

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/09/10 – 53

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 September 2012 at 7.15 pm.

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

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

Prior to the formal start of the meeting the Council welcomed Mr Peter Williams, Group Manager – Planning and Housing, Forest of Dean District Council (FODDC) and District Councillor Terry Glastonbury, Chairman, District Council Development Control Committee to the meeting.

Councillors engaged in a question and answer session with both guests regarding a number of planning matters, including the standard responses which are generated by the FODDC Planning system (which are sometimes felt to be confusing); the perception that material considerations submitted by the Town Council are not fully considered by Planning Officers and why enforcement action was not taken against an applicant who had elected to commence development prior to receiving planning consent.

During discussion Cllr Preest voiced concern that the District Council's Core Strategy contained numerous referenced to the Regional Spatial Strategy, which had now been abolished by Government, and it was felt that the document was not in keeping with the ethos of the Localism Act 2011. Mr Williams stressed that extensive consultation had taken place on the Core Strategy which had been subsequently examined and found to be sound. Cllr Edwards briefly outlined the situation regarding the recent refusal to grant retrospective planning consent for the creation of a gateway and questioned when action would be taken to compel the applicant to return the area to its original condition. Mr Williams explained the process which would be adopted prior to the issued of an official enforcement notice and also the right of appeal afforded to the applicant. Further discussion then took place on Council's perceived failure to take enforcement action on an area of land at The Purlieu, and District Councillor Glastonbury sought to justify the action taken by the District Council. Mr Williams agreed to provide the Council with a generic list of Material Considerations, however, it was stressed to Council that the District Council reserved the right to disagree with Council's comments, as it was required to take into consideration the impact of the proposal.

A short discussion then took place on the lack of provision for education which had arisen as a direct result of the housing development which had been granted on the Federal Mogul site. A number of Councillors expressed their dissatisfaction that the Town Council's views on a lack of suitable infrastructure prior to the granting of development consent had been ignored. Members were advised that the District Council had initially refused consent for the original scheme which had been proposed by the Developer; its views on the second scheme had not been supported by



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the Planning Inspectorate and that if the District Council had elected to continue to resist the application it would have been liable for the costs of defending its decision in court. However, a number of Councillors disagreed with the statement.

Mr Williams then briefly discussed the new guidance which had been received from Government regarding an uplift in S106 contributions as passed to him by Lydney's CEO.

Mr Williams then excused himself from the meeting.

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

1. **WELCOME**

Cllr Berryman then extended a warm welcome to Cllrs Preest and Osborne who had recently been elected to the Council this being their first meeting since their election in August.

2. **CO-OPTION**

Prior to the meeting Councillors were provided with a copy of the written expression of interest for Co-option which had been received from Ms Georgina Thompson. As no other members of the public had expressed an interest in joining the Council it was **proposed by Cllr Osborne, seconded by Cllr Pearman** that Ms Thompson would be co-opted onto the Council.

Standing Order were suspended whilst Cllr Thompson signed her Declaration of Acceptance of Office form and was informed of the date by which she had to return her completed Register of Members' Interest Form to the CEO. Cllr Thompson was then invited to take her seat at the table and Standing Orders were re-instated.

3. **APOLOGIES**

Apologies for absence were received from Cllrs Biddle and James and duly accepted.

4. **DECLARATIONS OF INTEREST**

None.

Members were informed that Councillor's Register of Members' Interest forms had been returned to the District Council.

5. **MINUTES OF PREVIOUS MEETING**

Apology was made to Council that the draft minutes of the July meeting had contained an incorrect amendment (under item 3), which should have read that Cllrs Osborne and Harris had *voted against the resolution, rather than abstained*. This was due to a typing error on behalf of the minute taker.

Minutes of the meeting were approved, subject to the above amendment. **Proposed by Cllr Osborne, seconded by Cllr Harris.**

6. **POLICE MATTERS**

Prior to the meeting Councillors were provided with a copy of the report which had been received from the Police, and during the meeting Councillors were provided with an

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Updated report which had been received. Attention was drawn to the statement that the Police Station in the town would close after 1 April 2013 and that the location for a definite Police Point had yet to be secured.

Cllr Edwards requested that the Police amend their report to also display “year to date” totals.

Action by – the CEO

Concern was then expressed over a report that only a small number of Police Officers were actually tasked with covering the Forest of Dean, with the remaining Officers being placed “on call” to cover Gloucester.

It was noted that the Police had not attended the last Police/Councillor surgery which had taken place in the town.

