

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/01/13 – 103

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 13 January 2014 at 7.03 pm.

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

Two members of the public
District Cllr 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.

Cllr Berryman welcomed representatives from Two Rivers Housing and Live Well at Home to the meeting to discuss the care facilities provided at The Springs, in response to comments made by a Councillor at a previous meeting. Two Rivers Housing then provided Councillors with an overview of the extent of the services/facilities which they manage; details of how the care services are funded through Home Plus; the operation of telephone assistance system.

Cllr Matthews felt that the provision of on-site assistance was preferential to a telephone assistance system and reiterated the problem which she had experienced last year when attempting to return a vulnerable member of the public to her home at The Springs. However, Two Rivers Housing explained that it had been necessary to change the Community Support Worker service due to the withdrawal of funding in 2013 by Gloucestershire County Council; that the new service provided by Home Plus offered 24 hour care at both The Springs and Watermead. It was noted that during the week three carers were provided on site; that two carers were provided on evenings and weekends; that users of the service were able to obtain assistance from the carers via the Link Line service; that 13 clients currently received assistance from Home Plus (other care providers were also operational in The Springs).

During discussion it was suggested that Two Rivers Housing/Home Plus may wish to place stickers on residents' telephones advising as to action to be taken to obtain assistance (stickers may prove useful to the public if placed on secure access doors). Councillors were also informed that alarms were fitted on external doors for residents who suffer with Alzheimer's in order that staff may be alerted.

Cllr Bonser welcomed news that staff were on site 24 hrs a day to provide assistance.

The representatives from Two Rivers Housing and Home Plus then excused themselves from the meeting.

1. APOLOGIES

Cllr Berryman welcomed Cllr Rudge to the meeting, who had been elected to represent Lydney East Ward.

Apologies for absence were received and noted from Cllr Osborne and District Cllr Winship.

Members noted that a By-Election would take place on 23 January 2014 in respect of the further vacancy on Lydney East Ward and possibly on 13 February 2014 in respect of the vacancy on Lydney West Ward. Cllr Berryman advised that due to the number of elections which had been called during the current financial year the Council was approximately £4,600 in deficit against

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its “Election” budgetary heading. However, it was noted that the Council would only be charged for the By-Election for Lydney West Ward if more than one nomination was received.

2. DECLARATIONS OF INTEREST

Cllr B Berryman – Agenda item 12 – Town Council Asset Repair Works

Cllr A Preest – Agenda Item 12 – Town Council Asset Repair Works

Cllr C Matthews – Agenda Item 12 – Town Council Asset Repair Works

3. MINUTES OF PREVIOUS MEETING

Cllr Bonser highlighted that the narrative relating to the Monthly Financial Statement appeared twice in the minutes.

Approval of the minutes of the Town Council meeting held on 2 December 2013, with the removal of the second narrative relating to the Monthly Financial Statement, was **proposed by Cllr Harris, seconded by Cllr Matthews**. Vote carried.

4. POLICE MATTERS

Members were provided with a copy of the report which had been provided by the Police, the contents of which were duly noted.

Cllr Berryman informed Members that he believed that the Police and Crime Commissioner was going back on his word as Gloucestershire Police were moving out of the Forest and would instead work out of a central Hub located in Gloucester. Cllr Berryman felt that the Council should write to Gloucestershire Police to register the Council’s concern over this course of action; Cinderford, Coleford and Newent Town Council’s to also be advised/approached for their support. Cllr Berryman requested that an invitation be extended to Police and Crime Commissioner, Mr Martin Surl, to attend the next meeting and during discussion he expressed a belief that traffic units/dog handling were also being amalgamated with other divisions.

During discussion Members requested that the CEO obtain clarification as to how such a withdrawal could be justified when crime statistics for the Town indicated an increase and how the Police could substantiate their Precept demand when they were withdrawing said service provision. Accordingly, it was **proposed by Cllr Berryman** that the CEO would write to Gloucestershire Police outlining the points made above and that Cinderford, Coleford and Newent Town Council’s would also be approached for their support. Furthermore, that the Police and Crime Commissioner, Mr Martin Surl, would be invited to attend the February Full Council meeting in order to explain the Police withdrawal from the Forest of Dean. Unanimous.

