

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 147

**MINUTES OF THE TOWN COUNCIL MEETING** held in the Council Chamber, Claremont House, Lydney on Monday 14 April 2014 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), J Bevan, D Biddle, R Bonser, J Greenwood, C Harris, H Ives, W Osborne, B Pearman, A Preest, S Rudge, B Thomas and C Vaughan

Two members of the public  
District Cllr M Winship  
District Cllr J Davis  
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.

Prior to the formal commencement of the meeting, Council received a presentation from representatives from HOOF (Hands Off Our Forest) detailing the progress made to date. Members noted that over the last twelve months HOOF representatives had attended meetings with representatives from both the Forestry Commission and DEFRA at which they were able to exchange viewpoints. HOOF advised that whilst draft legislation to form a new organisation to manage public Forests had been anticipated at the end of January 2014, it was felt that this would be introduced during June as part of the Queen's Speech. HOOF then spoke of their concerns regarding the formation of a Public Forest Estate Management Body (established as a Public Corporation), which was being advocated by Government. HOOF's concerns centred around future privatisation of the Body; the fact that a Charter would only be accepted after the formation of the Body, not prior; the possibility that concerns voiced by the "Guardians" would be disregarded by the Body's Management Committee; that the only form of appeal was to the Secretary of State (who would also appoint the Management Committee Chairman).

Responding to a question which had been raised by Cllr Ives, HOOF advised that a Charter would hold "Guardians" to account and they advocated the democratic election of "Guardians" in order that representatives from community organisations could be elected. Cllr Preest encouraged HOOF to ensure that the CEO was kept informed of any developments in order that such information could be disseminated to Members. Cllr Thomas informed HOOF that he had been appointed as the Council's representative to the Forestry Commission and would ensure that information on the presentation would be fed back at the next meeting he attended. Responding to a question which had been raised by District Cllr Winship, HOOF advised that the legislation would initially be issued in draft form and that a cross party commission would take evidence on the draft legislation. However, HOOF expressed frustration over the lack of progress which had been made by Government since it had agreed to re-consider its initial proposal to dispose of public forests some three years prior.

There being no further questions representatives from HOOF excused themselves from the meeting at this point.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 148

### 1. WELCOME/APOLOGIES

Cllr Berryman welcomed Cllr Ives to the meeting, following his election on 3 April 2014 for the Lydney West Ward.

Apologies for absence were received and noted from Cllr Hobman.

### 2. DECLARATIONS OF INTEREST

Cllr S Rudge – Road Closure (RBL)

Cllr W Osborne – item 10 – Lydney War Memorial Trust

### 3. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 10 March 2014 and the Extra Ordinary meeting on 2 April 2014 was **proposed by Cllr Harris, seconded by Cllr Rudge**. Vote carried.

### 4. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the Crime Report, the contents of which were duly noted.

Following the comments made at the last meeting, Members noted the response which had been provided by the Police, namely *“that the Police generally run with a response shift of 4-6 people plus a Sargent; both during the week and at weekends. Officers were then split into areas and allocated to either the North or the South of the Forest. There are also three PCSOs and two Beat Managers assigned to Lydney”*.

### 5. OPEN FORUM

No requests to speak were received from those present.

### 6. COMMUNICATIONS BY THE MAYOR

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

- A “Children’s Court” at Forest of Dean District Council Offices
- Declaration of Office for High Sheriff of Gloucestershire at Gloucester Cathedral

### 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:-

#### Various

- Details of the emergency contact for Lydney Town Hall were awaited, to enable its inclusion as a “place of safety” in the Lydney Community Emergency Plan.
- Following a lack of response from Members regarding availability re dementia awareness information sessions by Mrs Lena Maller, Forest of Dean District Council, Members were provided with details of the information sessions which Mrs Maller would be conducting at Forest of Dean District Council. Members were requested to inform the CEO if they were interested in attending a session in order that a reservation could be made.
- Members were provided with a list of dates on which the Union/St George’s/Armed Forces Day flags would be flown in 2014.
- Members were provided with a revised version of the Sandbag Distribution List which had been updated to reflect the recently elected Councillors.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 149

- Members were informed that the Personnel Committee had recently appointed a Leading Hand, who would take up their position on 6 May 2014.
- It was noted that the Council had fallen victim to an act of criminal damage at its offices since the last meeting, resulting in the replacement of a glazed panel in one of the windows in the Council Chamber; repair of the broken window in the kitchen were proving to be more problematic due the fact that the window was metal framed, not double glazed, however, the repair/replacement would be addressed by the CEO accordingly. Members noted that a compensation order had been awarded by the Courts against the offender.

### Training

#### Councillor Training

It was **proposed by Cllr Harris, seconded by Cllr Preest**, that approval would be granted for Cllr H Ives to attend the Being a Better Councillor training course organised by the Gloucestershire Association of Parish and Town Councils on 24 April 2014 and 8 May 2014 (evening sessions) at a cost of £60.00. Vote carried.

**Action by – the CEO**

#### Master of Horticulture

Approval was sought for the Head Groundsman, to undertake a Master of Horticulture at a cost of £1,080.00 for the first year.

