

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/01/14 – 119

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 January 2013 at 7.03 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Bonser, D Cooksley, C Harris, V Hobman, W J Osborne, S Osborne, B Pearman, A Preest and B Thomas

Three members of the public
District Councillor M Quaile (presentation only)
Forest of Dean District Council Officer (presentation 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.

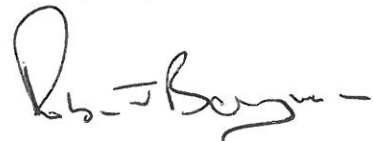
Prior to the commencement of the meeting the Council received a presentation on the Lydney Air Quality Management Plan from District Cllr Quaile and an Officer from Forest of Dean District Council. The presentation outlined the background for the Air Quality Management Area designation and the current status of the project. It was noted that the District Council had secured funding of £44,000 from DEFRA in order that a model could be produced showing four options which would evaluate how the issue of pollution from vehicle emissions could be addressed. District Cllr Quaile stated that an action plan would be produced as a result of the consultation which had taken place, and a decision would be taken regarding the way forward.

Cllr Bonser arrived at this point.

Responding to a question which had been raised by Cllr Thomas, the Officer from Forest of Dean District Council informed Members that pollution levels had not reduced over the last few years and it was suggested that larger lorries may be responsible for the levels experienced at the Bream Road junction (which was the main route to Coleford), with emissions from cars causing problems elsewhere in the Town. Cllr Preest felt that consideration should be given towards implementing a park and ride scheme for the town and he felt that the By-pass had been built on the wrong side of the Town. Cllr Preest also felt that the introduction of car park charging had also exacerbated the situation.

Members were informed that if an Air Quality Management Area was declared the Forest of Dean District Council had a Statutory Duty to address the situation and it was stressed that the funding obtained from DEFRA could only be used to undertake certain exercises. Members were also informed that said exercises would include Gloucestershire County Council and would provide a better understanding of the vehicle activity in the Town. Responding to a question which had been raised by Cllr Harris, the Officer from Forest of Dean District Council advised that the monitoring of emissions was undertaken on a continual basis and that the Council had photographic evidence of vehicles parking on Bream Road prior to the introduction of car park charging.

District Cllr Quaile stated that the Town Council would be fully involved in the consultation and suggested that a possible cycle route between Whitecross and Lydney may be created in the future.



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District Cllr Quaile and the Officer from Forest of Dean District Council then excused themselves from the meeting.

1. **APOLOGIES**

Apologies for absence were received from Cllrs Edwards, James and Thompson and duly accepted.

Apologies for absence were also received from District Cllrs Glastonbury and Davis.

2. **DECLARATIONS OF INTEREST**

Cllr Cooksley - Lydney Town Hall Trust Management Committee

Cllr Biddle - Vibes Cafe

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 10 December 2012 was proposed by Cllr Hobman, seconded by Cllr Pearman. Unanimous.

4. **POLICE MATTERS**

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

Responding to a question which had been raised by Cllr Biddle, Cllr Harris reported that the Store Watch Scheme was working well and it was hoped that more businesses would join the Scheme in the future. Disappointment was expressed over the detection rate and it was noted that Gloucestershire CID Officers were based in Gloucester and that local Officers would be required to address issues, unless they were felt to be major.

Cllr Osborne reported that a member of the public was sleeping rough in the South Road allotment site and Cllr Harris offered to raise the matter with PCSO Wilce and PC Croudace at an imminent Store Watch meeting.

Action by – Cllr Harris

5. **OPEN FORUM**

Mr W Owen, 3 Augustus Way, Lydney – Following the recent report by the Mayor in The Forester, would the Council please clarify its stance regarding nuclear power. Cllr Berryman advised that the comments made to The Forester had been in a personal capacity and that the Council had not determined its stance regarding nuclear power. It was noted that this would require the matter appearing as an agenda item.

Mr G Blake, Beaufort House, Beaufort Drive, Lydney – Over the Christmas period my neighbour and I monitored the level of the River Lyd which was quite high. The lock gates to the inner basin were opened by a quarter which we felt made a difference to the water levels; without the opening of the aforementioned gates we feel that flooding would have occurred. Accordingly I feel that a problem may arise if we experience a deluge of rain from the Forest and a high tide. Furthermore, I note that the Council is considering the use of Cambourne Meadow for allotment space and I would like to draw your attention to the presence of Japanese Knotweed on part of this site. The CEO advised that the issue of flooding would be considered at the next meeting of Lydney Recreation Trust and that investigations were taking place to determine the ownership of catchment ponds in Forest Road/Middle/Upper Forge and also the land opposite the Trust's land located on the other side of the By-pass.

