

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/06/11 – 19

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 11 June 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 and B Thomas

District Councillor M Winship

District Councillor J Bevan

One member of the public

Mrs L Cooksley and Miss T Cooksley (agenda item 3 only)

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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No presentation from The Resilience Centre was received as their representative failed to arrive. **Cllr Osborne proposed** that they be invited to attend a future meeting. Cllr Berryman drew the Council's attention to the e-mail which had been received from Mr Roger Deeks and requested that Members read and note the contents of the e-mail.

The Council then observed a minutes silence in memory of Mr George Barnett, a former Clerk of the Council, who had recently died. Cllr Berryman seized the opportunity to thank Councillors for electing him to the position of Chairman of the Council; expressed a desire to move Lydney forward; stressed the need to work together and called for the community to support the Council in its endeavours.

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None

3. **MAYOR'S CADET**

Cllr Berryman welcomed Leading Cadet Tiffany Cooksley to the meeting and presented her with her official Mayor's Cadet badge.

4. **MINUTES OF PREVIOUS MEETING**

Cllr Osborne raised **three Points of Order** relating to the minutes, these being:

- ***Primrose Hill Play Area (page 7)*** – the proposal relating to the formation a working party was never seconded nor voted on. Accordingly the working party had not received Council approval and any actions taken by its Members were therefore unauthorised.
- ***Youth Council (pages 16 & 17)*** – regarding the meeting which had been arranged for 29 May 2012, Cllr Osborne believed that the Council may have breached its Standing Orders as the matter had been discussed within the six month ruling. Cllr Osborne also proposed that Cllr James's comments to a member of the public should have been recorded in the minutes. Cllr Osborne requested that the CEO read out Standing Order 1D, which she duly did.

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- **Youth Council (pages 16 & 17)** – Cllr Osborne then sought confirmation that it was the Chairman who dictated if a member of the public could address the Council outside of the public forum, not individual Councillors. Cllr Berryman confirmed that Cllr Osborne's understanding to be correct.

Cllr Edwards sought clarification on agenda item 16 – General Power of Competence, as he understood that the criteria for eligibility called for two thirds of the Council to be elected, opposed to three quarters. The CEO confirmed Cllr Edwards's understanding to be correct and that the Council had satisfied the eligibility criteria at the time of the May Full Council meeting.

For the sake of clarity, Cllr Cooksley explained that under item 26 – Swan Road Link Road – his comments had related to the piping a section of the river, not the re-routing of the river.

**Cllr Osborne proposed** that for the sake of accuracy the minutes relating to the Youth Council agenda item should be amended to reflect the fact that Mr Owen sought permission to address the Council during discussion, to which Cllr James responded "this is a Council meeting, you are not allowed to speak". **Seconded by Cllr Harris.** The proposal was then put to a vote with four votes cast in favour, four votes against and five abstentions.

Cllr Cooksley sought to clarify a point, however, the CEO reminded Members that the Council had previously sought guidance regarding previously disputed minutes and had been advised that any resolution to amend the minutes should be put to a vote, with no further discussion. The Chairman was reminded that he held a casting vote regarding the proposal to amend the minutes, however, no casting vote was taken.

Mr Owen sought permission to address the Council at this point and was permitted to do so by the Chairman, provided that he did not criticise individual Councillors. Mr Owen then gave his opinion of the words used by Cllr James, which she disputed.

It was then **proposed by Cllr James, seconded by Cllr Edwards** that the minutes would be accepted as circulated (the three Points of Order stood contested). The matter was put to a vote which was carried, with Cllrs Osborne and Harris ~~abstaining from the vote.~~ *abstaining from the vote. Voted against the motion Ms.*

## 5. POLICE MATTERS

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

Members were informed that it had not been possible for an officer to attend the meeting due to holidays, but a commitment had been given to include Primrose Hill Meend in PCSO patrols due to the vandalism which had occurred on site. Furthermore, the Police would also support the Councillor Surgeries, but had requested details of the confirmed date/time of the first event.

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Cllr Berryman then read out an e-mail received from PS Carl Bourne advising that following the consultation exercise operated by the Police, the Police Information Point would be located at Lydney Fire Station. However, no time frame had been given for when the Police will occupy the space.

## 6. OPEN FORUM

District Cllr Winship – advised that concern has been expressed to her over the closure of the underpass at the Railway Station. Furthermore, District Cllr Winship questioned if the Town Council planned to take over any assets under the auspices of the Localism Act. Cllr Biddle advised that the underpass had been temporarily closed by Network Rail and it was not known if any improvements would be made to the underpass when it was re-opened.

Mr Owen, 3 Augustus Way, Lydney – questioned if, in light of the Moore Stephens investigation, the Chairman accepted the full findings of the investigation. Cllr Berryman confirmed that the findings had been accepted in full.

## 7. COMMUNICATIONS BY THE MAYOR

Cllr Berryman informed Members that he had recently attended the following events:

- The AGM of the Forest of Dean Scouts
- Had promoted Lydney whilst attending a Garden Party at Buckingham Palace
- The opening of the new Whitecroft Station by Dean Forest Railway
- The lighting of the beacon at Primrose Hill with Cllr Osborne
- The Jubilee event in Bathurst Park
- The Golden Triangle Club

Members' attention was also drawn to the e-mail which had been circulated with the agenda regarding the permission for Cllr Berryman to wear his Chain of Office whilst attending a Garden Party at Buckingham Palace.