Members were informed that the training request had arisen through the Head Groundsman's annual appraisal. Cllr Osborne did not object to the Head Groundsman undertaking the training, subject to the insertion of a clause which would require the Head Groundsman to repay to the Council (on a pro-rata basis) the cost of the training should the Head Groundsman elect to leave the Council's employ within a specific timeframe. During discussion Cllrs Bevan, Bonser and Ives spoke against permitting the Head Groundsman to undertake said training as they felt that the Council had managed sufficiently without its staff attaining such higher education and did not feel that the training was a valuable use of public funds; Cllr Harris spoke in support of allowing the Head Groundsman to attend the course as she felt that it would enable the standard of the town to be raised generally, together with the fact that Groundstaff would be greater developed as a result of the Head Groundsman's development. Cllr Pearman reminded his fellow Members of the Council's Statement of Intent for Training and spoke on the need to develop staff to enable their retention. Responding to a comment made by Cllr Bonser, Members were reminded that the Council's approved budget contained a budgetary heading for training which had incorporated funding for training identified through the Council's annual appraisal process, anticipated Councillor training, sector specific seminars, etc. Furthermore, the CEO advised that the Head Groundsman had already indicated his willingness to enter into a "payback" agreement and that the Council's employment contracts supported Continual Professional Development (CPD). At this point **Cllr Osborne proposed** that the Head Groundsman would be permitted to attend the first year of a Master in Horticulture at a cost of £1,080.00, subject to a five year payback clause. **Seconded by Cllr Harris**. Vote carried.

**Action by – the CEO**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 150

It was noted that it would be the decision of the newly elected Council in May 2015 as to whether the Head Groundsman would be permitted to continue with his Master of Horticulture qualification. Furthermore, it was noted that the qualification/study would be undertaken in the Head Groundsman's personal time, subject to attendance at registration events for which the Council would meet such expenses.

### Effective Minute Taking

Members were asked to consider approving the Administrative Assistant's attendance on an Effective Minute Taking Course at a cost of £123.60. Members were advised that the Administrative Assistant was required to assume greater responsibility to minute evening meetings. Members were advised that the training would enable greater development of the Administrative Assistant; provide cover in the absence of the Executive Officer and was again sector specific training identified via the staff appraisal. Cllrs Bonser and Ives spoke against allowing the Administrative Assistant to attend such training at the Council's expense and in the Council's time. Accordingly, it was **proposed by Cllr Bonser, seconded by Cllr Ives**, that the request would be declined. Vote carried.

### Allotment Management Seminar

Members had been asked to consider approving Cllr Thomas's attendance at the seminar at a cost of £60.00. However, Cllr Thomas advised that he was no longer able to attend the seminar due to a personal engagement.

### Defib Cabinet

Prior to the meeting Members were provided with prices for the purchase of an external key coded cabinet for the Defibrillator, in order that it may be made publically available 24/7 for emergency use. During discussion concerns were expressed over the possibility that the Defibrillator would be stolen; Members highlighted the close proximity of the Ambulance Station in the Town; whether the Council's office was the most advantageous location for siting the Defibrillator. It was proposed by Cllr Greenwood, that the Defibrillator should be sited externally, either at the Town Council's office, or at the noticeboard by the Co-operative store in order that it was publically available at all times, however, the motion was not seconded. **Cllr Osborne then proposed** that the Council would not mount the Defibrillator externally due to risk of theft. **Seconded by Cllr Ives**. Motion carried.

## 8. FINANCIAL MATTERS

### FINANCIAL STATEMENT

APRIL 2014

#### Opening Bank Balances as 1st April 2014

LLOYDS BANK - Current account		50,568.76	
LLOYDS BANK - Youth Council (Current)		885.96	
LLOYDS BANK - NDP (Current)		3,627.55	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,197.00		
Play Areas	8,000.00		
Cemetery	1,842.14		
		40,230.64	
LLOYDS BANK - General Reserve	150,631.40	190,862.04	
		<u>245,944.31</u>	

#### 2013/14 Commitments

#### Brought Forward

**-£30,434.22**

#### RECEIPTS

Receipts APRIL	-
Receipts MAY	-
Receipts JUNE	-
Receipts JULY	-
Receipts AUGUST	-
Receipts SEPTEMBER	-
Receipts OCTOBER	-

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 151

Receipts NOVEMBER	-
Receipts DECEMBER	-
Receipts JANUARY	-
Receipts FEBRUARY	-
Receipts MARCH	-
<i>NDP: Income banked to NDP current a/c</i>	-
<i>Youth Council: Income banked to YC current a/c</i>	-
<b>Total Receipts YTD</b>	<b>0.00</b>

**PAYMENTS**

<b>Payments APRIL</b>	<b>23,319.38</b>	<b>Detailed below</b>
Payments MAY	-	
Payments JUNE	-	
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payments JANUARY	-	
Payments FEBRUARY	-	
Payments MARCH	-	
Payments PRIOR TO YEAR END	-	
<i>NDP: Cheque Payments to date from NDP a/c</i>	-	
<i>Cheque Payments to date from Youth Council a/c</i>	-	
<b>Total Payments YTD</b>	<b>23,319.38</b>	
<b>Total</b>	<b>222,624.93</b>	

