

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 87

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 January 2019 2018 at 7.03 pm.

PRESENT: Cllrs B Berryman (Chairman), R Christodoulides, K Greening, J Greenwood, C Harris, R Holmes, H Ives, B Pearman, A Preest and T Tremlett

Three members of the Public

District Cllr J Simpson

District Cllr R Leppington, Cabinet Member for Development, Asset Management, Infrastructure and Housing, Forest of Dean District Council

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Berryman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Biddle, Leach, Legg, Vaughan and White.

2. **DECLARATIONS OF INTEREST**

None.

It was noted that a Dispensation Notice was in force with respect to Agenda Item 9b – Budget/Precept deliberations.

3. **MINUTES OF PREVIOUS MEETING**


It was **proposed by Cllr Tremlett, seconded by Cllr Preest** that the minutes of the Town Council meeting held on 10 December 2018 be amended as follows:

- i) Agenda item 9 – Financial Matters, Councillor Expenses/Allowances section – that reference to “**Cinderford**” Town Council be replaced by “**Coleford**”.
- ii) Agenda item 17 – Councillor Reports – that text be included to the report given by Cllr Tremlett to clarify that she had “attended a meeting with a representative regarding **a project requiring funding.....**”.

Vote carried.

Approval of the minutes of the Town Council meeting held on 10 December 2018, as amended above, were **proposed by Cllr Pearman, seconded by Cllr Greenwood**. Vote carried.

4. **POLICE MATTERS**

Members were reminded that Police had advised that they would no longer provide a report for consideration at Council meetings and had recommended that Councillors sign up to the “Community Alert” facility. It was **proposed by Cllr Pearman, seconded by Cllr Berryman**, that the description of the agenda item would be amended to reflect that the Council would receive an update from the Police, if appropriate. Unanimous. 

Responding to a question raised, the CEO reminded Members that she had already signed

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 88

up to the “Community Alert” facility and already circulated such alerts to Members for their information.

Cllr Tremlett reported that issues were being experienced in Town with members of the public feeding birds and the resulting increase in bird droppings. Cllr Berryman informed Cllr Tremlett that the issue was not something which the Police could address. Cllr Harris advised that the matter had previously been discussed at a Planning and Highway Committee meeting and it was believed that a local business owner was feeding the birds. The CEO was instructed to contact the business owner to request that they cease this practice.

Action by – the CEO

5. **YOUTH FORUM**
Youth Engagement

Cllr Pearman advised that he had attended a meeting a number of weeks prior and The Dean Academy were heavily involved in the leadership of young people who were experiencing issues. Whilst it was acknowledged that the situation would not be improved overnight, positive steps were being taken.

Cllr Preest extended an invitation to Members to attend a multi-agency “Action Day” initiative on 13 February 2019 from 2.00 pm to 4.00 pm which had been designed to raise awareness. Members were asked to contact Cllr Preest if they were interested in attending.

6. **OPEN FORUM**

Mr Z Arnold, Lydney – agenda items 9b, 14 and 19. Requested that all questions raised be answered by an elected Member, not an unelected bureaucrat or co-opted Member.

Item 9b – questioned why Lydney Town Council still refused to co-operate with the Forest Voluntary Action Forum (FVAF) regarding their Youth Service initiative, and instead purchased a flag and incurred large costs for an inappropriate Game of Thrones throne for Bathurst Park (*not from the Town Council budget*). A Point of Order was called by Cllr Harris, as the questions did not relate to the agenda item as information regarding the Council’s 2019/2020 budget had yet to be placed in the public domain. The CEO informed Mr Arnold that the response given by the Council was corporately given, and could not therefore be the view of an individual Member. Mr Arnold was informed that the CEO had been appointed by the Council to respond on its behalf.

Item 14 – provided Members with an overview of his complaint which had been submitted to the Town Council and the response he had been provided with. Expressed a belief that the Council had breached its social media policy and strongly requested a full and unequivocal apology from the member of staff concerned and the Council. Cllr Berryman advised Mr Arnold that he had already received the Council’s response relating to his complaint; he was therefore asked to present his next question.