Action by – the CEO

5. OPEN FORUM

No requests to speak were received.

6. COMMUNICATIONS BY THE MAYOR

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

- Tree festival at St Mary’s
- Planting of a tree in Bathurst Park in remembrance of the Battle of Imjin River
- Forest of Dean District Council Carol Service

Cllr Berryman informed Members that he, the CEO and the Executive Officer had been invited

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to visit a member of the public's property to look at a culvert (at the rear of 115 Lakeside Avenue) which had become blocked over the Christmas break, in order to better understand the problem faced at the property. Attention was drawn to the letter which had been received from Mr Blake (which appeared as an agenda item) and Cllr Berryman provided an explanation as to why his wife had also attended the meeting.

7. CEOs REPORT

A copy of the CEOs 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:-

Revised Meeting Schedule

During the meeting Members were provided with a revised meeting schedule and were asked to destroy all previous versions; retaining the Edition dated January 2013.

Defibrillator Training

Members were informed that the date of the training had been changed to Tuesday 28 January 2014 at 9.30 am.

Wild Boar

County Cllr Preest advised that he and fellow County Councillors would shortly meet with representatives from The Forestry Commission to discuss the Wild Boar situation. County Cllr Preest spoke on the encouragement which would be given for a referendum to be held on the issue targeted at West Dean Parish, as it was felt that they were most affected by the problem. County Cllr Preest advised that efforts were being made to obtain funding from DEFRA to cover the cost of the referendum and provided an assurance that he would keep the Town Council informed of developments.

Community Defibrillator

Prior to the meeting Members were provided with a copy of an e-mail from Mr Tim Fretter, regarding the placement of a defibrillator for the community at an agreed location. It was noted that Mr Fretter was consulting with Midcounties Co-operative to establish if they would be agreeable to locating the units in their stores.

Lydney Air Quality Management Area Steering Group (LAQM)

Due to Cllr Matthews's incapacity, Cllr Preest volunteered to attend the next meeting which was scheduled to take place at 10.45 am on Tuesday 4 February 2014 at Forest of Dean District Council offices.

Flooding

Due to the recent call by residents for sandbags, the CEO advised that it had been necessary to purchase further bulk bags of sea sand and bags in order to replenish the Council's supply of sandbags. Cllr Berryman requested fellow Councillors to maintain telephone contact (rather than e-mail contact) with each other during times of flood, reiterating Councillors need to activate the Sandbag Tree during times when office was closed/out of hours as was deemed necessary.

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8. FINANCIAL MATTERS

FINANCIAL STATEMENT

JANUARY 2014

Bank Balance as 1st April 2013

LLOYDS BANK - Current account		51,153.97	
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
		215,954.35	

2012/13 Commitments Brought Forward
£15,850.37

TRANSACTIONS

RECEIPTS

Receipts APRIL	226,497.94	<i>Incl Precept inst 1 of 2</i>
Receipts MAY	3,841.33	
Receipts JUNE	11,573.69	
Receipts JULY	9,189.85	
Receipts AUGUST	11,285.83	
Receipts SEPTEMBER	224,200.18	<i>Incl Precept inst 2 of 2</i>
Receipts OCTOBER	2,838.25	
Receipts NOVEMBER	10,567.34	
Receipts DECEMBER	1,601.56	Receipts Summary attached
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
NDP: Income banked to NDP current a/c	3,882.55	
Youth Council: Income banked to YC current a/c	0.00	
Total Receipts YTD	505,478.52	

PAYMENTS

Payments APRIL	24,604.10	
Payments MAY	44,666.17	
Payments JUNE	34,364.09	
Payments JULY	44,353.95	
Payments AUGUST	38,007.37	
Payments SEPTEMBER	27,191.97	
Payments OCTOBER	60,996.18	
Payments NOVEMBER	38,477.38	
Payments DECEMBER	42,773.20	
Payments JANUARY	28,691.35	Detailed below
Payments FEBRUARY	-	
Payments MARCH	-	
Payments PRIOR TO YEAR END	-	
NDP: Cheque Payments to date from NDP a/c	10,181.74	<i>£155.84 Chqs/tfrs via LTC Apr & Jul (prior to NDP a/c being opened)</i>
Cheque Payments to date from Youth Council a/c	114.04	<i>£450 included in LTC Jun (prior to separate Financial Statement)</i>
Total Payments YTD	394,421.54	
Total	327,011.33	