Reconciled Bank Statements as at end	MARCH		<i>See bank statements attached</i>
LLOYDS BANK - Current account		27,249.38	<i>£4k to be moved to E/M Machinery Reserve</i>
LLOYDS BANK - Youth Council - current		885.96	no recent transactions
LLOYDS BANK - NDP - current		3,627.55	no recent transactions
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,197.00		
Play Areas	8,000.00		
Cemetery	1,842.14		
<i>Machinery Reserve</i>	<i>0.00</i>	<b>40,230.64</b>	<i>Being established from 2013/14 Amenities balances £4k</i>
LLOYDS BANK - General Reserve		150,631.40	190,862.04
Bank Balances as at:	31-Mar-14	<b>222,624.93</b>	<b>0.00</b> check

Members discussed item 8 b) Standing Orders (Part 2) – Financial Regulations – *Revised April 2014* prior to considering the Monthly Finance Statement, however, the minutes reflect the order as shown on the agenda.

**Monthly Financial Statement**

Members were advised that the Financial Statement would reflect the actual payment method (via BACS or Ad hoc (relating to cheques)) used. The CEO advised that whilst Councillors would still receive a list of monthly payments, the Sage payroll/BACS salary payment sheet which itemised individual salary payments would instead require the signature of two Members of the Personnel Committee and CEO in line with revised Financial Regulations/Data Protection.

It was explained that it had not been possible to provide Members with an Account Balances Overview Sheet due to the completion of the Council's End of Year Accounts.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 152

Attention was also drawn to the list which had been affixed to the Standing Orders (Part 2) – Financial Regulations – *Revised April 2014* which detailed how electronic payments would be made to certain organisations. Cllr Osborne requested that the amount shown for Npower – Christmas Lights be reviewed, as he believed the figure to be lower than that shown, based on the new lights which had been purchased by the Council for the 2013 display. Approval of the list of electronic payments was **proposed by Cllr Berryman, seconded by Cllr Pearman.** Unanimous.

Approval of the Monthly Financial Statement was **proposed by Cllr Harris, seconded by Cllr Pearman.** Unanimous.

It was **proposed by Cllr Pearman** that the Sage/BACS salary payment sheet would only be signed by two Members of the Personnel Committee in line with the Council's revised Standing Orders (Part 2) – Financial Regulations. **Seconded by Cllr Rudge.** The motion was put to a vote which was carried.

Responding to questions which had been raised by Cllrs Osborne and Bonser, Members were advised that individual salary payments remained confidential (Financial Regulation 7.4); however, any change to salary payments or terms and conditions of office would continue to be reported by the Personnel Committee to Finance and Scrutiny Committee/Full Council accordingly.

Members were advised that as part of the revised Financial Regulations the CEO and EO would be required to submit details of their user IDs/passwords to access the Town Council's bank accounts electronically to the Chairman of the Council in a sealed, dated envelope; said envelope would only be opened in the presence of two other Councillors and the Responsible Finance Officer. However, as the EO maintained a personal account with the Council's Bankers and was required to utilise her personal electronic ID/password when accessing the Council's accounts, she would not lodge her personal information with the Chairman. Noted. Furthermore, that instead of lodging individual passwords a record would be made each time the Council's Bank Accounts were accessed electronically, with the record then presented to Councillors as part of the in-house Audit Checks. Noted.

### **Standing Orders (Part 2) – Financial Regulations – Revised April 2014**

Prior to the meeting Members were provided with a copy of the revised Standing Orders (Part 2) – Financial Regulations which had been amended by the National Association of Local Councils (NALC). Cllr Berryman explained that the document would be utilised by Parish and Town Councils throughout England. The CEO request Members amend Page 5 from "*declaring eligibility for the power of well-being; and*" to "*declaring eligibility for the **General Power of Competence; and***" as NALC had referenced and incorrect "Power". Members were advised that the Council was now permitted to make payments by electronic means and noted that HMRC were now requesting payments by such methods. Adoption of Standing Orders (Part 2) – Financial Regulations – *Revised April 2014* was **proposed by Cllr Harris, seconded by Cllr Rudge.** Unanimous.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 153

## End of Year Accounts/Annual Return 2013/14

Prior the meeting Members were provided with a copy of Annual Return for 2013/14 (with the audited figures included); a copy of the variance explanation sheet (as required by the External Auditor); a copy of the Annual Governance Statement for 2013/14; a copy of the Independent Internal Auditor's half yearly report for 2013/14 (already previously tabled) and a copy of the Independent Internal Auditor's End of Year Audit remarks; a copy of the Council's Assets Register for 2013/14. Members were asked to consider each of the following points accordingly:-

### Annual Return for 2013/14 (Section 1)

Members were asked to review the information previously provided to them and confirm the accounts. It was **proposed by Cllr Bevan, seconded by Cllr Harris** that the accounts were confirmed as correct and that the Chairman of the Council would be asked to sign accordingly. Unanimous.

### Annual Governance Statement for 2013/14 (Section 2)

Members were asked to satisfy themselves that the Council's accounts were being managed in conformance with Local Government regulations. It was **proposed by Cllr Harris, seconded by Cllr Bevan**, that the accounts were being managed in conformance to Local Government regulations and that the Chairman and RFO would be asked to sign accordingly. Unanimous.