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6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman reported that he had attended the following functions:

- The Poppy Appeal Awards Evening
- Artspace

Cllr Berryman expressed thanks to the NDP Steering Group and Town Council Officers in respect of the Public Meeting which took place in Lydney Town Hall on 11 January 2013. Cllr Berryman also expressed thanks to his fellow Councillors for assistance with sandbag filling during the recent flooding.

7. 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 Cooksley confirmed that at the end of January he would present the Council with a report on activities/progress at Lydney Town Hall.
- Councillors were informed that the Council was currently advertising two vacancies.
- Councillors were advised that notes of the site meeting between residents, the Environment Agency and members of Lydney Recreation Trust would be considered at the next Trust meeting.
- Councillors were provided with copies of the Councillor Champion Scheme. Cllr Berryman requested that Councillors amend the document to reflect Cllr James's appointment from "Education" to that of "Recreation Facilities" and then ensure that the document was added to their Procedural Folders.
- All Councillors were presented with an enamel Lydney Town Council badge, whose purchase had been authorised by the Amenities Committee. It was noted that a replacement badge would not be issued should the badge be lost/damaged.
- Defibrillator training had been organised for 22 February 2013 from 1.30 pm to 4.00 pm in the Council Chamber. Cllrs Berryman, Preest, Cooksley, Harris, Pearman and S Osborne volunteered to attend the training session.
- It was noted that the Council's grass cutting contract would shortly be advertised and a formal tender process would be observed. Councillors were advised that the Amenities Committee had agreed to operate a joint contract with Lydney Recreation Trust; a similar request would be tabled before Trust Members at the next meeting. Subject to agreement by Lydney Recreation Trust, Cllr Thomas and Trustee Biddle would then open any tenders received, with awardance of the contract appointed by the Amenities Committee.
- Attention was also drawn to the fact that the lease for the Council's van would expire on 18 April 2013, with the Amenities Committee asked to consider extending the lease or purchasing a replacement vehicle (however, no provision for purchase had been made in the budget).

Cllr Preest requested that all Councillors e-mail details of "grot spots" to himself and Cllr Thomas, Councillor Champions for Litter Collection. Cllr Biddle highlighted the Bus Station had previously been identified as a problem area.

Action by – all Councillors

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Cllr Cooksley requested that the Council investigate the ownership of the bank running from the junction of Swan Road with Swan Lane to the Band Hut. Cllr Cooksley believed that the road had been adopted and as such, an approach should be made to Gloucestershire Highways, or the area should be included in the grass cutting contract. CEO advised against the taking on of the area if it was not in the Town Council's ownership and it was agreed that the matter would be an agenda item for the next meeting of the Amenities Committee.

Action by – the CEO

8. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JANUARY 2013

Opening Bank Balances as 1st April 2012

LLOYDS BANK - Current account		14,186.68
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,318.00	
Primrose Hill Play Area	8,000.00	
Playbuilder Grant from FoDDC (Zip wire)	634.00	
Cemetery	25,000.00	64,143.50
LLOYDS BANK - General Reserve	48,787.73	112,931.23
		127,117.91

PAYMENTS

Payments APRIL - INTERIM	5,608.16	
Payments MAY	47,638.87	
Payments JUNE	24,506.43	
Payments JULY	30,441.17	
Payments AUGUST	33,762.93	
Payments SEPTEMBER	31,979.72	
Payments OCTOBER	31,132.57	
Payments NOVEMBER	29,298.54	
Payments DECEMBER	43,082.43	
Payments JANUARY	22,071.19	Detailed below
Payments FEBRUARY	-	
Payments MARCH	-	
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	299,522.01

RECEIPTS

Receipts APRIL	218,557.22	Includes Precept instalment
Receipts MAY	3,079.81	
Receipts JUNE	610.78	
Receipts JULY	6,507.84	
Receipts AUGUST	8,232.80	
Receipts SEPTEMBER	207,952.58	Includes Precept instalment
Receipts OCTOBER	7,897.92	
Receipts NOVEMBER	3,826.54	
Receipts DECEMBER	3,195.50	Receipts Summary attached
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	459,860.99
	Total	287,456.89

