

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/05/14 – 01

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 May 2012 at 7.00 pm.

PRESENT: Cllrs B Berryman, D Biddle, R Bonser, D Cooksley, D Edwards, C Harris, V Hobman, J James, C Matthews, W J Osborne, B Pearman, A S Stapleton and B Thomas

District Councillor J Davis
District Councillor T Glastonbury
District Councillor J Bevan
Three members of the public
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Prior to the start of the meeting Cllr Osborne informed Members that Cllr Cordon had resigned from the Council. Responding to a question from Cllr Berryman, Cllr Osborne advised if Councillors so wished Cllr Cordon's letter would be read out under Closed Session. Accordingly, the Council moved into Closed Session and members of the public were then asked to leave the chamber. Members of the public were invited to return to the chamber at 7.06 pm and **Cllr Biddle proposed** that the letter be formally noted. Unanimous.

Cllr Osborne informed those present that no practice fire evacuations were scheduled for the meeting. All present were then informed of the location of the fire exits and also the fire assembly point.

1. **ELECTION OF MAYOR**

Cllr Osborne called for nominations for the position of Mayor to be submitted.

Cllr Harris proposed Cllr Osborne for the position, **seconded by Cllr Hobman. Cllr Bonser proposed** Cllr Berryman for the position, **seconded by Cllr Cooksley.** There being no other nominations the proposals were then put to a vote and Cllr Berryman was duly elected.

2. **SIGNING OF THE MAYOR'S DECLARATION OF OFFICE**

Standing Orders were then suspended while the Cllr Berryman signed his Declaration of Acceptance of Office. Standing Orders were then reinstated.

3. **APOLOGIES**

Apologies for absence were received from Cllr Bartle and duly accepted.

4. **DECLARATIONS OF INTEREST**

Cllr D Biddle – Lydney Festival

5. **ELECTION OF DEPUTY MAYOR**

Cllr Berryman called for nominations for the position of Deputy Mayor. **Cllr Osborne proposed Cllr Biddle** for the position, **seconded by Cllr Thomas. Cllr Matthews proposed** Cllr Osborne for the position, but Cllr Osborne declined the nomination. There being no other nominations Cllr Biddle's nomination was put to a vote. Unanimous. Cllr Biddle was duly elected.

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6. **MEMBERSHIP OF COMMITTEES**

It was **proposed by Cllr Osborne, seconded by Cllr Biddle** that the current membership of the committees would stand. The motion was then put to a vote which was carried, with one vote against.

Members were advised that the proposal would result in Cllr Osborne remaining as a member of the Finance & Scrutiny Committee. The CEO clarified that the Council's Standing Orders afforded the Mayor a voting right on each of the Committees, Cllr Osborne would now stand as a member of the Committee. Responding to a question which had been raised by Cllr Bonser, the CEO advised that appointments would be considered at either the Annual Council Meeting, or whenever there was a vacancy on a committee as Council had now "voted" for Committees to "stand on" and Standing Orders stated that there was a total of 7 voting members per Committee.

In view of the above committee membership was set as:

Finance & Scrutiny (plus Mayor as ex officio)

Cllrs Biddle, Matthews, Osborne, Pearman, Thomas, Cooksley

Personnel Sub Committee

Cllr Berryman (plus the duly elected Finance & Scrutiny Chairman appointed at May Finance & Scrutiny meeting, plus one other appointed Finance & Scrutiny member).

Planning and Highway (plus Mayor as ex officio)

Cllrs Bartle, Cooksley, Edwards, Harris, Hobman and Osborne

Amenities Committee (plus Mayor as ex officio)

Councillors were then asked to appoint Members to the Amenities Committee. The following Councillors volunteered to sit on said Committee: Cllrs Biddle, Hobman, Harris, Matthews, Osborne and Thomas.

7. **ELECTION OF LEAD COUNCILLOR WHO WILL OTHERWISE BE KNOWN AS THE RESPECTIVE TRUST CHAIRMAN (WHERE COUNCIL IS SOLE TRUSTEE)**

Lydney Recreation Trust

Cllr Matthews proposed Cllr Biddle as Chairman, **seconded by Cllr Osborne.**
Unanimous.

Bathurst Park and Recreation Trust

Cllr Matthews proposed Cllr Berryman as Chairman, however, Cllr Berryman declined the nomination. **Cllr Thomas proposed** Cllr James as Chairman, **seconded by Cllr Matthews.** The motion was then put to a vote which was carried.

8. **ELECTION OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES/CHARITABLE TRUSTS**

The following Councillors were elected:

Lydney Town Hall – Cllrs Matthews and Harris

Lydney War Memorial Trust – Cllrs Hobman and Osborne (plus vacant position)

Friends of Bathurst Pool – Cllrs Bonser and Cooksley (plus vacant position)

R/S

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Twinning Committee – Cllrs Biddle and Berryman
Snow Wardens – Cllr Harris and Matthews
Citizens Advice Bureau – Cllr Edwards
Nuclear Electric – Cllr Biddle
Crime Prevention Panel/Gloucestershire Constabulary – Cllr Bonser
British Legion/War Memorial Officer – Cllr Osborne
War Memorial Officer – Cllr Osborne
Forest of Dean Health Forum – Cllr Thomas
Road Safety Liaison Committee/A48 Meeting – Cllrs Hobman and Thomas
Bledisloe New Zealand Trust – Cllr Osborne
Lydney Docks Partnership – Cllr Thomas
Rail/Transport Matters – Cllr Edwards
Gloucestershire Chartered Parish Group – Cllr Matthews
Lydney Air Quality Management – Cllr Edwards
Lydney Area in Partnership – Cllr Bonser
Lydney Area Action Plan – Cllrs Matthews, Hobman and Harris
Forestry Commission Advisory Committee – Cllr Thomas
Gloucestershire Association of Parish and Town Councils – Cllr Matthews

Appointment of Banker and Cheque Signatories

Members were asked to consider if they wished to remain with Lloyds TSB as their bankers. **Proposed by Councillor Matthews, seconded by Cllr Osborne. Unanimous.**

Members were then asked to consider their current cheque signatories. It was **proposed by Cllr Osborne, seconded by Cllr Hobman** that the Council would retain its current cheque signatories. Unanimous.

