

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/10/08 – 69

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 October 2012 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D Biddle, R Bonser, D Cooksley, D Edwards, C Harris, J James, W J Osborne, B Pearman, A Preest and B Thomas

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

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

1. **APOLOGIES**

Apologies for absence were received from Cllrs Hobman, Matthews, S Osborne and Thompson and duly accepted. Apologies for absence were also given on behalf of District Cllr Davis.

2. **DECLARATIONS OF INTEREST**

Cllr D Edwards – Agenda item 13 – Signage (personal interest)  
Cllr D Cooksley – Agenda item 13 – Signage (personal interest)

3. **MINUTES OF PREVIOUS MEETING**

Cllr Osborne reported that under agenda item 18 – County Councillor Report the minutes had referred to “District Cllr Cooksley” as opposed to “County Councillor Cooksley”. Cllr Preest stated that under agenda item 18 – Councillor Reports he had reported that railings had been dumped, not purely the erection of new railings, which had not been recorded in the minutes.

The minutes of the meeting were approved, subject to the above amendments. **Proposed by Cllr Osborne, seconded by Cllr Harris.**

4. **POLICE MATTERS**

Prior to the meeting Councillors were provided with a copy of the report which had been received from the Police which had been amended to reflect the year to date totals. However, Cllr Edwards was disappointed to note that year to date totals were only given for anti-social behaviour and he requested that the reporting be extended to other categories.

**Action by – the CEO**

Cllr Berryman expressed concern over the number of premises which were being broken into and Members were made aware of the plans to introduce a “Shop Watch” scheme for retailers.

Cllr Preest highlighted the increasing number of scooters which were being ridden on the pavements and he called for a definitive view on the matter to be obtained from the Police, as he felt the practice to be intimidating to older citizens of the town.

**Action by – the CEO**

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During discussion concern was expressed over the fact that a representative from the Police had not attended a meeting for a number of months. However, Members were reminded that the Police had previously advised that they would only attend meetings to discuss specific topics and it was unanimously felt that the Council would request a Police representative to attend the next meeting to discuss progress made with the provision of a Police Information Point (PIP) and the recent increase in premises break ins.

Action by – the CEO

### 5. COUNCILLOR/POLICE PUBLIC SURGERIES

Councillors were provided with an amended version of the roster and during discussion it was agreed that the Councillors designated to host the October and December surgeries would “swap” in order to minimise any duplication.

### 6. OPEN FORUM

#### a) Written Questions received from the Public in advance of meeting

Prior to the meeting Councillors were provided with a copy of a list of questions received from Mr R Deeks, Neds Top, Lydney and a copy of the CEO’s reply. Cllr Edwards advised that Governors of Whitecross School had been informed that Prospects aspired to introduce a Sixth Form in due course.

#### b) Council’s formal response to questions raised by Mr W Owen, 3 Augustus Way, Lydney

Cllr Berryman read out the questions which had been received, together with the Council’s response, as follows:

#### 1. *I wish to request the Scrutiny Committee to consider the lack of progress being made in forming the Youth Council*

Mr Owen had previously been advised that if he wished to make a formal complaint that he should submit a formal letter to this effect which would then be addressed in accordance with the Council’s Complaints Policy.

I can report that an official letter of complaint was hand delivered by Mr Owen to the Town Council Office today and a copy of the Town Council’s Complaint’s Policy has since been issued to Mr Owen for his own personal reference.

The Town Council’s Complaints Policy is very clear in so much as that if a complaint relates to the Mayor, the complaint is to be referred immediately to Full Council. Similarly if the complaint relates to a Council Member then then person named should be given the opportunity to make comment.

As the complaint names both myself as Mayor and a fellow Councillor I can confirm that, in line with the Town Council’s Complaints Policy, Full Council will consider Mr Owen’s complaint at the next Full Council Meeting which is due to be convened on November 12<sup>th</sup>. The complaint will be an Agenda Item which will be taken in Closed Session, the decision/findings of the council and any action to be taken regarding the complaint will then be communicated in writing to the complainant.

Cllr James stated her intention to submit a formal complaint regarding Mr Owen in respect of bullying, slander and intimidation and she requested

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Mr Owen's removal from the Youth Council Working Party. Furthermore, Cllr James stated that she was suffering from stress as a result of Mr Owen's actions and that she would seek independent advice if the situation continued and would hold the Council responsible.

2. ***There is a suggestion that LTC might enter into property purchasing i.e. the "Vibe" youth Café – how would this be funded and to what purpose?***  
The Town Council have no intentions at this time to enter into any property purchase negotiations especially given the current economic market.

It is true however that the Council were concerned that the Vibe Café may have been forced to close and so was asked to consider how it may be able to support/assist this charitable organisation and this, it feels, it would be able to achieve by:

- i) Assisting in the formation of a Youth Council
- ii) Assisting the Youth Council in securing relevant funding as appropriate.