### Civic Service/Mayor's Reception

It was noted that it had been necessary to cancel the Civic Service/Mayor's Reception which had been due to take place on 17 June 2012.

Members were reminded that the Council had previously agreed that the event would take place annual on the third Sunday in June. During discussion it was agreed that this would not allow sufficient time for the newly appointed Mayor to invite guests to attend the event. Cllr Osborne recalled that historically the Council had held its Civic Service in Feb/March (i.e. towards the end of the current Mayor's period of office), and he felt that the Council should consider reverting to this arrangement. Accordingly, it was **proposed by Cllr Osborne, seconded by Cllr Edwards**, that the Council would consider the matter after the expiry of the six month ruling.

**Action by – the CEO**

## 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). A report was then given on the following matters:-

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- Members' were informed of incorrect advice which had been provided by the Gloucestershire Association of Parish and Town Councils (GAPTC) during a recent training session. It was stressed by the CEO that the approved minutes were the only legal record of Council meetings; the Clerk's notes of the meeting must be destroyed as soon as the minutes have been approved as was current practice.
- In light of the above, discussion then took place on the benefit of GAPTC conducting training sessions for the Council. Whilst it was noted that the Council's CEO was equally able to provide training sessions for Councillors, it was felt that the Council could demonstrate that it was taking on board the recommendations of Moore Stephens through utilising the services of GAPTC, however, would seek to confirm that the advice given was correct.
- Members were provided with a copy of the revised meeting schedule for the 2012-2013 Civic Year and also the revised Trust meeting dates (due to the incorporation of the Amenities Committee/bi monthly Trust meetings, etc).
- Members were provided with copies of the e-mail from Mr David Wilson, Traffic Technician, Gloucestershire Highways (regarding the Council's support for he proposed 20mph speed limit) and also an e-mail from Mr Nigel Gibbons, Forest of Dean District Council (regarding the Naas Level Crossing Order 2012).

## **Sandbag Distribution List**

Prior to the meeting Councillors were provided with a copy of the amended listing, for which approval was sought. Cllr Matthews requested that she be removed from the listing from September onwards due to personal reasons. Whilst the proposed amendment was agreed, it was also agreed that Cllr James would swap positions with Cllr Matthews, and that the new Councillors for Lydney North and Lydney East (when elected) would take up the vacant positions accordingly.

Cllr Cooksley excused himself from the meeting at this point.

Members were informed that the Neighbourhood Development Plan Steering Group had been provided with prices for equipment for their use (e.g. laptop, projector, screen, etc) and that the Finance and Scrutiny Committee would be asked to consider the purchase of a file server for use at the Council's offices.

## **Training**

Members noted that the Chairmanship training which had originally been scheduled for 27 June 2012 had been cancelled (under Council instruction), and that a training session on Localism would now take place on 24 July 2012 from 6.30 pm to 9.00 pm.

Furthermore, that training sessions with Pear Technology would take place on 18 June and 16 July in order that Council staff could receive training on the new mapping software. Members were also advised that in the future they may also need to consider engaging the services of a tree specialist to assist with the cataloguing of trees on Council/Trust land.

## 9. **CODE OF CONDUCT**

Prior to the meeting Councillors were provided with a copy of the National Association of Local Councils (NALC) template Code of Conduct for Parish Councils.

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Members were informed that officers from the District Council and GAPTC were looking to produce a separate Code of Conduct based on the NALC template. However, Members were asked to consider if they wished to adopt the NALC version. **Proposed by Cllr Matthews.**

Cllr Hobman informed the Council that she had attended a meeting of the Standards Committee at the District Council earlier in the afternoon, at which the Committee had decided not to adopt the NALC version, preferring for the District Council's Solicitor to produce an alternative version as it was felt that the NALC version did not cover all of the areas/points required. At this point **Cllr Edwards agreed to second** the motion, as he felt that the version which would be produced by the District Council may prove to be too restrictive.

During discussion it was noted that the Code of Conduct produced by the District Council's Solicitor would be submitted to the District Council's Standard's Panel for consideration and that the NALC document had been produced similar to the Nolan principles. It was noted that the District Council had only invited three Council's to comment on the proposal to formulate a new Code of Conduct and the CEO recommended that the Council adopt the NALC "tailored" version of the Code of Conduct. The matter was put to a vote which was carried with one abstention.

**Resolved:** To adopt the NALC "tailored" version of the Code of Conduct for Parish Councils

10. **NALC POLICY CONSULTATION – FUNDING ARRANGEMENTS FOR LOCALISING SUPPORT FOR COUNCIL TAX/LCR ARTICLE RE. NDPs**

Prior to the meeting Councillors were provided with a copy of the consultation document which had been received from NALC.

Cllr Pearman noted that the document stressed that Local Authorities would need to work together and he stated that he would not like Lydney Town Council to inherit any costs. Furthermore, Cllr Pearman acknowledged that both the Neighbourhood Development Plan (NDP) and the Localism Act had been referred to several times, and he felt that it may be possible to improve the underpass at the Railway Station if the option of a NDP was pursued. Finally, Cllr Pearman stressed that Policy Consultation drove what Council actually achieved and whilst he felt that the Council needed to get involved, he urged Members to be mindful of any costs.