### Independent Internal Auditor's Remarks

Members were asked to review the information previously provided to them. It was **proposed by Cllr Bevan, seconded by Cllr Harris**, that the Independent Internal Auditor's remarks be duly noted. Unanimous.

### Town Council's Asset Register

Noted.

## Gloucestershire College

Prior to the meeting Members were provided with a copy of a letter which had been received from Gloucestershire College regarding three Lydney students who were fundraising to join a conservation expedition to the Peruvian Amazon in July 2014. Members were asked if, under the General Power of Competence, Council wished to consider providing a donation to the three individuals to assist with their fundraising. It was **proposed by Cllr Bevan** that the Council would take no action on the matter; instead Cllr Bevan would personally present the funding request to Forest of Dean Lions, as he felt that they were better placed to offer financial support. **Seconded by Cllr Ives**. Unanimous.

Action by – Cllr Bevan

## 9. ANNUAL COUNCIL MEETING PREPARATIONS

### Voting

Members were asked to consider if they wished to vote in line with Standing Orders (show of hands) at the Annual Council meeting. **Proposed by Cllr Osborne, seconded by Cllr Pearman**. Unanimous.

### 'Standing' Committee Membership

Prior to the meeting Members were provided with a list of current Committees, which included names of Councillors who had also registered their interest in joining certain Committees at the commencement of the next Civic Year. As the list would be presented for adoption at the Annual Council Meeting, Members were invited to inform the CEO if they

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 154

wished to join any of the Committees shown. Cllr Bonser registered her interest in joining the Finance and Scrutiny Committee; Cllr Osborne registered Cllr Hobman's interest in joining the Finance and Scrutiny Committee; Cllr Vaughan registered her interest in joining the Planning and Highway Committee; Cllr Ives registered his interest in joining the Finance and Scrutiny and the Amenities Committee. Members noted that the revised 'Standing' Committee Membership List would subsequently be presented at the Annual Council Meeting for adoption.

Following a comment made by Cllr Osborne, it was **proposed by Cllr Berryman**, that the Council would elect both a Chairman and Vice Chairman for each of its Committees at its Annual Council meeting. Unanimous.

**Action by – the CEO**

## 10. LYDNEY WAR MEMORIAL TRUST

Prior to the meeting Members were provided with a copy of the letter which had been received from Mr Frank Bennett, Chair, Lydney War Memorial Trust, requesting the Council consider relinquishing its right to appoint Trustees to the Trust, as it was felt to be an unnecessary, purely administrative step.

Cllr Osborne declared an interest in this matter as he had been appointed as both an individual Trustee to the Trust, and also acted as the Council's representative, however, he was requested to speak on the matter by the Chairman.

Cllr Osborne then explained that the Trust had been managed effectively for a number of years and he felt that if the Council wished to retain its right to appoint Trustees it may also need to make provision for future maintenance costs for the Almshouses. During discussion Cllr Osborne spoke on the Trust's desire to amend the name of the Trust, as it was commonly mistaken as being responsible for the War Memorial, not solely the Almshouses. Members noted that the Trust had approached the Charity Commission for its advice regarding the amendment of the Trust Deed to remove the appointment of Trustees by the Council and had been advised that whilst permission was not required from the Charity Commission to undertake the change, written confirmation was required from the Council to confirm that it was in agreement.

Members were reminded that a number of organisations had requested that Council appoint representatives to their organisation as the Council was a Statutory Body whose Members were democratically elected. Furthermore, Members were advised to consider if, should Council agree to relinquish its right to appoint Trustees, it was also relinquishing its right to participate in a discussion regarding the use of the Almshouses.

After a short further discussion it was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the Council would agree to relinquish its right to appoint Trustees to the Trust. Vote carried.

**Action by – the CEO**

## 11. LYDNEY COMMUNITY EMERGENCY PLAN

Cllr Bonser advised that she would provide the name and telephone number for the best "out of hours" contact for Lydney Town Hall, in order that it may be listed in the Plan as a place of safety.



**Action by – Cllr Bonser**



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 155

12. **CHRISTMAS 2014**

Following the Working Party's meeting in March, Cllr Harris advised that Mr Hobman would contact local schools in order to generate interest in forming a joint choir to sing carols; Cllr Hobman would produce carol sheets; Lydney Band had confirmed their interest in attending; requested a future agenda item for the Finance and Scrutiny Committee in order that they consider providing a donation to Lydney Band for their attendance at the event. Cllr Harris also advised that she was contacting local supermarkets to ascertain if they would be willing to provide oranges in order that they may be given away to children who attend the event and that she intended to shortly contact Cadbury World to ascertain if they would be willing to provide chocolate which could be given to children who attend the event. Members noted that Mr Hobman had agreed to act at Father Christmas as he was already DBS checked. Cllr Harris requested that members of the press attend the event and called on her fellow Councillors to assist with "manning" the entrance/exit junction of the Co-operative Store, as a road closure would not be applied for.