3. ***Is it the intention of LTC to dispose of all its Trust activities/responsibilities i.e. leasing arrangements, go-it-alone committees, individual retention of revenues raised and disbursement of S106 arrangements?***

The Town Council must act responsibly and transparently in all matters. Part of this commitment is to continue administrative improvement which then results in better use of public money (Precept).

With this in mind,

- i) The Town Council whilst remaining 'Custodial Trustee' has set up an 'independent' management committee now responsible for the day to day activities/management of the Town Hall, thereby instilling greater community ownership of this facility and improving its long term viability
- ii) With regard to Lease agreements, the Trusts for which the Town Council is Sole Trustee have issued lease agreements to a number of clubs who already use and previously rented ground from the Trusts. By addressing in such a manner again it improves the facilities for all as the clubs can now prove tenure and therefore access funding (*this improving the facilities for future generations at a fraction of the cost it would otherwise cost the council and in turn the electorate*).
- iii) S106 agreements remain statutory planning negotiation/contribution agreements determined by; Local Plan, the Developer and the Principle Authority (FODDC) and whilst the Town Council now aim under Localism to insist upon an active part in shaping Lydney's future such negotiations currently remain very much in the control of FODDC. The Town Council is, however, actively seeking to ensure all future developments contribute to the sustainability/economic well-being of our community.

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4. *Has there been any response to the letter sent to FODDC re. the Extraordinary meeting 30/07/2012 – subject District Councillor Hale?*  
The Town Council have referred the matter to the Monitoring Officer at FODDC and therefore at this time cannot comment further
5. *Will all the Council Members involved with the new bus company – Forest Community Transport – be declaring an interest and leaving if subject questions arise?*  
Given that all Town Councillors have formally adopted the revised Code of Conduct issued under the Localism Act and duly advertised on the Town Council's Website/Notice Boards etc the onus is on each individual member to ensure that they declare interests as and where appropriate.
6. *“LAIp” – who or what is this organisation and what is its purpose? Does Cllr Bonser have any information?*  
Lydney Area in Partnership has for a number of years been administered independently and is regulated by the FSA (Minuted confirmation that the Town Council is no longer financial or administratively responsible has been requested from the LAiP Secretary – point to be raised also at the LAiP AGM in October).

The Partnership has a Constitution which can be obtained by contacting the LAiP Secretary directly.

Cllr R Bonser is the Town Council's elected representative to the LAiP Board however as the LAiP have chosen recently to convene their meetings in the day Cllr Bonser has been unable to attend (Cllr Bonser will be addressing this point at the LAiP AGM).

At this point Cllr Bonser stated that Lydney Area in Partnership (LAIp) held quarterly meetings; that she had been appointed as the Council's representative to LAiP in May and had not had an opportunity to attend a meeting. However, Cllr Bonser stated that she would attend the LAiP's AGM and would provide a report at the next meeting.

Cllr Bonser then proceeded to provide Mr Owen with information which she had managed to obtain from LAiP's website (including a strategic plan and copies of the organisation's previous minutes) and advised that Mr Owen had an opportunity to attend the meeting. Cllr Osborne noted that until very recently the Town Council had been listed on LAiP's website as being the responsible body and he called for the website to be updated. Members noted that LAiP were regulated by the Financial Services Authority and that it was operated entirely separate to the Town Council, however, its registered address was shown to be Lydney Town Hall. Cllr Osborne reiterated his request for the website to be checked.

**Action by – the CEO**

Attention was then drawn to the letter which had been received from Mr B Hobman, Chairman, LAiP and Cllr Pearman stated that the NDP Steering

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Group would accept Mr Hobman's offer of a presentation on the work of LAiP.

7. ***Will the Full Council give an unequivocal response to the imposition of car park charging?***

As you are aware the Town Council supported a Petition calling for the necessity for further discussion on the then proposed introduction of Car Parking charging, believing it would have a detrimental effect upon the economic viability of our town.

The Town Council's stance has not changed and again this is an important topic that the NDP Steering Group will also look to readdress.

c) **Public Question Time**  
No questions were raised.

7. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman reported that he had attended the following functions:

- Forest of Dean Children's Opportunity Centre
- ASHA Centre

8. **CEO'S REPORT**

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

- Cllr Thomas was furthering a grant application to the District Council to provide signage/gates on The Tack, with the matter being a future agenda item for the Amenities Committee. Members were informed that 50% of the cost of the work would be funded by the District Council and that the Town Council and Lydney Park Estate would each need to fund 25%. **Noted.**
- Councillors were provided with information on the warnings and fines which had been issued year to date by the District Council with regard to littering. It was noted that 30 warnings had been issued (of which 7 were in Lydney) with 3 fines issued (2 in Lydney). Cllr Preest expressed his disappointment with the figures and highlighted the number of Streetwardens which were currently employed by the District Council. Furthermore, he felt that District Councillors should be informed that funding for the Streetwarden service was perilous.
- Councillors were advised that information on the number of fines issued for dog fouling would be considered by members of the Amenities Committee.
- Councillors were provided with copies of the following: NALC Policy Consultation PC35-12 – Technical reforms of Council Tax; GAPTC – Section 106; LAIS Up2Date (120928); e-mail from Mr Peter Williams, Group Manager – Planning and Housing, Forest of Dean District Council - Providing examples of acceptable material considerations.

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## Trees in St Mary's Churchyard/Lydney Cemetery

Members were informed that a complaint had been received from a member of the public that a bay tree in the Churchyard was impeding the carriageway and that the Church Warden had requested that the Council address the branches of a yew tree by the North Entrance which were starting to affect the church roof. Attention was also drawn to a cherry tree located in the Cemetery which was substantially diseased. Members were advised that the Churchyard lay within the Lydney Conservation Area and would require consent from the District Council before any work could be undertaken. It was also noted that it may be necessary to obtain a Faculty from the Diocese before commencing work in the Churchyard.

It was **proposed by Cllr Osborne, seconded by Cllr Biddle** that the Council would accept the quotation from Abbey Tree Services for £350.00 to undertake the aforementioned work, with advice being undertaken regarding the ability to carry out work to the Yew tree in the Churchyard. Unanimous.

**Action by – the CEO**

## Fireworks Display

Members were reminded that the annual fireworks display organised by the Bathurst Park and Recreation Trust would take place on Monday 5 November 2012. Furthermore, that Councillors, assisted by Town Council Staff, were expected to marshal the event and would be covered by the Town Council's insurance whilst attending. All Councillors present gave a firm commitment to attend.

## 9. FINANCIAL MATTERS

FINANCIAL STATEMENT	OCTOBER 2012	
<b>Bank Balance as 1st April 2012</b>		
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
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	
Payments SEPTEMBER	31,979.72	
<b>Payments OCTOBER</b>	<b>31,132.57</b>	<b>Detailed below</b>
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
<b>Total Payments YTD</b>	<b>205,069.85</b>	

#### RECEIPTS

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Receipts APRIL	218,557.22	
Receipts MAY	3,079.81	
Receipts JUNE	610.78	
Receipts JULY	6,507.84	
Receipts AUGUST	8,232.80	
<b>Receipts SEPTEMBER</b>	<b>207,952.58</b>	<b>Receipts Summary attached</b>
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
<b>Total Receipts YTD</b>	<b>444,941.03</b>	
<b>Total</b>	<b>366,989.09</b>	

<b>Reconciled Bank Statements as at end</b>	<b>September 2012</b>		<b>Bank Statements attached</b>
LLOYDS BANK – Current account		179,610.74	
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	116,602.40	187,378.35	
<b>Bank Balances as at</b>	<b>28-Sep-12</b>	<b>366,989.09</b>	<b>0.00</b> check

### OCTOBER PAYMENTS

### Spending Power

via General Power of Competence

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

Fuel Genie	275.68	Monthly	DD
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO
Tate Computer Technology Ltd	62.40	Monthly	STO
British Telecom	741.75	Quarterly	DD
<b>Sub Total</b>	<b>1,259.83</b>		

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

University of Gloucestershire	1,860.00	Annual	6784
NALC	240.00	Ad hoc	6785
<b>Interim Payments in advance of meeting: Sub total</b>	<b>2,100.00</b>		

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

	<b>10th September 2012</b>		<b>Chq. No.</b>
Corporate Expenditure	9,733.32	Monthly	6786 - 6794
HMRC	2,769.31	Monthly	6795
Glos LGPS	3,069.89	Monthly	6796
Mr D'Andrea	6.42	Ad hoc	6797
A4 Office Products Ltd	54.24	Monthly	6798
ADT Fire & Security	227.66	Quarterly	6799
Ennis Prismo Traffic Safety Solutions	232.80	Ad hoc	6800
Forest Equipment Services	501.10	Monthly	6801
Gooch Group Ltd	40.82	Ad hoc	6802

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JAS Gas Services	50.00	Ad hoc	6803
Konica Minolta	235.87	Quarterly	6804
Lydney Engineering Co Ltd	270.87	Quarterly	6805
<i>Cheque cancelled</i>	<i>0.00</i>		<i>6806</i>
SITA UK Ltd	84.86	Monthly	6807
Petty Cash	41.43	Monthly	6808
Postage	60.00	Ad hoc	6809
Bathurst Park & Recreation Trust	10,250.00	Bi-annual	6810
Office Star	144.15	Monthly	6811
<b>Payments to meeting: Sub total</b>	<b>27,772.74</b>		
<b>TOTAL PAYMENTS OCTOBER</b>	<b>31,132.57</b>		