**Cllr Berryman proposed** that the Council's response to the consultation should be formulated by the CEO, together with Chairman of the Finance and Scrutiny Committee (Cllr Pearman). **Seconded by Cllr Matthews.** The motion was put to a vote which was carried.

**Action by – the CEO and Cllr Pearman**

Attention was then drawn to an e-mail which had been received from Ms Mary Dill, Editor of LCR and LCR Online, who had questioned if the Council had started its neighbourhood plan yet; what progress had been made, or if no progress had been made why not? **Cllr Berryman proposed** that the CEO, together with Cllr Pearman, formulate a response to the enquiry. **Seconded by Cllr Hobman.** Unanimous.

**Action by – the CEO and Cllr Pearman**

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## 11. FINANCIAL MATTERS

### FINANCIAL STATEMENT

JUNE 2012

#### Bank Balance as 1st April 2012

LLOYDS BANK - Current	00101278		14,186.68
LLOYDS BANK - Earmarked Reserves	01290309		
S106		29,191.50	
Lydney War Memorial		1,318.00	
Primrose Hill Play Area		8,000.00	
Playbuilder Grant from FoDDC (Zip wire)		634.00	
Cemetery		25,000.00	64,143.50
LLOYDS BANK - General Reserve	01290309		48,787.73
			<b>127,117.91</b>

### TRANSACTIONS

#### PAYMENTS

Payments APRIL – INTERIM	5,608.16	
Payments MAY	47,638.87	
Payments JUNE	24,506.43	Detailed below
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	<b>Total Payments YTD</b>	<b>77,753.46</b>

#### RECEIPTS

Receipts APRIL	218,557.22	
Receipts MAY	3,079.81	Receipts Summary attached
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	<b>Total Receipts YTD</b>	<b>221,637.03</b>
	<b>Total</b>	<b>271,001.48</b>

<b>Reconciled Bank Statements as at end</b>	<b>May 2012</b>		<b>Bank Statements attached</b>
LLOYDS BANK – Current account		114,346.31	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Playbuilder Grant from FoDDC (Zip wire)	594.00		
Cemetery	25,000.00		
Neighbourhood Development Plan	15,000.00	79,103.50	
LLOYDS BANK - General Reserve		77,551.67	156,655.17
<b>Bank Balances as at</b>	<b>31-May-12</b>	<b>271,001.48</b>	<b>0.00</b> che

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### JUNE PAYMENTS

### Spending Power

#### Payments made by Direct Debit/Standing Order

Fuel Genie	223.74	Monthly	DD
Tate Computer Technology	62.40	Monthly	STO
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO
<b>Sub Total</b>	<b>466.14</b>		

*via General Power of Competence*

#### Interim Payments made in advance of the meeting:

Tesco Stores Ltd	110.88	Monthly	6655
Lydney Festival	1,500.00	Annual	6656
<b>Interim Payments in advance of meeting: Sub total</b>	<b>1,610.88</b>		

#### Chq. No.

#### Payments for approval at the meeting held on:

11-Jun-12

#### Chq. No.

Corporate Expenditure	10,167.18	Monthly	6657- 6665
HMRC	3,063.62	Monthly	6666
Glos LGPS	2,841.43	Monthly	6667
A4 Office Products Ltd	13.07	Monthly	6668
Myra Burns	54.00	Ad-hoc	6669
Forest Equipment Services	587.09	Monthly	6670
GAPTC - fee & travel exps (Cllr training 31.5.12)	273.40	Ad-hoc	6671
Office Star Group Ltd	280.14	Annual	6672
Pear Technology Services Ltd	4,230.00	Ad-hoc	6673
Sage (UK) Ltd	732.00	Annual	6674
SLCC (CiLCA registration - CW)	150.00	Ad-hoc	6675
Petty Cash	37.48	Monthly	6676
<b>Payments to meeting: Sub total</b>	<b>22,429.41</b>		
<b>TOTAL PAYMENTS JUNE</b>	<b>24,506.43</b>		

#### A list of unresented Cheques (For Information only)

All About Eve	25.00	6477
Legal & General	1,996.88	6601
Corporate Expenditure	1,038.22	6624
	<b>3,060.10</b>	

Approval was sought to pay one further invoice which, due to its late arrival, had not been included in the printed Finance Statement. The invoice amounted to £450 from Abbey Tree Services and covered work to the trees in The Spires (agenda item 21). Approval **proposed by Cllr Osborne, seconded by Cllr Harris**. The matter was put to a vote which was carried with one abstention. Cllr Bonser sought clarification that an area of The Spires was indeed in the Council's ownership. CEO confirmed this to be correct.

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 Edwards**. Unanimous.

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## Bye-election

Members were informed that it was likely that the Council could face election costs of £6,000–7,000 for the forthcoming elections in Lydney North and Lydney East, which included the cost of polling cards (estimated to be £2,000).

Consideration was given to the necessity to issue polling cards and Cllr Matthews stated that she had previously received a number of complaints that residents were not aware that the last election had taking place, as the Council had chosen not to pay for polling cards to be issued. Furthermore, Cllr Matthews felt that the Council had no option but to cover the cost of polling cards as the electorate had clearly demonstrated that they wished for the democratic process to take place. Accordingly, it was **proposed by Cllr Matthews, seconded by Cllr Osborne** that the Council would cover the cost of issuing polling cards. The motion was put to a vote with one absention.

