

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/04/08 – 155

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 April 2013 at 7.07 pm.

PRESENT: Cllrs B Berryman (Chairman), R Bonser, D Cooksley, D Edwards (late arrival), C Harris, V Hobman, C Matthews, W J Osborne and B Pearman

Two members of the public
District Councillor M Winship
District Councillor T Glastonbury
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**

Members were advised that the format for the receipt of apologies would now change. Henceforth apologies to be submitted to the Clerk in the first instance (not via a third party/Mayor). The Council would then be asked if they wished to receive and then note apologies, rather than receive and accept (six month ruling).

Apologies for absence were received/noted from Cllrs Biddle, Edwards (for late arrival), S Osborne, A Preest, B Thomas and J James. Apologies for absence were also received from District Cllrs Bevan and Davis.

Members were then advised that due to her lack of attendance at Council meetings, Cllr G Thompson had now disqualified herself from being a Councillor (six month ruling). Accordingly, the CEO would inform the Forest of Dean District Council that a vacancy now existed on the Council (Lydney North Ward).

Action by – the CEO

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 11 March 2013 was **proposed by Cllr W Osborne, seconded by Cllr Pearman**. Unanimous.

4. **POLICE MATTERS**

Councillors were provided with a copy of the report which had been received from Gloucestershire Police and it was noted that a representative from the Police would attend the forthcoming Annual Town Meeting.

Members discussed the difficulties in interpreting the figures on the report, now that an Officer did not attend meetings to provide an explanation on the activities/plans undertaken by the Police in order to reduce/detect crime. Concern was expressed by several Councillors over increases in certain categories (e.g. sexual activity) and it was agreed that a further request would be made to the Police for an Officer to attend every other meeting. Additionally, Council would stress the benefits of an Officer attending the meeting (e.g. raising Police profile, engaging with the community, providing value for money, providing information on the number of Officers allocated to the Town, etc).

Action by – the CEO



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Councillors were asked to inform the CEO of any pertinent issues they wished to be raised with the Police at the Annual Town Meeting.

5. OPEN FORUM

Mr W Owen, 3 Augustus Way, Lydney – sought clarification over the need for members of the public to provide their name and address. Mr Owen advised that the Forest of Dean District Council Monitoring Officer had committed to contact the CEO to discuss the need for any complaints/allegations to be anonymously recorded in the minutes. The CEO advised that public participation was prescribed for within the Town Council's Standing Orders and as such members of the public would be required to provide such details. The CEO advised that the District Council held no jurisdiction over how the Town Council operated and explained that had a complaint been received via letter initially it would have been addressed differently, however, as Mr Owen had raise the matter during an "open" session his details would be recorded in the correct manner. Furthermore, if a member of the public wished to raise a complaint against the Council the complaint would be discussed as an item of exempt business if it were decided to be of a sensitive nature or, if relating to a Member, referred to the Monitoring Officer at Forest of Dean District Council accordingly. However, it was stressed that if an item was raised during the public part of a meeting it would be duly minuted as was "open" session. Mr Owen then sought clarification that the Council would minute individual Councillor names (if appropriate), to which the CEO advised that this practice would continue. Mr Owen expressed his belief that the transparency of the Council was however disappearing, however, when asked to expand on this point so declined.

Cllr Edwards arrived at this point.

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman reported that he had attended the following functions:

- Visit to Lydney C of E School to discuss their newly formed School Council. It was noted that an invitation had been extended to the School Council to visit the Council offices.

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:-

- Members were informed that at the proceeding Planning and Highways Committee meeting Cllr Hobman had advised that Forest of Dean District Council (FODDC) had expended £50,000 on the refurbishment of the public toilets in Newerne Street Car Park.
- Cllr W Osborne advised that he had relayed to District Cllr Martin information pertaining to the vacant property at 2 Orchard Road which was in the ownership of Two Rivers Housing. During discussion Cllr W Osborne advised that an external survey had been carried out by an independent source which felt that the work required to return the property to a habitable condition would only take one day and it was noted that the resident of the neighbouring property (4 Orchard Road) had been served a notice of demolition which she was attempting to fight. Cllr Bonser gave an overview of the reason why it had been necessary for the tenant of the vacant property to move out and advised that Two Rivers Housing had recently installed a new bathroom in the neighbouring property which they had now categorised as "unsafe". Questions were raised regarding the action of Two Rivers Housing, as it was felt that the organisation may prefer to redevelop the site, rather than resolve the issues. After an extensive discussion it was ^{suggested} ~~proposed~~ by Cllr Cooksley that the Council would write to Two Rivers Housing to seek an explanation regarding its intention to demolish both properties; a Freedom of Information request would then be submitted to the organisation if a response



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was not forthcoming. ~~Vote carried.~~

Action by – the CEO

Vehicle Activated Signs (VAS)

County Cllr Cooksley was called on to advise if he had managed to confirm if the County Councillor Funding allocation for Highways could be used to fund a VAS. It was noted that a VAS for the Town would cost approximately £8,000 per sign for which the Council would be required to fund 50%. Members were reminded that the Planning and Highways Committee had previously agreed to the location of VAS's for the Town, accordingly, the Council would need to find £4,000 per location unless Cllr Cooksley secured other funding. County Cllr Cooksley advised that he had not ruled out expending some of his allocation on the scheme and he invited Council to suggest other areas which it preferred to expend the funding on. Cllr Edwards voiced concern over the existing 20 mph signage which he felt was difficult to see and highlighted that drivers were failing to observe the reduced speed limit. Cllr Edwards called for the signage to be changed to increase its effectiveness. County Cllr Cooksley then confirmed that the funding could be used towards the provision of VAS. Accordingly, County Cllr Cooksley was requested to allocate £4,000 from his Highways "pot", with the remaining £4,000 being split between equally the Town Council and Gloucestershire County Council (GCC) with GCC then required to provide a breakdown of the total amount then required from the Town Council to fund the other two signs previously discussed.