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

Bathurst Park & Recreation Trust	10,250.00	6743
Corporate Expenditure	1,038.22	6749
Corporate Expenditure	278.22	6750
Corporate Expenditure	2,329.05	6752
Corporate Expenditure	870.27	6754
HMRC	2,907.43	6755
Glos LGPS	3,069.89	6756
Information Commissioner's Office	35.00	6763
Monmouthshire CC	96.00	6765
Playahead	134.00	6768
Tate Computer Technology Ltd	1,674.00	6782
All About Eve	25.00	6783
	<b>22,707.08</b>	

During discussion on the accounts, Cllr Edwards felt that it would be useful for Members to be provided with a copy of the Financial Statement prior to the meeting. The CEO advised that it was customary for the production of the Finance Statement to take until 4.30 pm on the day of the meeting; that the Finance Assistant was employed on a part time basis; that Councillors would be given a copy of the Financial Statement when they entered the Chamber, if requested.

Attention was drawn to the fact that due to the level of vandalism the Council had now exhausted the small fund which had been provided by the District Council/Playbuilder Scheme to contribute towards the maintenance costs of the new play equipment at Primrose Hill.

The cost of providing a photocopier at the Council office was noted and Councillors were informed that the default for the machine was set to produce black copies. Councillors were reminded that the Council produced Orders of Service for both the Civic Service and the Remembrance Service (both of which required colour content), and that the Bathurst Park and Recreation Trust had been recharged in respect of half the cost of photocopying of the Jubilee Programme for their celebratory events. Furthermore, that the Council had previously resolved to enter into a contract for the current photocopier, which was still effective.

Cllr Bonser requested that Councillors be provided with a copy of the expenditure for the zip wire to date. The CEO advised this would be made available for the next Amenities Committee meeting as it was the Amenities Committee who held the remit for play equipment.



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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 Osborne, seconded by Cllr Edwards. Unanimous.

### Lydney Area in Partnership (LAIp)

Members noted that LAiP was registered with the Financial Services Authority and that the Chairman of the organisation, Mr B Hobman, would attend the next meeting of the Neighbourhood Development Plan Steering Group to further consider how both groups could work more closely in the future.

### Deed Box

Councillors were informed of the necessity to purchase a deed box in the new financial year.

### Fireworks Display

Members were asked to confirm their attendance at the fireworks display and all present confirmed their attendance. It was agreed that Councillors would assemble at the workshop in Bathurst Park at 6.00 pm on 5 November 2012. Members also noted that additional costs would be incurred through the attendance of staff at the event.

## 10. STANDING ORDERS

Prior to the meeting Councillors were provided with a copy of the revised Standing Orders, which had been amended to reflect legislative changes (e.g. General Power of Competence). However, Members were advised that following the receipt of a NALC briefing note, a further revision would be made to the model NALC Standing Orders in the Autumn, which may result in a further amendment to the Council's Standing Orders.

Adoption of the revised Standing Orders was proposed by Cllr Osborne, seconded by Cllr Harris.

## 11. GRANT/FUNDING BID APPROVAL

On behalf of Lydney Recreation Trust Cllr Biddle reported that a grant application had been submitted to Biffa Award for the provision of a jump box at the Skate Park. Unfortunately, the application had not been successful, but the Trust had been advised to seek funding from the Small Grants scheme operated by Biffa. Cllr Biddle reported that applications would be made to the aforementioned scheme for £5,000 and also an alternative grant provider (e.g. Gloucestershire Environmental Trust) to fund a further £5,000. Both grant forms had been held at the Council Offices in order that they may be reviewed by Council staff. Cllr Biddle reported that Midcounties Co-operative had provided a grant to the Youth Café for £1,800.00 and the Naas Lane Community Centre for £2,000.00

It was noted that Council staff would clarify who would be responsible for paying the VAT element in respect of the proposed jump box. During discussion Cllr Biddle advised that LAiP were the only local organisation which was registered with Entrust and that they were happy to process grant applications from many organisations.

## 12. REMEMBRANCE PARADE

Cllr Harris reported that a productive meeting had taken place and that all present had been advised that the Council would require receipt of the Order of Service by 23 October 2012. Furthermore, Cllr Harris reported that the parade would be "formed up" in the Bream Road car park at 10.00 am and that she had been asked to read the Roll Call. Members also noted

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that any children marching in the parade would be placed directly behind the dignitaries and that Lydney Training Band would be performing. The CEO sought confirmation from Council that it would meet the cost of producing the Order of Service (approx. £1,200.00) and for the services of a marching band. Cllr Osborne recalled that the Council had previously agreed to pay a contribution of £250.00 towards the cost of a marching band, with any amount from said sum then allocated to the War Memorial maintenance fund. Cllr Harris gave a commitment to speak to Mr M Rudge to ascertain if there would be any cost for the band.