7. OPEN FORUM

Cllr Berryman informed members that earlier in the day a letter containing a list of questions for Council had been received from Mr Owen, 3 Augustus Way, Lydney. Cllr Berryman proceeded to read out Mr Owen’s letter and advised that the CEO would respond in writing to Mr Owen’s letter, unless Mr Owen wished the questions to go forward to the next meeting (this being Mr Owen’s preference).

Action by – the CEO

District Cllr M Winship – enquired if the mapping system recently purchased by the Town Council could be used by neighbouring Parish Councils. It was noted that the system was currently being used by the Neighbourhood Development Plan Steering Group (NDP) and that whilst it may be possible for neighbouring Parish Councils to use the system, if they wished to use the portable GPS unit they would need to purchase their own. District Cllr Winship then drew attention to the fact that the Council held S106 funding in its reserves and questioned why such funding had not been spent on community facilities. It noted that the areas where such funding could be best spent were currently being identified by the NDP Group, details of which were outlined in the latest newsletter and that the “earmarked” S106 funds already related to the sustainment/replacement of play provision. On behalf of the NDP Group, Cllr Pearman advised that it was liaising with Mr P Hibberd, Strategic Director, Forest of Dean District Council, to ensure that the £30,000 funding, if secured, could be accessed by NDP Groups. Finally, District Cllr Winship highlighted that appearance of a local scrapyard was deteriorating and she implored the Council to take action against its further decline.

District Cllr J Bevan – questioned if the Council had taken any further action regarding the possible cultivation of the roundabouts in the town. The CEO advised that whilst it would be possible for the Council to obtain a cultivation licence, its staff were not currently trained to work on the highway. Accordingly, Council had elected against pursuing the matter at this point in time. However, she highlighted that Cllr Biddle was investigating improvements to the gateways to the town, so Council may decide it wished to reconsider District Cllr Bevan’s proposal. District Councillor Bevan then questioned if the possible relocation of Lydney Dial-a-Ride to the Bus Station would jeopardise the future of the Town Hall. It was noted that discussions were still taking place between Lydney Dial-a-Ride and Gloucestershire County Council regarding the possible relocation.

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8. **COMMUNICATIONS BY THE MAYOR**

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

- A meeting of the four Forest Mayors at Coleford
- Newent Onion Fayre
- The funeral of the husband of a member of Town Council Staff
- A fundraising production at Lydney Town Hall by the new Management Committee

9. **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:-

- Due to the revision of the Council's Code of Conduct (and the replacement of the Power of Wellbeing with the General Power of Competence) it would be necessary to update the Council's Standing Orders.

Statement of Intent regarding Community Involvement

Prior to the meeting Councillors were issued with a draft version of the Council's Statement of Intent regarding Community Engagement. Adoption **proposed by Cllr Hobman, seconded by Cllr Matthews**. Councillors were asked to add the statement to their procedural folders.

Fixed Wiring Test

Councillors were provided with a copy of the quotation which had been obtained from BEC for a five year fixed wiring test of the Council's office. The quotation amounted to £125.00 plus VAT and Councillors noted that this matter had already been addressed as an urgent health and safety matter. **Noted.**

Stronger in Partnership Training

It was noted that the above training course would take place on 18 September 2012. As Cllr Pearman was now unable to attend the training, Cllr Edwards kindly offered to attend in his place.

CEO's Further Education

The CEO was delighted to announce that both she and Cllr Matthews had successfully completed the "Community Engagement and Governance" course at the University of Gloucestershire in one year, as opposed to the normal two years allowed as a part-time student. Members noted that the CEO would continue with her degree course over the next 12-24 months thereby attaining a full degree in due course.

Various

- The Council had been provided with information regarding S106 uplifts and the trigger points for the release of S106 funding from the large housing development by Robert Hitchins Limited. Whilst the information had already been issued to members of the Council's Planning and Highways Committee, Councillors were requested to contact the Executive Officer if they required a further copy.

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The Council had also been provided with draft guidance from Gloucestershire County Council regarding Highways Development Management Standing Advice. Whilst the information had already been issued to members of the Council's Planning and Highways Committee, Councillors were requested to contact the Executive Officer if they required a further copy.

- Councillors were informed that Mr Clive Hinton had resolved to continue with his company, Forest Equipment Services, following the decision District Council's decision to award its litter collection contract to Biffa. Cllr Preest highlighted the amount of litter which was deposited at the bus station and called for the Council to question the District Council on the amount of fines which had been issued for dropping litter in the town for the current year, and forest-wide to date.

Action by – the CEO

It was noted that the CEO would shortly meet with Mr Hinton to discuss the Council's /Trust's litter collection contract and to date, no approach had been made by Biffa to discuss the Council's requirements.

DCLG Guidance

Prior to the meeting Councillors were provided with a copy of the guidance which had been received from the Department for Communities and Local Government regarding Personal Interests. Councillors were requested to add the guidance to their procedural folders.