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Reconciled Bank Statements as at end	December 2012		Bank Statement copies attached
LLOYDS BANK - Current account		115,734. 90	
LLOYDS BANK - Youth Council - current		450.00	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Cemetery	25,000.00		
Neighbourhood Development Plan	6,672.45	70,181.95	
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LLOYDS BANK - General Reserve	101,090.04	171,271. 99	
		<hr/>	
Bank Balances as at:	31-Dec-12	287,456. 89	0.00 check

JANUARY PAYMENTS

Payments made by Direct Debit/Standing Order

				<u>Spending Power</u> <i>via General Power of Competence</i>
Fuel Genie	182.71	Monthly	DD	Fuel purchased Nov-12
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO	Lease of van
Tate Computer Technology	62.40	Monthly	STO	IT services
British Telecom (to 14.12.12)	775.08	Quarterly	DD	For quarter to 14.12.12
	<hr/>			
	1,200.19			

Interim Payments made in advance of the meeting:

		<u>Chq. No.</u>	
Vibes Lydney Youth Cafe	750.00	6887	Grant
The Victoria Centre	546.00	6888	Grant
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Interim Payments in advance of meeting: Sub total	1,296.00		

Payments for approval at meeting held on:

14th January 2013

Chq. No.

			<u>Chq. No.</u>	
Corporate Expenditure	9,087.68	Monthly	6889-96	re January
HMRC	2,688.93	Monthly	6897	re January
Glos LGPS	2,900.67	Monthly	6898	re January
A4 Office Products Ltd	10.07	Monthly	6899	Stationery
ADT Fire & Security	227.66	Quarterly	6900	Alarm/CCTV
Arnell & Hurcomb (Bronzeworks)	81.60	Ad hoc	6901	Cemetery
BPRT	224.16	Ad hoc	6902	Chq rec'd payable to LTC in error
Forest Equipment Services Ltd	431.26	Monthly	6903	Litter picking
Forest of Dean & Wye Valley Review	289.08	Ad hoc	6904	Advertisements
GAPTC	30.00	Annual	6905	Clerks mtg 5.12.12
Gloucestershire Playing Fields Assoc	100.00	Annual	6906	Subscription
Imagitec	478.50	Quarterly	6907	Website
Konica Minolta	684.53	Quarterly	6908	Stg chg to 27.3.13 / copies to 27.12.12
Light Fantastic DIY Ltd	314.87	Monthly	6909	Sandbags/ Flower tubs
Lydney Engineering Co Ltd	208.28	Quarterly	6910	Electricity
Lydney Town Hall Trust	63.50	Ad hoc	6911	Hall Hire
Lydney Settled Estate	131.04	Ad hoc	6912	Benches
PHS Group	215.16	Annual	6913	Rental 4.2.13 - 3.2.14
SITA	84.86	Monthly	6914	Skip
Travis Perkins	18.38	Monthly	6915	Cemetery
Corporate Expenditure	84.40	Ad hoc	6916	Expenses
BPRT	602.35	Quarterly	6917	VAT repaid

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LRT	850.18	Quarterly	6918	VAT repaid
Petty Cash	10.01	Monthly	6919	Petty Cash
Postage	110.00	Monthly	6920	Stamps
NFU Mutual	943.83	Annual	6921	Insurance

Payments for approval at meeting: Sub total 20,871.00

TOTAL PAYMENTS	JANUARY	<u>23,367.19</u>
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A list of unpresented Cheques (For Information only)

Royal British Legion	25.00	6832
Gloucester CC Environmental Dept	102.00	6844
Glos LGPS	3,129.13	6858
Total	<u>3,256.13</u>	

Attention was drawn to the fact that the Council's accounts stood in a healthy position going forward to the end of year. Approval of the accounts/payments outlined above was **proposed by Cllr Osborne, seconded by Cllr Harris**. Unanimous.

Precept Tax Base

Councillors were informed that Forest of Dean District Council had yet to confirm the Tax Base due to the changes announced by Government. It was noted that legally the District Council were required to provide details of the Band D Tax Base figure by the end of January and Councillors were reminded the Council had already agreed its budget and precept request therefrom for the 2013/2014 financial year.

