

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 104

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 December 2012 at 7.00 pm.

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

Six members of the public  
District Councillor M Winship  
District Councillor T Glastonbury  
Mr M Surl, Gloucestershire Police Commissioner (agenda item 4 only)  
Inspector Richard Boyles, Gloucestershire Police (agenda item 4 only)  
PCSO M Skinner, Gloucestershire Police (agenda item 4 only)  
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.

It was unanimously agreed that the presentation by Mr Surl would be brought forward to the start of the meeting, however, the minutes reflect the order as shown on the agenda.

1. **APOLOGIES**

Apologies for absence were received from Cllrs Matthews, S Osborne and Thompson and duly accepted.

2. **DECLARATIONS OF INTEREST**

Cllr Cooksley – Agenda item 14– Lydney Town Hall Trust Management Committee  
Cllr Edwards – Agenda item 14 – Lydney Town Hall Trust Management Committee

Councillors were asked to approve delegated powers to the CEO in order that she may address dispensations on behalf of the Council, as considered appropriate. Members were then asked to consider the need to submit a dispensation in respect of all Members to enable them to consider the Precept and all Trust business (Lydney Recreation Trust, Bathurst Park and Recreation Trust, Lydney Town Hall Trust). It was noted that the dispensation would take immediate effect and would last until the next ordinary election. Members were advised that the Localism Act 2011 omitted the ability for Councillors to consider their Precepts without having to obtain a dispensation. Whilst some Local Authorities did not feel it necessary to obtain a dispensation, the CEO recommended that the Council apply for a dispensation to cover all its Members, in order to safeguard against any potential challenge as advised by NALC.

Cllr Edwards sought clarification on the wording as shown on the agenda, as he felt it to be misleading and he spoke against Council granting the ability for an Officer/an individual to decide if a dispensation should be granted. Members were advised that the CEO was seeking authority to approach the Council if she felt that the Corporate Body required a dispensation and stressed that it was down to individual

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 105

to seek dispensations in respect of their individual interests/involvements.

After further discussion it was **proposed by Cllr Pearman, seconded by Cllr Osborne**, that the CEO would, on behalf of Lydney Town Council as a whole, seek a dispensation to enable its Members to consider the Precept and all Trust business (Lydney Recreation Trust, Bathurst Park and Recreation Trust, Lydney Town Hall Trust). Unanimous.

**Action by – the CEO**

### 3. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 12 November 2012 was **proposed by Cllr Osborne, seconded by Cllr Preest**. Unanimous.

### 4. POLICE MATTERS

Cllr Berryman welcomed Mr Martin Surl, the newly elected Police Commissioner for Gloucestershire to the meeting.

Mr Surl thanked the Council for inviting him to attend and proceeded to give an overview of his career during his time as a serving officer with Gloucestershire Police, which he felt meant that he was well qualified to represent the County as a whole. Members were apprised of the wide remit for the role of Police Commissioner which included setting the strategic direction of the Police Force and the control of the Police budget.

Mr Surl appreciated that Lydney, Coleford and Tutshill were a long way from other areas and he felt that local people were best placed to advise on the type of service which was required. He called on the Council to notify his office of any improvements which it felt could be made, and also any areas which were felt to be working well. An intention to retain PCSOs was voiced, as they were felt to be a vital link with the community and Mr Surl stated that he would not allow the Police to abandon areas. Mr Surl also stated that he expected Police Officers to know their communities, irrespective of their size, and to know vulnerable members who lived in said communities.

Mr Surl did not see how the Police could go forward over the next 20 years without owning property in the Forest of Dean; he appreciated the distance between the Forest of Dean and Gloucester/Cheltenham and did not see how the Forest could rely on resources from either location. Accordingly, Mr Surl confirmed his intention to retain and develop Coleford Police Station into a Forest Hub; he instructed the Police Estates team to investigate purchasing the Magistrates Court which was adjacent to Coleford Police Station in order that the whole site could be converted into the Forest Headquarters. Whilst the station needs for Cinderford and Lydney had yet to be considered, Mr Surl stated that Police Officers had been asked to identify options which would satisfy operational needs. Councillors were also informed that a substantial consultation exercise would take place over forthcoming months to obtain views of what was required in the Forest. Mr Surl appreciated that the Forest of Dean District Council may now face a shortfall in their budget due to the decision to retain Coleford Police Station, but he stressed that he was not willing to sacrifice a Forest Hub for the Police.