Item 19 – referenced a comment, made by the Mayor during a press interview, regarding the prospect of B & M Stores coming to the Town; the working practices of B & M Stores was called into question by Mr Arnold who questioned if this was the type of organisation the Mayor supported. Mr Arnold was advised that his comments were a personal attack on the Mayor and not related to the agenda item. Mr Arnold was asked to refrain from continuing to demand answers to his questions raised at the meeting, the responses to which had already been provided and was warned by the Chairman that if he did not cease

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 89

From speaking over the Chair (Mayor) the meeting would be suspended. As Mr Arnold did not cease, the meeting was suspended by the Mayor at 7.20 pm. Mr Arnold was then asked to leave the Council Chamber in order that the meeting may continue, however, he refused to leave the premises until he had received an answer to his questions. The Police were called to remove Mr Arnold from the Chamber.

Cllr Greenwood, District Cllr Simpson and District Cllr Leppington left the building at this point.

The meeting finally re-convened at 7.50 pm elsewhere within the Council Office.

7. **COMMUNICATIONS BY THE MAYOR**

No report given.

8. **CEO'S REPORT**

A copy of the CEO's report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A).

The CEO advised that Cllr Greenwood was in communication with West Dean Parish Council regarding the Multi Use Track and once final information had been received (e.g. route, costings, landowner consents, etc) it would be tabled before Members. During discussion Cllr Tremlett advised that a member of the public had been informed that Lydney Town Council were "blocking" the route due to lack of funding. All present were given an overview of the project when it had been managed by the Town Council; the route which had been recommended by Sustrans and supported by the Town Council with a feasibility study conducted; the route preferred by other Partners which had not to date gained landowner consent or Highway support, but was less hilly than the Sustrans route and which would be a greater cost to provide. Members were reminded that the project had been passed to West Dean Parish Council to take forward and that it was noted that West Dean Parish Council had minuted that two of its Councillors would contact Lydney Town Council to provide an update on the project, however, no contact had been received. Members were reminded that this was a separate project to that being funded by GFirst and the Local Enterprise Partnership to improve Lydney Cycleways in the Town. The CEO reminded Members that the Council had resolved to consider the project further once West Dean Parish Council had provided information on the confirmed route; confirmed consent from landowners was in place and firm costings known. Members noted that no financial commitment toward this project had been included in the 2019/20 budget; any future motion to support financially the project therefore requiring Full Council approval.

Flag Dates

Members were provided with a copy of the dates on which various flags would be flown at the Council's office. Noted.

Memorial Bench

The CEO informed Members that the Council had been asked if it would donate a memorial bench for use at Lydney Rugby Club in respect of its past President, Derek Pomeroy if LRFC Committee were to consider such a fitting memorial. It was noted that the Club would provide a commemorative plaque for the bench.

Operation London Bridge

Members were advised of the need to formalise arrangements in respect of planning for the passing of Her Majesty The Queen. Said arrangements shown in Appendix B.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 90

9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

January 2019

Opening Bank Balances as 1st April 2018

LLOYDS BANK - Current account	96,414.19		<i>2017/18 Commitments</i>
LLOYDS BANK - Lydney In Bloom - Current	764.44		<i>Brought Forward</i>
LLOYDS BANK - LGPS - Current	15,990.28		£10,303.48
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	2,000.00		
Play Areas (General)	5,000.00		
Play Areas (Primrose Hill inc S106 residue)	23,529.43		
Play Area (Leaze Court)	9,439.12		
Leaze Court (GCC & Aviva Grant)	600.00		
Cemetery	13,842.14		
Cemetery: St Mary's Churchyard/Wall	4,000.00		
Cemetery: Memorial Testing	11,500.00		
Cemetery: Additional Burial Space	20,000.00		
Election Costs	10,000.00		
Machinery	7,178.03		
Town Events/Christmas(Grotto etc)	7,000.00		
Contingency	4,000.00		
Civic	1,000.00		
Pear Mapping Cemetery	4,000.00		
Environment Agency 2018/19	5,000.00		
	157,280.22		
LLOYDS BANK - General Reserve	170,622.93	327,903.15	
		441,072.06	