10. FINANCIAL MATTERS

FINANCIAL STATEMENT		SEPTEMBER 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
			<u>127,117.91</u>

TRANSACTIONS

PAYMENTS

Payments APRIL – INTERIM	5,608.16	
Payments MAY	47,638.87	
Payments JUNE	24,506.43	
Payments JULY	30,441.17	
Payments AUGUST	33,762.93	Detailed below
Payments SEPTEMBER	31,979.72	Detailed below
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	173,937.28

RECEIPTS

Receipts APRIL	218,557.22	
Receipts MAY	3,079.81	
Receipts JUNE	610.78	
Receipts JULY	6,507.84	Receipts Summary attached
Receipts AUGUST	8,232.80	Receipts Summary attached
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	

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Receipts DECEMBER	-
Receipts JANUARY	-
Receipts FEBRUARY	-
Receipts MARCH	-
Total Receipts YTD	236,988.45
Total	190,169.08

Reconciled Bank Statements as at end	August 2012	Bank Statements attached	
LLOYDS BANK – Current account		2,810.81	
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	6,672.45	70,775.95	
LLOYDS BANK - General Reserve	116,582.32	187,358.27	
Bank Balances as at	31-Aug-12	190,169.08	0.00 check

AUGUST PAYMENTS

Spending Power
via General Power of Competence

Payments made by Direct Debit/Standing Order

Fuel Genie	167.89	Monthly	DD
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO
Tate Computer Technology Ltd	62.40	Monthly	STO
Sub Total	410.29		

Interim Payments made in advance:

			<u>Chq. No.</u>	
County Air Ambulance	100.00	Annual	6712	Grant
Forest Sensory Services	100.00	Annual	6713	Grant
University of Gloucestershire	1,860.00	Half Yearly	6714	Training (Inst 2 re 11/12)
Petty Cash	200.00	Monthly	6715	Petty Cash
Bathurst Park & Recreation Trust	342.75	Quarterly	6716	VAT Repaid
Lydney Recreation Trust	398.06	Quarterly	6717	VAT Repaid
Lydney Town Hall Trust	206.05	Quarterly	6718	VAT Repaid

Interim Payments in advance of meeting: Sub Total 3,206.86

Payments for approval in lieu of an August meeting:

			<u>Chq. No.</u>	
Corporate Expenditure	9,698.84	Monthly	6719-6727	
HMRC	2,811.00	Monthly	6728	
Glos LGPS	3,222.20	Monthly	6729	
Arkell & Hurcombe (Bronzeworks)	132.00	Ad hoc	6730	Cemetery
BEC Plumbing & Heating Ltd	84.00	Annual	6731	Establishment Charges
Charles Saunders Ltd	32.34	Ad hoc	6732	Establishment Charges
Columbaria	168.00	Ad hoc	6733	Cemetery
Greenfields Garden Services Ltd	816.00	Monthly	6734	Cemetery: Grass Cutting x2 mths
Light Fantastic DIY Ltd	3.83	Monthly	6735	Cemetery
Lydney Garden Centre	6.99	Ad hoc	6736	Cemetery
Moore Stephens	1,782.00	Annual	6737	Audit
Office Star	58.42	Monthly	6738	Stationery
Shaw & Sons Ltd	117.88	Ad hoc	6739	Cemetery
SLCC	165.00	Ad hoc	6740	Training
Petty Cash	37.28	Monthly	6741	Petty Cash

HS

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DBC Solutions Ltd	760.00	Annual	6742	Training
Bathurst Park & Recreation Trust	10,250.00	Half yearly	6743	Grant - 1st instalment

Payments in lieu of meeting: Sub Total 30,145.78

TOTAL PAYMENTS AUGUST 33,762.93

SEPTEMBER PAYMENTS

Spending Power
via General Power of
Competence

Payments made by Direct Debit/Standing Order

Fuel Genie	385.49	Monthly	DD
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO
Tate Computer Technology Ltd	62.40	Monthly	STO
Sub Total	627.89		

Interim Payments made in advance of the meeting:

Smart distribution	120.00	Ad hoc	6744
Petty Cash	70.00	Ad hoc	6745

Interim Payments in advance of meeting: Sub Total 190.00

Payments for approval at meeting held on:

10th September 2012

Chq. No.