**Action by – Cllr Harris**

It was felt that the reception for the parade would take place in the Legion Club and the CEO was asked to contact the Forest of Dean Sea Cadets to ascertain if they would be willing to clean the War Memorial prior to Remembrance Day.

**Action by – the CEO**

Thanks were expressed to Lydney Training Band for agreeing to perform and during discussion Members were advised that the cost of the Council producing the Order of Service had previously been absorbed in the Council's operating costs and no special budgetary provision had been made, which did not accurately reflect the cost of the event.

Cllr Harris questioned if the Council could provide a contribution to Lydney Training Band if they did not levy a charge for their attendance and it was noted that this would need to be the Mayor's decision as the contribution would be taken from the Civic budget. Consideration was then given towards the possibility of sponsorship to cover the cost of producing the Order of Service and it was **proposed by Cllr Cooksley** that the Council would obtain alternative quotes for the production, with the lowest cost accepted. Delegated authority granted to CEO and Chairman to resolve the matter. **Cllr Osborne proposed an amendment** to the motion that the Council would source the most economical way to produce the Order of Service. The amendment was accepted by Cllr Cooksley, and **Cllr Osborne then agreed to second** the proposal. Unanimous.

**Action by – the CEO and Chairman**

### 13. SIGNAGE (Referred to Full Council by Amenities Committee)

Councillors were asked to agree a "uniformed style" in respect of street furniture and prior to the meeting they had been provided with an example of a proposed sign. The following comments were received:

#### Uniformed style

Members noted that it had been suggested that the Council's "uniformed" style should be a black background with gold text. During discussion consideration was given towards the signage which would need to be erected at The Tack. It was felt that such signage should conform to the existing style at Lydney Docks (white background and black text). Accordingly, it was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the signage on The Tack would conform to the existing style at Lydney Docks (white background and black text) and that the uniform style for all other signage would be a black background with gold text. Cllr Preest felt that the Council need to liaise quickly with Dean Forest Railway who had erected a temporary sign for Lydney Town Station in recent weeks. Cllr Bonser's motion was then put to a vote which was carried with one abstention.

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

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## Forest of Dean Lions (Lions)

Councillors were asked to consider the verbal request which had been made by the Lions that they be permitted to erect a sign beneath the “Welcome to Lydney” gateway signage.

Prior to the meeting Members were provided with a sample of how such a sign would look. Some Councillors expressed reservations regarding the principle of permitting organisations to erect signage beneath the gateway signage, as it was felt that such a practice may lead to similar requests from charitable organisations in the town. It was also suggested that the Lions may wish to sponsor a flower bed in Bathurst Park if they wished to raise their profile in the town. However, whilst Cllr Bonser was not fully comfortable with the Lions suggestion, she felt that the Council may wish to consider the request if the Lions agreed to fund the total cost of the sign. Speaking in his capacity of President of the Forest of Dean Lions, Cllr Edwards advised that consideration could be given towards the Lions sponsoring the whole sign and he stressed that this would need to be a committee decision. Cllr Edwards appreciated the concerns raised by the Council, but he questioned whether other Charities would be interested in erecting such signage. Members were reminded that any signage now needed to conform to the Council’s uniform style.

During a short discussion Councillors recalled that enquiries had previously been made regarding the possibility of placing a planted flower trough at the gateways to the town and **Cllr Harris proposed** that the Council would be willing to consider permitting the Lions to place their logo on such a trough, should the Council be permitted to install same. Cllr Biddle called for clarification to be provided over exactly how much the Lions would be willing to contribute towards the cost of a new sign. At this point **Cllr James agreed to second** Cllr Harris’s proposal and request that the Council obtain clarification from Gloucestershire Highways as to whether it would be permitted to place a trough beneath the gateway signage. The CEO sought clarification from Council that no Lions logo would be installed if permission could not be obtained for a trough. No objection to this statement was raised. The proposal was then put to a vote which was carried with two abstentions.

**Action by – the CEO**

## 14. FODDC WASTE DISPOSAL SERVICE

Cllr Bonser advised that she had originally been contacted by residents regarding the disposal of food waste, however, no further complaints had been received since the last meeting. A short discussion then took place on the collection of surplus refuse bags placed by the side of resident’s black wheelie bins. Cllr Osborne advised that initially Biffa had operated a “period of grace” whereby they would be willing to collect surplus bags, however, it was believed that this period would cease on 1 October 2012.