**Cllr Osborne proposed** that the CEO obtain an explanation from the Forest of Dean District Council as to why the cost of holding an election for Lydney East was five times more expensive than an election in Lydney North, when Council believed Lydney East to only be three times bigger than Lydney North. **Seconded by Cllr Biddle.** The motion was put to a vote with one abstention.

**Action by – the CEO**

District Cllr Winship excused herself from the Chamber.

In view of the above it was **proposed by Cllr Hobman, seconded by Cllr Pearman**, that that Council would reduce its budget allocation for the Neighbourhood Development Plan by £5,000 in order that it may cover the election costs.

## War Memorial

Prior to the meeting Councillors were provided with copies of the Council's insurance policy which detailed the value which had been placed on the War Memorial. Following a request by Cllr Osborne, Cllr Berryman volunteered to approach Damsells to obtain a quotation for rebuilding the War Memorial to enable Council to consider if it is necessary to increase its insurance provision.

**Action by – Cllr Berryman**

It was noted that at the July Full Council meeting the Council would be asked to appoint a further Councillor to the Finance and Scrutiny Committee (following Cllr Cooksley's resignation from said Committee). No objection/comment was raised.

## Financial Working Party

It was noted that the Financial Working Party has now been superseded by the Neighbourhood Development Plan Steering Committee.

District Cllr Bevan excused himself from the Chamber.

## 12. GRANT/FUNDING BID APPROVAL

Cllr Matthews stated that she was still working on proposals for the purchase of a piece of infant equipment for the Primrose Hill Meend.



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The CEO reminded Cllr Matthews that in order to comply with the Big Lottery Fund's grant criteria she would need to complete and return an end of project report and issue a press release (including photos) of the equipment launch which had been incorporated into the Jubilee Celebrations in Bathurst Park.

Cllr Matthews then informed Members that all documentation relating to Bathurst Park's registration as a Queen Elizabeth II Playing Field had now been signed and that she was looking to register the land with Land Registry.

13. **ALLOTMENT PROVISION**

Cllr Thomas advised that this matter was in abeyance as a response was still awaited from Lydney Park Estate.

14. **PUBLIC FOOTPATH FAY42**

Cllr Thomas reported that he had approached Mr Rob Millar, Environment Agency, in order to try to ensure uniformity with signage already erected at Lydney Docks. Lydney Park Estate hoped to secure funding to cover the cost of three signs and two kissing gates.

15. **CEMETERY/BURIAL GROUND**

Cllr Berryman reported that the Reverend felt that Lydney Cemetery still offered 5-6 years use and that Aylburton Parish Council still awaited the transfer of Millennium Wood from Lydney Park Estate.

Cllr Osborne highlighted that the earliest burial in St Mary's churchyard was in 1826 and he questioned if the Council would ever be able to re-open a closed churchyard. During discussion the CEO recalled that when she first joined the Council she had made enquiries, but had not been able to get very far. It was also felt that the Council may encounter problems with ascertaining the period of time that Exclusive Rights of Burial had been granted, although it was noted that if the churchyard was re-opened the Council would no longer be required to maintain the area, as the responsibility would revert to the Diocese.

Prior to the meeting Councillors were provided with information which had been received from Welters and Members were asked if they were interested in meeting with the organisation. **Proposed by Cllr Bonser, seconded by Cllr Matthews. Unanimous.**

**Action by – the CEO**

16. **LYDNEY AREA ACTION PLAN (LAAP)**

Cllr Pearman drew Members' attention to the notes from the Steering Group's last meeting on 30 May 2012 and he explained that the most recent guidance obtained by the Group demonstrated that public consultation was the key to the success of the project. Accordingly, it was the Group's intention to formulate a Neighbourhood Development Plan (NDP) for the town once a public consultation exercise had been concluded.

Cllr Edwards explained that the District Council's only statutory "forward plan" document was the Core Strategy and officers at the District Council hoped to finalise both the LAAP and the Allocations Development Plan Document (ADAP) by 2014. However, it was felt that the Town Council's NDP would incorporate the objectives of both the aforementioned documents, in addition to other areas. Additionally, Cllr Edwards

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highlighted that the NDP would need to fit in with the Core Strategy and it was felt that the NDP would assist Planning Officers at the District Council as part of future plans.

During a brief discussion Cllr Biddle felt that the LAAP did not project a clear message for the town. Cllr Pearman also expressed concern over the public consultation exercise which was undertaken by the District Council regarding the LAAP, together with a poor level of attendance at events. It was hoped that the NDP would be concluded by December 2013. Attention was then drawn to an item of correspondence which had been received regarding a free event connected to Neighbourhood Planning and it was agreed that Cllrs Biddle, Edwards, Pearman and Thomas would attend on behalf of the Council.

17. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

Discussed under agenda item 16.

18. **PLAY AREA – PRIMROSE HILL**

Due to the contents of the Annual Inspection Report produced by an officer from Monmouthshire County Council, Councillors were asked how they wished to address the issues which had been highlighted.