Appointment of the Mayor's Cadet

Prior to the meeting Councillors were provided with a copy of the nomination which had been provided from the Forest of Dean Sea Cadets. **Cllr Hobman proposed** that Leading Cadet Tiffany Cooksley be appointed to the position. **Seconded by Cllr Osborne.**

It was **proposed by Cllr Osborne, seconded by Cllr Matthews** that the Council would purchase a further Mayor's Cadet badge which would be presented to Leading Cadet Cooksley at the June Full Council meeting.

Action by – the CEO

9. **ADOPTION OF DOCUMENTS**

Prior to the meeting Councillors were provided with copies of the documents listed below. Members were asked to consider, and if so desired, to adopt said documentation:

Code of Conduct (Councillors were advised that awaiting amendments under the Localism Act).

Adoption proposed by Cllr Cooksley, seconded by Cllr James.

Councillors Confidentiality Declaration

Adoption proposed by Cllr Matthews, seconded by Cllr Pearman.

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Standing Orders/Financial Regulations (Part 2) (Councillors were advised that awaiting NALC updates).

Adoption proposed by Cllr Matthews, seconded by Cllr Pearman.

Remit of Committee Document (To include Amenities Committee as agreed at April meeting)

Adoption proposed by Cllr Matthews, seconded by Cllr Hobman.

Councillors were asked to substitute the previous versions in their files, retaining the versions now issued.

Lydney Community Emergency Plan

Members noted that it had not been possible to provide them with a copy of the revised plan in advance of the meeting as the information had not been received in time. However, they were advised that the only change pertained to the amendment sheet and the inclusion of Cllr Berryman's contact details as a contact for sandbags.

Cllr Cooksley provided the CEO with an up to date copy of both the restricted and the unrestricted plan and advised that members of the CRG team had been provided with revised copies of the documents. Cllr Cooksley advised that the plan was subject to an annual review, with the only changes made being requested by the Council. The CEO advised that updates to the document would be collated by Cllr Cooksley, who would then ensure that the document was amended.

Acceptance of the revised document was **proposed by Cllr Edwards, seconded by Cllr James.**

Review of Asset Register/Council Insurance Provision/Risk Management Document & Asset Register

Prior to the meeting Councillors were provided with a copy of the risk management list and the asset register. Cllr Edwards noted that the Council currently recorded its Christmas decorations as a £10,000 asset. During discussion Cllr Osborne reminded Councillors that the Council now only possessed three cross road features which were held by Oakey & Son and it was felt that the asset register would need to be amended for the 2012-2013 financial year to reflect this.

Action by – the CEO

It was **proposed by Cllr James, seconded by Cllr Pearman**, that the aforementioned documents would be accepted. Cllr Matthews felt the building valuation to be rather high and the CEO explained that the Council had not previously possessed a correct asset register and the asset register was not intended to reflect the fluctuations in the market. Responding to a question which had been raised by Cllr Matthews, the CEO advised that the asset register was produced at the end of the financial year and reflected a "best estimated" value. Cllr Osborne requested that Members be provided with details of the insurance value which had been recorded for the War Memorial.

Action by – the CEO

10. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 2 April 2012 was **proposed by Cllr Matthews, seconded by Cllr James.** Unanimous.

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Responding to a question which had been raised by Cllr Matthews, Cllr Cooksley confirmed that he would be happy to assist members of the Neighbourhood Development Plan in an advisory capacity but did not wish to be part of the steering group.

As Sole Trustee, the Council was also asked to consider and approve the minutes of the Town Hall Trust meetings which took place on 26 March 2012 and the Extra Ordinary meeting on 23 April 2012. **Proposed by Cllr Matthews, seconded by Cllr Edwards.** Cllr James highlighted that she had been omitted from the list of attendees at the meeting.

Members were advised that the Management Committee for the Town Hall would comprise of two elected Councillors, nine user group representatives and seven members of the public. Councillors were reminded that the Council had previously stipulated that the Committee would comprise of 19 members, therefore the Committee would be permitted to co-opt one further member at either their inaugural or second meeting. **Cllr Pearman proposed** that the Council would retain ownership of the flagpole and the external noticeboard outside the Town Hall. **Seconded by Cllr Bonser.** Cllr Matthews felt that the Town Council staff should also retain the management of the accounts for the facility, however, it was explained that the Committee would need to assume responsibility for all aspects of the building/finances if it were to stand independent of the Town Council. The Council may however consider taking back the management of the building if it did not feel that the Committee was viable at the end of the 12 month period.

It was noted that the CEO would inform The Charity Commission of the formation of the Management Committee (including the breakdown of Trustees) and amend the constitution. User groups would then be asked to annually nominate a representative. Cllr Edwards expressed concern over this approach and was informed that the Committee would need to approach the Council if it wished to vary the terms of the Deed.

