

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/03/10 – 129

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 March 2014 at 6.57 pm.

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

Six members of the public
District Cllr M Winship
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.

A presentation in recognition of 35 years' service was made to Mr T Wales by Cllr Berryman.

1. **APOLOGIES**

No apologies for absence were received.

Members noted that Cllr Osborne had tendered his resignation from the Planning and Highways Committee.

2. **DECLARATIONS OF INTEREST**

Cllr Matthews queried if she needed to declare an interest in item 10b. Cllr Berryman advised that a declaration of interest was not required.

3. **CO-OPTION**

Prior to the meeting Members were provided with the expression of interest letters which had been received from Ms Y Alimi and Mr J Greenwood.

Each candidate was then afforded five minutes on an individual basis to explain to Members why they wished to be considered for co-option to the Council. Ms Alimi and Mr Greenwood were invited to return to the Chamber in order to view the vote. Members then voted on the prospective candidates by a show of hands and Mr Greenwood was successfully elected. Accordingly, Cllr Berryman welcomed Mr Greenwood to the Council. Cllr Osborne requested that his belief that the Council had "done away" with democracy be minuted, as the candidate chosen by the Council had not been selected by the electorate when he had stood in previous Ward elections for the Town.

Standing Orders were suspended in order to allow Cllr Greenwood to sign his Declaration of Acceptance of Office and take his seat at the table. Standing Orders were reinstated and Cllr Greenwood was requested to return his completed Register of Member's Interest form to the CEO within seven days.

By-Election

Members noted that polling cards for the East Ward By-Election, due to be held on 3 April 2014, had not been requested due to legislative/budgetary constraints/no formal approval. The CEO advised that three candidates were standing for election.

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4. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 10 February 2014 was **proposed by Cllr Matthews, seconded by Cllr Harris.** Unanimous.

At this point Cllr Berryman advised that agenda item 6 – Open Forum would be considered, however, the minutes reflect the order as shown on the agenda.

5. **POLICE MATTERS**

Prior to the meeting Members were provided with a copy of the Crime Report. Cllr Matthews highlighted that a visible Police presence was noted during the day, but not during the evenings. Cllr Osborne highlighted a discrepancy between the percentage figure relating to crime increase/decrease. Cllr Berryman requested that the CEO convey the Council's concerns to the Police.

Action by – the CEO

Prior to the meeting Councillors were also provided with a copy of the Forest of Dean Community Safety Guide. Noted.

6. **OPEN FORUM**

Mr M Godwin, Chairman, Lydney Tennis Club – felt that it was a “big ask” for the Club to take on the responsibility for the footbridge; stressed that the footbridge had been installed by the Trust for the Club's use in the 1950s however, it had not been possible to prevent members of the public from using the footbridge; stressed that the Club was open to all to participate; that it was in possession of a petition numbering 218 signatures; explained the effect that the decommissioning of the footbridge has had on the Club; felt that the Club had no choice but to take on the responsibility for the footbridge if its Landlord offered the facility to the Club, but called for the transfer process to be as least onerous as possible; advised that the Club had received an e-mail from its Insurers advising that its liability would extend to both Club Members and the Public; that should the Club take the decision to purchase the footbridge it would form a Working Party to consider its future.

Mr W Owen, 3 Augustus Way, Lydney – requested that the Council recognise the work carried out by residents/outside agencies regarding the clear up work following the flooding in Lakeside Avenue. Cllr Berryman advised that he had included thanks to all parties as part of his report for the Annual Town Meeting. Cllr Berryman emphasised the need for a solution to be found for the problems experienced in Faller Fields.

District Cllr M Winship – questioned why Lydney Town Council's precept was four times higher than Coleford. Cllr Berryman reminded District Cllr Winship that Lydney Town Council was responsible for a Cemetery, a Closed Churchyard, a public park, a recreation ground, etc.

At this point Cllr Berryman advised that agenda item 10 – Lydney Recreation Grounds Trust would be considered, however, the minutes reflect the order as shown on the agenda.



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7. COMMUNICATIONS BY THE MAYOR

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

- Coleford Town Council's Charity Dinner
- Lydney Town Council's Town Celebration and Mayor's Civic Reception

Cllr Berryman reminded Members that discussions by e-mail were not acceptable and that all discussions should take place in the Council Chamber.

8. 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:-

Bream Road

County Cllr Preest advised that he would attend a meeting the following day with Mr B Watkins, Gloucestershire Highways, during which he would press for an implementation date for the parking restrictions. During discussion County Cllr Preest stressed the need for increased education to be given to the parents/guardians of pupils at Lydney C of E School, as he believed that they were contributing to the problems experienced in Bream Road. County Cllr Preest also called for enforcement action to be taken once the parking restrictions had been implemented. Cllr Matthews advised that she had spoken to Mr Watkins and had been advised that parking restrictions would be implemented at Whitsun; had been contacted by numerous members of the public regarding the "near miss" which had occurred; offered to visit Lydney C of E School with Mr Watkins and County Cllr Preest in an effort to educate parents/guardians.