## 15. FORMAL CORRESPONDENCE RECEIVED

- Forest of Dean District Council – Letter from Mrs L Weaver, Deputy Monitoring Officer, advising that the Council’s formal complaint against District Cllr Hale would be considered by the Monitoring Officer and the Independent Person. Formal decision to be communicated to the Council on or before 15 October 2012. **Noted.**
- Gloucestershire County Council – Waste Core Strategy (WCS) – Inspector’s report received on examination into WCS. WCS found to be sound with “main modifications” recommended in the report.
- Lydney Area in Partnership (LAiP) – AGM to be held at 7.00 pm on 17 October 2012 at Naas Lane Community Centre. On behalf of the Neighbourhood Development Plan

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(NDP) Steering Group, Cllr Thomas requested a deadline to the extension for submission of nomination forms for LAiP membership. Granted by Cllr Biddle. Cllr Berryman advised that on behalf of the NDP Steering Group Cllr Thomas would be nominated to stand for election to the Board.

- Lydney Early Learners – letter enquiring if the Council would be willing to donate any redundant computers to the organisation. **Recommend that the organisation contact Gloucestershire County Council, who formerly operated such a scheme.**
- Gloucestershire Association of Parish and Town Councils (GAPTC) – Providing details of a seminar on the “Right to Trade” utilising the General Power of Competence to take place at Highnam Community Centre, Nr Gloucester on 27 November 2012 from 2.00pm to 4.30pm. Deferred to Finance & Scrutiny Committee for consideration.
- Forest of Dean Railway Ltd – Agenda, Chairman’s Report and Annual Report in respect of their AGM on 27 October 2012. The AGM will commence at 6.30pm and will take place at Whitecroft Village Hall. **Cllr Bonser requested clarification on the earliest time when a train driver may sound their horn. Cllr Preest voiced his intention to attend the AGM and Cllr Biddle requested that clarification also be obtained on the progress of re-instating the iron bridge at St Mary’s Halt.**

**Action by – Cllr Preest**

- Gloucestershire County Council (GCC) – E-mail from Ms Luisa Senif, Principle Planner – Strategic Infrastructure advising that from April 2015 the Department for Transport will be devolving funding for major transport scheme to newly established Local Transport Bodies. Consultation on draft eligibility criteria for major transport schemes will take place between 8 October and 5 November 2012.

### 16. COMMITTEE & OTHER REPORTS

#### Planning and Highway Committee

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

Cllr Osborne reported that during the October meeting the Committee had received a petition which had been signed by 952 members of the public which called for a crossing point to be sited in Hill Street. It was noted that the matter would be an agenda item for the next meeting.

#### Amenities Committee

Cllr Thomas reported that it had been necessary to hold a shortened meeting, as a meeting to discuss the Neighbourhood Development Plan had followed the Committee meeting.

#### Neighbourhood Development Plan (NDP)

Prior to the meeting Members were provided with copies of the notes from the NDP Steering Group meeting on 27 September 2012; the notes from the informal Leadership Meeting on 27 September 2012 and also a copy of the letter which had been received from Mr B Hobman, Chairman, Lydney Area in Partnership (LAiP).

Cllr Pearman then proceeded to provide Members with an overview of the informal Leadership Meeting meeting which had taken place and advised that the NDP Steering Group would accept Mr Hobman’s offer to provide an overview of LAiP at the next meeting. Following the Leadership meeting it was felt that the formation of a Regeneration

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Board, similar to that established for Cinderford, may be advantageous and members of the NDP Steering Group hoped to attend a meeting of the Cinderford Regeneration Board in order to assess its benefit. It was noted that consideration may need to be given towards renaming such a Board for Lydney, in order to avoid any negative connotations associated with the “regeneration”. Cllr Pearman stressed the need to include representatives from a wide range of the community, including local businessmen, and he felt that such a facility would work well under the NDP umbrella. During discussion it was noted that the former NDP GAPTC resolution was to be withdrawn.

Cllr Pearman then spoke briefly on LAiP and stressed the number of good suggestions which had been made in the Turning the Tide document. It was noted that Cllr Thomas would apply to sit on the Board of LAiP to represent the NDP Steering Group. Furthermore, that the Steering Committee would evaluate the response generated by the questionnaires in the near future. Cllr Pearman advised all present that the next NDP meeting would take place on 18 October 2012 and encouraged all present to submit any items for inclusion on the agenda as soon as possible. Members noted that funding was also available to cover the engagement of part-time office support.

In summary, Cllr Pearman felt that the District Council were willing to support the town’s NDP and were also considering what assistance could be provided to other parishes who wished to further their own NDPs. The importance of joint working was emphasised and that Cllr Thomas was considering updating the NDP section of the Town Council’s website in order to make it more user friendly.