9. PUBLIC CONVENIENCES – Bream Road Car Park

Prior to the meeting Councillors were provided with a copy of the response which had been received from Mr P Smith, Property Surveyor, Forest of Dean District Council.

It was felt that the Council had been offered three options 1) to agree to lease the facility, 2) to agree to its demolition, 3) to bring pressure on the District Council to retain the facility. It was noted that Planning Consent had already been granted to demolish the facility and the CEO drew attention to the fact that the Council had been offered a rental rate of £1.00 per annum, in addition to the cost of maintaining the building and cover the cost of the services/business rates for the facility. Attention was also drawn to the fact that should the Council decide to lease the building it would need to consider how the building would be cleaned.

Discussion then took place both for and against leasing the facility. Cllr Bonser felt the provision of public toilets would need to be considered by the NDP Steering Group and expressed her disappointment that the facility would not remain open/other avenues had not been considered. Accordingly, it was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the Council would write to the Forest of Dean District Council requesting that they consider replacing the facility with a modern unisex modular toilet, the cost of which could be covered by the insurance claim which had been submitted against the individual who partially demolished the building initially. Unanimous.

Action by – the CEO

Cllr Bonser requested that the modular toilet be placed away from the protected highway improvement route which had been identified for the Bream Road junction improvements.

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10. RENEWABLE ENERGY POLICY

Prior to the meeting Councillors were provided with a copy of the policy which had been produced. Cllr Preest stressed that the policy was very much a “working document” and therefore subject to change. Cllr Preest then gave an overview as to the need for the Council to formulate a policy detailing items to be considered when commenting on such applications.

It was **proposed by Cllr Pearman, seconded by Cllr Harris** that the policy would be adopted as a working document and he stressed that the document would be aligned through the Neighbourhood Development Plan. The motion was put to a vote which was carried.

11. REMEMBRANCE PARADE 2012 AND FUTURE YEARS

Councillors were reminded that they had requested that the matter be an agenda item for the January meeting.

Opinion was divided regarding the need for a PA system at the Remembrance Service. Councillors were reminded of the letter which had been received from the Hon. Secretary of the Royal British Legion Lydney Branch following the 2012 event, which called on the Council to cover a number of requirements (e.g. newspaper advert, hospitality, marching band, etc). Cllr Osborne suggested that instead of the Council covering the cost of printing the Order of Service, consideration should be given towards projecting the Order of Service on the screen already in situ in the Church.

After a short further discussion it was **proposed by Cllr Berryman, seconded by Cllr Bonser**, that a meeting would be arranged with representatives of the Royal British Legion Lydney Branch to discuss the items the Branch felt should be covered by the Council, with the outcome of the meeting referred to Full Council. Unanimous.

Action by – the CEO

12. CHRISTMAS 2013

Cllr Osborne reported that the Sub-Committee had yet to meet to discuss the Christmas Lights for this year’s display. Furthermore, that he had only received one response, despite making enquiries of four organisations. It was noted that the organisations had been given until 31 January 2013 to respond and each organisation had been asked to provide prices for both the supply and hire of Christmas lights. Cllr Osborne expressed a desire to finalise the arrangements for the Christmas lights by the end of March 2013.

Cllr Berryman felt that consideration should be given towards including a market as part of the Christmas event. Members were advised that the Christmas Lighting Sub-Committee would submit their recommendation to the Amenities Committee, who would then inform Full Council of the decision they had taken. Cllr Harris called for an approach to be made to Lydney Traders Association (LTA) to invite them to join the Council’s Christmas celebrations to encourage traders to light up small Christmas trees above their premises. However, Cllr Cooksley felt that LTA would shortly be non-existent and he felt that Lydney Town Hall Trust Management Committee (LTHTMC) would be pleased to assist the Council in organising a Christmas event. Cllr Cooksley advised that the matter would be an agenda item for the next LTHTMC meeting. The CEO advised that the Council would need to set up a correctly constituted working party

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to arrange the Christmas event and suggested that Cllrs Cooksley and Osborne may wish to put their names forward. Cllr Bonser requested that the Sub-Committee also give consideration towards obtaining quotations for brackets, small Christmas Trees and lights for all shopfronts in the Town, as she believed that this would be a more cost effective exercise than Christmas lights.