11. **POLICE MATTERS**

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

Cllr Berryman expressed regret over the recent resignation of the Chief Constable, who he felt put the wishes of the community first.

Cllr Bonser asked for the Police to be officially invited to the June meeting in order to provide Councillors with an update on the Police Information Points and how they propose to move the matter forward.

Action by – the CEO

Cllr Matthews informed Councillors that both Coleford and Chepstow's Methodist Churches operated a "buddy system" to enable young people to get home safely and she questioned if it would be possible to ascertain if such a system was operated in Lydney.

Action by - CEO

Councillor Surgeries

Prior to the meeting Councillors were provided with a copy of the draft rota which had been produced. Several Councillors stated that they would not be able to attend on their nominated month and it was suggested that any Councillor who may not be able to attend may wish to call on the services of their fellow Members. During discussion it was

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proposed by Cllr Biddle, seconded by Cllr Bonser that the Council would operate a stand outside the Co-operative Store during the Lydney Festival from 10.00 am to 12 noon. An invitation would also be extended to the Police to attend, however, individual Councillors were to assume responsibility for ensuring that adequate cover was available to “man” the stand.

Action by – the CEO

Cllr Bonser proposed that the Council would write directly to the local Co-operative Store advising of the Council’s intention to operate a stall at the front of their store on either the first or second Saturday of each month. The CEO also confirmed that she would e-mail Councillors once confirmation of the arrangement had been received from the Store in order that members may confirm dates. It was agreed that the arrangement would initially be trialled at the Co-operative store, with consideration then being given to extending to other venues.

Action by – the CEO

Police Information Point (PIP)

During discussion it was noted that the Naas Lane Community Centre had expressed an interest in hosting a PIP but had yet to hear anything regarding their offer. The Library had also been suggested as another location.

12. OPEN FORUM

None.

13. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that that he had been invited to attend a reception at Buckingham Palace on 22 May 2012. Whilst the invitation was not connected to the Council, Cllr Berryman enquired if Members wished him to represent the Council at the event and wear his Chain of Office. **Proposed by Cllr Edwards, seconded by Cllr James.**

14. CEO’S REPORT

A copy of the CEO’s report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A). A report was then given on the following matters:-

- Thanks were extended to Cllr Thomas for his assistance with the production of the inaugural E-letter which was to be uploaded onto the Town Council’s website.
- A number of Councillors had attended a Parish Planning Forum and also a Neighbourhood Development Plan meeting on 2 May 2012.
- Members were asked to ensure that LAIS Up2Date (120503) was added to their procedural folder.
- Members were also asked to ensure that the NALC briefing on Members’ conduct and the registration and disclosure of their interests (England) was added to their procedural folder.
- That a presentation by The Resilience Centre concerning their proposal for a community scale wind turbine had been arranged for 11.00 am on Thursday 24 May 2012.
- That four candidates would be interviewed for the Apprentice position on Thursday 24 May 2012.

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Primrose Hill Play Area

Councillors were informed that the zip wire had suffered further vandalism, with the latest incidents being the cutting of the rubber sheath covering the chain to the seat and tampering with the tension of the actual wire. The cost of replacing the rubber sheath was estimated at £40.00 plus VAT. The CEO also advised that a number of the climbing holds had also been removed from the climbing wall.

Members' attention was then drawn to the Annual Inspection Report which had been carried out by an officer from Monmouthshire County Council (MCC). Due to the statements in the report the CEO advised that it had been necessary to decommission the swinging beam. Playahead had quoted £400.00 to replace the beam with a rope and attention was then drawn to the comments relating to the grass matting which had been installed around the equipment. Councillors noted that Playahead had questioned the Council's decision to engage the services of the MCC officer. **Cllr Matthews proposed** that a working party be formed in order to view the equipment, Councillors were reminded that the equipment had been placed out of action until the situation was resolved. Cllr James offered to join the group and requested that Members be provided with a copy of the RPII inspector's list. Cllr Matthews felt that the Council may wish to call on the services of the press to publicise the damage at the site and Cllr Bonser requested that PCSOs were called on to patrol the area.

Action by – the CEO

Allaston Road Bus Shelter

Members were informed that the Council had been contacted by Mr Burchby who had voiced concern about the deterioration of the bus shelter in Allaston Road and had questioned if the shelter contained asbestos and if so, whether the roof could be removed/replaced due to its state of disrepair.

It was **proposed by Cllr Bonser** that the matter be deferred to the Amenities Committee for consideration. Unanimous.

Action by – the CEO

15. TRAINING

Councillors noted that Councillor Training sessions had been arranged for 31 May 2012 from 6.30 pm to 9.00 pm (covering The Law, Importance of Council Procedures and Engaging with the Electorate).

Whilst Councillors also noted that an all-day Chairmanship training session had been arranged for 27 June 2012, it was felt that the training should instead be altered to now cover Localism and would take place from 6.30 pm to 9.30 pm on the same evening if possible.

It was **proposed by Cllr Osborne, seconded by Cllr James**, that the CEO's training in the General Power of Competence would be approved, at a total cost of £50.00 (including the submission of the relevant module to the SLCC).