Cllr Osborne called for County Cllr Preest to raise the issue of the failure by Gloucestershire Highways to erect a "no access to J D Norman" sign at the entrance to Hams Road, which had been promised for the last two years. Cllr Bevan felt that only single yellow lines with waiting restrictions should be implemented from Lydney Hospital.

Various

- The CEO advised that Forest Voluntary Action Forum (FVAF) had secured funding from the Co-operative to cover the electrical installation costs for the community defibrillators.
- No transport details had been received from Councillors regarding the Community Emergency Plan.
- Cllr Rudge had spoken to the Manager of the Lydney Tesco store regarding Christmas features.
- The meeting between appointed Councillors and The Dean Academy would now take place on 20 March 2014.
- Councillors were requested to add the briefing/guidance information issued prior to the meeting to their Policy Folders (Local Audit and Accountability Act (PC01-14), Openness & Transparency on Personal Interests (Sept 2013), Defamation (Feb 2014), Repeal of S150 (5) LGA 1972 (Feb 2014), LAIS Up2Date (6 Feb 2014)).

Town Blessing

As a result of a suggestion by Rev. Sarah Fenby, Councillors were asked to consider changing the Town Celebration Church date from 4th Sunday in February each year to that of the Sunday prior to Half Term. **Proposed by Cllr Berryman. Seconded by Cllr Preest. Vote carried.**

Resolved: That the date of the Town Celebration Church date will be the Sunday prior to Half Term.



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Councillor Training

Members were asked to consider/approve attendance by Cllrs Vaughan, Rudge and Greenwood on “Being a Better Councillor” training course organised by Gloucestershire Association of Parish and Town Councils, at a cost of £60.00 per delegate (for 2+ attendees). **Proposed by Cllr Matthews, seconded by Cllr Pearman.** Unanimous.

Action by – the CEO

Training Matrix

Members were provided with a copy of the Councillor Training Matrix which had been updated to reflect the qualification certificates provided by Cllr Vaughan. Responding to a question which had been raised by Cllr Matthews, the CEO advised that only qualifications for which certificates had been received would be added to Council’s training matrix; whilst letters of attendance for training courses would not be included on the training matrix they would be retained in individual training files.

Office Cleaner

Members noted that following instruction from the Personnel Committee an Office Cleaner had now been recruited, employed by the Town Council for 1½-2 hours per week.

9. FINANCIAL MATTERS

FINANCIAL STATEMENT

MARCH 2014

Bank Balance as 1st April 2013			<u>2012/13 Commitments Brought Forward</u>
LLOYDS BANK - Current account	51,153.97		<u>£15,850.37</u>
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	

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 JANUARY	2,899.95		
Receipts FEBRUARY	13,910.88		Receipts Summary attached
Receipts MARCH	-		
NDP: Income to NDP current a/c	3,882.55		
Youth Council: Income to YC current a/c	0.00		
	Total Receipts YTD	522,289.35	

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		
Payments FEBRUARY	36,922.31		
Payments MARCH	35,197.23		Detailed below
Payments PRIOR TO YEAR END	-		



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NDP: Cheque Payments to date from NDP a/c	12,476.01	
Cheque Payments to date from Youth Council a/c	114.04	
	Total Payments YTD	468,835.35
	Total	269,408.35

£155.84 Chqs/tfrs via LTC Apr & Jul (prior to NDP a/c being opened)
£450 included in LTC Jun (prior to separate Financial Statement)

Reconciled Bank Statements as at end	FEBRUARY			<i>See bank statements attached</i>
LLOYDS BANK - Current account		58,468.49		
LLOYDS BANK - Youth Council - current		885.96		no recent transactions
LLOYDS BANK - NDP - current		10,037.55		
LLOYDS BANK - Earmarked Reserves:				
S106	29,191.50			
Lydney War Memorial	1,197.00			
Primrose Hill Play Area	8,000.00			
Cemetery	11,004.14			
Neighbourhood Development Plan	0.00	49,392.64		£5,127.85 Reserve transferred to NDP a/c
LLOYDS BANK - General Reserve		150,623.71	200,016.35	
Bank Balances as at:	28-Feb-14		269,408.35	0.00 check

MARCH PAYMENTS

Details/Spending Power:

Payments made by Direct Debit/Standing Order

via General Power of Competence

Glamorgan Telecom	03.02.14	240.00	Monthly	DD	Telephone
ATOS Fuel Genie	13.02.14	203.82	Monthly	DD	Fuel for van/mowers
Cablestream Ltd	17.02.14	171.70	Monthly	DD	Telephone
Tate Computer Technology	20.02.14	79.20	Monthly	STO	IT services
BNP Paribas	24.02.14	417.54	Monthly	DD	Establishment Charges
Dean Truck Repairs	28.02.14	234.00	Monthly	STO	Van Hire
	Sub total	1,346.26			

Interim Payments made in advance of meeting:

Chq. No.

none

Interim Payments:	Sub total	0.00
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Payments for approval at meeting held on:

10th March 2014

Chq. No.