Members noted that the next Working Party meeting would take place on 22 May 2014 at 7.00 pm. Responding to a question which had been raised by Cllr Rudge, the CEO advised the Executive Officer was awaiting prices for suggested Christmas features outside Tesco. Cllr Ives expressed an interest in joining the Christmas Working Party and was invited to attend the next meeting.

13. **COMMEMORATION – 100<sup>th</sup> ANNIVERSARY OF THE START OF WWI**

Prior to the meeting Members were provided with a copy of the draft plans for a commemorative event which had been produced by the Royal British Legion Lydney Branch (RBL). Cllr Rudge advised that 9 August 2014 had been suggested as the date for the event and he called for the formation of a joint RBL/Council Committee to push the event forward. Cllr Bonser suggested that local schools may be willing to participate in the event and Cllr Rudge advised that he had received favourable responses from some schools, even though the event fell during the summer holidays. Cllr Harris suggested that members of the press may also wish to publicise the event and encourage local shops to dress their windows in an appropriate style.

It was noted that the next meeting to discuss the event would take place on 22 April 2014 at 1.00 pm at the Legion and the Committee currently formed to progress the event consisted of Cllrs Rudge and Osborne, Mr I Hendy and Mr F Bennett. Cllr Harris gave a commitment to try and attend the meeting if possible. Cllr Osborne advised that the Old Police Station had acted as a recruiting station in WWI and it was hoped that it would be decorated for the commemorative event.

**Memorabilia**

Cllr Osborne advised that the Council had previously entrusted to Gloucestershire Archives for safe keeping a number of records relating to WWII, however, he was astounded to learn that the Council would be charged should they now wished to obtain copies of said records. As the records related to WWII, it was agreed that Cllr Osborne would liaise with the RBL to establish if any of the records would be beneficial to the commemorative event prior to seeking Council's approval to incur expenditure/instruct staff.

 Action by – Cllr Osborne

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 156

### 14. SUSTRANS CYCLE PATH

Pending, following action by Forest of Dean District Council/Forestry Commission.

### 15. FORMAL CORRESPONDENCE RECEIVED

- Mr T Wales – Thank You card re 35 year service award.
- The Rural Services Network – E-mail from Mr D Inman, Network Director inviting Members to join the Rural Sounding Board of Parish Council Representatives. **Cllr Greenwood appointed to represent the Council.**
- Lydney Town Hall Trust – Thank You letter received from Trust Secretary in respect of Council's additional grant. *Cllr Bonser questioned if the Council had placed a deadline by which the work should be undertaken. Cllr Bonser was advised that as the Council's representative she should progress the matter and that if the work was not undertaken by the Trust it would affect the way the Council would view any future grant requests from the organisation.*
- County Air Ambulance Trust – Thank You letter and certificate in respect of the Council's donation.
- Forest of Dean Children's Opportunity Centre – Thank You letter in respect of the Council's grant.
- The Victoria Centre – Thank You letter in respect of the Council's grant.
- Forest of Dean Railway Ltd – Chairman's Statement and Annual Report for Year Ended 31 December 2014. *Note: letter detailing a meeting held on 12 April was read out by the Mayor.*
- Gloucestershire Playing Fields Association - Newsletter February 2014. **Cllr Thomas requested that a copy of the Newsletter be provided to all members of the Amenities Committee.**
- BBC Radio Gloucestershire – Future of Gloucestershire's Market Towns – E-mail from Bob Watters inviting the Council to participate in a programme being made by BBC Radio Gloucestershire concerning the future of market towns. **Cllr Pearman appointed to represent Lydney's views.**
- Gloucestershire Association of Parish and Town Councils – Invitation to submit a Resolution for debate at their Annual General Meeting.
- Helen's Community Fitness Classes – letter providing information on the Wye Valley LGB fitness club.

### 16. COMMITTEE & OTHER REPORTS

#### Planning and Highway Committee

Cllr Bevan advised that Delegated Powers had been bestowed on an Officer and two Members in order that Planning Applications received prior to the Annual Council meeting may be addressed/returned within the requisite timeframe.

*P1284/13/OUT – Land Off Driffield Road, Allaston Road and Court Road, Lydney*

**Cllr Preest proposed** that Members support the action taken by Forest of Dean District Council who had refused permission for the development, by requesting that the CEO write to the Secretary of State to request that a referendum be held on the proposal to develop the site, prior to the submission of a planning appeal by the Developer. Furthermore, that the cost of the referendum should be borne by the Developer. **Seconded by Cllr Harris.** Vote carried.

**Action by – the CEO**

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 157

## Burial Committee

Members were informed that a complaint had been received from a member of the public regarding damage caused to a memorial vase block by strimmers. Members were advised that this was the second occasion that the member of the public's memorial vase block had been damaged and that the Executive Officer had contacted a local Memorial Mason to ascertain if the damage could be repaired; response awaited. Furthermore, that a number of the public had previously requested that the Council refrain from cutting around their family graves; a list of such "excluded" areas had now been formulated. Members were also advised that a member of the public had visited the Council's office earlier in the day to advise that solar lights on his late wife's grave had been damaged, despite requesting in 2013 that the Council refrain from cutting grass around said grave. Cllr Harris questioned if Ground Staff would be able to cut the grass round the "excluded" areas with hand shears, rather than strimmers, however, the CEO advised that this would not be possible due to time constraints. Whilst Cllr Osborne agreed that the aforementioned members of the public would need to maintain the areas around their families' graves, he felt that the Council should reserve the right to cut the area should this work not be undertaken.