Councillors noted that the Executive Officer would enrol for CiLCA and that the CEO would enrol for the second CEG module. The CEO requested permission to attend the SLCC Summer Synopsis on 4 & 5 July at a cost of £250.00. **Cllr Bonser proposed** that the request be deferred to the Finance & Scrutiny Committee for consideration. **Seconded by**

BS

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Cllr Matthews. Cllr Osborne proposed that the decision regarding the CEO's attendance at the event should be made by Cllrs Berryman and Pearman. **Seconded by Cllr Edwards.** The Chairman elected to put both motions to a vote with Cllr Bonser's motion being carried with two votes against.

Resolved: To defer the matter to the Finance & Scrutiny Committee.

Action by – the CEO

District Councillor Bevan excused himself from the meeting at this point.

Registrar Training

Cllr Osborne proposed that the discussion concerning the possibility of the CEO undertaking training to register deaths be deferred to the Finance and Scrutiny Committee. Cllr Osborne then informed those present of the difficulties encountered by members of the public when attempting to register deaths locally. Cllr Bonser voiced her support of Cllr Osborne's statement and proposed that the Council write to the Registration Service to the Council's displeasure over the lack of appointments locally. The motion was put to a vote which was carried.

Action by – the CEO

16. GENERAL POWER OF COMPETENCE

Councillors were asked to consider the criteria for eligibility. During discussion Cllr Pearman noted that in order to qualify the Council needed to comprise of three quarters elected membership and possess a CiLCA qualified Clerk who had also undertaken and passed the General Power of Competence module. Cllr Matthews noted that the Power would permit the Council to do any activity which an individual would be legally able to undertake. It was **proposed by Cllr Pearman, seconded by Cllr Osborne**, that the Council met the criteria and henceforth would use the General Power of Competence. The motion was put to a vote which was carried with one vote against.

17. FINANCIAL MATTERS

FINANCIAL STATEMENT MAY 2012

Bank Balance as 1st April 2012

LLOYDS BANK - Current	00101278	14,186.68
LLOYDS BANK - General Reserve	01290309	48,787.73
LLOYDS BANK - Earmarked Reserves	01290309	64,143.50

Bank Balance **127,117.91**

TRANSACTIONS

PAYMENTS

Payments APRIL – INTERIM	5,608.16	
Payments MAY	47,638.87	Detailed below
Payments JUNE	-	
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	53,247.03	

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RECEIPTS

Receipts APRIL	218,557.22	Receipts Summary attached
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
Total Receipts YTD	218,557.22	
Total	292,428.10	

Reconciled Bank Statements as at end	April 2012		Bank Statements attached
LLOYDS BANK – Current account		179,491.92	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Playbuilder Grant	634.00		
Cemetery	25,000.00	64,143.50	
LLOYDS BANK - General Reserve	48,792.68	112,936.18	
Bank Balances as at	30-Apr-12	292,428.10	0.00 check

MAY PAYMENTS

Spending Power

Payments made by Direct Debit/Standing Order

Fuel Genie	50.10	Monthly	DD	LGA1972 s112
Tate Computer Technology	62.40	Monthly	STO	LGA1972 s112
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO	LGA1972 s112
Sub Total	292.50			

Interim Payments made in advance of the meeting:

			Chg. No.	
Tate Computer Technology Ltd	1,110.00	Annual	6607	LGA1972 s112
Corporate Expenditure	8,883.14	Monthly	6608-6615	LGA1972 s112(2)
HMRC	2,696.53	Monthly	6616	LGA1972 s112(2)
Glos LGPS	2,841.43	Monthly	6617	LGA1972 s112(2)
BPRT	696.47	Quarterly	6618	VAT Repaid
LRT	248.86	Quarterly	6619	VAT Repaid
LTHT	1,005.10	Quarterly	6620	VAT Repaid
Interim Payments in advance of meeting: Sub total	17,481.53			

Payments for approval at the meeting held on:

			Chg. No.	
Corporate Expenditure	8,869.85	Monthly	6621-6628	LGA1972 s112(2)
HMRC	2,687.97	Monthly	6629	LGA1972 s112(2)
Glos LGPS	2,841.43	Monthly	6630	LGA1972 s112(2)

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A4 Office Products Ltd	170.13	Monthly	6631	LGA1972 s111
ADT Fire & Security plc	217.65	Quarterly	6632	LGA1972 s111
The Columbaria Company (<i>chq payable to Odlings</i>)	168.00	Ad-hoc	6633	LGA1972 s214
FoDDC (Non Dom Rate for 12/13: Cemetery)	585.00	Annual	6634	LGA1972 s111
Forest of Dean District Council	6,156.38	Ad-hoc	6635	LGA1972 s111
Forest of Dean & Wye Valley Review	235.20	Ad-hoc	6636	LGA1972 s111
Forester Newspapers Ltd	106.56	Ad-hoc	6637	LGA1972 s111
GlosJobs	18.00	Ad-hoc	6638	LGA1972 s111
Lydney Engineering Co Ltd (Electricity 9.12.11-12.3.12)	202.14	Quarterly	6639	LGA1972 s111
Lydney Town Hall Trust	40.00	Ad-hoc	6640	LGA 1972 s 134(4)
Npower (Chmas Lighting 1.4.11-31.3.12)	217.69	Annual	6641	LGA1972 s145
Npower (CCTV 1.11.11-31.3.12)	119.97	Quarterly	6642	LG & Rating Act 1997 s31 LA Cemetery Orders 1977 & 1986
SITA UK Ltd	78.71	Monthly	6643	LGA1972 s111
WPS Insurance	4,852.23	Annual	6644	Highways Act 1980 s96
Avoncrop	70.80	Ad-hoc	6645	LGA1972 s111
CEO Training Expenses	34.95	Ad-hoc	6646	LA Cemetery Orders 1977 & 1986
Greenfields Garden Services Ltd	408.00	Monthly	6647	LGA1972 s111
Society of Local Council Clerks	60.00	Ad-hoc	6648	LGA1972 s111
University of Gloucestershire (re 11/12) <i>cheque cancelled</i>	900.00	Annual	6649	<i>cheque cancelled</i>
SITA UK Ltd	84.86	Monthly	6651	LA Cemetery Orders 1977 & 1986
Wildin & Co	624.00	Annual	6652	LGA1972 s111
Petty Cash	94.44	Monthly	6653	LGA1972 s214
Light Fantastic DIY Ltd	20.88	Monthly	6654	Parish Councils Act 1957 s1
Payments to meeting: Sub total	29,864.84			
TOTAL PAYMENTS MAY	47,638.87			