During discussion consideration was given towards replacing the swinging beam with a swinging rope. Alternatively, it was suggested that the Council retain the current beam as a member of the public had offered to place chains secured into the ground to limit the amount of movement afforded to the rope. Cllr Bonser voiced concern over the amount of rope which may be used to attach a swinging rope to the frame. Cllr Biddle reminded Members of the insurance problems which the Council would face if it permitted a third party to modify the play equipment. Cllr Matthews noted that other Local Authority play areas utilised play equipment incorporating a swinging beam and she questioned why no questions had been raised regarding their safety. Members were reminded that the Council had appointed Monmouthshire County Council (MCC) as their Annual Inspector as they had not previously been satisfied with the inspections conducted by RoSPA. Furthermore, that any modifications would need to be approved by said inspector.

Members were also reminded that based on a conversation with a number of Councillors the aforementioned member of public had also designed and installed a metal box which surrounded the tensioning equipment for the zip wire, as attempts had been made by unknown persons to vandalise the equipment. However, the Council's insurance provider would not currently cover the modification, and the member of public was not willing to allow his professional insurance to be extended to incorporate the box. Accordingly, it had been suggested that an approach should be made to the equipment supplier to ascertain if they would be willing to cover the box under their insurance, subject to re-inspection by MCC.

Members then noted the advice which had been obtained from the Gloucestershire Playing Fields Association that the officer from MCC was suitably qualified to conduct Annual Inspections. Furthermore, that the equipment supplier was due to attend site on 15 June 2012 to advise if they would be willing to cover the box under their insurance. After a short discussion it was **proposed by Cllr Matthews, seconded by Cllr Bonser**, that the Council would obtain a quotation for modifying the existing swinging beam with chains. The motion was put to a vote which was carried with one abstention.

Action by – the CEO

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Attention was then turned to the issue concerning the zip wire and during discussion it was **proposed by Cllr Pearman** that Cllrs Biddle, Bonser and Matthews would form a Working Party (granted Delegated Powers) to meet with the equipment provided to consider the modification which has been undertaken to the zip wire. Working Party members to be mindful of the advice received from the Council's insurers and a sum of money to address both the aforementioned situations. **Seconded by Cllr Edwards**. The motion was put to a vote which was carried.

**Action by – Cllrs Biddle, Bonser and Matthews**

## Annual Inspections

Members were asked to consider if they wished to retain the services of MCC for their 2013 inspections. Cllr Biddle did not object to retaining the services of MCC and Cllr Bonser accepted that the Council had previously been concerned over the legitimacy of some of the items contained in the RoSPA reports. However, **Cllr Bonser proposed** that the Council would arrange for RoSPA to carry out inspections on Council managed play areas in 2013. **Seconded by Cllr Hobman**. The motion was put to a vote which was carried.

**Action by – the CEO**

It was also noted that the equipment provider had agreed to re-lay a degree of the safety surfacing which had been installed around the equipment. Noting that a number of the climbing hand holds had been removed from the equipment, **Cllr Matthews proposed** that the Council also arrange for the missing holds to be replaced. However, Cllr Biddle felt that the problem stemmed from a design fault which he believed the Working Party should take up with the equipment installer during their meeting. Cllr Matthews's proposal was not seconded. The CEO reminded Members that only £594.00 remained in the Council's budget for the equipment and she cautioned that the above work may result in an overspend against the budget heading.

## 19. RAILWAY STATION CAR PARK

Cllr Biddle informed Members that a small working party, led by himself, hoped to collect litter from the Railway Station Car Park on Sunday 17 June 2012 at 10.00 am. An invitation was extended to all available Councillors to attend and the assistance of the Sea Cadets and Forest Equipment Services was greatly appreciated.

## 20. FORMAL CORRESPONDENCE RECEIVED

- Network Rail – copy of letter sent to District Cllr Glastonbury by Ms Samantha Rivers responding to his concerns over the temporary closure of the underpass at Lydney Railway Station. *Council to write to Network Rail to challenge their response due to their national campaign to encourage public safety. Stress that whilst members of the public may allow sufficient times to catch their trains they may be prevented from safely crossing the tracks by freight trains, etc. Council feel that either the underpass needs to be re-opened or a footpath provided.* **Proposed by Cllr Bonser, seconded by Cllr Osborne. Unanimous.**
- Environment Agency – notification that the EA has received a permit application from Urbaser Environmental Limited to run a waste incinerator at Javelin Park, Haresfield. Notification also provides details of the public consultation which is taking place on the application.

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- Gloucestershire Rural Community Council – E-mail promoting a “Food for Thought” free tour which will take place on 29 June 2012 from 9.30 am to 3.00 pm. **Cllr Thomas to attend.**
- Gloucestershire County Council – E-mail from Hester Hunt providing a copy of the agenda for the next Chartered Parishes Group meeting. **Cllr Matthews to attend.**

## 21. COMMITTEE AND OTHER REPORTS

### Highway/Planning Issues

Members were provided with a copy of the draft minutes from the April meeting for their information.