Consideration was then given to the date for the Christmas light switch on and it was **proposed by Cllr Osborne, seconded by Cllr Bonser**, that event would take place on Saturday 30 November 2013.

13. YOUTH COUNCIL

It was noted that the next meeting would take place on 31 January 2013.

In view of Cllr James's absence, Cllr Berryman advised that the Youth Council had been requested to provide an update on their desire to obtain badges to promote their image. Furthermore, the Youth Council would be asked to give consideration towards producing an article for Forest Voice regarding their activity to date.

14. FORMAL CORRESPONDENCE RECEIVED

- Waverley Excursions Ltd – Ltr advising that the Balmoral cruises for 2013 are to be cancelled due to increasing adverse weather conditions/lack of funds.
- Victoria Centre – Ltr expressing thanks in respect of the Council's donation.
- Lydney Vibe Cafe – Ltr expressing thanks in respect of the Council's donation.
- Severn Estuary Flood Risk Management Strategy – E-mail previously forwarded to Cllrs to which they were requested to formulate their responses via the NDP Steering Group.
- Forest of Dean District Council – Invitation to attend the Action for Market Towns Forum Vision Workshop – Invitation passed to NDP Steering Group.
- Forest of Dean District Council – Letter acknowledging the Town Council's submission of a "Right to Bid".

15. COMMITTEE & OTHER REPORTS

Planning and Highway Committee

Cllr Osborne informed Councillors of the sad death of Mr Jimmy Martin, Chairman, Time and Place. Members were also informed that a member of the public had elected to operate a crossing point for Children in Hill Street, as the Lollipop Lady had not been replaced by Gloucestershire County Council. Cllr Osborne called on County Cllr Cooksley to address the situation as an urgent priority and gain information relating to the future of Lydney's Lollypop person.

County Cllr Cooksley informed all present that Gloucestershire County Council had allocated an extra £1M towards the repair of potholes.

Neighbourhood Development Plan (NDP)

Cllr Pearman provided an overview of the Public Meeting which took place in Lydney Town Hall on 11 January 2013 and it was noted that the notes from the meeting would shortly be available. Thanks were expressed to the CEO and EO for their assistance during the meeting and Cllr Pearman was pleased to advise that lots of positive feedback had been received as a result of the meeting.

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Cllr Pearman highlighted that Mr Mark Harper MP had attended the meeting and had voiced his support for the Town's NDP. It was noted that a number of key businessmen had also attended the meeting and positive discussions had taken place.

Community Right to Bid

It was noted that the joint Bid submitted by the Town Council and NDP Steering Group would be considered by members of the Forest of Dean District Council's Cabinet shortly and that a meeting would take place on 24 January 2013 to discuss the Council's Bid.

Cllr Preest commended the NDP Steering Group on the Public Meeting which had taken place and he felt that Mr Harper MP would do his best to make his views known to the District Council. However, Cllr Preest expressed concern that the meeting had not been attended by Cabinet Members or a Senior Officer from the District Council. The CEO clarified that the Cabinet would be considering the NDP area, not the Right to Bid at same said meeting, and advised that the Council would be required to supply a map of the Right to Bid area.

Lydney Town Hall Trust Management Committee

Cllr Cooksley stated that he had provided his report earlier in the meeting. Cllr Harris advised that LTHMTC meetings would now take place on the third Wednesday of each month.

16. COUNTY COUNCILLOR'S REPORT

County Cllr Cooksley proceeded to read out his report, which is summarised below:

Healthwatch Update

GRCC and SEAP have been selected as the organisations to set up Healthwatch Gloucestershire to provide independent advocacy to people who wish to make complaints regarding health services.

County Health Survey

A random survey of adult social care has been commissioned to provide for future services. GCC's three priorities are 1) ensure that adults are safe from harm, 2) people with a disability or long-term illness live as independently as possible, 3) people live healthy lives as free as possible from any disability or limiting long-term illness.

New Youth Employment Initiative

A new website has been launched by GCC to assist young people to find jobs in the County.

GCC Support for Better Energy Needs

GCC is supporting/encouraging people to sign up for Collective Energy Switching to enable them to get a better deal from their energy suppliers. A dedicated telephone service has been set up from 14 – 25 January 2013 (Tel: 01452 425448).