A list of unrepresented Cheques (For Information only)

All About Eve	25.00	6477
Legal & General	1,996.88	6601
	2,021.88	

Members were informed that the Council's Annual Return had been submitted to Moore Stephens, together with the required supporting documents. Members were advised that a potential saving of £43,714 had been identified against budget, from which Council were asked to allocate £15,000 to the Neighbourhood Development Plan with the remainder then transferred to the Council's General Reserve account. **Proposed by Cllr Pearman, seconded by Cllr Matthews.**

Action by – the CEO

Councillors were then asked to consider and approve the above accounts and monthly payment schedule. Approval of the accounts/payments was **proposed by Cllr Osborne, seconded by Cllr James.** Unanimous.

Allotment Charges

Members were asked to consider the charge for the allotments in South Road. It was **proposed by Cllr Thomas** that a 10% increase would be levied for the current year. The motion was put to a vote which was carried, with one vote against and one abstention. Cllr Bonser requested that the minutes reflect that Councillors had asked for charges of

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comparable allotment areas. The CEO advised that this had already been circulated to Members recently.

Business Plan Working Party

It was agreed Cllrs Bartle, Berryman, Biddle, Edwards, James, Matthews and Pearman would form the working party and that the date of the first meeting would be arranged in due course once the Neighbourhood Development Plan steering group meetings had been arranged.

18. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Pearman referred to the information which had previously been sent to Councillors regarding the formation of such a plan and he stressed that the plan was still in its infancy. Initially representatives from the steering committee had attended a meeting with officers from the District Council which had proved to be very interesting and that by the end of the meeting agreement on the way forward had been reached by both parties. Cllr Pearman assured his fellow Councillors that the group would not make outrageous demands of the District Council regarding officer and financial assistance, but he believed the plan to be the way ahead for the town. Cllr Pearman stressed the importance of talking to the electorate and emphasised that the plan would not happen overnight, however, he believed that officers from the County and District Councils were on board with the Town Council's aims. During discussion Cllr Pearman felt that the process would take approximately 18 months; that Central Government had set up a fund for the production of such plans; that it was estimated that the Council's plan would cost £6-8,000; that as much information as possible would be obtained from the "Front Runners". It was **proposed by Cllr Matthews, seconded by Cllr Harris**, that the Council would proceed with the formation of a Neighbourhood Development Plan, with a bottom up, rather than a top down approach being adopted.

Councillors then considered the benefits of operating a steering group, opposed to a working party/sub-committee. It was noted that a steering group would allow members greater flexibility; the ability to apply to the Town Council for funding; to ensure that the plan was community led. Accordingly, it was **proposed by Cllr Biddle** that a steering group would be formed to formulate said plan. Unanimous.

Cllr Cooksley stressed that the plan would need to comply with the District Council's Core Strategy and he stressed the need to work with the District Council on the scheme. It was noted that whilst the Council's plan would need to comply with the Core Strategy it would not need to comply with the Area Action Plan as the document had not yet been adopted by the Secretary of State. Furthermore, it was stressed that the District Council would also need to work with the Town Council to ensure the success of their plans.

After a short discussion it was agreed that the steering group would comprise of Cllrs Bartle, Biddle, Edwards, Matthews, Pearman, Osborne and Thomas. However, an open invitation would be extended to all Councillors to attend the meetings and that the group would need to appoint a minute taker at its next meeting. Date of next meeting set at 30 May 2012 at 2.00 pm. It was also anticipated that members of the community would be included throughout the process.

Prior to the meeting Members were provided with copies of the letters which had been sent to the District Council and District Councillor Glastonbury, the contents of which were duly noted.

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Members were informed that Coleford and Cinderford Town Councils had also been invited to attend the steering group meeting on 2 May 2012 as they had indicated that they may also be interested in producing a neighbourhood development plan. Members noted that Coleford Town Council had enquired if the CEO and Councillors would be willing to attend a meeting on 16 May in order to advise on the process/action taken to date. During discussion Cllr Pearman stressed the importance of working with neighbouring Councils and also highlighted the speed at which information was being released. Cllr Bonser expressed concern that decisions were being made outside of Council meetings which prevented all Councillors from fully understanding/discussing the situation, however, it was explained that this was now a “steering group” and whilst note would be tabled at Full Council meetings the steering group did not require further Council endorsement to proceed. Cllr James questioned if Coleford Town Council would cover the cost of the CEO’s attendance on a Saturday morning. Members were advised that the CEO would be happy to attend the meeting of Coleford Town Council in her own time (together with Cllrs Matthews, Edwards and Pearman) and that the decisions of the steering group meetings would be relayed to Full Council.