## Amenities Committee

### Wild Flower Borders

Cllr Thomas advised that the Working Party had met with Mr R Cole and agreed the areas around the Lydney/Aylburton Roundabout which would be planted with wild flower mix and native hedgerow mix and was pleased to report that the Working Party had expended less than half of the budgeted sum.

### In Bloom

Cllr Thomas advised that a meeting would take place in the Council Chamber on 22 April 2014 to which interested parties would be invited with the view to forming an In Bloom Committee. Cllr Thomas advised that he, together with Cllrs Harris and Bonser had been appointed to the Committee and it was noted that no Officer presence would be provided at the meeting, however, a key would be provided to Councillors in order that they may access the building.

Cllr Osborne suggested that Members may wish to consider approaching the owner of the land at the end of the shops in Hams Road to ascertain if they would be willing for the area to be utilised.

## Flood Defence Meeting

Members noted that the next meeting would take place on 1 May 2014.

## NDP Steering Group

Members were provided with a copy of the Examiner's Version of the NDP and were encouraged to read the document. Cllr Pearman advised that an NDP meeting would take place in the Council Chamber on 16 April 2014 at 7.00 pm and welcomed feedback. It was noted that the Examiner's Version had been borne out of a 126 page consultation document and that copies of the Examiner's Version had been submitted to Forest of Dean District Council. Cllr Pearman noted that whilst Forest of Dean District Council had yet to produce their Allocations Document, the NDP Steering Group had liaised with the District Council and had reached agreement on the areas which both organisations felt were suitable for development. It was stressed that the document was pro-sustainable growth and was an enabling document.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 158

Members were advised that the NDP Steering Group would now appoint mutually acceptable Independent Examiner; that the Independent Examiner may request modifications to the document; that a public referendum would be held on the NDP; that the NDP Steering Group would liaise with Forest of Dean District Council regarding the area to be polled for the referendum and that budget provision had been made for a mail drop to 10,000 residents. Cllr Pearman also highlighted the need to mount a public campaign in the press to encourage members of the public to vote.

Responding to a question which had been raised by Cllr Preest, it was noted that whilst a receipt had been provided regarding the delivery of copies of the Examiner's Version, a formal acknowledgement of the submission had yet to be received from the District Council. Cllr Pearman offered to progress the issue of submission acknowledgement whilst attending the District Council on Wednesday and he felt that Mr Mark Harper MP would be supportive of the Group's efforts, should the need arise to call on his assistance.

## Lydney Town Hall Trust Management Committee

Cllr Bonser reported that the last meeting had been cancelled due to lack of a Quorum; that the Committee had held its first Wedding reception since taking over the building; that a successful fundraising event had taken place in the Gardens of Lydney Park Estate. However, Cllr Bonser felt that a larger Committee was now needed as she felt the current Committee to be too small for the task concerned. Furthermore, Cllr Bonser felt that it would be interesting to view the Committee's financial position over the last 12 months when compared to the previous year and felt the payment of wages to be a massive drain on the Trust's resources.

It was agreed that the appointment of the Council's second representative to the Trust would be deferred until the May Annual Council meeting.

## Youth Council

Cllr Ives felt that the Council need to engage with Wydean School as a significant proportion of young people from the Town also attended the School. Cllr Vaughan advised that both she and Cllr Rudge had been establishing contact with local groups; that the visit to The Dean Academy had been organised by Cllr Matthews; that as new Councillors both she and Cllr Rudge required guidance from their fellow Members.

Members were informed of the need for some form of structure to be applied to the Youth Council and that the CEO had discussed, with Cllrs Biddle and Berryman, the possibility of linking the Youth Council to the Vibe Café in order that support could be gained for both organisations. It was noted that the Vibe Café already possessed their own youth worker who had been DBS checked; that it may be possible to attract grant funding for both the Youth Council and the Vibe Café if they were somehow linked; that joint working between both organisations would help to ensure the viability of the Vibe Café; that the Council may wish to consider providing a grant to the Vibe Café to support the activity in the future. Accordingly, Cllrs Vaughan and Rudge were encouraged to liaise with Cllr Biddle regarding the suggestion to utilise the Vibe Café. Cllr Osborne supported the application of a structured approach being operated by the Youth Council and he suggested that two members of the Youth Council should attend monthly Council meetings. However, Members were reminded of the work previously undertaken by Mr W Owen and Mrs J James to generate interest in the formation of a Youth Council which only resulted in 5-6 Members. Whilst it was accepted that the involvement of the Youth Council in the Scoot Jam had been successful, it was felt that this was due to the fact that the event had been organised with

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/04/14 – 159

assistance from adults. Cllr Ives felt that the Youth Council could elect a Member to attend Town Council meetings without voting rights, however, the lack of interest by young people in the Town was reiterated.