Corporate Expenditure	10,127.26	Monthly	6719-6727	
HMRC	2,907.43	Monthly	6728	
Glos LGPS	3,069.89	Monthly	6729	
A4 Office Products	46.79	Monthly	6757	
Arnell & Hurcombe (Bronzeworks)	81.60	Ad hoc	6758	
Columbaria Company (Chq to Odlings)	168.00	Ad hoc	6759	
Ellis Whittam	3,322.50	Annual	6760	
Forest Equipment Services	587.09	Monthly	6761	
Forest of Dean DC	6,515.42	Ad hoc	6762	
Information Commissioner's Office	35.00	Annual	6763	
M J Security	48.00	Annual	6764	
Monmouthshire CC	96.00	Monthly	6765	
Office Star	94.64	Monthly	6766	
PHS Group	64.56	Annual	6767	
Playahead	134.00	Ad hoc	6768	
SITA UK Ltd	84.86	Monthly	6769	
Solo Medical Training	192.00	Ad hoc	6770	
WPS Insurance Brokers Ltd	36.51	Annual	6771	
ADT Fire & Security	276.42	Annual	6772	
<i>chq cancelled</i>	<i>0.00</i>		<i>6773</i>	<i>chq cancelled</i>
Greenfields Garden Services Ltd	408.00	Monthly	6774	
Mike Jones Plant Hire	582.00	Ad hoc	6775	
Printwaste Recycling & Shredding	42.00	Ad hoc	6776	
SITA UK Ltd	84.86	Monthly	6777	
Whitehouse Press Ltd	400.00	Quarterly	6778	
WPS Insurance Brokers	10.00	Annual	6779	
<i>chq cancelled</i>	<i>0.00</i>		<i>6780</i>	<i>chq cancelled</i>
Petty Cash	48.00	Monthly	6781	
Tate Computer Technology Ltd	1,674.00	Ad hoc	6782	
All About Eve	25.00	Annual	6783	

Payments for approval at meeting: Sub Total 31,161.83

TOTAL PAYMENTS SEPTEMBER 31,979.72

R/S

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A list of unpresented Cheques (For Information only)

All About Eve	25.00	6477	Lost: Stop notice prepared - cheque to be re-issued
Lydney Garden Centre	6.99	6736	
Bathurst Park & Recreation Trust	10,250.00	6743	
Smart Distribution	120.00	6744	
	<u>10,401.99</u>		

Members noted that the payments to HMRC and Gloucestershire County Council's Pensions Department would be held to the middle of the month. Delegated powers were granted to the CEO to resolve the matter of two cheques to WPS Insurance (£36.00 and £10.00 respectively).

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

S137 Spend

Proposed by Cllr Hobman, seconded by Cllr Cooksley, that the Council would spend £25.00 in respect of a Remembrance Wreath. Unanimous. Cllr Bonser noted that the budgetary heading for the Cemetery was currently overspent. Members were advised that the Amenities Committee would be asked to revise their budgetary headings, in order that they adequately reflected the anticipated expenditure.

Guidance Notes

Prior to the meeting Councillors were provided with a copy of the guidance note below which had been received. Councillors were asked to read and digest the information and then add the guidance notes to their procedural folders.

- LAIS 1337 = Local Council Precept Data
- JPAG Issue 20120725 – Safeguarding Public Money

Annual Return

Cllr Pearman reported that the Council had received the Annual Return for the Year Ended 31 March 2012, which had been returned by the External Auditor, Moore Stephens. Councillors were delighted to note that the only comment made by the external auditor was "the Council should minute the discussion of all internal audit reports, even if there is nothing to report". Noted.

11. **GRANT/FUNDING BID APPROVAL**

Cllr Matthews reported that she had completed the end of project report in respect of the outdoor gym equipment and would ensure that it was given to the CEO to sign off later in the week.

Cllr Matthews then reported still attempting to obtain quotations for infant play equipment at Primrose Hill and it was noted that this matter was being considered by the Amenities Committee.

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12. NOMINATIONS TO COMMITTEES/Committee Co-options

Planning Committee

Cllr Osborne informed Members that this matter had been discussed at the proceeding Planning and Highways Committee meeting. Accordingly, **Cllr Osborne proposed** that Cllrs Preest and Thomas be appointed to the Committee. **Seconded by Cllr Hobman.** Unanimous. Furthermore, Cllr Osborne advised that Mr Dave Street (a member of the public) had been co-opted onto the Committee with non-voting rights.

Cllr Edwards questioned if it would also be possible for the other new Councillors to be included onto the Committee. It was noted that the Council's Committee's were now at full capacity as determined by Standing Orders. Whilst the Council may resolve to amend its Committee membership numbers if it desired, it would not prevent Councillors from attending Committee meetings in the meantime in a non-voting capacity. The CEO then sought clarification as to whether Council wished to amend Standing Orders in respect of the aforementioned. No objection was raised.

Resolved: To amend Standing Orders and submit to Full Council for approval at October Full Council meeting.