Corporate Expenditure	12,104.85	Monthly	7489-7498	re March
HMRC	3,761.05	Monthly	7499	re March
Gloucestershire LGPS	3,602.44	Monthly	7500	re March
BPRT	1,290.64	Quarterly	7501	VAT repaid re Qtr3
LRT	271.16	Quarterly	7502	VAT repaid re Qtr4
Expenses: AA	33.00	Ad hoc	7503	Establishment Charges
Columbaria	84.00	Ad hoc	7504	Cemetery
Forest Equipment Services Ltd	699.10	Monthly	7505	Litter Picking: January
JAS Gas Services	51.00	Ad hoc	7506	Establishment Charges
Light Fantastic DIY Ltd	30.92	Monthly	7507	Sandbags / Play Areas
Light Fantastic DIY Ltd	112.31	Monthly	7508	Play Areas
Masterlock	51.00	Ad hoc	7509	Establishment Charges
Office Star	494.90	Monthly	7510	Stationery
Postage by Post (Pitney Bowes)	209.60	Quarterly	7511	Establishment Charges
Sage (UK) Ltd	30.00	Annual	7512	Payroll costs
Charles Saunders	16.17	Ad hoc	7513	Establishment Charges
Travis Perkins	47.58	Monthly	7514	Sandbags
Whitehouse Press	175.00	Annual	7515	Civic Service
SITA UK Ltd	93.64	Monthly	7516	Cemetery: February
Forest Driveways	9,162.00	Ad hoc	7517	Cemetery Earmarked Reserve
Equipment Hire Services Ltd	51.00	Ad hoc	7518	Cemetery
Greenworks Washrooms	84.00	Annual	7519	Establishment Charges
Kane Mailing Systems Ltd	91.19	Ad hoc	7520	Establishment Charges
Grant: FoD Children's Opportunity Centre	289.62	Ad hoc	7521	Grant
Grant: Victoria Centre	400.00	Ad hoc	7522	Grant



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Grant: Air Ambulance	500.00	Ad hoc	7523	Grant
Grant: Lydney Town Hall Trust (balance)	25.20	Ad hoc	7524	Grant balance (see also Chq 7394)
Petty Cash	89.60	Monthly	7525	Mtg Costs, Civic, Asset Map, Telephone

Payments for approval: Sub total 33,850.97

TOTAL PAYMENTS MARCH 35,197.23

NEIGHBOURHOOD DEVELOPMENT PLAN: See Separate Financial Statement *NB: No transactions since previous statement*

YOUTH COUNCIL: See Separate Financial Statement *NB: No transactions since previous statement*

A list of unpresented Cheques (For Information only)

Image Signs	360.00	7126	
LTHT	1,500.00	7394	<i>Chq to be released with balance on 10.3.14</i>
Corporate Expenditure	309.39	7464	
Tesco - deposit	165.00	7483	<i>Chq returned - to be cancelled</i>
Civic Service Refreshments	200.00	7484	
	Total	<u>2,534.39</u>	

Monthly Financial Statement

Members were informed of the need to bestow Delegated Powers for Month 13 in order to address all payments prior to Year End. Attention was also drawn to the aim to achieve savings against the 2013-2014 budget which Council may utilise towards the offset figure for its 2014-2015 budget. Responding to a question which was raised by Cllr Bonser, Cllr Pearman advised that the funding for the Office Cleaner had always been incorporated in the Council’s budget and that temporarily the office staff had been covering such duties which was not very cost effective; he reminded all Members of the remit of the Personnel Committee.

Approval of the Monthly Financial Statement was **proposed by Cllr Pearman, seconded by Cllr Preest**. Vote carried with two votes against and two abstentions.

Month 13 Payment Run

Delegated Powers bestowed on CEO/two Members **proposed by Cllr Berryman**. Vote carried with two abstentions.

Franking Machine Maintenance

Prior to the meeting Members were provided with details of the annual maintenance contract for the franking machine, at a cost of £150.00 plus VAT. Members were asked to consider entering into said maintenance contract. **Proposed by Cllr Bevan, seconded by Cllr Rudge**. Vote carried with two abstentions.

Action by – the CEO

Finance and Scrutiny Committee Co-option

Members were advised that Cllrs Preest, Vaughan and Rudge had expressed an interest in being co-opted onto the Finance and Scrutiny Committee. Cllr Osborne expressed a belief that Cllrs Bonser and Hobman were also interested in joining said Committee. It was **proposed by Cllr Berryman** that the matter would be placed in abeyance and actioned as part of the Annual Council meeting business. Unanimous.

Action by – the CEO

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Financial Summary Overview Report

Prior to the meeting Members were provided with a copy of a Finance Paper which had been produced by the CEO explaining the Budget/VAT reclaim and how such a reclaim, as well as income received in any one year was then “offset” against the following year’s budget.