#### The Spires

Members noted that it had been necessary to undertake work to trees under health and safety since the last meeting on the land managed by the Council at The Spires, at a cost of £450.00

#### Footpath from Oakdale Development

Members were provided with a copy of an e-mail which had been received from Neil Troughton MCIHT, Area Manager (Highways – Forest of Dean, Gloucester and Stroud), Gloucestershire County Council. Mr Troughton’s response to the Council’s concerns regarding the lack of a suitable footpath from the development, either into the town or along the A48 was noted by Councillors, together with a further e-mail from Mr Peter Maunder, Footpaths Officer.

It was felt that the temporary footpath which had been provided into town was the ideal location for a permanent footpath, but it was stressed that members of the public would still walk along the A48 from the development if they wished to visit Whitecross School, the Railway Station, etc.

It was **proposed by Cllr Matthews, seconded by Cllr Osborne** that the CEO, together with Cllrs Bonser and James, would formulate a suitable response. Unanimous.

**Action by – the CEO, Cllrs Bonser and James**

#### Planning (General)

Cllr Harris highlighted that the Committee had been appalled that, despite the Council’s strong objections, the planning applications which had been submitted by Tesco Stores Limited had been given consent. Cllr Matthews felt this practice to be a regular occurrence and she felt that the Town’s District Councillors should be doing more. Members noted that in future the Committee would request its District Councillors ensure that any application to which it objected, would be considered by the District Council’s Development Control Committee. During discussion Councillors questioned how it was decided if an application would be considered by delegated power or Committee decision and it was felt that the decision was taken by a senior Planning Officer. Cllr Hobman volunteered to monitor planning applications in the future via the District Council’s website. **Cllr Osborne proposed** that the Head of Planning be requested to provide Council with an overview of the planning process in order that Members may better understand the process. **Seconded by Cllr Harris.** The motion was put to a vote which was carried.

**Action by – the CEO**

# LYDNEY TOWN COUNCIL

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Furthermore, Council to write to the Head of Planning to record its unhappiness that applications are granted consent despite valid objections relating to material considerations being raised by the Council. **Proposed by Cllr Osborne, seconded by Cllr Harris.** Unanimous.

**Action by – the CEO**

## Finance and Scrutiny Committee

Members were provided with a copy of the draft minutes from the May meeting for their information.

It was noted that the Council's Admin Apprentice had taken up her post earlier in the day. Attention was drawn to the need to purchase a "used" file server in order to ensure the security of the Council's electronic files and also enable staff to continue to work if PCs failed. **Cllr Pearman proposed** that the matter be an agenda item for the next Full Council meeting. Unanimous.

**Action by – the CEO**

## Jubilee Event

Cllr Berryman expressed thanks to Cllrs Bonser, Biddle, Edwards, Pearman, Hobman, Matthews and Mr B Hobman for all their hard work. Cllr Bonser also expressed thanks to the Town Council staff for their assistance and reported that, despite the poor weather, those members of the public who had attended the event had enjoyed it immensely. Furthermore, it had been suggested that the event should become a regular occurrence. Cllr Bonser felt that any funding remaining from the event should be ring-fenced in the Trust's account and she informed Members that the remaining balloons from the balloon race would be utilised during the Yacht Club Rally as a further fundraising drive for the Trust.

Members were also informed that due to the poor weather Danters had requested a reduction in their attendance charge. It was **proposed by Cllr Osborne, seconded by Cllr Biddle**, that their charge would be reduced to £100 in recognition of the assistance which they have provided to the Council over the years. Unanimous.

**Action by – Cllr Bonser**

## Youth Council

Cllr James reported that a poster encouraging youths to get involved in the Youth Council had been distributed and that over the weekend, she and Cllr Bonser had visited Cardiff and had managed to make contact with a similar group from which they were able to gain valuable advice/information including the benefits of using Facebook/Twitter to communicate with young people. Considering the Point of Order (i.e. the six month rule) which had been raised by Cllr Osborne earlier in the meeting, Cllr James questioned if the Council was now able to arrange a further meeting. The CEO advised that the Council wished to move the Youth Council project forward, accordingly it would be necessary to agree a meeting date. Cllr Osborne agreed with the CEO's comments, however, he reiterated the Points of Order still stood contested.

Cllr James then sought clarification regarding the Working Party which had been setup to assist with the formation of a Youth Council, as Cllr Matthews was not shown to be a member. However, Cllr James stressed that if not for the efforts of Mr Owen and Cllr Matthews the Council would not have reached its current position. Cllr Osborne stated

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/06/11 – 32

that he had stepped down from the Working Party and Cllr Harris felt that the Council could rule out Cllr Bartle's involvement at this present moment in time.

After seeking permission to address the Council, Mr Owen cautioned that the Council was in jeopardy of losing its momentum entirely and he felt that the Council needed to release information on the Youth Council/agree a meeting date. Cllr James noted that a date had yet to be agreed for the meeting and highlighted that interested young people had been asked to submit their details to the Town Council by 29 June 2012. During discussion it was noted that the formation of the Youth Council had yet to be defined, as it would be dependent upon the response which had been received. However, the age range of the Youth Council would be set at 11-19 years.

It was agreed that a meeting of the Youth Council Working Party would take place in the Council Chamber at 2.00 pm on Thursday 28 June 2012 and would comprise of Cllrs James, Harris, Matthews and Mr Owen. Cllr Bartle to be informed of the meeting date.