Reconciled Bank Statements as at end

December 2013

Bank Statement copies attached

LLOYDS BANK - Current account		108,738.59
LLOYDS BANK - Youth Council - current		885.96
LLOYDS BANK - NDP - current		12,331.82
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,197.00	
Primrose Hill Play Area	8,000.00	

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Cemetery	16,529.14			
Neighbourhood Development Plan	0.00	54,917.64		£5,127.85 Reserve transferred to NDP a/c
LLOYDS BANK - General Reserve		150,137.32	205,054.96	
Bank Balances as at:	31-Dec-13	327,011.33	0.00	<i>check</i>

JANUARY PAYMENTS

Payments made by Direct Debit/Standing Order

ATOS Fuel Genie	13.12.13	210.21	Monthly	DD Fuel for van/mowers
Cablestream Ltd	16.12.13	158.93	Monthly	DD Telephone
Tate Computer Technology	20.12.13	79.20	Monthly	STO IT services
Dean Truck Repairs	30.12.13	234.00	Monthly	STO Van Hire
British Telecom	31.12.13	70.04	Quarterly	DD Internet
Sub total		752.38		

Details/Spending Power:

via General Power of Competence

Interim Payments made in advance of meeting:

None

Interim Payments:	Sub total	0.00		<u>Chg. No.</u>

Payments for approval at meeting held on:

13th January 2014

Chg. No.

Corporate Expenditure	11,031.58			
HMRC	3,092.31	Monthly	7432	re January
Gloucestershire LGPS	3,610.90	Monthly	7433	re January
<i>cheque cancelled</i>	<i>0.00</i>		<i>7434</i>	<i>cheque cancelled</i>
ADT Fire & Security plc	407.66	Quarterly	7435	Establishment Charges
Arkell & Hurcombe (Bronzeworks)	87.60	Ad hoc	7436	Cemetery
<i>cheque cancelled</i>	<i>0.00</i>		<i>7437</i>	<i>cheque cancelled</i>
Dean Mowers Ltd	1,332.88	Ad hoc	7438	Machinery Repairs / Purchase
Distribution Business	115.46	Quarterly	7439	Newsletter
Forest Equipment Services Ltd	699.10	Monthly	7440	Litterpicking (Nov)
Gloucestershire Playing Field Assoc	100.00	Annual	7441	Subscription
Konica Minolta	935.28	Quarterly	7442	Photocopier
Light Fantastic	65.99	Monthly	7443	Establishment Charges
Office Star	98.81	Monthly	7444	Stationery
Postage by Post (Pitney Bowes)	209.60	Ad hoc	7445	Establishment Charges
SITA UK Ltd	93.64	Monthly	7446	Cemetery
Smiths of the Forest of Dean	232.20	Ad hoc	7447	Allotments
Travis Perkins	133.06	Monthly	7448	Allotments
Whitehouse Press	435.00	Quarterly	7449	Newsletter
Petty Cash	10.24	Monthly	7450	Telephone / Meeting Costs
Lydney War Memorial Trust	458.40	Ad hoc	7451	Grant
Forest Equipment Services Ltd	699.10	Monthly	7452	Litterpicking (Dec)
Lydney Settled Estate	75.16	Ad hoc	7453	Memorial Bench Primrose Hill
Lighting & Illumination Technology Experience Ltd	3,900.00	Annual	7454	Christmas
Corporate Expenses	115.00	Ad hoc	7455	Training
Payments for approval:	Sub total		27,938.97	

TOTAL PAYMENTS JANUARY 28,691.35

NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

YOUTH COUNCIL:

See Separate Financial Statement

A list of unrepresented Cheques (For Information only)

Image Signs	360.00			7126
Poppies	30.00			7380
Zelish	20.00			7381
Cackett	258.50			7382
LTHT	1,500.00			7394
Glos LGPS	3,602.44			7407
RB	114.40			7408
JS	36.40			7409
GAPTC	554.00			7415
Lydney Settled Estate	152.49			7417
Total		6,628.23		

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Monthly Financial Statement

Members were provided with a copy of the January Financial Statement and also a copy of the reconciled December Financial Statement. It was **proposed by Cllr Matthews, seconded by Cllr Harris** that the reconciled December Financial Statement be noted as a true record.