RECEIPTS

Receipts APRIL	261,238.27	Includes 1 st Precept Payment
Receipts MAY	6,850.07	
Receipts JUNE	990.76	
Receipts JULY	16,858.58	
Receipts AUGUST	2,352.37	
Receipts SEPTEMBER	261,379.05	Includes 2 nd Precept instalment of 2
Receipts OCTOBER	20,099.40	
Receipts NOVEMBER	1,187.30	
Receipts DECEMBER	1,176.61	See Separate Sheet
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
<i>Lydney In Bloom: Income banked to LIB current a/c</i>	850.00	
Total Receipts YTD	572,982.41	

PAYMENTS

Payments APRIL	2,230.71	
Payments MAY	66,609.25	
Payments JUNE	149,581.84	
Payments JULY	34,524.23	
Payments AUGUST	43,550.78	
Payments SEPTEMBER	26,662.87	
Payments OCTOBER	37,331.09	
Payments NOVEMBER	69,579.47	
Payments DECEMBER	41,700.55	
Payments JANUARY	28,204.78	See Below
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
<i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i>	1,252.30	
Total Payments YTD	501,227.87	
	512,826.60	

Reconciled Bank Statements as at end

December 2018

LLOYDS BANK - Current account	198,649.93
LLOYDS BANK - Lydney In Bloom - Current	362.14
LLOYDS BANK - LGPS - Current	15,996.31
LLOYDS BANK - Earmarked Reserves:	
S106	29,191.50

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 91

Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Area (Leaze Court)	370.32	
Leaze Court (GCC & Aviva Grant)	600.00	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	3,544.00	
Cemetery: Memorial Testing	12,500.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Additional Burial Space	1,500.00	
Election Costs	9,572.95	
Machinery	7,599.03	
Town Events/Christmas (Grotto Etc)	7,000.00	
Contingency	4,000.00	
Civic	1,000.00	
Pear Mapping: Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
	120,589.94	297,818.22
LLOYDS BANK - General Reserve	177,228.28	297,818.22
Bank Balances as at: 31-Dec-18		512,826.60

JANUARY PAYMENTS

			Chq. No	Description/Spending Power:
<u>Payment made by Direct Debit/Standing Order</u>				
ATOS Fuel Genie	13.12.18	181.25	Mthly DD	Fuel/Mower/Cemetery Maintenance
Forest Equipment Services (December)	20.12.18	985.18	Mthly STO	Litter- General/Harbour/Dog Waste
EE & T Mobile	24.12.18	14.08	Mthly DD	Telephone
FoDDC	24.12.18	75.00	Mthly DD	Cemetery Maintenance
Cable Stream	27.12.18	131.35	Mthly DD	Telephone
Redline Telecom	28.12.18	38.94	Mthly DD	Telephone
		<u>1,425.80</u>		
<u>Interim Payments made in advance of Meeting:</u>				
Forest Equipment Services Ltd	10.12.18	223.50	9197	Mthly Dog Waste/Litter -Harbour
Window Competition Winner 1	10.12.18	50.00	9198	Annual Civic
Window Competition Winner 2	10.12.18	30.00	9199	Annual Civic
Window Competition Winner 3	10.12.18	20.00	9200	Annual Civic
Royal British Legion – Lydney Branch	10.12.18	500.00	9201	Annual/Ad Hoc Civic Donation
Whitehouse Press (Printers) Ltd	18.12.18	1,883.00	9202	Annual Newsletters
WPS Insurance Brokers	18.12.18	158.00	9203	Ad Hoc E/M Playareas – Leaze Court
		<u>2,864.50</u>		
<u>Payments for approval at Meeting held on: 14th January 2019</u>				
Corporate: Payroll		12,387.44	BACS	Monthly January
Corporate: HMRC		4,224.35	BACS	Monthly January
Corporate: Glos LGPS		4,903.25	BACS	Monthly January
	Payments Sub Total	<u>21,515.04</u>		
DBC Solutions Ltd		1,200.00	9204	Annual Training
Exhaust Tyres & Batteries (Worcester) Ltd		81.60	9205	Ad Hoc UTV Running Costs
Gloucestershire County Council		229.50	9206	Ad Hoc H & S
Gloucestershire Playing Fields Association		100.00	9207	Annual Subscriptions
Light Fantastic (DIY) Ltd		24.85	9208	Ad Hoc Street Furniture
Office Star Groups Ltd		438.03	9209	Mthly Stationery
Worksafety Ltd		12.50	9210	Ad Hoc PPE
Cash		258.50	9211	Ad Hoc Postage
Cash		54.46	9212	Mthly Mtg Costs/Establishment
	Payments for approval: Sub total	2,399.44		
	TOTAL PAYMENTS JANUARY	28,204.78		