Cllr Osborne highlighted that local Police Officers had requested that the Council install an additional CCTV camera in Hams Road and enquired if the Police would be in a position to contribute towards the cost of a camera. Inspector Boyles advised that a CSP meeting would take place the following week to discuss an underspend of £15,000 in the budget and

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 106

he suggested that the Council enquire if the fund could be used to contribute towards the camera. Cllr Edwards highlighted the expected growth in the town's population over forthcoming years and questioned if Lydney would qualify for its own Police Station. Mr Surl felt that this matter would be considered over the next few months and he recognised the need to investigate planning issues, as he stressed that the layout of the new estate needed to be a defensible space and reduce the possibility for crime (e.g. no dark alleyways, no "rat runs", etc). Recognising the number of cuts to services/settlements which had been made in recent years, Cllr Preest questioned if the Home Office had offered any additional assistance. Mr Surl advised that during a meeting with Home Secretary he had been advised that it was likely that further cuts would be made and whilst the situation was difficult, it was felt to be manageable. Furthermore, Mr Surl highlighted that Gloucestershire Police had yet to set their Precept and he offered no guarantees that it would not increase. Responding to a question which had been raised by Cllr Berryman, Mr Surl voiced his intention to ask the Chief Constable if they would consider increasing the powers bestowed on PCSOs and also liaise with PCSOs themselves to ensure that their training was up to date. Mr Surl gave a commitment to come back to the Council on this matter and looked forward to attending future meetings.

Mr Surl then excused himself from the meeting.

Noting that Councillors had been provided with a copy of the Police report prior to the meeting, Inspector Boyles then agreed to answer any questions. PCSO Skinner confirmed that three burglaries had taken place in Templeway West over the last three weeks; Police had undertaken a leaflet drop and an arrest had recently been made. It was noted that the report reflected a rise in burglaries and Inspector Boyles confirmed that this was a trend throughout all four Forest towns. Whilst a number of arrests had been made, it had not affected the crime statistics, with the majority of burglaries conducted between the hours of 3.00 pm to 8.00 pm. Members of the public were urged to ensure that lights were left on at their properties. Thanks were expressed to PCSOs Skinner and Wilce for instigating the local Store Watch scheme which Cllr Harris felt to be a positive step.

Cllr Bonser arrived at this point.

Inspector Boyles and PCSO Skinner then excused themselves from the meeting.

### 5. OPEN FORUM

Mr G Blake, Beaufort House, Beaufort Drive, Lydney – recalling that he had attended a public meeting in 2008 at Lydney Town Hall to discuss the flooding problems, Mr Blake stated that the model which had been produced by Forest of Dean District Council (FODDC)/Environment Agency (EA), at a cost of £38,000, had confirmed the thoughts of residents. Mr Blake advised that the model had proved the need for the pipes to be upgraded at a cost of £1.2m, however, Mr Kevin Howarth, FODDC had stated that funding was not available for the project. Mr Blake stressed that no further action had been taken and then voiced an opinion that the flooding which had occurred in recent weeks was similar to that experienced in 1910, the only difference being that the land concerned in 1910 had yet to be developed. Mr Blake then referenced a letter from a resident of Lakeside Avenue which was due to appear in that week's edition of The Forest Review which called on the Town Council to take action to address the problem. Furthermore, he highlighted that sewage was now entering the drainage system and that several blockages had occurred in the watercourse which needed to be addressed. Cllr Osborne suggested that residents should petition the

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 107

EA and then explained the difference which it was felt had been made through the opening of the weir paddle gates at Lydney Docks. However, Mr Blake felt that the problem stemmed from the amount of water coming down from the Forest and he voiced concern that the Town was not able to cope with the current number of houses, let alone the planned development. Mr Blake agreed to approach a local resident to ascertain if they would be willing to form an Association which could then be provided with access to sandbags and the CEO advised of the arrangements which had been put in place by the Council, both when flooding had occurred on the Wednesday and also when it looked likely to occur on the Sunday. Furthermore, the CEO offered to provide residents with copies of the Council's sandbag distribution list and outlined the actions which had been agreed at a recent meeting between residents, the Council and the EA.