The CEO then proceeded to provide an overview of the January Financial Statement and advised that unallocated reserves against budget and headers would now be used to meet any budget offset deficit figure. The deficit against the “Election” budget heading was highlighted to Councillors. Councillors were advised that it may be necessary to undertake a number of virements in order to remain within budget. Noted.

Approval of the Monthly Financial Statement and virements was **proposed by Cllr Bonser, seconded by Cllr Matthews**. Unanimous.

2014/2015 Budget

Prior to the meeting Members were provided with an overview of the draft 2014/2015 budget. Members were advised that the draft budget amalgamated each Committee’s proposed budget which was then off-set against a percentage of the predicted income and that a further off-set sum then taken from General Reserves; the total remaining then forming Lydney Town Council’s Precept demand. The draft 2014/2015 budget presented to Members had been recommended by the Finance and Scrutiny Committee. Cllr Pearman reminded Members that the Council should follow the Policy Budget Precept procedure, which had been adhered to by each Committee. Members were reminded that Committee meetings were open to all Councillors to attend and also that the Gloucestershire Association of Parish and Town Council’s had issued guidance advocating against the practice of Council’s flat lining their budgets/Precept demands. Cllr Pearman also highlighted that the level of Local Council Support Tax (LCST) would result in a budget increase for a number of Councils, even if Councils elected to flat line their budgets. Furthermore, Cllr Pearman stated that the Finance and Scrutiny Committee wished to recommend a budget which both “protected” services currently provided to its electorate, and also enabled planning for the future. Members were also advised that they had been provided with copies of the 2014/2015 budgets for the Charitable Trusts for which it held Sole Trustee status (Lydney Town Council budget reflected the total donations payable to both Trusts; Bathurst Park and Recreation Trust and Lydney Recreation Trust).

It was **proposed by Cllr Pearman, seconded by Cllr Harris**, that the draft 2014/2015 budget of £513,323 (precept demand of £468,500) be accepted. The proposal was put to a vote which was carried with one vote against.

Resolved: To accept and approve the 2014/2015 budget of £513,323. To instruct the CEO to submit to Forest of Dean District Council Precept demand for £468,500 (and provide Council Tax pamphlet information).

The CEO advised that she would submit the Council’s Precept demand to Forest of Dean District Council at the latest possible date and that if any change was made to the LCST/reduction in Forest of Dean District Council service provision the budget would be brought back to Council. Members were reminded that they had been provided with details of the proposed Band D figures based on aforementioned Precept request as part of their meeting paperwork which had been issued in advance of the meeting. Noted.

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Amenities Committee

Members were asked to consider the recommendation by the Amenities Committee that the sum of £8,000 currently held in Earmarked Reserves for the provision of an under 5s play area be reallocated to general play equipment.

It was **proposed by Cllr Bonser, seconded by Cllr Matthews** that the funding would be useable, but restricted to the Primrose Hill Mesne site and would not be age prescriptive. Unanimous. Members noted that the matter would now be deferred to the Amenities Committee in order that the Committee may now consider suitable play schemes.

Lydney Town Hall Trust Management Committee (LTHTMC)

Prior to the meeting Members were provided with a copy of the letter which had been sent to the Trust Secretary. Members were advised that the Council's cheque had yet to be released to the Trust as details of the Trust's match funding were yet to be received. It was noted that the Trust had been informed of the Council's requirements and also the timeframe concerned (i.e. the end of the financial year).

As the Council's appointed Trustee, Cllr Bonser spoke on the challenges which had been experienced to ensure that LTHTMC Trustees fully understood the conditions on which the funding had been offered. The CEO reminded all Members that funding had been provided to LTHTMC a number of years ago to address specific health and safety issues, but some issues remained unresolved. Responding to a question which had been raised by Cllr Bonser, the CEO advised that all finance held under Lydney Town Hall Trust's name had been transferred to the Trust and that Trust minutes substantiated the actions which needed to be addressed at the time of transfer in May 2012.