A list of unrepresented Cheques (For Information only)

GRCC	25.00	9180
Hampshire Flag Company	464.44	9181
Mincost Ltd	20.60	9185
Monmouthshire County Council	295.20	9186

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 92

SLCC
Whitehouse Press Printers

	159.00	9190
	250.00	9194
Total	1,214.24	

Monthly Payment Listing – Month 10

Receipt of the monthly payment schedule (Month 10 – including the transfers/virements shown below) was **proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Harris, seconded by Cllr Tremlett**. Unanimous.

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
£158.00	LTC Deposit Account – E/M Leaze Court (Aviva & GCC)	LTC Current Account – Ins Leaze Court Play Equipment

Lydney Town Council Debit Card

None.

9b. BUDGET/Precept – 2019/20

Members noted Forest of Dean District Council's proposed Council Tax increase for 2019/20 amounted to 2.99%.

Members also noted that Lydney Town Council had been notified by the Billing Authority that Lydney's Taxbase for 2019/20 is 2805.19.

Cllr Pearman drew Members' attention to the Responsible Finance Officer's Draft Budget/Precept Report for Financial Year 2019/20 which had been provided to Members prior to the meeting. The contents of the report were duly noted.

Members were provided with a copy of the Draft 2019/20 Budget for their perusal and were reminded that the Council determined its Budget via PBP (Policy Budget Process). Accordingly, all Committees had considered their Budgets via this process which resulted in an overall Draft Budget of £636,919.00. Approval of the Draft Budget was **proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.

The CEO advised Members that the Taxbase which had been previously advised by the Billing Authority (Forest of Dean District Council) had since been amended to 2812.70. The CEO advised that the Billing Authority was only legally allowed to calculate the Taxbase between 1 November and 31 January 2019. Accordingly, Forest of Dean District Council had been asked to recalculate the Taxbase in order that any uplift may be reflected in the Town Council's Precept Demand. Members were informed that three options had been presented to the Finance and Scrutiny Committee for their consideration, these reflected the difference in the Taxbase between the original and current figure. The CEO advised that based on the revised Taxbase figures the Finance and Scrutiny Committee had resolved to recommend to Full Council a Precept for the 2019/20 Financial Year of £558,077.00 (Band D equivalent of £198.41 per mth), with this figure still requiring the utilisation of;

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 93

£30,000.00 taken from General Reserves, together with the utilisation of £25,000.00 offset from 2018/19 Budget and an offset of £5,000.00 from grant funding obtained.

Acceptance of the Precept recommendation amounting to £558,077 for the 2019/2020 financial year was **proposed by Cllr Pearman, seconded by Cllr Harris**. Unanimous.

The CEO informed Members that the Billing Authority would be requested to recalculate the Taxbase again towards the end of January, in order that any monetary benefit could be applied. Thanks were extended to the Billing Authority's S151 Officer for agreeing to recalculate the figures. Noted.