Cllr Matthews voiced a desire to resign as the Council's representative on the Town Hall Trust Management Committee, due to her reservations, however, it was noted that her appointment would stand until the next Full Council meeting. Cllr Matthews stated that she would provide a written request for consideration at the next Full Council meeting. Cllr Osborne requested that Councillor's also be provided with a copy of a list of the Council's representatives to Outside Organisations for consideration at the next meeting.

Action by – the CEO

Neighbourhood Development Plan Steering Group

Cllr Pearman proposed that Cllr Preest be appointed to the Group. However, Cllr Edwards expressed concern over the potential isolation of the other new Councillors. Cllr Osborne agreed to second Cllr Pearman's proposal at this point.

District Cllrs Glastonbury and Bevan excused themselves from the meeting at this point.

Discussion then took place on Cllr Edwards's statement and it was felt that perhaps the system adopted previously by Council (i.e. that the newly elected Councillor would take over the role undertaken by their predecessor), could be improved. Cllr Edwards suggested that all new Councillors should be invited to attend the committee meeting in a non-voting capacity, to enable them to appreciate the role of said committee, with a decision then taken at the next Full Council meeting. Cllr Pearman agreed to withdraw his proposal and agreed to provide a list of meeting dates for the NDP Steering Group to Members.

Action by – Cllr Pearman

Public Co-option

It was felt that the Council had previously resolved to co-opt members of the public as non-voting members if they held expertise which could be beneficial to the Council. Cllr Osborne reminded Councillors that earlier in the evening the Planning and Highways Committee had co-opted Mr Dave Street onto the Committee with non-voting rights. Cllr Berryman also highlighted that this would permit Councillors to remain involved with the NDP Steering Group irrespective of whether they remained on the Council.

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13. **CODE OF CONDUCT/REGISTER OF MEMBERS' INTEREST FORM – Localism Act 2011**

The Council was asked if it wished to display completed copies of the Register of Members' Interest forms on its website, or if it would prefer for the Forest of Dean District Council to display the forms on its website only.

It was **proposed by Cllr Edwards, seconded by Cllr Preest**, that the Council would display said notices on its website.

Action by – the CEO

14. **REMEMBRANCE PARADE**

Cllr Harris advised that The Royal British Legion had applied for a road closure for the parade in the town. Furthermore, that a meeting would take place later in the week to discuss the arrangements from which Cllr Harris would provide a report to the CEO which could be forwarded to Councillors.

Action by – Cllr Harris

Cllr Osborne requested that Cllr Harris, when attending the meeting, raise the matter of the reading of the roll call, which had been unofficially agreed by the Chairman of the Branch. The CEO also requested that Cllr Harris clarify if the Council would be required to photocopy the Order of Service, which would be designed by Reverend Fenby. It was felt that the Council would require an electronic version of the Order of Service by 23 October 2012.

15. **SUBSIDENCE**

Attention was drawn to an e-mail which had been received from the Environment Agency advising that it was not responsible for the section of the banks of the River Lyd which ran from Lydney Tennis Club to Lakeside House. Members were informed that whilst Lydney Recreation Trust was responsible for one side of the watercourse in this area, it was not responsible for the section on which the bank had eroded (at the junction of FLY24 and the pedestrian footpath from Beaufort Drive (FLY23)). Cllr Preest recalled that previously Gloucestershire County Council had expressed an interest in using the section of land as a cycle path and he requested that Cllr Cooksley, in his capacity of County Councillor, investigate this matter.

Action by – Cllr Cooksley

Whilst the Environment Agency felt that the land in question was the responsibility of householders whose properties extended down to said footpath, was **proposed by Cllr Osborne** that the matter should be deferred to Lydney Recreation Trust in order that it may consider if it would be beneficial to register the land in its ownership. **Seconded by Cllr Bonser.**

Action by - CEO

16. **FORMAL CORRESPONDENCE RECEIVED**

- National Association of Local Councils – briefing note on the recent cabinet reshuffle by the Prime Minister.
- Mrs Audrey Phillips – Letter requesting permission to lay a membrane and fine gravel on the top of her parent's grave to suppress weeds. **Defer to Amenities Committee.**
- Pear Technology – providing details of a one day workshop in Southampton on 10

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October 2012.

- Gloucestershire Rural Community Council – providing details of the 89th Annual Meeting which will take place on 13 September 2012 from 6.00 pm to 8.00 pm at Tithe Barn, Cheltenham Road, Bishops Cleeve.
- Gloucestershire Association of Parish and Town Councils – Notice of Annual General Meeting on 11 October 2012. **Cllr Pearman to attend in the event that Cllr Matthews is incapacitated.**
- Mr Mark Harper, MP – Letter responding to concerns which have been raised by Parish Councils concerning the registration of Parish Councillor interests and those of their spouses/civil partners under the Localism Act 2011.