District Cllr M Winship – questioned what work had been undertaken by the Council on the Lydney/Aylburton roundabout (daffodil planting) and commended Council on said work. District Cllr Winship also questioned if, as part of the Neighbourhood Development Plan, the Council had given consideration towards setting up a Working Group for local retailers to discuss what could be done to improve the town. Cllr Pearman confirmed that the town's retail environment was already on the NDP Steering Group's agenda and it was hoped that they would be able to utilise the expertise of developers to improve the current facilities.

### 6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman reported that he had attended the following function:

- The switching on of the Christmas lights

Cllr Berryman expressed thanks to his fellow Councillors for issuing mince pies and mulled wine at the Christmas event.

### 7. 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:-

- Cllr James advised that she and Cllr Berryman had carried out a productive site meeting in Bathurst Park (apologies had been received from Cllr Matthews).
- In future, agendas and minutes for committee meetings would be sent to all Members, instead of being tabled for information as was currently the case, irrespective of whether they were a member of the committee or not, in order to ensure that all Councillors were fully appraised. It was **proposed by Cllr Bonser, seconded by Cllr Thomas**, that the minutes of committee meetings would no longer be tabled at Full Council meetings. Unanimous.

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

### Purchase/refurbishment of Town Map furniture

Members were advised that the Amenities Committee would not meet until February 2013 however, Members were informed that the Committee had resolved to purchase the town map furniture from Scenic Maps which was sited outside the Co-Operative store.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 108

Members were asked to approve expenditure of £130.00 to refurbish the sign, which would then house the Town Map produced by the Council's Apprentice, which had previously been approved at a cost of £300.00. **Proposed by Cllr Hobman.** Unanimous.

**Action by – the CEO**

### Gateway Signage

Members were also informed that the aforementioned Committee had agreed to plant daffodils at the entrances to the Town and also purchase new gateway signage. It was noted that the Council had applied for licences from Gloucestershire County Council to work on the highway and that the Amenities sought approval to utilise £5,000 from General Reserves in order that the signage could be purchased and installed prior to the new financial year (as per Quote 1), with the sum then repaid. Responding to a question which had been raised by Cllr Bonser, the CEO advised that provision for the new signage had been included in the Committee's 2013-2014 budget and the expenditure would be repaid to General Reserves in the new financial year. **Proposed by Cllr Harris, seconded by Cllr Pearman.** The motion was put to a vote which was carried.

**Action by – the CEO**

Councillors were then asked to agree the location for the new signage at the entrance from Aylburton. It was **proposed by Cllr Berryman** that the signage would be sited on the "Lydney" side of the Lydney/Aylburton roundabout. The motion was put to a vote which was carried. It was noted that the location for the signage on Forest Road may also require addressing.

**Action by – the CEO**

### Cemetery

It was noted that the top section of the Cemetery would be cleared over the winter months to create a "Garden of Reflection", which included seating.

Cllr Preest apologised that it had been necessary to defer his report on renewable energy, which was due to matters beyond his control.

### Sandbag Distribution Listing

It was noted that some contact numbers shown for Members required amendment and that a copy of the amended version would be issued to Members and Mr G Blake. During discussion Cllr James registered her disappointment that she had not been called on to assist with filling sandbags recently and it was noted that it was down to Councillors themselves to contact their fellow Members. Cllr Cooksley also agreed that his name should appear further down the contact list, as he was often at Gloucester addressing County Council business. Cllr Osborne requested the minutes reflect that if Councillors were unable to contact the person directly beneath them on the list, they should contact another Councillor. It was noted that Councillors should not rely on Officers contacting them, but were required to be proactive as necessary.

### E-mail listing

Councillors were provided with a list of e-mail addresses for all Councillors in order to ensure that Cllr S Osborne was included in e-mails sent between Members.