Submission of the Precept Demand to the Billing Authority (Forest of Dean District Council)

Members were provided with a copy of the Billing Authorities Timetable of Key Stages/Dates, the contents of which were noted.

It was **proposed by Cllr Pearman, seconded by Cllr Harris**, that the Responsible Finance Officer would be instructed to submit Lydney Town Council's Precept Demand to the Billing Authority early in February 2019; that the Precept figure for 2019/20/20 of £558,077.00 would remain unchanged following the recalculation of the Taxbase towards the end of January, with any benefit being reflected against the offset required. Unanimous.

Action by – the CEO

10. **MEMBERS ALLOWANCES/MEMBERS & EMPLOYEE EXPENSES POLICY**

Prior to the meeting Members were provided with a copy of the above policy for their consideration which would come into effect May 2019.

Adoption of the Policy was **proposed by Cllr Pearman, seconded by Cllr Tremlett**. Unanimous.

11. **FREE CAR PARKING DAYS**

Members were asked to consider requesting the following six "free" parking dates in 2019 from Forest of Dean District Council:-

- 6 July 2019 – Bathurst Park Summer Event
- 5 November 2019 – Bathurst Park Firework Display
- 23 November 2019 – Christmas Lights Switch On
- 7, 14, 21 December 2019 – Christmas Shopping Days

Members were reminded of the need to engage their litter contractor to cover the payment machines on the above dates (once agreed by Forest of Dean District Council) and ensure that the relevant signage was displayed on same prior to the use of the car park by the public – cost approximately £150.00).

It was **proposed by Cllr Berryman** that the above dated be requested from Forest of Dean District Council and the contractor costs noted. Unanimous.

Action by – the CEO



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 94

12. **GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS (GAPTC) STRATEGY/MEMBER SUBSCRIPTION**

Prior to the meeting Members were provided with a copy of the response received from GAPTC concerning its approach to NALC Guidelines/standard protocol and Members were asked to consider the level of service/support that GAPTC have provided to the Town Council to date.

Cllr Ives spoke against the Council renewing its subscription to GAPTC as it had not supported the Town Council during the reduction of the Local Council Tax Support Grant/issue concerning the ultra-vires Precept Form supplied by the Billing Authority to P&TC's and he highlighted that the Town Council paid in excess of £2,000.00 in membership fees to the organisation. Cllr Preest advised Members that earlier in the evening the Planning and Highway Committee had resolved to ask GAPTC to pursue with Forest of Dean District Council, the distribution of the New Homes Bonus and the implementation of the Community Infrastructure Levy. It was noted that GAPTC had appointed a new Chairperson and Cllr Pearman spoke in favour of continuing the membership for one further year which would allow the Town Council to evaluate the support it received under the new Chairmanship. During discussion Members were advised that the renewal date for the Council's membership fell in April and that the Town Council were required to be a member of the County Association (GAPTC) if it wished to continue to gain direct access to NALC. It was also noted that a new Town Council would be formed in May 2019 which may welcome support from GAPTC in its initial year. It was **proposed by Cllr Ives, seconded by Cllr Harris**, that the CEO would write a strong letter to GAPTC listing its concerns which had not been addressed appropriately and that GAPTC membership Renewal would be a future agenda item. Unanimously.

Action by – the CEO

13. **FORMAL CORRESPONDENCE RECEIVED**

- The Forest Foodbank – Thank you letter from Mr Chris Hedges, Forest Foodbank Manager, to Cllr B Berryman in respect of the Civic donation used to donate 83.5 kg of food.
- Gloucestershire County Council – E-mail inviting residents to provide feedback on next year's budget proposals which focus on vulnerable children and adults, as well as better roads in Gloucestershire.
- Gloucestershire Association of Parish and Town Councils – E-mail from Shirley Godsall, GAPTC Administrator inviting Member Councils to nominate one Councillor to attend Buckingham Palace Garden Party on 29 May 2019. **Cllr Ives to be put forward as Lydney Town Council's nomination. Proposed by Cllr Harris, seconded by Cllr Christodoulides. Unanimous.**
- Forest of Dean District Council – E-mail from Mr R Morgan, Regeneration Officer, noting FODDC's intention to table a Partnership Agreement at the next Lydney Coastal Communities Team Executive Group Meeting.