Action by – County Cllr Cooksley

Health and Safety

Prior to the meeting Members were provided with a list of actions which had been identified following the annual meeting with the Council's health and safety advisor, Ellis Whittam. It was noted that a number of the items were already being addressed (e.g. risk assessments for machinery being used on the road, spill kit training, etc). Attention was drawn to the Council's Custodial Trust duty to produce an asbestos register on buildings within its ownership. It was **proposed by Cllr Cooksley, seconded by Cllr Harris**, that the Council would continue to undertake work to address the actions which had been identified by Ellis Whittam/WorkSafely Ltd (cost £850.00 plus VAT).

The CEO advised that she had been contacted by Mr L Woodward who had fallen over the raised stepping stones on Primrose Hill Meend as he had been walking across the area in the dark. It was noted that Mr Woodward may request sight of the Council's risk assessment for the equipment and that he wished to see what action would be taken by the Council, requesting that the posts be painted white in order that they were more easily visible. Advice would be sought from the Town Council's insurers prior to remedial action.

Action by – the CEO

Partnership Working

Prior to the meeting all Members were provided with a copy of the letter which had been sent to Mr Mark Harper MP on behalf of the Neighbourhood Development Plan Steering Group, together with copies of related e-mails which had been received from other parties. Attention was drawn to the fact that a planning application had recently been submitted to Forest of Dean District Council by Robert Hitchins Limited which provided for 18 additional play areas on their development; concern was also raised over the insufficient lighting on the site. Council were reminded of the need to be proactive regarding the development. Members were advised by Cllr Osborne that the Council's stance on the planning application would be communicated as part of the Planning and Highways Committee report.

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Emergency Plan

Cllr Cooksley was requested to provide the Council with a copy of the revised 2013/14 plan by 2 May 2013, in order that it may be tabled at the May Annual Council Meeting.

Action by – Cllr Cooksley

Community Support Panel, Forest of Dean District Council

Members were advised that District Cllr Winship chaired the above panel, which was a Sub-Committee of the Scrutiny Panel. Members noted that District Cllr Winship would ensure that the Town Council were informed of future meetings of said Committee.

8. FINANCIAL MATTERS

| FINANCIAL STATEMENT | | APRIL 2013 | |
|---------------------------------------|-----------|------------|---|
| Bank Balance as 1st April 2013 | | | |
| LLOYDS BANK - Current account | | 51,153.97 | <u>2012/13 Commitments Brought F/ward</u> |
| LLOYDS BANK - Youth Council (Current) | | 450.00 | <u>-£15,850.37</u> |
| LLOYDS BANK - Earmarked Reserves: | | | |
| S106 | 29,191.50 | | |
| Lydney War Memorial | 1,318.00 | | |
| Primrose Hill Play Area | 8,000.00 | | |
| Cemetery | 16,529.14 | | |
| Neighbourhood Development Plan | 5,127.85 | 60,166.49 | |
| LLOYDS BANK - General Reserve | | 104,183.89 | 164,350.38 |
| | | | <u>215,954.35</u> |

TRANSACTIONS

PAYMENTS

| | | |
|-------------------------------|---------------------------|-----------------------|
| Payments APRIL | 24,604.10 | Detailed below |
| Payments MAY | - | |
| Payments JUNE | - | |
| Payments JULY | - | |
| Payments AUGUST | - | |
| Payments SEPTEMBER | - | |
| Interim Payments to HALF YEAR | - | |
| Payments OCTOBER | - | |
| Payments NOVEMBER | - | |
| Payments DECEMBER | - | |
| Payments JANUARY | - | |
| Payments FEBRUARY | - | |
| Payments MARCH | - | |
| Payments PRIOR TO YEAR END | - | |
| | Total Payments YTD | 24,604.10 |

RECEIPTS

| | | |
|--------------------|---------------------------|-------------------|
| Receipts APRIL | - | |
| Receipts MAY | - | |
| Receipts JUNE | - | |
| Receipts JULY | - | |
| Receipts AUGUST | - | |
| Receipts SEPTEMBER | - | |
| Receipts OCTOBER | - | |
| Receipts NOVEMBER | - | |
| Receipts DECEMBER | - | |
| Receipts JANUARY | - | |
| Receipts FEBRUARY | - | |
| Receipts MARCH | - | |
| | Total Receipts YTD | 0.00 |
| | Total | 191,350.25 |

| Reconciled Bank Statements as at end | March 2013 | | Bank Statement copies attached |
|---------------------------------------|------------|------------------|-------------------------------------|
| LLOYDS BANK – Current account | | 26,549.87 | |
| 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 | 16,529.14 | | |
| Neighbourhood Development Plan | 5,127.85 | 60,166.49 | |
| LLOYDS BANK - General Reserve | | 104,183.89 | 164,350.38 |
| Bank Balances as at | | 31-Mar-13 | 191,350.25 0.00 check |