### 8. COUNCILLOR "CHAMPION" SCHEME

Prior to the meeting Councillors were provided with a revised version of the scheme which

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 109

had been amended as per Council's instruction at the November meeting. Cllr James requested that her name be removed as a "Champion" for Education, instead she requested that she be a "Champion" for Recreation Facilities. Adoption of the document (including the above change) was **proposed by Cllr Preest**, who extended his thanks to the CEO on instigating this initiative. **Seconded by Cllr Hobman**. The motion was then put to a vote which was carried.

### 9. FINANCIAL MATTERS

FINANCIAL STATEMENT	DECEMBER 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
		<b>127,117.91</b>

#### 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	
Payments OCTOBER	31,132.57	
Payments NOVEMBER	29,298.54	
<b>Payments DECEMBER</b>	<b>43,082.43</b>	Detailed below
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	<b>Total Payments YTD</b>	<b>277,450.82</b>

##### RECEIPTS

Receipts APRIL	218,557.22	Includes Precept instalment
Receipts MAY	3,079.81	
Receipts JUNE	610.78	
Receipts JULY	6,507.84	
Receipts AUGUST	8,232.80	
Receipts SEPTEMBER	207,952.58	Includes Precept instalment
Receipts OCTOBER	7,897.92	
<b>Receipts NOVEMBER</b>	<b>3,826.54</b>	Receipts Summary attached
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	<b>Total Receipts YTD</b>	<b>456,665.49</b>
	<b>Total</b>	<b>306,332.58</b>

Reconciled Bank Statements as at end	November 2012	Bank Statements attached
LLOYDS BANK – Current account		135,315.93
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,318.00	
Primrose Hill Play Area	8,000.00	
Cemetery	25,000.00	
Neighbourhood Development Plan	6,672.45	
	<b>70,181.95</b>	

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 110

LLOYDS BANK - General Reserve	100,384.70	170,566.65	
LLOYDS BANK - Youth Council		450.00	
<b>Bank Balances as at</b>	<b>30-Nov-12</b>	<b>306,332.58</b>	<b>0.00</b> check

### DECEMBER PAYMENTS

Spending Power  
via General Power of Competence

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

Fuel Genie	166.39	Monthly	DD	
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO	
Tate Computer Technology Ltd	62.40	Monthly	STO	
<b>Sub Total</b>	<b>408.79</b>			

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

			<u>Chq. No.</u>	
The Distribution Business	113.84	Quarterly	6841	Winter Newsletter
GAPTC	140.00	Ad hoc	6842	Training: Right to Trade
Petty Cash	98.15	Monthly	6843	Petty Cash
Gloucester CC Environmental Dept	102.00	Ad hoc	6844	Cultivation Consent
J Parker Dutch Bulbs (Wholesale) Ltd	306.00	Annual	6845	Floral Displays
The Real Deal Pie & Cake Co	45.00	Annual	6846	Christmas Event: refreshments
Lydney Town Hall Trust	15,000.00	Bi-annual	6847	Grant: 3 quarters re 2012/13
<b>Interim Payments in advance of meeting: Sub Total</b>	<b>15,804.99</b>			

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

10th December 2012

Chq. No.