Gypsy, Traveller and Travelling Show People Sites

Cllr Matthews informed Members that she had attended a meeting that the District Council regarding localism and confirmed that no such sites were shown in Lydney. In view of this Cllr Matthews felt that the Council could consider the matter and dismiss it.

District Councillors Davis and Glastonbury excused themselves from the meeting at this point.

Cllr Pearman highlighted that the Council could designate three different areas on the same site for specific ethnicities if it so desired. Cllr James supported Cllr Matthews’s statement as the town was not shown to have any suitable areas. Cllr Osborne felt that the matter should remain on the agenda as the Council needed to demonstrate that it was evaluating the possible use of land for this purpose. Cllr Pearman advised that the allocation of land would form part of the Neighbourhood Development Plan and he emphasised that the Council had a legal requirement to consider such use.

19. **GRANT/FUNDING BID APPROVAL**

Cllr Matthews reported that her focus was solely on fund bids for the park, however, she had not made any progress due to family circumstances.

Recalling that Cllr Matthews had been requested to investigate placing a covenant on the Primrose Hill play area, the CEO requested that Cllr Matthews discuss the matter with herself before proceeding as it had been recently discovered that the Council did not own all of the Meend (a small area was actually owned by a local resident). Cllr Biddle also informed Members that the wooded areas bordering the land was in the ownership of Lydney Park Estate.

20. **ALLOTMENT PROVISION**

Cllr Thomas reported that Two Rivers Housing had approached residents to gauge interest in allotment/play areas and voiced an intention to contact Two Rivers Housing accordingly. Lydney Park Estate had yet to consider the Council’s request to use the land close to the outdoor swimming pool as allotment space.

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Members noted that Cllr Thomas had yet to receive a response from either the District Council or District Councillor Glastonbury regarding his enquiries concerning available land. Cllr Hobman offered to make enquiries on behalf of Cllr Thomas.

Action by – Cllr Hobman

21. **PUBLIC FOOTPATH FAY42**

Cllr Thomas reported that he had recently walked The Tack with a representative of Lydney Park Estate (LPE), and that LPE believed that they had now found a source of funding for the required signage. Members noted that the final part of the negotiations was the placement of a kissing gate, however, Cllr Thomas believed that agreement would be reached shortly. Attempts had also been made to simplify the terminology used on the signage.

22. **CEMETERY/BURIAL GROUND**

Cllr Berryman reported that no further progress had been made on the matter and he recalled that the Council had previously been advised that it may experience problems if it wished to utilise the grassed spaces located on the end of some burial plots.

23. **STREET MARKET**

Prior to the meeting Councillors were provided with a copy of the letter which had been written to Mrs W Jackson, Regeneration Manager, Forest of Dean District Council. The contents of the letter were duly noted, to which a reply had yet to be received.

24. **BEACON LIGHTING**

Cllr Osborne advised that the Forest Flame would be lit on 25 May 2012 at Hopewell Colliery and would then travel through each of the four main Forest towns, arriving in Lydney at midday on 27 May 2012. It was noted that the event was designed to highlight the Forest and to also wish HM Queen Elizabeth II well for her Jubilee year. Cllr Osborne stated that the lamp would be stored alight until the Beacon lighting on 4 June 2012. It was also noted that the lighting of the Beacon would be covered under the Council's existing insurance (no additional premium levied), however, in order to comply with the Insurers terms the Fire Brigade must be notified.

Cllr Matthews proposed approval of the lighting arrangements.

25. **STREET FURNITURE & GATEWAY/SIGNAGE**

Cllr Biddle informed Members that no further progress had been made. Furthermore, funding for such projects appeared to be in short supply, so it may be necessary for the Council to fund any improvements itself. Item deferred to Amenities Committee.

26. **SWAN ROAD LINK ROAD**

Cllr Berryman noted that the requirement for the Swan Road Link would be included in the Town's NDP. Speaking in his capacity of County Councillor, Cllr Cooksley advised that the need for the link had been removed as part of the County Council's LC3 details. Justification for removing the link included the cost of the scheme and that historically the route had incorporated the rerouting of the River Lyd over the former allotment site. Several Councillors disagreed with Cllr Cooksley's statement as they recalled that the scheme had originally been to widen Swan Road and requests were made to ensure that the link was reinstated on the County Council's plans. Whilst Councillors appreciated that Cllr Cooksley had called for the reinstatement of the link they requested that he

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continue to lobby the County Council as hard as possible. Councillors would also lobby the County Council representative appointed to the Lydney Area Action Plan. Furthermore, it was agreed that those Councillors who were appointed to act as the Council's representative on the Lydney Area Action Plan would re-iterate the Council's displeasure over the removal of the route and emphasise the need for a link to be created back to the town from the new housing developments.