During discussion the need to ensure that the Youth Council was adequately insured was noted, as was the need for funding. It was suggested that constraints on the time of young people may be a significant factor regarding the lack of interest/commitment. Cllr Bonser spoke in support of the adoption of a less formal approach which could be concentrated on a small number of young people who were willing to talk about Lydney. Cllr Vaughan felt that a number of Councillors held different views over how the Youth Council initiative could be progressed and advocated that interested Councillors meet to discuss their views. Responding to a question which had been raised by Cllr Ives, Cllr Vaughan believed that the response from the recent presentation to The Dean Academy had been fed back to Cllr Matthews.

It was agreed that the matter would be placed in abeyance until Youth Council Liaison Councillors were appointed at the Annual Council meeting.

### 17. COUNTY COUNCILLOR REPORT

County Cllr Prest was pleased to report that Forest of Dean District Council had commenced work on the installation of a chicane in the Bream Road Car Park to eliminate the “rat run” and that parking restrictions would be implemented on Bream Road during Whitsun.

County Cllr Prest reported that he had been notified that the sale of the Central Surgery premises had been completed and was awaiting confirmation at a further GCC owned premises had been sold. Members were advised that the proceeds from the sales of such premises would be used to fund the installation of traffic lights at Bream Road junction. Prior to the meeting Members were provided with a copy of an e-mail which advised that £40,000 had been allocated to each electoral division to support projects that would increase participation in sport and physical activity and County Cllr Prest advised that further information on the initiative would be forwarded to the CEO as soon as he received it. County Cllr Prest also spoke on the challenge facing Gloucestershire County Council to save money through their “Meeting the Challenge” project and advised that he had passed a copy of the Gloucestershire Economic Growth Committee decision making structure to Cllr Pearman for information.

Responding to a question which had been raised by Cllr Osborne, County Cllr Prest advised that he had raised the matter of the previously agreed “No access to J D Norman” signage at the entrance to Hams Road with Mr B Watkins and had been advised that the existing signage was too large to accommodate such a sign. Whilst it was providing difficult to contact Mr Watkins at present, due in part to the change in Highway service provider contract, County Cllr Prest agreed to continue to progress the matter. Cllr Vaughan commented on the poor condition of Highfield Road; County Cllr Prest advised that the length of road from Forest Road to the top of Highfield Hill had been programmed for resurfacing during the current financial year, however, he felt that the work would only be undertaken once the housing development at the bottom of Highfield Road had been completed.

### 18. DISTRICT COUNCILLOR'S REPORTS

No report given.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 160

19. **COUNCILLORS REPORTS**

Cllr Ives stated that he felt privileged to be elected as a Councillor for Lydney West Ward and had made to feel welcome at the Town's Annual Town Meeting. Cllr Ives looked forward to working with his fellow Councillors.

Cllr Bonser requested that the Council consider reducing the number of verbal reports given at the Annual Town Meeting, as she felt that no opportunity had been afforded at the end of the meeting to meet the electorate. Furthermore, Cllr Bonser suggested that a time limit of three minutes placed on verbal reports.

Cllr Bonser requested an agenda item to enable the Council to separate out its training budget from its corporate budget, however, Cllr Bonser was advised that the training budget was already shown separate to that of the Corporate Budget; all Members had been previously issued with this information.

Cllr Preest advised that he and Cllr Greenwood intended to review the Council's Renewable Energy Policy.

Cllr Preest also suggested that the information display boards produced by Council Staff for the Annual Town Meeting be displayed in the Co-operative Store. Cllr Osborne suggested that all three supermarkets in the Town be approached to ascertain if they would be willing to display the Council's information display boards.

Cllr Vaughan questioned if any feedback could be provided on the issue of lighting at Oakdale, as whilst lampposts had been installed no lights had been provided. Furthermore, Cllr Vaughan questioned if a member of the public could be prosecuted for dog fouling as a result of video evidence; she was advised to show such evidence to Forest of Dean District Council's Street Wardens.

Cllr Harris advised that the formal notice period for the improvement of the Old Garden of Remembrance would expire shortly and that work on the area would commence imminently.

Cllr Biddle was delighted to report that after 2½ years Lydney Community Centre had now been provided with a 25 year lease by Gloucestershire County Council. Furthermore, Members were advised that the Centre would welcome the Station Master at Lydney for one hour on Wednesday.

20. **PRESS RELEASE**

None.

21. **MEETING DATES**

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

- Monday 12 May 2014 – Annual Council Meeting (please note that there will be no Planning and Highway Committee meeting prior)
- Tuesday 27 May 2014 – Burial Committee (commencing at 6.30 pm)



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/04/14 – 161

Members were advised that the Amenities and Finance and Scrutiny Committee meetings scheduled for 22 April 2014 had been cancelled.

Meeting closed at 9.38 pm

Chairman .....  .....

Date ..... 12/4/14 .....