Corporate Expenditure	9,853.38	Monthly	6848-56/59	re December
HMRC	2,702.49	Monthly	6857	re December
Glos LGPS	3,129.13	Monthly	6858	re December
A4 Office Products Ltd	121.00	Monthly	6860	Stationery
Columbaria Company	84.00	Ad hoc	6861	Cemetery
DBC Solutions Ltd	1,855.00	Ad hoc	6862	Fire Risk Assessment/AED & Training
East Fire (Fire Extgrs ann. service)	30.00	Annual	6863	Annual Fire Extinguishers Inspection
Forest Equipment Services Ltd	569.63	Monthly	6864	Litter Picking contract
T Jones Contracting	210.00	Annual	6865	Collect & erect Chmas trees
Lydney Settled Estate	7.20	Ad hoc	6866	Grounds Maintenance
Office Star Group Ltd	123.82	Monthly	6867	Stationery
Richard Cole Contractors	5,490.00	Bi-annual	6868	Grass Cutting contract
Scenic Maps	60.00	Ad hoc	6869	Street Furniture
SITA UK Ltd	84.86	Monthly	6870	Skip Hire
SLCC	123.89	Ad hoc	6871	Reference Books
Travis Perkins	294.80	Monthly	6872	Cemetery / Sandbags
Lydney Training Band	100.00	Annual	6873	Remembrance Parade
Whitehouse Press Ltd	655.00	Annual	6874	Remembrance Service/Newsletter
Poppies	50.00	Annual	6875	Christmas Window Competition Prize
Age Concern	25.00	Annual	6876	Christmas Window Competition Prize
Stuff	25.00	Annual	6877	Christmas Window Competition Prize
Wildin & Co	600.00	Bi-annual	6877	Interim Internal Audit
<i>cheque cancelled</i>			<b>6879</b>	
Corporate Expenditure	44.89	Ad hoc	6880	Expenses
Corporate Expenditure	112.00	Ad hoc	6881	Expenses
Petty Cash	57.71	Monthly	6882	Petty Cash
Postage Stamps	110.00	Monthly	6883	Postage Stamps
Forest of Dean DC (Land Reg search)	10.00	Ad hoc	6884	Land Registry Search
GAPTC	273.40	Ad hoc	6885	Training
Corporate Expenditure	66.45	Ad hoc	6886	Expenses
<b>Payments for approval at meeting: Sub total</b>	<b>26,868.65</b>			

#### **TOTAL PAYMENTS**

**DECEMBER**  
**43,082.43**

#### **A list of unpresented Cheques (For Information only)**

Corporate Expenditure	681.91	6817
Glos LGPS	3,161.62	6822
Forest Equipment Services Ltd	483.64	6826

*RJS*

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 111

Royal British Legion

	25.00
Total	<u>4,352.17</u>

6832

Attention was drawn to the fact that the budgetary heading for Health and Safety was overspent, however, it was felt that the overspend may be compensated by the overall budget at the end of the financial year, if not then the deficit to be covered by General Reserves. Approval of the accounts/payments and transfers outlined above was **proposed by Cllr Osborne, seconded by Cllr Harris**. Responding to a statement which had been made by Cllr Edwards, members were reminded that the Finance and Scrutiny Committee had agreed that copies of the Financial Statement would be placed on the table before Councillors in advance of the meeting believing it important to ensure the accounts were as up to date as possible for that of each Full Council meeting.

### Precept and Budget for 2013/2014

Members were provided with a copy of the budget recommendation which had been proposed by the Finance and Scrutiny Committee. Members were reminded that all Councillors had been invited to attend a pre-budget discussion in order that they may familiarise themselves with the budget and that Members had also been able to attend the Finance and Scrutiny Committee meeting which had considered the budget if they had so chosen. Members noted that the recommended budget reflected a 4.98% increase, based on the **current tax base**, however, they were advised that the percentage figure may change due to the number of empty properties/number of residents in receipt of benefits. It was stressed that the Council was utilising £10,000 from its anticipated income in 2013-2014 as well as £20,000 from its General Reserves to offset the budget for 2013-2014, which reflected in a monetary increase in the budget of £435.00 when compared to the previous financial year.

Cllr Pearman then outlined the process which the Council should follow when considering its budget (Policy, Budget, Precept) and he stressed that if the recommendation was not accepted by Full Council, the budget would go back to the Finance and Scrutiny Committee to identify which services would be cut. It was noted that due to the changes recently announced by Government it would be impossible to calculate the council tax for a Band D property until at least mid-January 2013. As a result, Officers at Forest of Dean District Council had agreed to extend the deadline for the submission of Precept demands to that of 1 February 2013. Cllr Pearman stressed that it would not be possible to confirm that the actual percentage change at this time, however, the budget had been collated based upon the services the Council/its Committees had agreed throughout the year it wished to continue to address.