During discussion Cllr Pearman stated that it had been necessary to provide such a guidance paper to Members due to a number of comments which had been made recently at meetings. Cllr Pearman then gave an overview of the budget process which had been operated by the Council prior to 2010 and the average annual “draw down” of £38,000; that in April 2011 the Council was in deficit and owed £75,000 to the Local Government Pension Scheme with the External Auditor highlighting that the costs would be felt for a number of years; that the Council had settled its Local Government Pension Scheme payment and held negligible General Reserves; that the Council had continued to expend finance on projects (CCTV, election costs, etc) which had reduced its ability to build up its General Reserves; that a long term view had been taken regarding the ability to build up General Reserves which had been based on a 6-7 year timeframe. Cllr Pearman explained that the Council’s Precept demand was received from the collecting authority in two tranches and that the Council was required to hold sufficient funding to cover its average spend until the first tranche was received (approx. £70,000 for a 16 week period).

Regarding the Council’s VAT reclaim, Cllr Pearman advised that any reclaim was paid directly into the Council’s General Reserves and was used towards the “offset” figure for the following year’s budget, which he highlighted was different to the system operated by commercial organisations. Furthermore, Cllr Pearman reminded Members of the Council’s previous resolutions to repair the roof of the Council Chamber/conduct work in the Cemetery, for which it needed to ensure that sufficient funding was held to undertake said work. Members were also reminded that the Council’s External Auditor had not expressed any concerns/issues over how the Council’s accounts had been operated for the last three years.

Cllr Preest expressed thanks to Cllr Pearman for his explanation and cautioned against the Council reverting to its historic budget processes. Cllr Preest also highlighted the increasing obligations which were being placed on Parishes.

The CEO read out point 3.3 and 3.6 from Governance and Accountability for Local Councils – A Practitioners’ Guide (England) 2010 produced by the Joint Practitioners Advisory Group concerning the fact that Members continued to be responsible for ensuring that the Council did not live beyond its means, but it was the RFOs duty to design and implement accounting arrangements and assured Members that finances were being properly managed in line with said guidance.

The CEO also advised Members that an amended version of her Finance Paper would form her report for the Annual Town Meeting and called for the Council to clarify if it wished to continue to operate its VAT reclaim process as current, or if it wished to revert to its historical budget process. **Cllr Pearman proposed** that the Council fully supported the current budget process, financial management/procedures and called for a recorded vote to be taken on the motion.

Cllr Osborne called for an explanation to be provided regarding the amount of VAT reclaim received by the Council in the current year. The CEO explained that this figure was provided to Councillors on a monthly basis as part of the Financial Statement. **Cllr Preest agreed to second** the Motion at this point and a recorded vote was taken, the results of which were as follows:

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For

Cllr Berryman
Cllr Bevan
Cllr Harris
Cllr Pearman
Cllr Preest
Cllr Rudge
Cllr Thomas
Cllr Vaughan

Against

Abstention

Cllr Biddle
Cllr Bonser
Cllr Hobman
Cllr Matthews
Cllr Osborne
Cllr Greenwood

The Motion was duly carried.

Donations/Virement

Members were asked to consider if they wished to make a donation of £100 to Lydney Food Bank of £100 (residue to be taken from “free” grants) and if so minded, to vire £100 to the Mayor’s Civic Budget in order that the Mayor may personally visit/present said donation.

During discussion Cllr Osborne advised that the donation had been discussed at the Finance and Scrutiny Committee, but had not been an agenda item. Cllr Osborne further advised that the Motion had been to purchase £100 of food, with the food then taken to the Lydney Food Bank. **Proposed by Cllr Osborne, seconded by Cllr Matthews.** Unanimous.

Action by – Cllr Berryman

Additional Grant Request – Lydney Town Hall Trust Management Committee (LTHTMC)

Cllr Berryman advised that the required information had now been received from LTHTMC to enable the Council’s grant to be released.

10. CUSTODIAL TRUST RESPONSIBILITIES

Lydney Recreation Trust

Prior to the meeting Members were provided with copies of an e-mail from Trustee Biddle consenting to discussion of the matter at Full Council; the advice from the Trust’s Legal Representative; a copy of the reply sent to Mrs J Longton and associated enclosures.

Cllr Berryman advised that letters had been received from four members of the public relating to the opening of the footbridge and that that item had been added to the Full Council agenda at the request of himself and Trustee Biddle. **Cllr Berryman proposed** that Lydney Town Council in custodial capacity, with the full knowledge of all Trustees, will sell/transfer for the sum of £1.00 the footbridge to the Tennis Club subject to the following terms and conditions:

- Following the sale the Tennis Club will address as outlined previously.
- Notices will be erected at each end of the bridge advising the public that the bridge is the property of the Tennis Club.
- Both ends of the bridge to be gated unless confirmation by the Club’s Insurers that the public are covered by the Club’s public liability insurance.
- The sale is to be transacted within six weeks from the date of this meeting (10/03/14)
- Failing compliance with the above terms the bridge will be removed without further discussion by Lydney Town Council and that once voted upon, and if approved by Members of this Council/Lydney Recreation Trust Custodial Trustees that this minute cannot then be rescinded by application from five Councillors/Trustees.