17. COMMITTEE & OTHER REPORTS

Planning and Highway Committee

Councillors were provided with a copy of the draft minutes of the July meeting for information only.

Amenities Committee

Councillors were provided with a copy of the draft minutes of the July meeting for information only.

Neighbourhood Development Plan (NDP)

Cllr Pearman informed Members that the planned “Leadership” meeting with the District Council would now take place on 25 September 2012. Furthermore, Member’s noted that a further meeting of the NDP Steering Group would take place on 27 September 2012 at 7.00 pm in the Council Chamber.

Cllr Pearman then proceeded to provide the Council with an overview of the work undertaken to date by the Steering Group and he expressed thanks to Cllrs Thomas and Edwards for the contribution contained in the Council’s current edition of its newsletter. Members noted that the Steering Group had planned a number of community engagement exercises, which included a “roadshow” at Lydney Town Hall. Furthermore, that it would be necessary to engage the services of a consultant to ensure that the Neighbourhood Development Plan was written in the format utilised by planning professionals, however, Cllr Pearman stressed that funding was available to cover the cost of such an engagement and this would be a topic for conversation at the Leadership meeting with the District Council on 25 September 2012.

Whilst a meeting of the Lydney Area Action Plan had originally been organised for 20 September, Mr Peter Hibberd, Strategic Director, Forest of Dean District Council had agreed that the meeting would be postponed until after the date of the Leadership Meeting. Cllr Pearman felt that the Forest of Dean District Council were now listening to the views of the Town Council and he urged Councillors to e-mail him questions which they felt should be raised during the Leadership meeting.

It was noted that Cllr Thomas was currently producing additional NDP content for inclusion on the Town Council’s website. During a short discussion it was noted that the Town Council had attended a meeting with representatives from Sainsburys to discuss the benefits they could bring to the town. Cllr Pearman advised that the Council had also queried if Sainsburys could put the Council in touch with a developer who could improve

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the town, and also if their planning consultants would be willing to assist the Council with the writing of a Neighbourhood Development Plan. It was agreed that a similar meeting would need to take place with Asda. Cllr Preest suggested that the Council may wish to approach the local MP, if it felt that it was not supported by the District Council, however, it was felt that option would only be considered after the Leadership meeting.

Youth Council

Cllr Berryman proceeded to read out an e-mail which Cllr James had submitted providing an update on progress to date.

Members noted that one prospective member of the Youth Council had set up a Facebook page in August and had extended an invitation to those youths whose names had previously been submitted to Council, to join. The page also publicised that a further meeting would take place in the Council Chamber at 7.00 pm on 20 September 2012. No further response had been received from either the Guides or RDFC, however, Cllr James would make further attempts to obtain a response. Whitecross School would investigate the poor attendance of their nominated representatives, nevertheless, the School had confirmed the involvement of several of the pupils and would also advise if additional students expressed an interest in joining. In closing, Cllr James felt that the last meeting had been overwhelming for the group with lots of ideas and paperwork. Accordingly, she suggested that the next meeting should have a smaller number of adults present and be more informal so that the group themselves have more time for a general discussion.

Members were informed that in order for the Youth Council to be properly constituted its meetings needed to be operated on a formal basis, however, if the Youth Council was still at an informal stage then informal meetings could be held, with the matter being brought back to Council when the Youth Council was ready to move forward to a formal basis. Cllr Pearman agreed that the Council Chamber was too formal a venue for the Youth Council at this time, however, he expressed reluctance for the Council to spend its finances funding its officers to service the meeting on 20 September 2012. In view of this Cllr Pearman felt that an alternative venue should be found for the Youth Council meetings until such time as the group had formalised and determined its hierarchy. Cllr Edwards recalled that a group of youths had joined together to secure grant funding for the creation of the skate park and he questioned why such enthusiasm could not be recreated. Cllr Harris felt that the skate park project had provided the youths with a focus and she felt that the role of a Youth Council needed to be explained to youths. At this point Mr Owen, a member of the public who Council agreed could be co-opted on to the Youth Council working party interjected and questioned why the Council seemed to be letting the opportunity for a Youth Council slip away. Mr Owen referenced the work which had been previously undertaken by himself and Cllr Matthews and he urged Council to decide whether or not it wished to support a Youth Council.