14. **COMMITTEE & OTHER REPORTS**

Amenities Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

Burial Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books. *MS*

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 95

Planning & Highway Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

Cllr Preest advised that that Committee had been provided with a copy of the consultation which was in progress regarding the remodelling of the crossing point in Newerne Street and the creation of a crossing point in High Street by Lydney Town Hall. Cllr Preest highlighted that Cllr Harris had requested that consideration be given towards erecting new signage by the Vehicle Activated Sign on Highfield Road warning of the crossing point.

Finance & Scrutiny Committee

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

Personnel Committee

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

Coastal Communities Team (CCT)

Cllr Pearman advised that a meeting of the Executive Team had taken place the week prior during which a proposed Heads of Terms Partnership agreement had been discussed. A number of amendments would need to be made to the document and it was anticipated that the amendments would be made very soon.

Community Safety Partnership

Cllr Berryman advised that no meeting had taken place since the last meeting and that unfortunately he would not be able to attend the next meeting.

Market Town's Forum

Cllr Pearman advised that no meeting had taken place since the last meeting.

Flood Defence Stakeholder Meeting

It was noted that the next meeting would take place on 31 January 2019.

Forest of Dean Health Forum

Cllr Harris advised that she had been notified of the necessity to cancel the last scheduled meeting.

Multi-use Track Stakeholder Meeting

Report given under CEO's Report on behalf of Cllr Greenwood.

Parish and Town Council Liaison Meeting

Cllr Ives reported that no meeting had taken place since the last meeting.

Lydney Town Hall

Cllr Tremlett reported that she had attended a meeting last week and provided Members with an overview of the meeting. During her report Cllr Tremlett advised that the Management Committee wished to know if the Town Council held any earmarked fund in respect of the Town Hall; that members of the public were still under the impression that the building was still run by the Council; that the Management Committee had enquired if the festivities for the Christmas Lights Switch On could take place at Lydney Town Hall in 2019 (e.g. Santa's

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 96

Grotto); that the Management Committee had requested that the Town Council carryout weed spraying outside the Town Hall.

The CEO advised that all funds which had been held in respect of the Town Hall had been transferred to the Management Committee when it was formed in 2012 and that whilst the Council had previously undertaken weed spraying outside the Town Hall it had been informed that its services were no longer required. It was noted that the Management Committee had held the Christmas Lights Switch On festivities at the Town Hall a number of years prior; that the Amenities Committee were yet to consider/confirm the location for the 2019 event.

15. **DISTRICT COUNCILLORS REPORT**

No report received.

16. **FOREST OF DEAN DISTRICT COUNCIL CABINET MEMBER FOR:
REGENERATION, ASSET MANAGEMENT, INFRASTRUCTURE & HOUSING
REPORT**

District Cllr Leppington provided Members with a written report, the contents of which were duly noted (Appendix C).

17. **COUNTY COUNCILLOR REPORT**

County Cllr Preest advised that a response had been received from Gloucestershire County Council concerning the questions posed re a perceived lack of health provision in the South Forest. He gave a commitment to release a copy of the response once its contents had been digested.

County Cllr Preest advised that he was involved in the work to submit a bid to the fund to Town Centre Regeneration and he had approached property owners in the Town to hold a “round table” discussion.

18. **COUNCILLOR REPORTS**

Cllr Greening reported that a problem was being experienced with moles at the South Road Allotment Site. He also called for the Council to examine the allotment plots which were not being worked and encourage the tenants to improve them.