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APRIL PAYMENTS

*Spending Power
via General Power of Competence*

| <u>Payments for approval at the meeting held on:</u> | <u>8th April 2013</u> | <u>Chq. No.</u> | | |
|--|-----------------------|-----------------|------------------|---|
| Bowdens | 425.00 | Ad hoc | 7081 | Cemetery Project |
| C.G.P. Contracting Ltd | 7,001.76 | Ad hoc | 7082 | Cemetery Project |
| Forest of Dean & Wye Valley Review | 97.20 | Annual | 7083 | Advert re Annual Town Meeting |
| Sita UK Ltd | 84.86 | Monthly | 7084 | Cemetery: Skip Hire |
| Forest of Dean District Council | 600.60 | Annual | 7085 | Non Dom Rates 2013/14: Cemetery |
| A4 Office Products Ltd | 30.00 | Monthly | 7086 | Stationery |
| ADT Fire & Security | 227.66 | Quarterly | 7087 | Maintenance: Office CCTV/Intruder Alarm/BT Rdcare |
| Dean Mowers Ltd | 13,721.62 | Ad hoc | 7088 | Machinery |
| Legal & General | 1,925.46 | Annual | 7089 | Ill Health Liability Insurance |
| Network Connections | 360.00 | Annual | 7090 | CCTV Annual Maintenance |
| Sage (UK) Limited | 48.00 | Ad hoc | 7091 | Payroll Licence |
| Travis Perkins | 81.94 | Ad hoc | 7092 | Cemetery Project |
| Payments for approval at meeting: Sub total | | | 24,604.10 | |
| TOTAL PAYMENTS | | | 24,604.10 | |

A list of unpresented Cheques (For Information only)

| | | |
|---|------------------|------|
| Corporate Expenditure | 1,038.22 | 6958 |
| Corporate Expenditure | 490.98 | 6960 |
| Corporate Expenditure | 714.59 | 6961 |
| Corporate Expenditure | 2,470.28 | 6962 |
| Mr Cackett | 170.50 | 6971 |
| Gloucestershire Rural Community Council | 25.00 | 6974 |
| Glos LGPS | 2,900.67 | 6986 |
| The Bigger Plant Company | 1,518.00 | 7001 |
| C G P Contracting Ltd | 876.00 | 7002 |
| David Austen Roses | 320.00 | 7003 |
| Equipment Hire Services (Disc Cutter) | 51.60 | 7004 |
| Elmcroft Tree Nursery | 1,035.00 | 7005 |
| Travis Perkins | 45.00 | 7006 |
| Waycott Bros Ltd | 1,469.10 | 7007 |
| A4 Office Products Ltd | 776.15 | 7008 |
| Charles Saunders Ltd | 16.17 | 7009 |
| Devilish Apparel | 48.00 | 7010 |
| Exhaust, Tyres & Batteries (Worcs) Ltd | 276.81 | 7011 |
| Forest Equipment Services Ltd | 413.80 | 7012 |
| Forest of Dean DC | 4.00 | 7013 |
| Konica Minolta | 607.08 | 7014 |
| Light Fantastic DIY Ltd | 46.70 | 7015 |
| Lydney Engineering Co Ltd | 233.00 | 7016 |
| Lydney Garden Centre | 21.57 | 7017 |
| Nigel Harris | 130.00 | 7018 |
| Whitehouse Press Ltd | 435.00 | 7019 |
| Worksafely Limited | 15.30 | 7020 |
| A4 Office Products Ltd | 27.77 | 7021 |
| Columbaria Company | 84.00 | 7022 |
| Expenses | 74.10 | 7023 |
| Worksafely Limited | 80.34 | 7025 |
| Office Star | 143.12 | 7026 |
| Rigby Taylor | 473.87 | 7027 |
| Imagitec | 81.00 | 7028 |
| Total | 17,112.72 | |

Asset Register

Members were provided with a copy of the Council's Asset Register which they were invited to take away and examine. The CEO advised that this document would be re-presented to the Finance and Scrutiny Committee for consideration. It was noted that the document had been audited by the Council's Independent Auditor and no concerns had been raised.

Annual Return

Councillors were provided with copies of the Annual Return. Attention was drawn to the fact that the Council held £215,954 across all of its accounts at Year End, which included

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£15,850 of committed expenditure. The CEO sought approval for herself and the Mayor to sign Part 1 and 2 of the Annual Governance Statement based upon the given figures, confirming the Annual Accounts Statement/Governance were correct. It was noted that all figures had previously been examined via internal “in house” audit for End of Year and by the Independent Internal Auditor who had confirmed figures as being correct. Cllr Edwards queried of the Mayor if he were willing to sign the Statement and if he had familiarised himself prior of the Full Council meeting. Cllr Berryman advised that he had. **Proposed by Cllr Osborne, seconded by Cllr Harris.** The motion was carried with Cllr Edwards choosing to abstain.

Members were advised that the financial information to be incorporated in the Annual Town Report would include explanatory notes and an overview of the Annual Return End of Year figures. Attention was then drawn to the copy of the Independent Auditor’s Report which had been provided for the attention/consideration of Full Council. Members were given additional time to read said document before considering the following agenda items:-

Internal Auditors Report

Having being granted an opportunity to review the report Cllr Berryman sought clarification that Councillors accepted the comments made in the report by the Internal Auditor. Cllr Pearman commended the staff on their continued financial diligence. Unanimous.

Monthly Financial Statement

Approval of the Monthly Financial Statement was **proposed by Cllr Pearman, seconded by Cllr Cooksley.** Vote carried with one abstention.

Delegated Powers

Members were advised that the Council would now move to Realtime reporting which had been introduced by HMRC. It was noted that Realtime would require the Council to run a “dummy” payroll and undertake a data cleanse exercise, prior to running the April payroll. The CEO advised that due to Year End procedure it had not been possible to undertake this work prior to the April Council meeting. Accordingly, approval was sought for delegated powers to be granted to the CEO and two Councillors in order that all cheques in respect for employee salaries may be correctly addressed in respect to the April payroll. Responding to a question which had been raised by Cllr Edwards, the CEO provided Members with a full explanation regarding the requirements for the approval of payments under delegated powers (*Local Government Act 1972, s101*) - *Arrangements for discharge of functions by local authorities.*

- (1) *Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions*
- a. *by a committee, a sub-committee or an officer of the authority; or*
 - b. *by any other local authority.*

It was **proposed by Cllr Pearman, seconded by Cllr Harris,** that delegated powers would be granted to the CEO and two Councillors in order that all cheques in respect of employee salaries may be correctly addressed for April. Unanimous.