Cllr Matthews informed Members that she was in contact with Wyedean School to ascertain if their pupils would be interested in joining the Youth Council. Furthermore, it was suggested that posters could also be displayed at Bathurst Pool, Valley Road Stores and Ruddys Chip Shop; it was also hoped that Ms Janet Hughes of The Forester would also arrange for an article to be produced in the paper. Cllr Matthews advised that she would be attending The Event at Cheltenham Borough Offices on 16 July 2012 and it was noted that Cllr Biddle would also attend on behalf of the Vibe Café.

### District Councillor Report

Discussed under NALC Code of Conduct agenda item.

### County Councillor Report

Nothing to report.

## 22. COUNCILLORS REPORTS

Cllr Osborne advised that he had attended a magnificent concert, organised as part of Lydney Festival, on the weekend. Furthermore that he had received a complaint that overhanging branches were obscuring the Town Council's directional sign.

**Action by – the CEO**

Cllr Osborne requested that the 2012 Remembrance Service be an agenda item for the next meeting as he had been informed that the Lydney Legion would close permanently in August. Accordingly, the CEO was requested to write to the Secretary of the Lydney Legion to ascertain what arrangements have already been made for this year's event in order that their reply may be considered at the July meeting.

**Action by – the CEO**

Cllr Edwards reported that he had attended a Lydney Air Quality Management Meeting (LAQM) at the District Council on 31 May 2012. Cllr Edwards suggested that Councillors may wish to obtain a list of strategic measures to control air quality around Bream Road as their views would be welcomed. Furthermore, the District Council hoped to undertake a public consultation regarding traffic calming measures and Cllr Edwards had confirmed that the Town Council would be interested in taking part.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/06/11 – 33

Cllr Matthews requested that Lydney C of E School be provided with extracts of the LAQM report as she felt that it may encourage parents not to park in Bream Road.

Cllr Harris advised that she had been questioned as to whether the Council intended to respond to the letter which had been published in the press recently relating to a Councillor's resignation. Members noted that the Council had refrained from passing comment on the letter, likewise Council felt the letter not worthy of a response. Cllr Osborne encouraged any member of the public who wished to see how the Council conducted its business to attend Council meetings.

Cllr Hobman reported that District Councillor Glastonbury had arranged a meeting with Planning Officers and all District Councillors who represented Lydney on 27 June 2012.

The CEO reported that Cllr Edward had expressed an interest in studying for Working With Your Council and that this would be an agenda item for the next Finance and Scrutiny Committee meeting. Furthermore, that a banner would be displayed promoting the first Councillor/Police Surgery and Councillors were reminded that they needed to consider if they wished to distribute leaflets/hand-outs covering the role of a Councillor.

It was unanimously agreed that an agenda item regarding Quality Status would be included on the July agenda.

**Action by – the CEO**

23. **MEETING DATES**

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

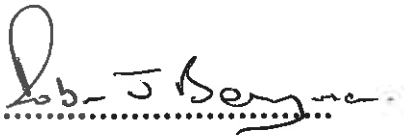
- 9 July 2012 – Planning Committee/Full Council
- 23 July 2012 – Bi-monthly Trust meetings

24. **PRESS RELEASE**

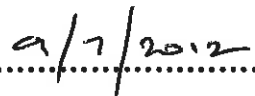
None.

Meeting closed at 9.55 pm

Chairman .....



Date .....