Council was reminded of the decision which was taken at its May meeting and the CEO duly sought to clarify as to whether the Council wished its officers to attend the meeting scheduled for 20 September. Cllr Berryman felt that it would be better to have informal meetings. Cllr Preest suggested that the Council should send a copy of the NDP questionnaire to Whitecross School in order that the views of local school children could be taken into consideration. Cllr Preest also suggested that the Mayor and Mr Owen may wish to attend a school assembly. Cllr Osborne reminded Members that the intention was to create a Youth Council, not a Whitecross Council. In the absence of Cllr James, Cllr

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Bonser felt that no further discussion could take place on the matter and she felt that the group were not at the stage to formalise themselves into a Youth Council; the work undertaken by Cllr James to date was stressed and Cllr Bonser suggested that the Youth Council concept continue to be promoted and when ready, referred back to Full Council. The CEO suggested that Cllr James could be provided with a key to the Council office in order that an informal meeting could take place as arranged on 20 September 2012; that until the group was formally constituted and ready to operate its meetings on a formal basis it could not receive funding from the Town Council. It was suggested that Cllr James could advise Council when she felt that the group were willing to formalise arrangements.

Action by – Cllr James/Youth Council Working Party

County Councillor Report

Prior to the meeting Councillors were provided with a copy of the report which had been received from District Councillor Cooksley.

Cllr Bonser informed the Council that the decision to implement Academy status on Whitecross School had been deferred until November which she believed had been due to an incorrect consultation process initially. Cllr Bonser's statement was disputed by Cllrs Edwards and Cooksley.

Cllr Matthews expressed thanks to District Councillor Cooksley for his report believing it to be the most informative to date.

District Councillor Report

Nothing to report.

18. **COUNCILLOR REPORTS**

Cllr Edwards reported that he, together with Cllr Thomas, had operated a "Councillor Surgery" outside the Co-operative Store during August during which they had managed to obtain the views of 19 members of the public regarding the NDP questionnaire.

Cllr Cooksley questioned if the Council's website was up to date, as it was not showing the July Full Council minutes. Members were informed that the July minutes had been approved at the start of the current meeting; that the Council had previously resolved that it would update its website on a monthly basis only; that best practice recommended that Council minutes were to be updated on its website within two months. Cllr Cooksley then stated that the Town Hall Trust Management Committee was now up and running and possessed an enthusiastic team.

Cllr Osborne drew attention to the fact that Lydney Area in Partnership's (LAIp) registered address was displayed as Town Hall Chambers, Lydney. In view of this he questioned the organisation's usage of the building and the income generated from such use. Cllr Hobman informed Members that LAiP now held its meetings at the Naas Lane Community Centre.

Cllr Thomas requested that the next Councillors on the rota to undertake a Councillor Surgery outside the Co-Operative Store also seek the views of the public on the NDP questionnaire. Regarding The Tack, Cllr Thomas advised that consent had now been given for a permissive path and he would shortly meet with Mr Dave Street to obtain advice on appropriately designed kissing gates. Furthermore, Cllr Thomas stated that he was attending a meeting later in the week to discuss the production of a formal agreement.

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Cllr Thomas reported that he had also attended a Forest Forum meeting which had discussed the level of tree disease in the Forest. Cllr Thomas provided each Councillor with a written overview of the meeting. Cllr Thomas also highlighted the planned cull of 100 wild boar.

Cllr Thompson excused herself from the meeting at this point.

Cllr Preest reported that he had been contacted by a Neds Top resident who was concerned about wild boar; that new railings had been installed at the Iron Bridge; expressed thanks to Cllr Berryman for the work undertaken at Bathurst Pool. Cllr Matthews expressed concern over the amount of litter which had accumulated at the bus station; that a gym based in Church Road was charging local residents to attend an exercise class using the outdoor gym equipment in Bathurst Park; that she had reported seven instances of fly tipping in the town to the District Council.

Cllr Bonser expressed concern over the Biffa waste collection service in the town as it was felt that food waste was being disposed of with refuse waste. Cllr Bonser requested that the matter be an agenda item for the next meeting.

Action by – the CEO

Cllr Bonser also expressed concern that the footpath behind the Lydney Gateway housing project had now become virtually impassable due to overgrown vegetation; that an overgrown hedge in Forest Road was forcing members of the public to walk in the road. **Cllr Bonser also proposed that the Council sent a letter to Whitecross School expressing disappointment in the consultation which had taken place regarding the proposed move to Academy status and the lack of consultation with the Council. Seconded by Cllr Matthews.** The motion was put to a vote which was carried. It was agreed that Cllr Bonser's concern regarding Biffa would either appear on the Amenities Committee agenda, or Full Council.

Cllr Hobman was requested to progress the matter of the overgrown footpath to the Gateway Housing project with the District Council.

Cllr Berryman advised that he had received complaints regarding the overgrown footpath at the side of Lydney Cemetery. It was noted that this was the responsibility of the land owner, Robert Hitchins Limited.