Cllr Pearman advised that he had spoken to Officers and Cabinet Members at Forest of Dean District Council regarding the Town Centre Improvement Fund. The Town Council were keen to get involved with the submission of a bid for the Town and Cllr Pearman welcomed input on the bid from the District Council’s Regeneration Team. It was hoped that further information on the Town Council’s bid could be released in the near future.

Cllr Harris advised that she had received numerous complaints regarding the condition of Hams Road. Cllr Preest advised that whilst he would push for the resurfacing of the highway, he felt that traffic calming measures would also need to be implemented in order to prevent the road from becoming a race track.

Cllr Ives reported that members of Lydney Fire Crew, the Forest Wombles, and himself would meet at 10.00 am at Lydney Yacht Club to conduct a litter pick of the canal and he welcomed any Members who were available to join him.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/01/14 – 97

Due to the disruption which had been caused earlier in the meeting, it was **proposed by Cllr Pearman, seconded by Cllr Preest**, that an agenda item would be included at the February meeting to consider if the Council wished to record its meetings. Furthermore, that further advice would be obtained concerning the manner in which meeting disruption could be minimised through an amendment to Standing Orders. Vote carried.

Action by – the CEO

Cllr Tremlett tendered her apologies for the February Full Council meeting.

19. **PRESS RELEASE**

It was agreed that all approaches from the Press regarding the incident earlier in the meeting would be directed to the Police and that the relevant incident number would be provided.

20. **MEETING DATES**

As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

- | | |
|-----------------------------|--|
| 21 January 2018 at 7.00 pm | - Amenities Committee |
| 28 January 2018 at 6.30 pm | - Burial Committee followed by Charitable Trusts |
| 11 February 2018 at 6.00 pm | - Planning and Highway Committee |
| 11 February 2018 at 7.00 pm | - Full Council |

Meeting closed at 9.20 pm

Chairman 

Date 11/2/2019

Actions from Full Council meeting on 10 December 2018

Agenda Item	Action
11.	CEO to provide a letter of support “in principle” in respect of the Coastal Communities “Destination Lydney Harbour” bid. Done
13	Cllr Greenwood to provide progress report concerning the Multi-use Track Stakeholder meetings organised by West Dean Parish Council given the recent comments made by WDP concerning ascertaining LTC’s involvement in moving the project forward. Verbal update pending – Cllr Greenwood Note – No response has been received from WDP to the query posed concerning WDP Meeting Minutes referencing LTC
15.	District Cllr Leppington to relay Lydney Town Council’s request to be provided with a copy of the calculations undertaken by Forest of Dean District Council to arrive at the Tax Base figure to his colleagues. Response pending – DCllr Leppington
17.	<ul style="list-style-type: none"> • CEO to request that a representative from the Nuclear Decommissioning Authority and the Oldbury Decommissioning unit to provide a presentation at a future meeting of Lydney Town Council. Pending – Feb Presentation confirmation • CEO to arrange for an agenda item relating to the Christmas Tree lights is included on the next Amenities Committee agenda. Agenda item for next Amenities Committee Meeting
18.	<ul style="list-style-type: none"> • Cllr Pearman to provide the CEO with a copy of his questions which he raised at Gloucestershire County Council regarding the provision of healthcare facilities in Lydney and the South Forest in order that they may be published as a press release. Done



OPERATION LONDON BRIDGE

(National protocol for the passing of Her Majesty The Queen)

Throughout the country there is one event which will affect the whole community, from the largest city to the smallest hamlet. With the date of this event still unknown, we all

need to be prepared as this will only happen once and we all must get it right first time!

That event is **Operation London Bridge** - the code name given to the passing of HM Queen Elizabeth the Second.

Following her departing and the official announcement from Buckingham Palace, a period of ten days state mourning will follow. D Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday, then the funeral will be held on the D11 Monday.

It is recommended that all councils prepare themselves and be mindful that there may be pre-arranged council events which may have to be cancelled during the 10-day period; which you cannot insure against and your council will have to carry the cost of cancelling your event,

such as Christmas activities; carol services, markets, light switch-on etc which will need to be rescheduled or cancellation.