9. STANDING ORDERS

Prior to the meeting Members were provided with a copy of the Council's adopted Standing Orders. It was **proposed by Cllr Berryman** that the document be accepted in full. Unanimous.

Members were asked to ensure that said Standing Orders were added to their Policy folders.

10. COUNCILLOR SURGERIES

Prior the meeting Members were provided with a copy of the revised Councillor Surgery roster for 2014. It was noted that Cllrs Thomas and Harris would undertake the January Councillor Surgery; said Councillors were requested to collect the "Councillor Surgery" banner from the Council's office.

Action by – Cllrs Thomas and Harris

11. LYDNEY COMMUNITY EMERGENCY PLAN

Cllr Preest advised that he was still in the process of amending the Town's Community Emergency Plan. Following the flooding issues which occurred during the Christmas period, Cllr Preest suggested that the Council may wish to consider reviewing its flood/sandbag telephone tree prior to any shutdown period. Cllr Preest also advocated the production of an availability/capability chart and requested that Forest of Dean District Council be contacted to ascertain the availability of their emergency out-of-hours staff over the Easter holiday period (including provision of suitable vehicle facilities).

Action by – the CEO

Cllr Preest stated that he would endeavour to provide the CEO with a revised version of the plan for discussion at the February Full Council meeting. The CEO drew Cllr Preest's attention to the requirement for all places of safety shown in the Plan to be contacted on an annual basis in

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order that they confirm their agreement to remain listed.

Action by – Cllr Preest

Cllr Hobman expressed her appreciation of her fellow Councillors who had assisted during the flooding situations experienced during the Christmas period, as she had not been physically able to assist. Cllr Berryman extended thanks to Cllr Bevan for his efforts during the aforementioned period.

12. TOWN COUNCIL ASSET REPAIR WORK

Prior to the meeting Councillors were provided with copies of the three quotations which had been obtained in connection to the repair of the roof of the Council office. Due to Cllr Berryman's previously declared interest, Cllr Thomas assumed the role of Chairman for this agenda item.

Cllr Thomas advised Members that he had been called to the Council's office as water had entered the premises from the roof and was dripping onto the CCTV system and was also evident in the Council Chamber. It was felt the problems stemmed from a failure of the drainage channel on the roof, which appeared to have been repaired on numerous occasions. Due to the quotations which had been obtained, Members were asked to decide if they wished for the drainage channel to be replaced by lead or fibre glass means. It was **proposed by Cllr Bonser** that the quotation from Legge Construction utilising lead would be accepted, subject to receipt of risk and method statement and proof of insurance. **Seconded by Cllr Pearman.** Unanimous. The CEO questioned if Councillors wished to utilise General Reserves, should insufficient funding remain in the 2013/2014 budget to cover the cost of the work and also advised Members that the quote included internal decoration. It would be necessary to undertake a degree of internal reorganisation once external work had been completed, for which expenditure would be incurred to facilitate the relocation of computer/telephone equipment. **Proposed by Cllr Thomas.** Unanimous.

Action by – the CEO

13. CHRISTMAS 2014

Cllrs Berryman, Harris, Hobman, Rudge and Bonser volunteered to form a Sub-Committee to consider the arrangements for this year's event. Cllr Biddle advised that Christmas events at Lydney Community Centre and Lydney Town Hall should not take place on the same day this year.

It was noted that the Working Party would be required to organise their own meetings and then report back to the Amenities Committee.

Action by – Cllrs Berryman, Harris, Hobman, Rudge and Bonser

14. FORMAL CORESPONDENCE RECEIVED

- Lydney Church of England Community School and Aylburton Church of England Primary School – Letter outlining proposals to form a federation from 1 April 2014. Consultation meetings arranged for 8 January 2014 and 14 January 2014 – details previously provided to Councillors.
- Gloucestershire Association of Parish and Town Councils – inviting nominations for attendance at Buckingham Palace Garden Party. **Town Council to submit names of Cllr Bonser and Mr J Young, Head Gardener. Proposed by Cllr Berryman, seconded by Cllr Thomas.**
- High Sheriff of Gloucestershire – Letter from The Hon. Hugh Tollemache expressing thanks for the hospitality received during his recent visit to the Town. Special mention made of Bathurst Pool, The Victoria Centre and The Dean Academy.