Action by – County Cllr Cooksley and Cllrs Matthews, Hobman and Harris

27. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire County Council – E-mail from Mark Sandles detailing the temporary closure (extension) of FLY86. **CEO to inform GCC that Council felt that the footpath should not be closed unless the footpath via the old Golf Course was re-opened.**
- Gloucestershire County Council – E-mail from Brian Watkins responding to the Council's concerns about the Oakdale roundabout. GCC will continue to monitor the junction.
- Forest of Dean Railway Limited – E-mail from Mr Peter Adams to Ms Anna Welsh, Planning Officer, Forest of Dean District Council requesting the that officer defer making a decision on the planning application to demolish the Lydney Keepers Crossing Box to allow them to investigate if the box could be resited and used elsewhere.
- Forest of Dean District Council – Press release regarding the decision to reduce car parking charges from 40p to 20p for one hour, and from 70p to 50p for two hours. Details of the renaming of overnight permits also given, together with the relevant charges for season tickets. **CEO to write to the District Council advising that through the production of its Neighbourhood Development Plan, together with the current economic climate, the Council is unhappy with the charges which are proposed.**
- Forest of Dean District Council – E-mail from Kevin Mather advising of the decision which had been taking regarding the implementation of the Off-street Parking Places Order 2012. It is expected that the new scheme will be implemented with effect from 1 July 2012.
- Gloucestershire Highways – E-mail from Brian Watkins regarding weed spraying in the town. From April 2012 GCC would no longer carry out routine weed spraying, however, GCC will continue to have a statutory duty to treat noxious weeds.
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail providing advance notice of GAPTCs AGM on Thursday 11 October 2012. **Council will submit a resolution that it is concerned that the County Association is not looking to secure funding to assist Parish/Town Councils to produce Neighbourhood Development Plans. Proposed by Cllr Biddle. Unanimous.**
- Gloucestershire County Council – Notice encouraging members of the public to join GCCs Independent Remuneration Panel which provided recommendations to GCC on the allowances and expenses paid to Councillors.
- Newent Town Council – Invitation to all Councillors to attend Newent Town Council's planned Diamond Jubilee events during the weekend of 2/3 June 2012.

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- General Sir David Richards GCB CBE DSO ADC GEN – Letter inviting the Council to “Fly a Flag” on Armed Forces Day on 30 June 2012. **Thanks extended to Mrs Osborne regarding her work amending the Council’s flag. Armed Forces Day to be added to list of agreed “flag” dates.**
- Rural Services Network – Copy of the Rural Services Bulletin for May 2012.
- District Cllr Glastonbury/Mrs Wendy Jackson, Regeneration Manager, Forest of Dean District Council – providing copies of the exchange of e-mails between both parties regarding the lack of development in the town, when compared to the development which has taken place in other towns.

28. COMMITTEE AND OTHER REPORTS

Highway/Planning Issues

Proposed 20mph Zone

Prior to the meeting Councillors were provided with copies of the e-mail regarding the proposed 20 mph speed restriction. Attention was drawn to the fact that no mention had been made of the two Vehicle Activated Signs (VASs) which the Planning Committee had previously discussed and agreed.

Discussion then took place regarding the extent of the proposed 20 mph zone. It was **proposed by Cllr Osborne** that the zone would be accepted, subject to it being extended up Bream Road in order that it would include Lydney C of E School. Unanimous.

Cllr Harris proposed that the VAS which was to be located on the High Street should be sited at the junction of Templeway West and High Street. Unanimous.

Action by – the CEO

Naas Level Crossing Order 2012

Prior to the meeting Councillors were provided with a copy of the paperwork relating to the Order. Cllr Edwards reported that he, together with Cllr Bartle, had attended a meeting with Network Rail representatives to discuss the proposed changes to the level crossing and he expressed concern over the plans to site a large spotlight and also the sounding of a klaxon at each train’s arrival. Cllr Edwards voiced his intention to consult with the CEO in order that an appropriate response was returned.

Action by – Cllr Edwards/CEO

Lakeside House

Members were informed that Cllrs Biddle and Bartle held a site meeting to assess possible encroachment of fencing panels. Members were also informed that earlier in the day a resident had reported that the occupiers of the dwelling were using the whole of the flat roof as a patio area. It was noted that the matter would be referred to Lydney Recreation Trust in order that a meeting may take place with the developer to explore possible options.

Road Closure

Members noted that an application had been received for 21 July 2012 in respect of Lydney Hospital Fete.

Members were also informed that Mr Brian Watkins, Gloucestershire Highways, was making enquiries regarding a recent accident which had occurred at the Oakdale

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roundabout and that the Council's concerns regarding the design would be forwarded to Mr Watkins's colleagues at Gloucestershire County Council's Development Control Department. Attention was drawn to Mr Watkins's response regarding recent road closures in the town, which had been necessary due to a number of fallen trees.

The CEO advised that she had recently been informed that if the Council wished a site inspection to take place on a particular site, then the Council was to refer the application to its District Councillors, as they would need to arrange for the application to be considered by members of the Planning Committee. Speaking in her capacity as District Councillor, Cllr Hobman requested that such requests be forwarded to District Cllr Glastonbury.

At 9.59 pm it was proposed by **Cllr Biddle**, seconded by **Cllr Matthews**, that the meeting would be extended by a further 30 minutes.

Jubilee Celebrations

Councillors noted that the agenda item/responsibility for "hosting" the event had since been transferred to the Bathurst Park and Recreation Trust.

Christmas 2012

It was confirmed that the duties of the Christmas Working Party would now be undertaken by the Amenities Committee.

Youth Council

Thanks were expressed to Mr Owen and Cllr Matthews for a list of contacts which included the ATC, Sea Cadets, Guides, etc. Cllr James was requested to provide the CEO with details of the contact for Whitecross School in order that they may be invited to the meeting on 29 May 2012. However, Cllr James spoke against the arrangements which had been made as she felt that the list did not fairly reflect the other clubs/organisations in the town. Instead, Cllr James felt that the Youth Council needed to be predominately formed from representatives from Whitecross School, the Netball Club, the Cricket Club, the Tennis Club, the Hockey Club, etc. Cllr James stated that she was happy to act as a representative to the Youth Council; that Whitecross School were keen to support the initiative and she stressed the need to ensure that the membership scope was widened. At this point Cllr James was issued with a copy of the contact list which had been provided by Mr Owen/Cllr Matthews and was requested to amend the document to reflect the additional members, with a copy then being returned to the CEO when Cllr James was ready to move forward.