**Actions from Full Council meeting on 14 May 2012**

Agenda Item	Action
8.	<ul style="list-style-type: none"> <li>Advise FOD Cadets of acceptance of nomination and arrange for Leading Cadet Tiffany Cooksley to attend June meeting. <b>Done</b></li> <li>Order further supplies of Mayor's Cadet badge. <b>Done</b></li> </ul>
9.	<ul style="list-style-type: none"> <li>Ensure that the newly adopted documents are uploaded to Town Council website (where appropriate). <b>Done</b></li> <li>Councillors to ensure that they amend their procedural folders where necessary. <b>Noted</b></li> <li>Ensure that the Asset Register for the 2012-2013 financial year is amended to reflect that the Council now purely owns three cross road Christmas features. <b>Noted</b></li> <li>Ensure that at the June meeting Members are informed of the insurance value which has been placed on the War Memorial. <b>Insurance value included with Agenda</b></li> </ul>
10.	<ul style="list-style-type: none"> <li>Inform the Town Hall Management Committee (and Caretaker) that the Council would retain ownership and control of the flagpole and external noticeboard at the Town Hall. <b>Done</b></li> </ul>
11.	<ul style="list-style-type: none"> <li>Invite Police representative to attend the June meeting to provide Council with an update regarding Police Information Points and how the matter would be moved forward. <b>Invitation issued</b></li> <li>CEO to ascertain if the Lydney Methodist Church operated a "buddy system" as per Coleford and Chepstow. <b>Ltr Sent</b></li> <li>Letter to be sent to Lydney Co-operative store advising of the Council's desire to operate a stall at the front of their store on either the first or second Saturday of each month. In the meantime, a stall to be operated as part of "Lydney Festival" outside the store from 10.00 am to 12 noon. <b>Ltr Sent, response awaited</b></li> <li>CEO to e-mail all Councillors once consent has been obtained from the Co-operative store in order that they may agree dates. <b>TBC once response received</b></li> <li>Invitation to be extended to the Police to participate once dates agreed. <b>Notification sent</b></li> </ul>
14.	<ul style="list-style-type: none"> <li>Councillors to be provided with a copy of a list of RPII inspectors. <b>Agenda item</b></li> <li>Working party to meet to discuss the comments attributed to the play equipment/surfacing at Primrose Hill Meend. <b>Verbal Update/Agenda item</b></li> <li>Residents concerns regarding the Primrose Hill Bus Shelter to be deferred to Amenities Committee for consideration. <b>Deferred</b></li> </ul>
15.	<ul style="list-style-type: none"> <li>Councillors to attend second training session on Thursday 31 May 2012 from 6.30 pm to 9.30 pm. <b>Noted</b></li> <li>CEO to amend Chairmanship training to that of Localism Training <b>Done</b></li> <li>Finance &amp; Scrutiny Committee to consider CEO's request to attend SLCC Summer Synopsis on 4 &amp; 5 July 2012 and also the suggestion that Council investigate the possibility of the CEO undertaking training to enable members of the public to register deaths locally. <b>Deferred to F&amp;S Committee</b></li> <li>CEO to write letter to Gloucestershire Registration Department recording the Council's displeasure over the lack of appointments locally for members of the public <b>Superseded by information gained by CCllr Cooksley, please see e-mail.</b></li> </ul>
17.	<ul style="list-style-type: none"> <li>Approval given for the allocation of £15k towards a Neighbourhood Development Plan for the Town, with £28,714 being transferred to the Council's General Reserve account. <b>Pending re. decision on Election Costs</b></li> <li>10% increase to be levied on allotment rentals. <b>Done</b></li> </ul>
20.	Cllr Hobman to further enquiries regarding land held by the District Council which may be suitable for allotment purposes. <b>Done, report received by Cllr Thomas</b>
6	<ul style="list-style-type: none"> <li>County Cllr Cooksley to continue to lobby GCC for the reinstatement of the Swan</li> </ul>



	<p>Road Link in their highway improvement plans. <b>Update – Cllr Cooksley</b></p> <ul style="list-style-type: none"> <li>At the next Lydney Area Action Plan meeting Cllrs Matthews, Harris and Hobman to re-iterate the Council’s displeasure that the Swan Road Link had been removed and to emphasise the need for a link to be created back to the town from the new developments. <b>Noted</b></li> </ul>
27.	<ul style="list-style-type: none"> <li>CEO to inform GCC that the Council feels that the footpath should not be closed unless the footpath via the old Golf Course is re-opened. Site meeting with Footpath Officer to be arranged to enable Councillors to voice their concerns regarding the current temporary footpath. <b>E-mail forwarded to all councillors, latest response from GCC attached – Agenda item</b></li> <li>CEO to inform the District Council that the Town Council is unhappy with the proposed charges, based on its Neighbourhood Development Plan work and the current economic climate. <b>Ltr Sent</b></li> <li>Council to submit a resolution to GAPTC to be considered at their AGM that it was concerned that the County Association was not looking to secure funding to assist Parish/Town Councils to produce Neighbourhood Development Plans. <b>Done</b></li> <li>Armed Forces Day to be added to list of agreed “flag” dates. <b>Done</b></li> </ul>
28.	<ul style="list-style-type: none"> <li>Inform GCC that proposed 20 mph zone should be extended up Bream Road in order that it includes Lydney C of E School. <b>Done</b></li> <li>VASs to also be included in plan, with the High Street VAS to be sited at the junction of Templeway West and High Street. <b>Done - Response forwarded to Highways Committee</b></li> <li>Cllr Edwards and CEO to formulate appropriate response regarding the Naas Level Crossing Order 2012. <b>Done</b></li> <li>Cllr James to inform the CEO when ready to move forward with membership of the Youth Council. <b>Pending – Cllr James</b></li> <li>Date of Youth Council meeting to be set for mid June (no specific date set) <b>Pending Cllrs James/Matthews</b></li> <li>Cllrs James, Matthews and Mr Owen to liaise. <b>Pending</b></li> </ul>
29.	<ul style="list-style-type: none"> <li>County Cllr Cooksley to progress the issue regarding inconsiderate/dangerous parking outside Lydney C of E School. <b>Update – Cllr Cooksley</b></li> </ul>
31	<ul style="list-style-type: none"> <li>CEO to issue press release on following topics: <ul style="list-style-type: none"> <li>Damage to the play equipment on Primrose Hill Meend <b>Done</b></li> <li>Formation of Youth Council <b>Done</b></li> </ul> </li> </ul>

## **Carol Wheeler - Executive Officer**

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**From:** COOKSLEY, Cllr David <David.Cooksley@gloucestershire.gov.uk>  
**Sent:** 22 May 2012 12:14  
**To:** Carol Wheeler - Executive Officer  
**Subject:** County registrars.

Hi, Carol. Info as promised. Two long-term absences have exacerbated registration delays, but absence problems have now been resolved. 3 new officers are now being trained. Back to full strength as soon as possible. ( I will keep you informed re. time scales ). Registrar due to be in attendance in F o D 3-4 days per week. Indicative stats for ref : 6.5k Births PA in county; 5.5k Deaths PA and 2.0k Marriages. Definite signs of an aging and expanding population !  
Regards, David.

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