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- Mr G Blake – Letter signed by residents of 60, 62, 66, 83, 85, 87 and 115 Lakeside Avenue appointing Mr Blake as their representative in matters relating to the flooding which occurred at Lakeside Avenue on 23 and 24 December 2013. The CEO advised that she had assured Mr Blake that the Council was attempting to assist residents where possible and had also highlighted the need to work in partnership to resolve the situation. Cllr Pearman gave an overview of the discussions which had taken place during the Multi Agency Flood Meetings which had been organised by the Council and highlighted issues relating to land ownership at the rear of 115 Lakeside Avenue. **Cllr Pearman proposed** that the CEO to undertake a maximum of four Land Registry searches if deemed appropriate given Forest of Dean District Council's involvement in order to establish riparian ownership. **Seconded by Cllr Harris.** Unanimous

Action by – the CEO

- Councillors were also advised of the next Multi Agency Meeting which was scheduled for 22 January 2014.
- Signed Petition from Lakeside Residents – Copy of a petition containing 118 signatures which had already been presented to Forest of Dean District Council requesting that said council earmark the New Homes bonus money (due to be received by them from the Government as a reward for the increase in the number of homes built or renovated in the District) towards flood alleviation in Lakeside. Noted.
- E-mail String – 16 page e-mail record between Mr Blake and CEO regarding flooding issues/land ownership to the rear of 115 Lakeside Avenue. Noted.
- Nibley Farm Solar Scheme – E-mail from Mr Adam Withers, Project Planner, AEE Renewables requesting permission to attend a future meeting to present their plans for a solar farm at Nibley Mill Farm. **Company to be requested to attend February Full Council meeting.**
- Lydney Park Estate – Invitation for the Mayor to attend a meeting to discuss the possible use of the Jubilee/Millennium Wood. (Deferred to Burial Committee).
- Central Surgery and 20/22 Hill Street, Lydney – E-mail from Lindsay Reid, Planning and Development Assistant, Gloucestershire County Council advising of the proposed sale of both Central Surgery and 20/22 Hill Street, Lydney. Noted.

15. COMMITTEE AND OTHER REPORTS

Planning and Highway Committee

Prior to the meeting Members were provided with a copy of the Material Consideration which had been returned in respect of P1809/13/PLANOB – Pioneer Property Services Ltd, Land between Lydney Bypass and Highfield Road, Highfield Road, Lydney and a list of the salient points which had been contained in the application. Noted.

Flood Defence Meeting

Prior to the meeting Members were provided with a copy of the minutes of the November 2013 meeting; details of the flow/level monitoring conducted by the Environment Agency on 27 and 28 October 2013; copies of e-mails from Mr C Johns, Forest of Dean District Council regarding land ownership issues at the rear of 115 Lakeside Avenue; copies of e-mail and letter correspondence from Mr G Blake concerning the flooding which occurred in Lakeside Avenue during the Christmas period. Copies of aforementioned documents were noted by Councillors.

Cllr Preest then proceeded to provide Councillors with an overview of the actions taken by himself and Cllr Bevan over the Christmas period relating to Lakeside and Fallers Field; that he had questioned a Forest of Dean District Council Officer at the November Flood Defence Meeting as to ascertain if the trash screen at the rear of 115 Lakeside Avenue was clear and that he had no reason to question the statements made; that he and Cllr Bevan felt that they had no



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choice but to call out Mr R Morgan, Little Allaston Farm over the Christmas period in order to dispose of timber which had been removed from the trash screen. Cllr Preest paid tribute to the actions undertaken by Cllr Bevan and also Mr Morgan and he advocated that the Council should initially settle Mr Morgan's charge for disposing of timber, with the cost then recharged to the responsible organisation (initially thought to be Forest of Dean District Council). Accordingly, it was **proposed by Cllr Thomas, seconded by Cllr Harris**, that the Council would initially settle Mr Morgan's charge for disposal of timber and seek to recharge. Unanimous.