There are several elements which each council will need to consider i.e. Flags, Website, Portraits, Condolence Books, Areas to Lay Flowers, the Proclamation, Church Services and Public Holiday.



Lydney Town Council's Protocol will be as follows:

1. Union Flag

The Union Flag will be flown at half-mast throughout the period of mourning, except for D2 Proclamation Day, when the new King is Proclaimed (Operation Spring Tide).

All flags/flag poles to return to normal by 9am the day after the funeral.

2. Website

Suitable wording is to be placed on the Town Council's website.

[Council's Home Page to be over written with a black page carrying a portrait of HM Queen and associated tabs below to the Councils Home Page/other tabs required during the period of mourning.

The office is to detail everything that will be happening during this period, including those events cancelled or postponed].

3. Portraits

A suitable portrait is to be displayed next to any Books of Condolence. The portrait should have a black ribbon placed diagonally across one top corner (use florist ribbon).

Any portraits in the Chamber/meeting rooms should remain in situ with the black ribbon for one month, being the period of Royal Mourning. After this time the portrait of the new King should be put in place, with an alternative position for HM Queen's portrait found *(if applicable)*.

4. Condolence Books

A hard-backed condolence book will be made available for Town Council Members, District and County Members and Officers to sign plus any visiting Officers of the Crown, Lord Lieutenant and Deputies, High Sheriff, Judges etc, and Church dignitaries.

A loose-leaf folder with condolence sheets will be made available to any members of the public wishing to express their sorrow.

[Following D11, the folders can be collated and bound with a letter to the Private Secretary at Buckingham Palace sent, advising that the Book of Condolence is held in the Council Archives].



5. Area to Lay Flowers

The pre-designated area for this purpose will be Lydney Cross.

Ideally flowers should be unwrapped and not left wrapped in cellophane. A notice will be placed advising of this point and that all flowers will be removed on the morning after the State Funeral for composting.

The first bouquet will be picked up by the Mayor and placed in the works truck, followed by the Deputy Mayor and Councillors/members of the public present, removed for composting with the compost then used to plant a commemorative tree in Bathurst Park.

6. Proclamation

The National Proclamations will be read in London (St James Places and the Royal Exchange), Edinburgh, Belfast and Cardiff, along with County Proclamations read normally by the High Sheriff.

Lydney Town Council Mayor or local Deputy Lord Lieutenant will read the local Proclamation.

The Union Flag must be at full mast for the Proclamation.

7. Church Services

The Church of England have nominated the Precentor of St Paul's Cathedral to lead on this area of service format prayers etc. Each Diocese will issue to incumbents this information and arrange civic services. Dioceses will be arranging full Civic Services in cathedrals and major churches on the mid-Sunday of the 10 day mourning period with local parish churches encouraged to hold services on the eve of the State Funeral.

8. Public Holiday

The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday and will be given in addition to an employee's normal leave entitlement.

NOTE:

A very similar process is to be followed for the death of HRH Duke Edinburgh, apart from the Proclamation. If both HM Queen and Duke Edinburgh pass away together, it is highly likely that a full State Funeral for HM Queen will proceed, with a private service at St Georges Windsor, later the same day for Duke of Edinburgh.

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THE BUDGET 2019 – 2020

December 2018

Cabinet has agreed a draft budget. This will now go forward for public consultation.

Full Council will consider the budget and any alternative budget proposals put forward by political groups in February 2019.

The main items in the proposals will see the Council Tax rise by 2.99 %. There will be an increase of £ 2 per annum for green waste bins.

All current services will be retained with no cuts.

However, it should be noted that producing a balanced budget for 2020 – 2021 will be extremely challenging. Direct funding from Central Government will cease whilst demand on services will continue to rise.

The Forest of Dean District Council aims to be a commercially astute authority and investment to grow will be a central tenet of its approach going forward. The present administration intends to work cross party to develop ideas to alleviate the impending funding shortage.