9. ARRANGEMENTS FOR ANNUAL COUNCIL MEETING

Members were asked if they wished the vote for the Mayor to be via a show of hands in line with Standing Orders or a secret ballot. Cllr Edwards proposed that the vote should be conducted via a secret ballot. Cllr W Osborne spoke against the proposal, however, Cllr Harris agreed to second the proposal. Cllr Pearman proposed the inclusion into the motion to allow

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whichever decision was agreed to “stand” until the end the next ordinary elections but the inclusion was not seconded. Cllr Osborne called for a recorded vote to be taken, the results of which were:

For

Cllrs Cooksley, Edwards, Harris, Matthews, Pearman (5 votes)

Against

Cllrs Berryman, Bonser, Hobman, W Osborne (4 votes)

In view of the above the motion was carried. Cllr W Osborne called for the minutes to record his view that the only reason a secret ballot was to be conducted was because Members were ashamed of how they were voting.

Resolved: That the vote for the Mayor at the Annual Council meeting would be conducted by means of a secret ballot for said year only.

Standing Orders

It was noted that Standing Orders would be amended and issued in readiness for adoption at the Annual Council meeting in May (together with the Financial Regulations, etc).

Membership of Finance and Scrutiny Committee

Members were asked to consider whether there should be an automatic appointment of each Trust Chairman (Lydney Recreation Trust and the Bathurst Park and Recreation Trust) to that of the Council’s Finance and Scrutiny Committee. Council were also requested to consider if they wished the Committees to “stand on” at the Annual Council meeting.

Cllr Berryman reminded Members of the letter received from the Council’s Internal Auditor advising on the impartiality/appointment of Trust Chairman to said Committee. Cllr Pearman reminded his fellow Members that the Auditor was required to examine the Council’s Governance; that the Council operated a clear and open policy regarding its grant application process and he expressed a view that the Council should adopt an approach which prevented the automatic appointment of the aforementioned Trust Chairmen to the Committee. Cllr Pearman also felt that the Council’s Committees should “stand on”. Cllr Edwards felt that the Council should not consider allowing its Committees to “stand on” as he felt it did not allow other Members to join Committees. The CEO reminded Members that Standing Orders had been amended a number of months prior in order to reflect Council’s desire for Committee membership to be increased outside of the Annual Council Meeting. Members were also reminded that Bathurst Park and Recreation Trust had been provided with an increased level of grant for the current financial year in order to cover the engagement of a contractor to undertake litter collection duties for the Park, as Council Ground Staff were utilised in other areas around the Town. Furthermore, Members were reminded that each Committee decided their level of expenditure for the forthcoming year and that Cllr Bonser had recently been appointed as an additional member of the Amenities Committee (with the appointment being ratified by Full Council) and that an appointment to a Committee outside of the Annual Council Meeting would need to be voted on by Committee Members and ratified by Full Council as had been the case three times in the last twelve months.

Responding to a question which had been raised by Cllr Bonser, Cllr W Osborne felt that if a Trust Chairman was appointed to the Finance and Scrutiny Committee they should declare an interest and excuse themselves from all budget discussions if any matters pertaining to the Trust were to be discussed. Cllr Berryman illustrated the point by stating that Cllr Edwards would



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now have to declare an interest in any matters pertaining to Lydney Town Hall, as he had been appointed Treasurer on behalf of the Management Committee and using the aforementioned scenario would be excluded from such discussions if approved by Full Council.

During discussion Cllr Pearman reminded Members that the Council was being asked to consider the *automatic* appointment of Trust Chairmen to the Finance and Scrutiny Committee membership. Cllr Edwards was not in favour of the automatic appointment of any Member to any Committee. It was **proposed by Cllr W Osborne, seconded by Cllr Edwards** that only the Mayor be given the automatic entitlement each year. Vote carried. The CEO sought clarification that if a Chairman of a Trust were appointed to said Committee they would need to leave the room if the Committee were required to discuss the budget pertaining to the Trust. Cllr W Osborne confirmed the CEOs understanding to be correct. Noted.

Resolved: That the only automatic entitlement to Committee membership was for the Mayor of Council. Furthermore, that if the Chairman of a Trust/LTHTMC Senior Position were appointed to the Finance and Scrutiny Committee they would need to leave the room when the Committee were required to discuss the annual budget pertaining to the Trust.

Cllr Bonser voiced her agreement with the points which had been made during the discussion by the CEO and she emphasised that all Councillors were now aware of the role for the Trusts/Committees.

Appointment of Committees for Civic Year 2013/14

It was **proposed by Cllr Matthews, seconded by Cllr Harris**, that the current Committee Members would “stand on” at the Annual Council meeting. Vote carried with two votes against. Cllr Edwards requested that the minutes reflect that he voted against the motion.

10. **COUNCILLOR SURGERIES**

Attention was drawn to the fact that the Councillor Surgery for February had not been undertaken by the appointed Councillors (Cllrs Cooksley and Thompson). Members were reminded that it was the responsibility of the appointed Councillors to organise their “Surgery” outside the Co-operative Store and it was noted that the next Surgery was schedule to take place in April by Cllrs Biddle and Hobman to convene.