**Actions from Full Council meeting on 10 March 2014**

Agenda Item	Action
5.	CEO to inform Police of Council's concerns over lack of Police presence during evenings and discrepancy between percentage figure shown in crime report when comparing to crime increase/decrease. <b>Response awaited</b>
8.	<ul style="list-style-type: none"> <li>• County Cllr Preest to progress with Gloucestershire Highways the erection of "no access to J D Norman Lydney" signage at entrance to Hams Road. <b>Pending – Cllr Preest</b></li> <li>• Councillors were requested to add briefing/guidance information to their individual policy folders. <b>Noted</b></li> <li>• CEO to inform Rev. Fenby that the Town Blessing Church Service will take place on the Sunday prior to Half Term <b>Done</b></li> <li>• Approval granted for Cllrs Vaughan, Rudge and Greenwood to attend Being a Better Councillor Training. Training <b>Booked with GAPTC - Dates: 24<sup>th</sup> April &amp; 8<sup>th</sup> May 2014</b></li> </ul>
9.	<ul style="list-style-type: none"> <li>• Delegated Powers bestowed on CEO /two Members for Month 13 account run. <b>Noted</b></li> <li>• Approval granted for maintenance contract for franking machine. <b>Renewed</b></li> <li>• Co-option of those councillors who have expressed an interest in being co-opted on to the Finance and Scrutiny Committee (<i>Cllrs Vaughan, Rudge and Preest</i>) will be actioned at Annual Council Meeting. <b>Noted</b></li> <li>• Approval given for £100 of food to be purchased from the Mayor's Civic Allowance and then taken by the Mayor to Lydney Food Bank. <b>Done</b></li> </ul>
10.	<ul style="list-style-type: none"> <li>• Sale/Transfer of footbridge to Lydney Tennis Club; following sale/transfer Tennis Club will address as outlined previously <i>i.e notices will be erected at each end of the bridge advising that the bridge is the property of the Tennis Club; both ends of the bridge to be gated unless Club's insurers provide confirmation that public are covered by the Club's public liability insurance; sale to be transacted within 6 weeks from date of meeting (10 March 2014); failure to comply with above terms to result in bridge being removed without further discussion.</i> <b>Transfer papers with Tennis Club's solicitor. Tennis Club/Council in contact on a weekly basis.</b></li> <li>• Recruitment of a part-time Groundsperson/Gate Keeper for up to 10-15 hrs per week (seasonal) to include securing Bathurst Park. <b>Vacancy since filled; LTC employee.</b></li> </ul>
11.	<ul style="list-style-type: none"> <li>• Cllrs Preest/Bonser to provide out of hours contact number for Lydney Town Hall in order that building may be included in Community Emergency Response Plan. <b>Pending</b></li> </ul>
14.	<ul style="list-style-type: none"> <li>• Cllr Greenwood to attend Berkeley Nuclear Site Stakeholder Group meeting on 30 April 2014. <b>Noted – Report Pending; Cllr Greenwood</b></li> <li>• County Cllr Preest to forward information on the revised bus timetable to CEO. <b>Forwarded to all members/display in reception area</b></li> <li>• Representatives from HOOF to be invited to attend next meeting to provide a presentation to Councillors. CEO to also seek clarity from Mr Mark Harper MP on proposals. <b>Presentation arranged/Agenda item</b></li> <li>• Councillors requested to submit any resolutions for consideration/approval by LTC prior to then being forwarded to Gloucestershire Association of Parish and Town Council's for County Associations AGM. <b>None received for consideration/approval by LTC</b></li> </ul>
15.	<ul style="list-style-type: none"> <li>• Cllrs Greenwood and Matthews appointed to Planning and Highway Committee. <b>Noted</b></li> <li>• Working Party of Cllrs; Osborne, Matthews and Thomas to meet with Richard Cole</li> </ul>



	<p>Contractors to discuss/agree the areas to be sown with wildflower seed. Delegated Powers bestowed on CEO/ Working Party to expend £500 on wildflower seed mix for agreed areas. <b>Order placed in line with Working Party recommendation</b></p> <ul style="list-style-type: none"> <li>• Cllrs; Matthews, Vaughan and Rudge to meet with The Dean Academy on 20 March 2014 to discuss Youth Council. <b>Report Pending</b></li> <li>• Appointment of second Town Council Trustee Representative deferred until April meeting. <b>Pending – Deferred to May ACM</b></li> </ul>
18.	<ul style="list-style-type: none"> <li>• Consideration to be given to installing traffic calming measures in Kimberley Drive and removal of chicane on corner by St Mary's Church (retention of cushion). <b>E-mail sent to GCC Highways (Amey) re. suggestion requesting their considered response</b></li> <li>• Invitation to be extended to Lena Maller, Community Engagement Officer, Forest of Dean District Council, to attend/ present on Dementia Friendly Communities. <b>Pending Councillor response – to date only two Members have responded to the e-mail sent which sought instruction as to which was the preferred date/those wishing to attend ( both of the e-mails received suggest different evening dates?).</b></li> <li>• Agenda item for next meeting – Draft Plan for WWI Commemorative Event by Royal British Legion – Lydney Branch <b>Agenda Item</b></li> <li>• County Cllr Preest to ascertain duration of closure of footpath at bottom of Highfield Hill <b>Pending – Cllr Preest</b></li> </ul>
19.	<ul style="list-style-type: none"> <li>• Press release to be issued advising Lydney Recreation Trust to transfer footbridge to Lydney Tennis Club, subject to conditions. <b>Press notified.</b></li> <li>• Press release to accompany photo of Mr T Wales receiving recognition for 35 years service. <b>Photo/info forwarded to the Press</b></li> </ul>