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Cllrs Bonser and Matthews expressed concern over stipulation of a six week completion period however, the CEO advised that the Trust's Legal Representative had advised that the transfer could be completed within two weeks. Cllr Pearman called Point of Order as the Chairman had proposed a Motion. Cllr Berryman called for a recorded vote to be taken on the Motion, the results of which were as follows:

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cllr Berryman	Cllr Bonser	Cllr Greenwood
Cllr Bevan	Cllr Matthews	
Cllr Biddle		
Cllr Harris		
Cllr Hobman		
Cllr Osborne		
Cllr Pearman		
Cllr Preest		
Cllr Rudge		
Cllr Thomas		
Cllr Vaughan		

The Motion was duly carried.

Resolved: that Lydney Town Council in custodial capacity, with the full knowledge of all Trustees, will sell/transfer for the sum of £1.00 the footbridge to the Tennis Club subject to the following terms and conditions:

- Following the sale the Tennis Club will address as outlined previously.
- Notices will be erected at each end of the bridge advising the public that the bridge is the property of the Tennis Club.
- Both ends of the bridge to be gated unless confirmation by the Club's Insurers that the public are covered by the Club's public liability insurance.
- The sale is to be transacted within six weeks from the date of this meeting (10/03/14)
- Failing compliance with the above terms the bridge will be removed without further discussion by Lydney Town Council and that once voted upon, and if approved by Members of this Council/Lydney Recreation Trust Custodial Trustees that this minute cannot then be rescinded by application from five Councillors/Trustees.

Cllr Berryman informed the Chairman of the Tennis Club of the grant scheme operated by the Council, to which the Club may wish to apply for funding. The Tennis Club Chairman sought clarification that the offer to "sell"/transfer the footbridge to the Tennis Club had now been passed, which included the amendment to the Club's lease and was informed that his understanding was correct. Furthermore, that the Club would be required to provide written confirmation from its Insurers that the footbridge would be covered under its policy for use by Club members/the Public. The matter would now be placed in the hands of the Trust's Solicitor to execute.

Five members of the public then excused themselves from the Chamber.

Cllr Preest felt that the Council should offer guidance to the Club should they incur problems during the six week period; the CEO, at the Chairman's invitation, attempted to outline the discussions which had taken place between the Trust Chairman and the Club Chairman, however, Cllr Bonser voiced her disappointment that the CEO was afforded the opportunity to speak on the matter when Councillors had been prevented from doing so. The Chairman

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called a Point of Order at this point as the CEO was employed to provide such advice to Members.

Bathurst Park and Recreation Trust

Prior to the meeting Members were provided with a copy of the e-mail string between the Trust Chairman (Trustee Matthews) and the CEO, together with a copy of the agenda for the Finance and Scrutiny Committee meeting which took place on 24 February 2014.

During discussion Cllr Berryman highlighted the need to recruit a Leading Hand to “step in” when the Head Groundsman was on holiday/sick. Responding to questions which had been raised, the CEO advised Members that in October 2013 the Finance and Scrutiny Committee had resolved to recruit a Leading Hand Groundsperson, which had not included the requirement to open/secure Bathurst Park; that a temporary member of Grounds staff’s employment contract would terminate at the end of March, however, the Trust had received requests to use its facilities by a local club which it was unable to accept/confirm until a decision had been taken on how the Park would be opened/secured on a daily basis. Whilst Cllr Osborne recalled the Resolution which had been agreed in October 2013, he questioned the ability of employees to dictate terms of work to an employer and also questioned how the security of the Park could be left to a junior position, rather than being undertaken by a senior employee. Furthermore, Cllr Osborne did not believe that he could vote on such a matter, as he questioned the legality of the October Motion. Cllr Harris stressed that the temporary employees contract (who current opened/secured the Park) would terminate at the end of March and no discussion had been entered into regarding extending his contract. The CEO reminded Members that they had previously engaged a young person to open/close the Park and that the Council/Trust had never previously stipulated that security of its facilities should only be undertaken by a senior employee. Furthermore, numerous businesses employed cleaners who were ordinarily provided with a key to their premises and expected to secure such a building.

Attention was drawn back to the agenda item and Members were asked to consider if they wished to consider employing an individual to open/close the Park on a part-time basis, or whether a Trustee wished to undertake said duties. During discussion several Trustees felt that the security of the Park was not a duty which should be undertaken by Trustees despite the fact that this would have resulted in a financial saving. Cllr Pearman explained that whilst the matter had been due to be considered at the February 2014 Finance and Scrutiny Meeting, as Chairman he had been prevented from speaking fully on the matter. However, Cllr Pearman explained that the cost of the position would be borne by the Town Council with the labour “gifted in kind” to the Trust. It was **proposed by Cllr Preest, seconded by Cllr Harris** that the Council would employ an individual on a part-time basis who would be responsible for opening/securing the park. Cllr Matthews called for a recorded vote to be taken on the Motion. Cllr Bonser sought an assurance that the Council was legally able to consider the matter/gift the labour to the Trust. The CEO advised that the matter would not have been included on the agenda if the Council could not legally discuss the issue and explained that if the Finance and Scrutiny Chairman had been permitted to complete his report to the Committee he would have provided a full explanation regarding the end of the temporary member of staff’s contract; the necessity to advertise a part-time position for 10-15 hours per week to include gate duties; the fact that the individual would be employed by the Town Council due to pension obligations, with the labour then being gifted “in kind” to Bathurst Park and Recreation Trust. A recorded vote was then taken on the Motion, the results of which were as follows:

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For

Cllr Berryman
Cllr Bevan
Cllr Biddle
Cllr Bonser
Cllr Harris
Cllr Hobman
Cllr Osborne
Cllr Pearman
Cllr Preest
Cllr Rudge
Cllr Thomas
Cllr Vaughan
Cllr Greenwood

Against

Abstention

Cllr Matthews

The Motion was duly carried.