During discussion Cllr Edwards felt that some members of the local business community were wary of engaging with the Council. However, Members were reminded that the Localism Act 2011 had empowered the local community with a voice and that an NDP needed to be supported by the Town Council as it was a Statutory Body. Councillors were reminded that they were the elected representatives of the town and were able to reflect the views of the electorate regarding how they wished to town to develop in the future. Cllr Biddle voiced his support that the NDP Steering Group consider engaging part-time administrative assistance and he voiced concern that the NDP could be taken away if sufficient assistance could not be provided. Mr Owen, a co-opted member of the NDP Steering Group, requested permission to address the Council and spoke on the need for trust and dialogue between organisations/members of the public. At this point Cllr James questioned how Mr Owen had joined the NDP Steering Group and was reminded by the CEO that any member of the public could join a Steering Group and that the Group was not governed by the Council’s Standing Orders.

## Youth Council

Cllr James provided Members with copies with notes of an informal Youth Council meeting which had taken place on 20 September 2012. Attention was drawn to the positive feedback which had been received from Ms Katie Pritchard, Development Worker, Forest Youth Workers Network, who felt that the eight attendees had represented a range of backgrounds. Cllr James requested that a date be set for a formal meeting of the Youth Council as a project had been identified which they would like to progress.

Responding to a question which had been raised, Cllr James acknowledged that Ms Pritchard had suggested that as the Youth Council developed it needed to include some young people who were not in education, employment or training and also some young



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people who have some form of disability. In view of this Cllr James felt that approaches could be made to the Golden Triangle Club and that the Youth Council would work towards attracting members who were not in education, employment or training.

Congratulations were offered to Cllr James by Cllr Cooksley. Cllr James suggested that the formal Youth Council meeting should take place on a Thursday at 7.00 pm and it was agreed that the CEO would liaise with Cllr James in order that she could obtain contact information for the representatives in order that a meeting agenda could be produced.

**Action – Cllr James to forward details to CEO**

Cllr James felt that there was no longer any requirement for the Youth Council Working Party, but highlighted the need for a liaison contact to be appointed. Furthermore, Cllr James stressed that Youth Council would require the support of the Town Council to move forward and felt that it would be self-sufficient when formally constituted. Members were informed that the representatives had already identified a project which they would like to pursue (a booklet detailing activities/events organised in the Town on a daily basis). It was suggested that Facebook would be an ideal platform for the booklet as data could be modified on a daily basis.

### **County Councillor Report**

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

Responding to a question which had been raised by Cllr Bonser, Members were informed that the role of the Gloucestershire Youth Support Team was to engage with youths who had committed crime; that volunteers involved would receive relevant training (every Saturday for a period of six weeks) with training commencing on 10 November. Cllr Cooksley stated that further information was available for interested parties.

### **Police Commissioner**

Cllr Berryman advised that the Conservative Candidate for the role of Police Commissioner had requested an opportunity to address the Council. Furthermore, the Independent Candidate had also approached a member of the Council with a similar request.

Members were reminded that the Council was non-political and could not favour any candidate. It was suggested that the Council may wish to invite all three candidates to attend a public Council meeting in Lydney Town Hall. Cllr Preest felt that it would be prudent to invite the actual elected representative to a future Council meeting as it would enable the Council to debate what facilities could be afforded to the Town.

A short discussion then took place on the merits of holding a public meeting and it was felt that the candidates would be encouraged to hold a joint public meeting, at their own expense, at Lydney Town Hall prior to the elections, with the successfully elected candidate then invited to address Council at a future meeting.

### **District Councillor Report**

Speaking in his capacity of District Councillor, Cllr Osborne gave a commitment to raise Cllr Bonser's query regarding the collection of surplus refuse bags at a forthcoming District Council meeting.



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17. **COUNCILLOR REPORTS**

Cllr Bonser reported that she had chaired a recent Neighbourhood Co-ordination meeting and circulated copies of her notes from said meeting. It was noted that problems were being experienced in the Albert Street car park with racing cars etc and Cllr Bonser requested an agenda item for the next meeting in order that the Council may consider installing a CCTV camera into the car park. Members noted that CCTV would be considered by the Amenities Committee.

**Action by – the CEO**

Cllr Preest noted that the District Council's Streetwardens had the power to issue "on the spot" fines and he questioned why early morning patrols could not be conducted. Members were informed that out of hours patrols would not be conducted as the Council did not contribute towards the service.

Cllr Harris reported that complaints had been received regarding racing cars in the Newerne Street car park and that the Police had been informed of the problems. Cllr Bonser stated that whilst the Police did attend such incidents, invariably offenders had vacated the area by the time of the Police's arrival.

Cllr Thomas reported that the Forestry Commission hoped to secure £3m funding from the Lottery to revive the wildlife and the history of the area. Cllr Biddle reported that it was hoped that New Mills and Upper Forge would be adopted as part of the programme. Cllr Thomas also reported that the Environment Agency were planning to hold a meeting to discuss the purchase of the Pine End works.