Responding to a question which had been raised by Cllr Cooksley, Cllr Harris advised that the Surgeries had proved to be an invaluable opportunity for Councillors to engage with the electorate which should be continued as a priority.

District Cllr Winship excused herself from the meeting at this point.

11. **Gloucestershire Market Town Forum (GMTF)**

Prior to the meeting Members were provided with information regarding the Gloucestershire Market Town Forum, including the advantages of membership and details of the membership fees (£710.90). It was **proposed by Cllr Pearman** that an invitation would be extended to Mr Bob Watters to attend a future Full Council meeting in order to provide a presentation to the Council on the advantages of membership. No objection to the proposal was raised.

Action by – the CEO



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12. LYDNEY CEMETERY

Cllr Berryman informed Members of the vast improvements which had been made to the Cemetery as a result of the recent project and that compliments had been received from Members of the public regarding the work undertaken by the Council's Grounds staff. It was noted that the Amenities Committee would be asked to consider the replacement/strengthening of a section of boundary fencing on the right hand side of the Cemetery, in the area of the Garden of Reflection and that a sculpture would be erected in due course. It was also hoped that an "official" opening would be arranged prior to the Annual Council Meeting.

Cllr Edwards enquired if consideration had been given towards the use of a Remembrance Wall and was informed by Cllr Berryman that, on behalf of the Council, he had discussed the use Millennium Wood with Aylburton Parish Council as a joint Green Burial space and that this was being taken forward by the Amenities Committee.

13. RENEWABLE ENERGY POLICY

Nothing to report.

14. REMEMBRANCE PARADE

Cllr Berryman advised that a meeting had taken place between representatives of the Council and Mr A Edwards on behalf of the Royal British Legion Lydney Branch in order to address a number of issues which had arisen as a result of the Council's decision to award a payment to Lydney Training Band in respect of their involvement in the 2012 Remembrance Parade.

As a result of the meeting it was resolved that the Legion would receive an additional £150.00 from the Mayor's Civic Fund in respect of the 2012 event. Furthermore, it was suggested that until the next Ordinary Elections (2015) the Council would award £350 towards the Legion in respect of the arrangements for the Remembrance Parade and that the Council would arrange for the Orders of Service to be printed (and cover the cost of same). Members were informed that the meeting between the Legion and the Council had been minuted.

Accordingly, it was **proposed by Cllr Hobman, seconded by Cllr Harris** that the until the next Ordinary Elections the Council would award £350 towards the Legion in respect of the arrangements for the Remembrance Parade and that the Council would arrange for the Orders of Service to be printed (and cover the cost of same). The sum of £150 would be donated to the War Memorial Maintenance Fund. Vote carried.

15. FORMAL CORRESPONDENCE RECEIVED

- Ltr from PCC Martin Surl inviting a representative to attend a meeting on 11 April 2013 at 6.30 pm at Police Headquarters, Quedgeley.
 - Royal Mail Group – Ltr apologising for their failure to deliver the Council's post to its Councillors.
 - Western Power Distribution – Invitation to Stakeholder Workshop.
 - Gloucestershire County Council, Information Management Services – responding to the Council's Freedom of Information request regarding the S106 agreement for the Tesco development. **(A copy of the information was provided to Councillors).**
 - E-mail from District Cllr Glastonbury providing a copy of the "Members Matter" column from their current newsletter, specifically details on the Gloucestershire Local Transport Board Schemes which have made it through to the prioritisation phase.
- E-mail from District Cllr Bevan – providing comment on the Neighbourhood Development Plan Steering Group's letter to Mr Mark Harper MP that neither he nor District Cllr Glastonbury were aware of the press release prior to its publication. Members confirmed that they had read District Cllr Bevan's e-mail. It was also noted that Cllr Thomas would

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- shortly attend a meeting with Network Rail to discuss improvements to the Station.
- Watts of Lydney Group Limited – Ltr from Mr J Thurston registering concern that Lydney had not been included in the initial roll-out for faster broadband. **It was agreed that the CEO would question why Lydney had not been included.**
 - Mayors for Peace – Ltr providing information on the international conference which is scheduled to take place in Hiroshima City from 3 to 6 August 2013.

The CEO and Cllr Matthews advised that they had registered to attend the Award Ceremony for the University of Gloucestershire. Both were awaiting confirmation as to their Degree in Community Governance results. Accordingly, the CEO extended an invitation to the Mayor and Partner to attend the Award Ceremony in November, advising tickets would be required. Noted.

16. COMMITTEE & OTHER REPORTS

Planning and Highway Committee

Cllr W Osborne requested an agenda item on the next Full Council meeting to allow the Council to consider its stance regarding the future adoption of play areas on developments in the Town.

Action by – the CEO

Members were informed that the Committee had considered application P1727/12/APP from Robert Hitchins Limited which included a number of points and as such Council would be represented by Cllrs Pearman and Hobman when the application was considered by the Forest of Dean District Council's Development Control meeting the following day.

Discussion then took place on the letter which had been sent by the NDP Steering Committee to Mr Mark Harper MP, in which the Group expressed their frustrations that they/the Council were not being consulted on matters affecting the Town, which was contrary to the philosophy of Localism. It was noted that a response had yet to be received from the MP and it was felt that he would be given until the end of the week to respond. However, if a response was not forthcoming an approach would be made to the Secretary of State to demonstrate that Localism was not working at ground level. **Cllr Bonser proposed** that the Council support the actions of the Group/the CEO, as she felt that the Council had given a great degree of thought regarding its objection to the development by Sainsburys and suggested that if a response was not forthcoming that the Council should consider releasing the letter to the Press. **Seconded by Cllr Pearman.** Vote carried.