Resolved: That the Council would employ an individual on a part-time basis who would be responsible for opening/securing the park.

Members were advised that a recruitment advertisement would be placed detailing the two vacancies offered by the Council (part-time Groundsperson/Gate Keeper and full-time Groundsperson/Leading Hand), with both positions open to all former members of staff. Cllr Bonser suggested that the Personnel Committee may wish to review the job specifications for its staff.

11. **LYDNEY COMMUNITY EMERGENCY PLAN**

Members noted that following the amendments suggested at the February Full Council meeting the Plan had been amended and formally lodged with Forest of Dean District Council's Emergency Lead Officer (Karen Rushworth) and Gloucestershire County Council's Civil Protection Team (Adam Taleb), with electronic and hard copies forwarded to local co-ordinators (as detailed in the Plan).

Cllr Preest advised that Lydney Town Hall had now agreed to be listed as a Place of Safety and requested that the Plan be amended accordingly.

Action by – Cllrs Preest/Bonser to provide emergency contact number for building

12. **CHRISTMAS 2014**

Cllr Rudge advised that he had spoken to the Manager of the Tesco Lydney Store regarding the sponsorship of lights. Whilst initially the Manager was in favour of sponsorship, he had requested details of costings, etc.

13. **SUSTRANS**

Prior to the meeting Members were provided with a copy of the e-mail which had been received from the Clerk to West Dean Parish Council, who suggested that representatives from the Forestry Commission and Forest of Dean District Council should attend any future meetings. Noted.

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14. FORMAL CORRESPONDENCE RECEIVED

- Letter from Mr M Harper, MP re invitation to Annual Town Meeting. **Noted.**
- E-mail from Mr J Roberts, Passenger Transports & Projects Officer, Gloucestershire County Council advising of changes to most bus timetables due to Stagecoaches review of their timetables. **County Cllr Preest to provide information on further revisions to timetables, when known.**
- E-mail from Mr A Withers, AEE Renewables re. Nibley Farm Solar Scheme advising of their intention to keep the Council updated on their project and recording a desire to attend a future Council meeting to provide an update on progress. **Noted.**
- E-mail from Mr O Adams, Secretary, HOOF seeking permission to provide a presentation to Council regarding the important juncture facing our Forest and other public forests across England. **HOOF to be invited to present at April meeting. Proposed by Cllr Osborne, seconded by Cllr Bonser. Unanimous. Cllr Preest requested that the CEO seek clarity from Mr M Harper MP on proposals.**
- Invitation from Gloucestershire Association of Parish and Town Councils inviting the Council to consider submitting a Resolution for debate at their AGM on 16 July 2014. **Members requested to submit Resolutions for consideration at the April Full Council meeting.**
- E-mail from Ms C Huggard, Magnox Sites Communications Support Officer providing minutes of the January meeting and details of the next meeting on 30 April 2014 at the Berkeley Arms Hotel at 6.00 pm. **Cllr Greenwood volunteered to attend meeting.**
- E-mail from Ms C Huggard, Magnox Sites Communications Support Officer providing the latest NDA update.

15. COMMITTEE AND OTHER REPORTS

Planning and Highway Committee

Cllr Bevan advised that he had been elected as the Committee Chairman and gave an overview of the Council's role as a Statutory Consultee on Planning matters.

Members were then asked to consider appointing two Councillors to the Planning and Highway Committee in order that meetings were then quorate. Cllrs Greenwood and Matthews volunteered to join the Planning and Highway Committee and their offer was unanimously accepted.

Cllr Bevan was requested to submit the Committee's report for the Annual Town Meeting to the CEO by 12 March 2014.

Action by – Cllr Bevan

Amenities Committee

Members were asked to ratify the co-option of Cllrs Vaughan and Rudge to the Committee. Unanimous.

Wild Flower Borders

Prior to the meeting Members were provided with a copy of the offer which had been received from R Cole Contractors in which he suggested areas to be cultivated and offered the use of his plant/equipment to cultivate the areas free of charge (with the assistance of the Head Groundsperson), but expressed a preference for the wild flower seed to be supplied by Rigby Taylor as he had previous experience of the quality product which they were able to supply.