Action by – the CEO

The CEO advised Members that due to the recent call on the Council's sandbag stock it had been necessary to purchase an additional supply of sea sand and that a further 40 bags had been issued earlier in the day to residents. Additional sand/bags may also be requested and will be purchased as deemed appropriate. Noted.

Youth Council

Deferred pending Councillor representation.

NDP Steering Group

Prior to the meeting Members were provided with a copy of the minutes from the meeting on 26 November 2013. Cllr Pearman advised that qualified Plan Inspector had offered to donate time to reviewing the Town's ND which was proving to be most helpful. Furthermore, that all group members were aware that the project was underpinned by the Council, together with the intention to submit the Plan to Forest of Dean District Council by 31 March 2014. Cllr Pearman questioned if the Council wished to endorse the Plan submission date of 31 March 2014.

Proposed by Cllr Harris. Seconded by Cllr Bonser. Unanimous.

Cllr Harris then spoke on an article which had appeared in The Daily Telegraph highlighting the vulnerability of areas where no Local Plan had been adopted. Cllr Harris stressed the importance of the NDP for the Town.

Lydney Town Hall Trust Management Committee

Cllr Bonser advised that she had not been able to attend the last meeting, however, at the December meeting discussion had taken place on the need to undertake work on the fire doors/perform checks, and also the ownership of items in the kitchen. Responding to a question which had been raised by Cllr Harris, Cllr Bonser advised that Cllr D Edwards had resigned from the Committee. Due to Cllr Edwards's absence at Council meetings it was agreed that his appointment as the Council's Trustee Representative would be deferred to the February meeting, however, if Cllr Edwards was not present at the February meeting an alternative Representative would be appointed.

16. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that he was attempting to progress the Town's grit provision and Vehicle Activated Signage and that Gloucestershire County Council had agreed a zero precept increase.

Responding to a question which had been raised by Cllr Matthews regarding Bream Road, County Cllr Preest advised that Forest of Dean District Council had sought the views of the Planning and Highway Committee regarding the re-opening of the Bream Road Car Park; that said Committee voiced no objection to the re-opening providing that parking restrictions (double yellow lines) were implemented in Bream Road prior to the re-opening, and also the installation of a chicane to prevent vehicles from driving at speed through the car park. County Cllr Preest gave a commitment to progress the issue with Gloucestershire County Council.

Action by – County Cllr Preest



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17. DISTRICT COUNCILLOR'S REPORTS

District Cllr Glastonbury advised that he had attended a meeting earlier in the day with a Planning Officer to discuss the failure of the developer of Oakdale to provide a bus lane within the required timeframe. District Cllr Glastonbury stated that Forest of Dean District Council would now commence legal proceedings to issue a Summons and, responding to a question which had been raised by Cllr Preest, he agreed to find out if any restrictions could be placed on the developer to prevent them from building further houses on grounds of health and safety. It was **proposed by Cllr Harris, seconded by Cllr Bonser**, that the Council would write to the Health and Safety Executive to highlight continuing issues on the Oakdale Development. Unanimous.

Action by – the CEO/District Cllr Glastonbury

Furthermore, it was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the Council would write to the Health and Safety Executive/Bromford Housing to request advice/assistance regarding lack of enforcement support/resident health and safety issues (re adequate lighting, flooding issues, health and safety, play areas), with a copy of the Council's correspondence forwarded to the Editor of Oakdale Links. Unanimous.

Action by – the CEO

18. COUNCILLORS REPORTS

Cllr Bevan reported a problem with dog fouling on the grass verge next to a bus stop in Harrison Way.

Cllr Bonser noted that new signage had been erected for Transporterland which she felt lay within the Conservation Area, however, Cllr Preest advised that the development lay outside the Conservation Area.

Cllr Harris advised that as a member of the electorate (not a Councillor), she had submitted a complaint to Forest of Dean District Council concerning maladministration of the Hitchins/Sainsburys planning application re the November Planning Decision to refuse permission. Responding to a question which had been raised by Cllr Berryman, Cllr Harris advised that she had examined the reply which she had received from Forest of Dean District Council and she would refer the matter to the Local Government Ombudsman.