Christmas 2013

Members were provided with a breakdown which had been produced by Cllr W Osborne on behalf of the Sub-Committee. Cllr W Osborne then proceeded to give a verbal presentation to Members regarding the Sub-Committee's recommendation to purchase a quantity of lights (including an artificial white light LED tree) and replace a large number of the existing connection points. Cllr W Osborne also suggested that the amount allocated for the Christmas Window Competition/Jinglefest could be better utilised to purchase an additional column feature. Attention was drawn to the fact that the breakdown which had been provided exceeded the budget which had been allocated for the whole of the Christmas event. Cllr Berryman advised Members that at their last meeting the Amenities Committee had not approved whether the Council should continue to hire its display, or whether it should purchase a quantity of lights and Members were advised that the Amenities Committee had requested that the Sub-Committee submit their breakdown for the purchase of lights up to a value of £12,000 including VAT, with the matter then referred to Full Council.

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The CEO advised that the Council would need to retain £150.00 from its “Christmas” budget which had been allocated towards Christmas Window Competition and that Members would need to decide if they wished to amalgamate the remaining budget headings in order to allocate a greater sum towards the purchase of lights.

During discussion Cllr W Osborne felt that the Council would save money if it elected to purchase a quantity of lights, when compared with the cost of hiring the lights over a comparable period. Cllr W Osborne also advised that the Company had agreed to hold its erection/dismantling/PAT testing and storage costs for a five year period and he felt that the Town Council’s Ground Staff would be capable of constructing a suitable barrier to prevent members of the public from tampering with the tree. Cllr Matthews voiced her support of the purchase of an artificial LED tree, as she felt it to be more environmentally friendly. The CEO reminded Members that the £16,000 budget would need to include all expenditure (e.g. the purchase of wood for the barriers) and would also need to include a contingency fund to cover the replacement of timers, callout charges, etc. It was stressed to Members that no insurance provision had been included for a “Switch On” event.

Responding to a question which had been raised by Cllr Pearman, Cllr W Osborne advised that the Council would not be able to purchase the recommended quantity of lights, purchase an artificial tree, construct barriers, cover the cost of the electricity supply for the lights, etc for the £16,000 which had been allocated. It was **proposed by Cllr Matthews** that the Council would exceed its budget for the current year in order that the Council may purchase the recommended quantity of lights. Furthermore, that the Council would purchase an artificial tree. **Seconded by Cllr Osborne.** Vote carried.

Cllr W Osborne accepted the concerns which had been voiced by a number of Councillors that the Council would be stuck with the same display each year and he suggested that the Amenities Committee should annually allocate £300 in its budget towards the cost of an additional light. Noting that the firm would store the Council’s assets, Cllr Pearman questioned if it would be possible for the Council to insure against the firm going into receivership and the Council subsequently losing its assets. Cllr Bonser commended Cllr W Osborne for taking the matter forward and for having a vision for the lights. Cllr W Osborne then advised that the section on the Tesco side of High Street would not be included as part of the display, but that lighting would be erected on both sides of the street (where possible) from the overflow car park.

Consideration was then given as to the amount which would need to be taken from General Reserves in order to fund the purchase which had been approved. It was **proposed by Cllr Matthews** that £2,000 would be taken from General Reserves in order to purchase the Christmas lights in line with the information which had been submitted to Full Council. **Seconded by Cllr Edwards.** The CEO clarified that a maximum of £18,593.60 including VAT would be spent on the purchase of lights, artificial Christmas Tree, electricity for same, erection and dismantling, storage, PAT Testing, replacement of existing sockets and remote facility for the switch on. Vote carried.

Discussion then took place regarding the fact that the Sub-Committee had yet to arrange a meeting to discuss the joint Switch On event at Lydney Town Hall. It was noted that the lack of meeting had been due to lack of availability/holidays. The CEO reminded Members that no funding now existed for a Switch On event (either at the Town Hall or in the Town itself) and she sought confirmation that Lydney Town Hall Trust Management Committee appreciated that they were responsible for arranging the Christmas Lights and Tree at the Town Hall. Cllr W Osborne recalled that the Council had previously purchased a number of cross road features.

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Cllr W Osborne then proposed that said features be offered free of charge to Lydney Community Centre and Lydney Town Hall. **Seconded by Cllr Harris.**

Action by – the CEO

Responding to a question which had been raised by Cllr Edwards, Cllr W Osborne advised that he had already provided details of the Council's Christmas lighting supplier to Lydney Town Hall Trust Management Committee.

Prior to excusing herself from the chamber and for information only, Cllr Harris expressed concern that Mr P Silsby had felt it necessary to resign from Lydney Town Hall Trust Management Committee (LTHTMC) and that the LTHTMC Chairman had accepted the resignation which had taken place after the meeting had officially closed and was still yet to be considered/accepted formally. Cllr Harris advised that she had been informed of the matter by LTHTMC's Secretary and she expressed a view that the matter should be a future agenda item for the next LTHTMC meeting. Cllr Harris then excused herself from the meeting.

Neighbourhood Development Plan Steering Group

Cllr Pearman advised that the minutes of previous meetings were available on the Council's website and that the Group were in the process of drafting a full framework document. It was noted that professional assistance would be required in order to further the project and that a strategic meeting would shortly take place with Officers from Forest of Dean District Council. Cllr Pearman felt that a meeting with Mr Mark Harper MP may also need to take place and advised that three members of the Group had attended a Fastshire presentation to discuss the roll out of faster broadband across the three counties. Cllr Pearman also reported that the draft NDP was progressing well now that an Admin Assistant had been appointed.