Cllr Matthews voiced her disagreement that the Youth Council should comprise predominately of Whitecross School representatives and neither did she think that each group should be invited to put forward two representatives. Whilst voicing a preference for more youths to get involved from the top end of the town, Cllr Matthews felt that it may be possible to arrange for more representatives to attend the meeting on 29 May 2012. Cllr James felt that the Youth Council should comprise of 11-16 year olds and she reminded Members that representatives from Whitecross School had attended the Christmas Lights Switch On to gain support for the initiative. Cllr James questioned what had happened to the list of names which had been generated as a result of Whitecross's actions. Cllr Bonser recalled that discussions had taken place between Cllr James's

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resignation and her subsequent co-option, and that the CEO had provided Cllr Bartle with a significant amount of information. Members noted that Cllr Bartle had been keen to ensure that the majority of the Youth Council did not comprise of Whitecross School and that Mr Owen had offered to visit youth groups, and that said offer had been accepted by Council. The CEO advised that she had also attended a forum which had been organised by the District Council who had stressed the need for a Youth Council to be properly constituted and be drawn from local organisations.

Cllr Berryman asked if Council wished to leave the matter with Cllr James to move forward. Cllr James then voiced concern over the meeting which had been arranged for 29 May, as lots of students would be in the middle of their exams. The possibility of an alternative date was then mooted, and Cllr James stressed that the Council would need to allow sufficient time for other groups to be consulted, advertising to take place, etc. Cllr Matthews felt that the membership of the Youth Council should be limited to 15, in order that it mirrored the Town Council and suggested that a press release should be formulated in order to generate interest. Cllr Matthews also urged her fellow Councillors to engage with local youths.

Cllr Osborne suggested that each of the groups who had already expressed an interest in joining the Youth Council could be allowed to put forward four representatives, as he thought it highly likely that their members may also attend Whitecross School, so could act as dual representatives. Furthermore, Cllr Osborne stressed that the Council would need to approach other schools (e.g. Wyedean, Monmouth Comprehensive, Lakers, etc), as not all youths in the town attended Whitecross.

Members were informed that whilst it was possible to obtain funding to set up a Youth Council, it was necessary to form a nucleus to get the project up and running with additional members then being allowed to join as appropriate. At this point **Cllr James proposed** that the meeting would take place in mid-June, in order to allow time to advertise, etc. Cllr Thomas suggested that Cllr James contact Whitecross School. Cllr James suggested that she liaise with Mr Owen and Cllr Matthews.

Mr Owen sought permission to address Council during the above discussion to which a response was given by Cllr James.

Action – Cllr James and Matthews

County Councillor's Report

No report given.

District Councillor's Report

No report given.

29. **COUNCILLORS REPORTS**

Cllr Biddle advised that it had been necessary to cancel the scheduled clearance of the River Lyd due to the high water levels. Alternatively, he suggested that Councillors may wish to consider organising a working party to collect the litter which had accumulated at the Railway car park, with the matter being an agenda item for the next meeting. Cllr Matthews felt that the Council should lobby Network Rail to provide litter bins at the car park and she felt that the Council may also wish to consider extending the collection of litter to other areas in the town.

Action by – the CEO

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Cllr Osborne reported that the Forest Flame would arrive at Lydney Hospital on 27 May 2012 and would ultimately finish at the Naas Lane Community Centre at 12.45 pm on the same date. An open invitation was extended to attend the event, with an invitation to the Mayor to officially accept the lamp at the Community Centre.

Cllr Cooksley enquired if the Council would be willing to offer a garage to the Forest of Dean Lions, on the basis that they would make good any necessary repairs. **Requested deferred to Lydney Recreation Trust for consideration.**

Action by – the CEO

Cllr Edward reported that he had recently attended a presentation by Two Rivers Housing which had taken place at The Annexe concerning their plans to develop Pylers Way.

Cllr Bonser questioned how The Review had been able to print an article regarding the Council's Neighbourhood Development Plan before the said letter had been discussed by Full Council. Members noted that the Council Office was regularly contacted by reporters after each meeting and that if information was requested (or copy of correspondence) it was readily provided as failure to comply would only result in a Freedom of Information Request. However, it was stressed that the content the article was solely down to the individual reporter and that Cllr Pearman had invited the reporter from The Forester to contact the office to discuss the Council's desire for such a plan which had not been taken up.

Cllr Matthews expressed concern over the parking of cars outside Bream Road School, particularly when such parking extended towards the junction close to the Library car park. Cllr Cooksley was asked to progress the matter in his capacity of County Councillor.

Action by – County Cllr Cooksley

30. MEETING DATES

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

- 22 May 2012 – General meeting/election of Management Committee for Lydney Town Hall, commencing at 7.00pm. Venue Lydney Town Hall.
- 24 May 2012 – Meeting with The Resilience Centre (Community Scale Renewable Energy), commencing at 11.00 am.
- 28 May 2012 – Charitable Trust meetings, commencing at 7.00 am.

31. PRESS RELEASE

Council wished to issue the following press releases, to be produced by the CEO:

- Damage to the play equipment on Primrose Hill Meend
- Formation of Youth Council.

Meeting closed at 10.24 pm

Chairman 

Date 11/6/2012