Cllr Harris reported that a tree had fallen across the River Lyd at the back of Hylton Court between Lydney Rugby Club and land owned by Watts Group. The CEO was requested to approach Watts Group to advise them of the problem.

Action by – the CEO

19. PRESS RELEASE

Nothing to report.

20. MEETING DATES

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

- 27 January 2014 – Trust Meetings
- 10 February 2014 – Planning and Highways/Full Council

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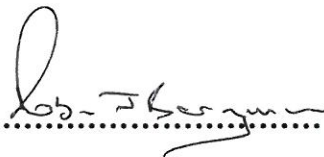
EXCLUSION OF THE PUBLIC & PRESS
Page 115 (Inclusive) - CLOSED SESSION

Standing orders suspended in order that the council may continue in “closed session” under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

21. **LEGAL ADVICE**

- It was noted that advice had been sought from the Council’s Legal Advisor by the Personnel Committee in line with prior minuted approval.

Meeting closed at 9.24 pm

Chairman 

Date 13/2/2014

Actions from Full Council meeting on 2 December 2013

Agenda Item	Action
6.	<ul style="list-style-type: none"> Forest of Dean District Council to be advised that the Council request free car parking to be provided in the Town on Saturday 7 December 2013 in order to support Small Business Saturday, with such facility and that they should advertise accordingly in the local press. Done Delegated Powers granted to CEO to arrange Defib training in January 2014; to produce a risk assessment regarding the Stiga machine for pavement gritting purposes and to purchase any necessary lighting/hi-vis for the machine to further this work. Done Defib Training organised for January 2014
9.	<ul style="list-style-type: none"> Model Standing Orders adopted with revision to enable Councillors to continue as is rather than to receive Summons via postal means. Done – amended Standing Orders issued to all Members with January Agenda (Members requested to retain copy in Procedural Folder) Councillors to provide CEO with written details of any specific amendments to Standing Orders in order that they may appear as an agenda item and be addressed in line with Standing Orders i.e Stand adjourned until following meeting etc –One request has been received from Cllr Osborne which is pending the support of four fellow Councillors (relates to a change to adopted policy) before then being included on Agenda/duly submitted for consideration. Pending action by Cllr Osborne
11.	Cllr Preest to provide CEO with changes to be made (i.e. names of volunteers) to Community Emergency Plan for consideration at next meeting. Pending action Cllr Preest
13.	Council resolved to support limiting the number of Wild Boar in the Forest. Forestry Commission to be advised accordingly. Ltr sent
14.	<ul style="list-style-type: none"> Further consideration/revision of Renewable Energy Policy working document to be placed on hold until May 2014. Noted Those who registered an interest have been advised accordingly
15.	<ul style="list-style-type: none"> No action to be taken on timings of Christmas light features if problems due to time clocks. Noted Cllr Berryman to approach Tesco to ascertain if they would be amenable to providing a donation to place features on lampposts fronting their premises in the 2014 display. Pending action Cllr Berryman
16.	Defer to Amenities Committee - consideration of planting poppies on strips of land dedicated by Lord Bledisloe. Considered by the Amenities Committee on 9 th December. Pending advice from Richard Cole re. Gateway metered area/sowing density
18.	<ul style="list-style-type: none"> Cllr Harris to take forward, as a member of the electorate (fully supported by the Town Council and aided by the CEO), a charge of maladministration by FODDC Planning Officers to Local Government Ombudsman regarding the Sainsburys/Robert Hitchens Limited planning application. Noted Formal Complaint to be lodged with FODDC (as deemed necessary in order to demonstrate that the correct procedure has been duly followed prior to submission to the Ombudsman) Noted Legal advice to be obtained from Hedleys Solicitors, as deemed appropriate, in connection to any point which relates to the charge of maladministration. Noted
21.	<ul style="list-style-type: none"> Problems remain with growth of hedge in Forest Road which is obstructing pedestrians. Addressed Future Agenda item – purchase of PA facility for Christmas Lights Switch On. Agenda item Representative from Two Rivers Housing to be invited to attend January meeting to provide information on care/warden facilities provided at The Springs. Defer to Amenities Committee – provision of dog waste bins at Roman Park.