Flooding Report for November/December 2012

Between 23-28 November GFRS attended 264 emergencies, 107 of which on Sunday 26 November. Worst affected areas were the Cotswolds, Stroud and the Forest of Dean. Lessons have been learnt from the 2007 floods which have resulted in the improvements to the County drainage systems, floodwater defences, procedure development, water

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rescue centre, volunteer responders and provision of specialist equipment. 150 houses and 21 County businesses were adversely affected.

Cllr Preest expressed his disappointment that County Cllr Cooksley's report had not included information on the Bus station. During discussion Cllr Preest requested that County Cllr Cooksley provide the Council with information on the following:-

- A copy of the County Council's business plan and an explanation as to why the money had been spent
- Proposals for the Bus station
- Costings
- Details of who would benefit
- What future amenities would be included
- What the protected income is to recoup the money expended

County Cllr Cooksley agreed to provide an update in the near future. Cllr Osborne then highlighted that bus users (which included elderly members of the public) had been left without any form of shelter due to the work at the Bus station and he questioned why GCC had not thought to provide any form of temporary shelter.

Attention was then turned to the report which had been made on flooding. The CEO drew attention to the fact that the Environment Agency had advised that the flood risk for Lydney was less than 1% and she questioned how the percentage could be increased in order to gain access to grant funding. Accordingly, as GCC had identified that the area was amongst the worst affected, the CEO questioned if GCC would provide grant funding to enable the purchase of a flood barrage to protect vulnerable areas in the Town. County Cllr Cooksley felt that GCC had allocated £50,000, however he believed that the deadline for claimants had passed. However, County Cllr Cooksley agreed to obtain information as to whether the Town Council would be able to apply. County Cllr Cooksley also reported that in 2007 500 properties were classed as "at risk", whereas now the figure stood at 50 as a result of the measures which had been implemented.

Action by – County Cllr Cooksley

17. DISTRICT COUNCILLOR REPORT

District Cllr Hobman reported that the refurbishment of the toilet block in Newerne Street Car Park had taken 12 weeks (including 2 weeks Christmas holiday). Furthermore, the inside walls had been found to be structurally unsound, however, it was anticipated that the facility would be opened by the end of the week.

Cllr Preest requested that Cllr Hobman obtain details of the cost of the work.

Action by – District Cllr Hobman

18. COUNCILLORS REPORTS

Cllr Osborne requested that the Council write to Gloucestershire County Council to request the erection of a temporary shelter for bus users at Lydney Bus Station and that County Cllr Cooksley also seek an explanation as to why this hadn't happened as "normal".

Action by – the CEO

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Cllr Pearman expressed thanks to Town Council staff for the prompt removal of a sign at Lydney Skate Park which had not included permission to use scooters at the facility.

Cllr Thomas reported that he had been asked to produce a map outlining land ownership areas, however, in order to facilitate the request he required a key number account at Land Registry.

Cllr Bonser reported that she had been approached by members of the public who wished to collect litter from the Bus Station as they were appalled at the appearance of the facility.

Cllr Bonser reported that she had Chaired a Neighbourhood Co-ordination Meeting in January and that other Towns were learning from the successes which had been made in tackling antisocial behaviour in Newerne Street Car Park. Members noted that a car had been seized as part of the operation and that a mobile CCTV camera would be sited in a location in the area. Cllr Bonser then reported on a number of steps which had been taken to address the problem in the car park; that Forest of Dean District Council were investigating the possibility of erecting signage in the area detailing unacceptable behaviour and that Public Nuisance legislation would be evoked if the facility was abused. The CEO requested that consideration be given by Forest of Dean District Council to also including the Town Council's crest on any signage which may be erected.

Cllr Harris reported that she had received a number of complaints from residents in Harrison Way that 15-20% of waste from Biffa waste collections end up on the street by Harrison Way Stores, up a nearby alleyway and Ridler Road. Cllr Berryman requested that a letter be sent to Biffa.

Action by – the CEO

Cllr S Osborne advised that the Allotment Holders meeting would now take place on 7 February 2013 (meeting postponed due to discussion required at Lydney Recreation Trust meeting). Cllr S Osborne also requested details of where Japanese Knotweed was located on Cambourne Meadow/copy of the Bio-diversity study.