Discussion took place on the type of seed which could be utilised and Members recalled that

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the Committee had allocated £500 for the purchase of said seed. It was agreed that the Committee would activate its Working Party for the project and that Cllrs Osborne, Thomas and Matthews would meet with R Cole Contractors to discuss/agree the areas to be sown. Delegated Powers were bestowed on the CEO and the Working Party to agree the type of seed to be sown and also appoint a supplier. **Proposed by Cllr Harris, seconded by Cllr Matthews.** Vote carried with one abstention.

Action by – the CEO/Cllrs Osborne, Thomas and Matthews

Flood Defence Meeting (and the residents meeting convened by Forest of Dean District Council)

Prior to the meeting Members were provided with copies of the Multi Agency Flood Defence Meeting which was held on 22 January 2014 and also a copy of the notes from the meeting held between Forest of Dean District Council and representatives of Lakeside Avenue Residents on 6 February 2014. Noted.

The CEO advised that a date had yet to be agreed for the next Multi Agency Flood Defence meeting, however, the meeting would be attended by a resident representative of Lakeside Avenue. District Councillors were requested to provide assistance with obtaining a report from Forest of Dean District Council on the work undertake in Lakeside Avenue, in order that it may be included in the report for the Annual Town Meeting.

Youth Council

Cllr Matthews advised that she would meet with the Heads of The Dean Academy the following day and that the appointed representation from the Council would attend The Dean Academy on 20 March 2014.

Cllr Berryman reminded Members of the Council's previous resolution that it would only proceed with the reformation of the Youth Council once all the Council's vacancies had been filled.

NDP Steering Group

Cllr Pearman noted that all Councillors had been provided with a copy of the Town Council's Spring Newsletter, which provided an update on the progress of the NDP. It was noted that an Examiner's Version of the Plan was currently in production and once completed, a copy would be submitted to Forest of Dean District Council. Cllr Pearman then gave an overview of the procedure which would be observed following the submission of the Plan to Forest of Dean District Council and Members noted that the Steering Group had accounted for a mail drop to 10,000 residents covering Lydney and the surrounding areas.

Lydney Town Hall Trust Management Committee

Cllr Bonser noted that the Council had now received all the information which was required to release the additional grant to the Town Hall. Members were informed that the provision of hot drinks and alcoholic beverages was proving to be a successful venture for the Town Hall. Cllr Bonser reported that pleasing comments had been received from members of the public who were delighted that the Town Hall was continuing to thrive.

Members were asked to consider appointed the Council's second Trustee representative to Lydney Town Hall Trust Management Committee. However, no volunteers were forthcoming so Cllr Berryman called for the matter to be deferred until the Annual Council meeting.

Action by – the CEO



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16. COUNTY COUNCILLOR REPORT

County Cllr Preest gave a verbal report on the action which had been taken following two fatalities which had occurred on the A48 during the Christmas period; that the A48 Working Group would be reformed incorporating representatives from Local Authorities, Gloucestershire Police, Gloucestershire Fire and Rescue, etc. to examine what actions could be taken (e.g. increased education, vehicle activated signage to encourage speed reduction, etc). It was noted that the Chief Fire Officer had kindly offered the use of Fire Stations for future Working Party meetings.

County Cllr Preest advised that a top Officer from Gloucestershire County Council had been seconded to the NHS to assist with “Meeting the Challenge” funding restrictions.

Prior to the meeting Members were provided with a copy of the e-mail response from Mr C Ball, Environmental Protection and Licensing Officer, Forest of Dean District Council in which he advised that he would be willing to provide a presentation to Council in the Autumn during the consultation period for the draft Lydney Air Quality Action Plan. County Cllr Preest voiced his intention to speak to the Leader of Gloucestershire County Council to ascertain if any pressure could be applied to Forest of Dean District Council to encourage greater action on the project.

Members noted that an additional supply of grit had now been received from Gloucestershire County Council and also noted the proposed location of the Vehicle Activated Signs.

17. DISTRICT COUNCILLOR'S REPORTS

District Cllr Osborne gave an overview of the meeting between the District Council and Mr K Stannard, Forestry Commission, which he had attended concerning the management of the Wild Boar population in the Forest of Dean. District Cllr Osborne believed that 800-1,000 Wild Boar currently existed in the Forest; spoke on the problem of members of the public electing to feed the Wild Boar and appealed for this action to cease.

Members were advised that whilst Ground staff had repaired the turf at Primrose Hill Mesne which had been disturbed by the Wild Boar, the animals had visited the site yet again and disturbed another area. Cllr Matthews spoke on the concerns which had been raised by residents of Primrose Hill whose gardens backed on to the woods and were now too frightened to venture into the woods.

It was noted that the Full Council at Forest of Dean District Council had called for an increase in the number to be culled.

18. COUNCILLORS REPORTS

Cllr Bevan advised that he had also attended the Forest of Dean District Council meeting where Wild Boar had been discussed and had called for the eradication of the Boar; requested that consideration be given to the implementation of traffic calming measures in Kimberley Drive and also the removal of the chicane by St Mary's Church due to poor visibility.

Cllr Osborne questioned the dimensions of the footpath which had been provided as part of the Oakdale/J D Norman bus link, as he believed that a 5 metre footpath should have been provided together with passing places.

