expressed concern over the condition of the pavements in Town. Cllr Preest confirmed that he would bid for funding to be allocated, but could not guarantee that his application would be successful.

21. **MEETING DATES**

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

- 9 January 2017      6.00 pm - Planning and Highway Committee  
                                 7.00 pm - Full Council

Meeting closed at 8.52 pm

Chairman ...  .....

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