Cllr Pearman advised that Cinderford Regeneration Board had allocated £200,000 towards the regeneration of Cinderford with no explanation given. It was Cllr Pearman's impression that the Board was a project of Forest of Dean District Council. Cllr Pearman had also obtained contact details for GFirst who were able to access large funding posts and Cllr Pearman highlighted the need for the Town Council to support the NDP in order to ensure that progress is maintained. Cllr Bonser supported this point.

Lydney Town Hall Trust Management Committee

Cllr Cooksley advised that the bar at the facility was currently being refurbished. Cllr Berryman informed Members that Cllr Edwards had been appointed as Treasurer to the organisation and suggested he would need to declare an interest in the future. Cllr Cooksley was requested to inform the CEO of the date for the Annual Meeting of the organisation, in order that it may be relayed to Councillors currently elected/or appointed to LHTHMC. Furthermore, Cllr Cooksley was requested to provide the CEO with a copy of the End of Year Accounts for the Town Hall in order that they may be tabled before Council and was reminded that this point had been minuted at the inaugural meeting.

Action by – Cllrs Cooksley and Edwards

17. COUNTY COUNCILLOR'S REPORT

Prior to the meeting Councillors were provided with a copy of County Cllr Cooksley's report, the contents of which were duly noted.

Cllr Edwards highlighted the online service for book reservations which was now provided by the Library service.

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18. **DISTRICT COUNCILLOR REPORT**

Cllr Hobman advised that she had been informed that the cost of refurbishing the Newerne Street Car Park toilet facility had amounted to £50,000. It was noted that Forest of Dean District Council's Full Council meeting would take place later in the week.

19. **COUNCILLORS REPORTS**

Cllr Bonser requested an agenda item for the next meeting in order that Council may determine its stance regarding the nuclear development at Oldbury. Whilst Cllr Cooksley felt that the matter had been discussed 2-3 years prior, it was agreed that the CEO would examine the historical minutes.

Action by – the CEO

Cllr Bonser sought to remind her fellow Councillors of the perils of publishing letters in the local press which referenced information which had not yet been placed in the public domain.

Cllr Pearman advised that he had been contacted a resident who had voiced concern over a sheep which had been in distressed labour, for which a fellow Councillor had provided assistance.

Cllr Matthew highlighted problems with litter which was being experienced both in the Town and at its boundaries. It was felt that litter may have been escaping from the rear of refuse lorries as they were being driven. Members' attention was drawn to a complaint regarding litter/dog fouling which had been received from a resident of Summerleaze which would be considered at the next Amenities Committee meeting. The CEO was requested to contact Forest of Dean District Council to enquire how much the Town was paying for its litter collection service, the length of the contract with Biffa and also highlight the fact that the recycling units in the Town were regularly overflowing.

Action by – the CEO

Cllr Matthews also expressed concern over the parking problem which was experienced in Bream Road and it was noted that County Cllr Cooksley was seeking to resolve the situation as one of his priorities.

20. **PRESS RELEASE**

It was agreed that if a response was not forthcoming from Mr M Harper MP regarding the letter from the NDP Steering Group, a copy of the letter would be released to the local press.

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21. **MEETING DATES**

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

- 15 April 2013 - Annual Town Meeting (All Councillors are expected to attend)
- 22 April 2013 - Amenities/Finance Committee meetings

Meeting closed at 9.40 pm

Chairman 

Date 15/5/2013

Actions from Full Council meeting on 11 March 2013

| Agenda Item | Action |
|-------------|--|
| 4. | <ul style="list-style-type: none"> All Councillors were requested to inform the Mayor if they wished for a matter to be raised at the next Forest Mayor's meeting. Noted |
| 7. | <ul style="list-style-type: none"> Cllr Preest expressed a desire to learn if District Cllr Hobman had received a response concerning the cost of refurbishing Newerne Street public toilets. Pending response from Cllr Hobman In view of the decision taken by Lydney Town Hall Trust Management Committee (LTHMTC), Cllr Cooksley was requested to remind LTHMTC that the Town Council was a major financial contributor to that of the Town Hall. Action Cllr Cooksley |
| 9. | <ul style="list-style-type: none"> Approval given for the amendment of Standing Order page 12, Item F (Rules of Debate) that "no councillor may speak more than once, and for no more than 3 minutes, on any one subject unless agreed by the majority". Amended Standing Order will be issued May 2013 in readiness for May ACM Agenda item for April in readiness for ACM; Members to consider whether there should be an automatic appointment of each Trust Chairman to that of the Council's Finance and Scrutiny Committee. Agenda item April |
| 10. | <ul style="list-style-type: none"> Approval given for the replacement of the fencing on the Highway side of the Cemetery, the laying of turf and planting in line with the proposed planting plan. £7,000 for fencing to be vired from Cemetery 'earmarked' reserves. Done Agenda item for next Amenities Committee Meeting; Use of Cemetery space/ re-use of existing burial plots. Amenities Agenda item |
| 11. | <p>RE: Bream Road Junction/Highway Improvements</p> <ul style="list-style-type: none"> Letter/e-mail to be sent to Forest of Dean District Council to ascertain which "members" had been consulted, as those District Councillors present at the March Full Council meeting had no recollection. Accordingly, request to be made that a Lydney Councillor be involved in all further consultation. Emphasis to be placed on the need to provide toilets at Bream Road, and not force members of the public to rely on local business to provide such facilities. E-mail sent to FODDC – response awaiting |
| 12. | <ul style="list-style-type: none"> Neighbourhood Development Plan Steering Group to ensure that revised Renewable Energy Policy to be submitted to Full Council. Pending Cllr Pearman |
| 14. | <ul style="list-style-type: none"> Town Council to employ a Gatekeeper/Groundsperson to secure perimeter gates in Bathurst Park during the evenings. Done |
| 15. | <ul style="list-style-type: none"> Cllr W Osborne to provide District Cllr Martin with information pertaining to a vacant property in Orchard Road in the ownership of Two Rivers Housing in order that an enquiry may be made at the next Board meeting. Action Cllr W Osborne |
| 16. | <ul style="list-style-type: none"> Letter/e-mail to be submitted to Forest of Dean District Council to encourage them to provide a permit which would provide free parking to parents of children at Lydney C of E School to enable them to park in Bream Road Car Park whilst dropping off/collecting their schoolchildren. Action Cllr Preest County Cllr Cooksley to ascertain if the next tranche of funding allocated to each County Council for highway improvements could be used to partially fund a vehicle activated sign (VAS) for the 20 mph zone. Pending Cllr Cooksley Cllr W Osborne to provide Town Council staff with the details of the lights which had been selected by the Christmas Lights Sub Committee. Received; Council to consider/approve the probable overspend figure at April's meeting prior to order then being placed Christmas Lights Sub Committee to organise a meeting with Lyn Callow, LTHMTC, to discuss the 2013 Christmas event. Pending update from Sub Committee Approval given for purchase of Polo shirts for members of the Youth Council from |