Cllr Harris disputed the report which had been printed by The Citizen regarding Cllr Matthews's plan to resign from the Town Hall Management Committee. All Councillors were reminded that press releases should be routed through the Council office and that whilst Councillors were entitled to comment on matters in a personal capacity, such comments should clearly identify that they were the individual's personal views and not those of the Council.

Cllr Osborne stated that a number of residents had not received copies of the Council's newsletter with their copy of The Review. After a short discussion Cllr Osborne offered to deliver a quantity of the newsletters to Orchard Stores.

18. **MEETING DATES**

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

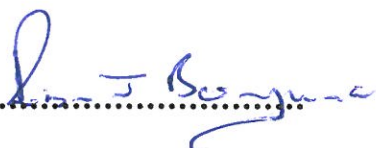
- 12 November 2012 - Full Council
- 19 November 2012 – Amenities/Finance & Scrutiny
- 26 November 2012 – Lydney Recreation Ground Trust and the Bathurst Park and Recreation Trust



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19. **PRESS RELEASE**  
None.

Meeting closed at 9.30 pm

Chairman .....  .....

Date ..... 12/10/2012 .....



**Actions from Full Council meeting on 10 September 2012**

Agenda Item	Action
Meeting with FODDC	<ul style="list-style-type: none"> <li>Mr Williams to provide LTC with generic list of material considerations for planning applications. <b>Copy attached</b></li> </ul>
6.	<ul style="list-style-type: none"> <li>Request that the Police Report be amended to also display a “year to date” total for each of the categories. <b>Done/ Police Reports duly amended</b></li> </ul>
7.	<ul style="list-style-type: none"> <li>Provide Mr Owen with a response to the questions raised. <b>Council to provide Corporate response at October’s F/C Meeting (Copy of questions attached)</b></li> <li>Ascertain from the District Council the number of penalty notices issued to date for dropping litter/Dog Fouling, both in the Town and District wide. <b>Information requested/still awaited</b></li> </ul>
11.	<ul style="list-style-type: none"> <li>Cllr Matthews has now returned the end of project report in respect of the outdoor gym equipment in Bathurst Park. <b>This has since been submitted</b></li> <li>Provide Councillors with a list of representatives to outside organisations (as shown on the Councillor Contact Sheet). <b>Copy circulated</b></li> <li>Agenda item for October meeting – Review Standing Orders re Membership to Committees/NDP Steering Group etc. <b>Agenda item</b></li> </ul>
13.	<ul style="list-style-type: none"> <li>Update Council website to display completed Register of Member’s Interests forms. <b>Done</b></li> </ul>
14.	<ul style="list-style-type: none"> <li>Cllr Harris to provide the CEO with a report from the last Remembrance Parade meeting for distribution to Councillors. <b>Verbal report – Agenda item</b></li> </ul>
15.	<ul style="list-style-type: none"> <li>County Cllr Cooksley to ascertain if GCC still wished to create a cycle path utilising FLY24. <b>Information awaited</b></li> <li>Subsidence of embankment agenda item for Lydney Recreation Trust meeting on 24 September 2012. <b>Done</b></li> </ul>
16.	<ul style="list-style-type: none"> <li>Ensure Amenities Committee consider letter received from Mrs Audrey Phillips. <b>Done</b></li> </ul>
17	<ul style="list-style-type: none"> <li>NDP questionnaire to be circulated (All about Eve/Whitecross School) and request that they be completed and returned. <b>Additional boxes to be distributed by NDP Steering Group/ additional copies taken to Whitecross School</b></li> <li>Cllr James to be provided with a key to the Council office in order that an informal meeting of the Youth Council take place. <b>Meeting convened elsewhere</b></li> </ul>
18.	<ul style="list-style-type: none"> <li>Agenda item for next Amenities or Full Council meeting – Biffa Collection – Cllr Bonser. <b>Agenda item</b></li> <li>Letter to be sent to Whitecross School expressing disappointment in the consultation which had taken place regarding the proposed move to Academy status, together with a lack of consultation with the Council. <b>Done</b></li> <li>Send “hedge” letter to resident of Forest Road whose hedge was encroaching onto the pavement. <b>Being assessed/Ltr to then be sent</b></li> </ul>
21.	<ul style="list-style-type: none"> <li>Letter to be sent to FODDC in pursuit of the matter involving District Cllr Hale. <b>Done/Response received.</b></li> </ul>

The Tack – Please note Cllr Thomas is now addressing the requisite signage via Grant Funding which will be addressed as follows; 50% FODDC 25% LPE and 25% LTc (approx. £1500 plus VAT – Amenities Budget), Furniture Style to be determined by Council/Amenities Committee.

*M.*