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Cllr Bonser noted that Mrs Lena Maller, Forest of Dean District Council, had contacted the CEO to discuss the possibility of providing a presentation to Council concerning “Dementia Friends”. The CEO was requested to invite Mrs Maller to provide a presentation to Full Council. Cllr Bonser advised that Mrs Maller wished to provide a 1 hour workshop to Councillors.

Action by – the CEO

County Cllr Preest advised that he would be raising the following topics during his meeting with Mr B Watkins, Gloucestershire Highways: One way system, “A” Boards, A48 congestion, missing signage, resurfacing of Newerne Street, parking at Thomas Bee’s, Primrose Hill, Highfield development, Kimberley Drive traffic calming, trees at 26 Claudius Way, Bream Road traffic.

Cllr Rudge expressed thanks for the inclusion of the Royal British Legion (RBL) Lydney Branch Pop In Centre in the Spring newsletter. Cllr Rudge then drew Members’ attention to a copy of the draft plan produced by the RBL Lydney Branch for a WW1 commemorative event and requested that the matter be an agenda item for the April Full Council meeting.

Action by – the CEO

Cllr Matthews sought clarification regarding the publishing of Party Political information. Responding to a question which had been raised by Cllr Matthews, the CEO advised that she had been requested to forward an e-mail that a Town Councillor wished to send to fellow Councillors.

Cllr Matthews advised of a near miss which occurred with Wild Boar in Forest Road and then excused herself from the Chamber.

Cllr Harris enquired as to the length of time that the footpath at the bottom of Highfield Hill would be closed. County Cllr Preest to raise the matter with Gloucestershire County Council.

Action by – County Cllr Preest

Cllr Vaughan highlighted the lack of temporary streetlights on the Oakdale estate and also commended Lydney Community Centre on the variety of courses which could be undertaken, and also the welcoming and friendly environment which was provided.

Cllr Biddle advised that Lydney Community Centre had secured a grant of £7,800 for a survey of their building and investigations into its potential use.

Members were advised by the Mayor that the Council possessed editorial rights for the Annual Town Meeting Report and that the report by Lydney Tennis Club had been slightly amended to reflect that the footbridge had been decommissioned on health and safety grounds.

19. **PRESS RELEASE**

Cllr Berryman advised that a press release would be issued advising of the decision taken regarding the “sale” of the footbridge to Lydney Tennis Club and also the attainment of 35 years’ service by Mr Wales.

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20. **MEETING DATES**

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

- 24 March 2014 – Burial Committee Meeting commencing at 6.00 pm
- 24 March 2014– Trust meetings

Meeting closed at 9.47 pm

Chairman 

Date 15/4/2014

Actions from Full Council meeting on 10 February 2014

Agenda Item	Action
7.	Delegated Power bestowed on CEO to progress the installation costs for the Town's defib unit to be sited at The Co-operative Store, Lydney. - Currently awaiting confirmation from FAVAF as to confirmed location and installation cost
9.	<ul style="list-style-type: none"> All Councillors to forward details of the type of transport they may be able to provide for use in emergency situations within 7 days from date of last meeting. No response received Cllr Bonser to ascertain if Lydney Town Hall Trust consented to the Town Hall being listed as a local place of safety. No response received therefore at the request of Cllr Preest location removed Office to amend policy (e.g. Change Whitecross School to The Dean Academy) and submit plan to Forest of Dean District Council. Done
10.	<ul style="list-style-type: none"> Cllr Harris to invite Cllr Osborne to join Working Party. Done Cllr Rudge to approach Tesco to ascertain if they would be willing to cover the cost of replacing the timing clock on lamppost outside their store. Pending verbal update
12.	Forest of Dean District Council LAQM Officer to be approached to ascertain if they would be willing to present modelling plan to Council. Invitation extended however declined at this time – (Please see e-mail)
13.	<ul style="list-style-type: none"> Resident representative from Lakeside Avenue to be invited to attend the next Flood Defence meeting. Noted Cllrs Matthews, Rudge and Vaughan to address The Dean Academy Assembly on 5 March 2014, with a verbal report then made at the March Full Council meeting. Pending verbal update Cllr Bonser to clarify position of Mr D Edwards on Lydney Town Hall Trust Management Committee. Pending verbal update
14.	County Cllr Preest to investigate if an implementation date for the parking restrictions in Bream Road has been agreed. Pending verbal update
16.	<p>CEO to report rotten fence posts at rear of 22 and 23 Watermead and also fly tipping at rear of garages in Harrison Way to Two Rivers Housing (Street Wardens to also be informed re fly tipping) Done</p> <p>Agenda item for April Amenities Committee meetings: Wild Boar and Lydney Fete. Noted</p> <p>Agenda item for March Burial Committee meeting: Moles in St Mary's Churchyard. Noted</p> <p>Cllr Vaughan to refer Landlady of The Greyhound Inn to Gloucestershire Highways re problems with receiving deliveries due to parking. Noted – Action Cllr Vaughan</p>

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