The CEO advised that the Council had received numerous complaints from members of the public regarding the condition of the access road leading to the Docks. It was noted that the road was in private ownership, with the Environment Agency owning only a small section.

19. MEETING DATES

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

- 17 September 2012 – Amenities Committee meeting
- 24 September 2012 – Lydney Recreation Ground Trust and the Bathurst Park and Recreation Trust (note: Trust payment schedules will be provided on a bi-monthly

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basis, however, it will still list all payment; those made and those pending).

Due to the CEO's current incapacity, Cllr Pearman proposed that the Finance and Scrutiny meeting originally scheduled for 17 September 2012 would be postponed until a date in October. No objection was raised.

Cllr Pearman also invited all Councillors to an NDP "bun fight" during the week prior to the Leadership meeting in order to agree the topics for discussion.

20. **PRESS RELEASE**
None.

EXCLUSION OF THE PUBLIC & PRESS

Page 68 (Inclusive) - CLOSED SESSION

Standing orders suspended in order that the council may continue in "closed session" under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

21. **STAFFING MATTERS**

- Member of staff on compassionate leave until the middle of October.
- That the Council would formally pursue the matter involving District Cllr Hale; that the District Council would be asked to formally investigate the matter; that the Council reserved the right to take the matter further if it was not satisfied with the outcome of the investigation

Meeting closed at 9.55 pm

Chairman 

Date 9.10.2012

Actions from Full Council meeting on 9 July 2012

Agenda Item	Action
4.	<ul style="list-style-type: none"> • Formally request that Councillors are provided with statistics for anti-social behaviour as part of the Police report. Special emphasis to be placed on the Oakdale development please. Request forwarded • Ltrr to be sent to FODDC questioning again why the Council did not take up the offer of funding to continue with weekly waste collections. Ltrr sent Plus response received from DCLG which clearly indicates funding was available which would have provided for the continuation of weekly collections
7.	<ul style="list-style-type: none"> • Site meeting to be arranged with Mr Peter Maunder, planning officers from both District and County Council and Cllrs Bonser and James to discuss footpath provision from the Oakdale development. E-mail sent to all parties 10/7 (meeting arranged, verbal update Cllr Bonser) • Agenda items for future Committee meetings (excluding Finance) – co-option of members of public. Agenda item
8.	<ul style="list-style-type: none"> • Approval granted for transfer of £8,274.80 from the Town Council's deposit account to the Town Council's current account and £12,318.66 from the Town Council's current account into its deposit account. Done • Approval given for the purchase of a file server. Installed 07/08 • Delegated powers to be given to an officer and two Councillors to enable payments to be made during the August recess (details of which will be tabled at the September Full Council meeting). Noted • Insurance consideration for War Memorial to be delegated to Finance and Scrutiny Committee. F&S Agenda item • Cllr Harris appointed to Finance and Scrutiny Committee Noted
9.	<ul style="list-style-type: none"> • Cllrs Matthews and James to arrange an informal meeting to discuss the proposal to install inclusive play equipment in Bathurst Park. Cllrs Matthews and James to inform all Councillors of meeting date and time. Noted, verbal update pending
10.	<ul style="list-style-type: none"> • Councillors requested to return their Register of Member's Interests forms to the CEO by Friday 13 July 2012. Amended version with additional guidance issued 10/7.
11.	<ul style="list-style-type: none"> • Henceforth, the Council's Civic Service will be split into two events, comprising a Lydney Town Blessing (to take place annually at St Mary's Church on the fourth Sunday of February) and that of a Mayor's Civic Reception (to take place either directly after the Lydney Town Blessing, or at some point during February). Noted, e-mail sent to Rev. Fenby
13.	<ul style="list-style-type: none"> • Council to work towards attaining Quality Status/Requirement for there to be elections rather than co-options should the need arise in order to engage with the electorate. Noted
15.	<ul style="list-style-type: none"> • Strong ltrr to be written to FODDC regarding the decision to levy a penalty notice on disabled drivers who, due to a lack of disabled spaces, are forced to park in chargeable parking spaces whilst displaying their blue badges. Done, response received states to Penalty Notices have been issued to disabled driver which is contrary to Cllr Matthews' report • Approval given for the 9-10 nominations received to date for the Youth Council to be accepted. Informal meeting to take place on Wednesday 11 July 2012 in order to explain the constitution, etc. Total membership of Youth Council to be set at 15. Only 3 prospective members attended the meeting, first formal meeting of the Youth Council arranged for 20th September – meeting to be held at Town Council Offices • Panel for the Youth Council to now consist of Cllrs Berryman, James, Matthews, Harris (Mr Owen Co-opted to working Party). Noted