The CEO advised Members that the Council could bid to take over the litter collection service for the Town, if it so chose, and that the District Council would need to consider the Council's request. Cllr Bonser advised that Mr Nick Brain, Senior Streetwarden, had voiced an intention to contact the CEO to discuss the possibility of utilising the Community Payback Scheme to collect litter from prime areas in the Town.

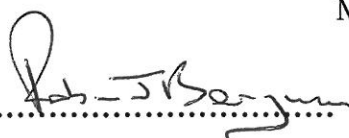
19. MEETING DATES

Members noted that the following meetings would take place at the Council's offices at 7.00 pm (unless stated):-

- 28 January 2013 - Lydney Recreation Trust and Bathurst Park and Recreation Trust
- 31 January 2013 – Youth Council (6.30 pm)
- 7 February 2013 – Allotment Holders

Meeting closed at 8.55 pm

Chairman



Date

11/2/2013

Actions from Full Council meeting on 10 December 2012

Agenda Item	Action
4.	<ul style="list-style-type: none"> Request to be submitted to Gloucestershire Police (Superintendent Phil Haynes) that Gloucestershire Police utilise funding from the CSP budget to cover the cost of a new CCTV camera for Hams Road. Done – awaiting a response
2.	<ul style="list-style-type: none"> With immediate effect, CEO to obtain a dispensation in respect of Lydney Town Council as a whole, to enable Members relating to Precept consideration and Trust business (Lydney Recreation Trust, Bathurst Park and Recreation Trust, Lydney Town Hall Trust). Dispensation to remain in force until the next ordinary elections. Done – copy uploaded on to the Website/forwarded to FODDC
5.	<ul style="list-style-type: none"> LTC to approach Mr John Pritchard to establish if local residents would be willing to form an Association which could be given access to sandbags. Addressed by the Mayor
7.	<ul style="list-style-type: none"> Agendas and minutes for committee meetings will now be issued to all Councillors. Noted Approval granted for refurbishment of town map street furniture (£130.00). Order placed Approval granted for the purchase of new gateway signage up to the value of £5,000. Order placed (Funding to be taken initially from General Reserves and then repaid in new financial year). Gateway signage on Aylburton approach to be relocated to “Lydney” side of Aylburton/Lydney roundabout. Forest Road signage may also need to be addressed. Noted Revise sandbag distribution list and issue to Cllrs and Mr G Blake. Cllr Cooksley to be moved down list due to the requirement to attend numerous meetings at Gloucestershire County Council. Issued to all Councillors and displayed on Notice Boards
8.	<ul style="list-style-type: none"> Cllr James to be removed as “Education Champion” and added to “Recreation Facilities” Champion. Done
9.	<ul style="list-style-type: none"> Approval given to the 2013/14 Budget/Precept recommendation as submitted by Finance and Scrutiny Committee. CEO to advise in due course the % increase in Tax Base line. CEO instructed to submit the Precept request to FODDC for £446,200 as considered/approved at the December’s F/C meeting.
11.	<ul style="list-style-type: none"> 2013 Remembrance Service to be an agenda item for January 2013 in order that Members may consider the arrangements for the Civic event. January Agenda item
14.	<ul style="list-style-type: none"> Lydney Town Council and NDP Steering Group to submit a joint “Right to Bid” for the area spanning Lydney car lot to the Tuffins store. Submitted, response from FODDC attached Cllr Pearman to meet those parties in whom the Council have an interest in their land to explain the “Right to Bid” legislation (as appropriate) – LTC offices to be used as meeting venue, if necessary. Noted Invitation to all Councillors to attend the NDP Steering Group meeting on 12th December 2012 and the Public Meeting at Lydney Town Hall on 11 January 2013. (Council Officers requested to attend Public Meeting). Noted Cllr Cooksley to provide the Council with a report regarding activities/progress at Lydney Town Hall. Frequency of report on a monthly basis (if possible). Pending
19.	<ul style="list-style-type: none"> F/C advised of Personnel Sub Committee/Finance and Scrutiny’s decision to advertise an additional P/T Vacancy (to assist with the administration for NDP/Youth Council), Advert placed; initially for a 12 week period which will then be re-accessed by the Personnel Sub Committee/Finance Committee. Advert placed. (Note Advert has since been amended to also include the recent vacancy for a F/T Admin Assistant to replace Miss N Wilce)

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