| | |
|-----|--|
| | <p>Mayor's Civic Fund. Pending Cllr James; awaiting information/confirmation of sizes etc from LYC</p> <ul style="list-style-type: none"> • Cllr Cooksley requested to arrange for a notice to be displayed in Town Hall foyer providing contact numbers for appropriate LTHTMC members. Update Cllr Cooksley |
| 17. | <ul style="list-style-type: none"> • Cllrs Preest and Bonser to e-mail County Cllr Cooksley with details of their queries re availability of Primary School places and "first choice" Primary School provision. Verbal update/info pending from CCllr Cooksley |
| 18. | <ul style="list-style-type: none"> • District Cllr Osborne (and fellow District Councillors) to endeavour to provide a monthly report to the Town Council via District Councillor Hobman. Pending |
| 19. | <ul style="list-style-type: none"> • Agenda item for next Amenities Committee meeting to discuss the perceived increase in dog fouling in the Town and to establish what action could be taken by the Forest of Dean District Council Streetwarden service to tackle the problem. Amenities agenda item noted |

ACTIONS POINTS RAISED AT MEETING WITH ELLIS WHITTAM
(To be addressed 2013/14)

- There is a legal obligation on the Landlord to record if asbestos is present in a building. Accordingly, we need to get someone to look round the Rec Trust buildings (e.g. Football pavilion, Tennis pavilion, Pump house and Angling Club garages) and then advise in writing if asbestos is present
- - Need to extend to the Park Trust to cover the Pavilion/Workshop.
- It is the Landlords responsibility to undertake a check of the fixed wiring every 5 years. We have already done this for our office, the workshop and the Pavilion, but we need to arrange for the Rec Trust (Clubs).
- We need to complete an annually review our risk assessments and also our DSE forms.
- We need to consider extending our risk assessments in order that jobs which may seem to be particularly hazardous have their own risk assessment.
- We need to risk assess the grass cutting that the Grounds Staff will be undertaking in the Cemetery /Churchyard – this was obviously not undertaken by us before.
- It is the Landlords responsibility to ensure that a Fire Risk Assessment is undertaken for its buildings. Obviously we do this for the Pavilion and here, but we need to do the same for the Rec Trust. I did ask if we could compel the Tenants to undertake this on behalf of the Trust, but sadly no. What we could do is write to enquire if they have one, if not we will facilitate, but they would then need to comply with any actions which concern them – the Trust would only be responsible for undertaking actions which effect the building.
- We need to conduct a practice fire evacuation. However, prior to this we need to sit down with any vulnerable members of Council/staff to agree a Personal Evacuation Plan (form available from Ellis Whittam website).
- We need to do a monthly test of the emergency lighting and then also do an annual test. BEC could no doubt do the annual test. Need to document both.
- We need to annually request that all employees who are required to drive on behalf of the Council provide a copy of their driving licence (Hard Copy).
- We need to undertake spill kit training – we can get a copy of a presentation from Ellis Whittam.
- We need to undertake temperature testing of the water for Legionnaires Disease. We also need to disinfect monthly the shower heads.
- We also need a risk assessment for Legionnaire's disease.
- We need to produce some kind of annual stress questionnaire, without actually mentioning the word stress. Examples available off the internet.
- Apparently Stroud Town Council have some kind of appliance which can be fixed to equipment to monitor an employee's exposition to vibration – think that this could become important as Ground Staff : vibration from mowers, etc.
- We need to have a form to record instances of verbal/physical abuse and also make staff aware of its presence.
- We need to start keeping records of the maintenance which is carried out on each machine, so for the grass cutting equipment we can pull past invoices to prove the maintenance which has been carried out.
- We need to undertake health and safety training for employees and Councillors.
- We need to arrange for the Compressor to be annually serviced. We also need to find out the "bar"? as additional requirements are needed over a certain level.
- We need to have a risk assessment for the Compressor and need to document that staff have been trained in its use.
- We need to purchase a fire extinguisher which could be permanently fixed in the new truck.
- **We need to have guards fitted to the bench grinder and the bench drill. DECOMMISSIONED**



- We need to ensure that eye protection is always available close to the above equipment and also purchase a sign stating "eye protection must be worn".
- We need fire evacuation signage for the workshop.
- We need to relocate a fire extinguisher which is located behind the main entrance door.
- Requirement for Management to be NEBOSH trained

* Mike - Work safety
£850 cost