Cllr Osborne requested that the budgetary heading for Christmas lights be amended to reflect that the Sub-committee would consider both purchasing and hiring the lights for future displays. Responding to a question which had been raised by Cllr Edwards, the CEO reiterated that the Finance and Scrutiny Committee had agreed to utilise £20,000 from the Council's General Reserves and a percentage of the anticipated income for 2013-2014 to offset the 2013-2014 budget the Council having previously not been in a position to address correctly in such a manner. Cllr Osborne reminded his fellow Members that the Council was obliged to hold three months operating costs in General Reserves in order that it could cover its expenditure should its Precept demand not be received on time. The CEO stated that the National Association of Local Councils and the Gloucestershire Association of Parish and Town Council recommended that Council's did not "flatline" their budgets and Members were reminded of their desire to become more proactive in the town, which accordingly required budgetary provision.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 112

Acceptance of the budget and Precept demand (noting the Band D calculation would fluctuate), as recommended by the Finance and Scrutiny Committee, was **proposed by Cllr Preest**. Cllr Preest felt the budget to be open and transparent and requested that Members be provided with the details of the firm percentage increase figure, when known. Responding to a question which had been raised by Cllr Cooksley, the CEO advised that the Council had included provision for a grant to Lydney Town Hall Trust its 2013-2014 budget, however, Lydney Town Hall Trust would need to apply like every other organisation and their application would then be considered upon merit. **Cllr Osborne agreed to second Cllr Preest's motion at this point.**

As Chairman of Bathurst Park and Recreation Trust, Cllr James expressed her disappointment that as she was not a member of the Finance and Scrutiny Committee she felt that she had not been given an opportunity to provide input to the Trust's budget. Cllr James was reminded that the Trust's budget had been tabled at a Trust meeting during which she requested an increase in the maintenance figure allocated for play equipment. Furthermore, that Councillors had been invited to attend pre-budget meetings and the Finance Committee meeting. It was noted that Cllr James wished to be provided with an opportunity to consider the Park's future and she had not been able to attend the pre-budget meeting due to a prior commitment.

The motion was then put to a vote which was carried, with three votes against.

**Resolved:** To accept the Budget and the suggested Precept demand (Precept for 2013-2014 £446,200), as recommended by the Finance and Scrutiny Committee. Carried.

**It was noted that the budget would only be brought back to the Council if the Government announced that Parish and Town Councils were to be capped.**

10. **RENEWABLE ENERGY POLICY**

Deferred until January meeting.

11. **REMEMBRANCE PARADE 2012 AND FUTURE YEARS**

Prior to the meeting Members were provided with a copy of a letter which had been received from Mr H Warren, Hon Branch Secretary, Lydney Royal British Legion Branch, in which he called on the Council to cover further deemed civic monetary responsibilities which had been incurred as a result of the 2012 event.

Cllr Harris advised that Rev Fenby had also used the PA facilities which had been hired. Members were reminded of the need to observe Standing Orders in respect of the six month ruling, however, Cllr Osborne called for an agenda item for the January meeting in order to discuss the 2013 event. No objection was raised.

**Action by – the CEO**

12. **YOUTH COUNCIL**

Cllr James reported that an inaugural meeting of the Youth Council had taken place, at which a Chairman and Vice Chairman had been elected.

It was noted that members of the Youth Council had attended the Christmas event at Lydney Town Hall and Cllr James suggested that the Council may wish to consider funding the

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 113

purchase of corporate identity items for the group.

It was noted that the Youth Council had yet to agree on their logo, that further Youth Council meetings would take place in January 2013 and February 2013, thereafter meetings would be held bi-monthly. The CEO advised that the Youth Council would be covered under the Council's existing insurance provided that the Council supervise their plans. However, if the Youth Council wished to be totally separate to the Council they would require their own insurance provision and Members were reminded of the need to ensure that any discussion on the Youth Council's website/Facebook page was monitored, as it should only relate to Youth Council business.

### 13. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire County Council – Notification of adoption of Waste Core Strategy on 21 November 2012.
- Mr Knight, Lydney Town Hall Management Committee – expression of thanks for the provision of mince pies and mulled wine at the Christmas event on 1 December 2012.
- Ms Kathy Watts, Friends of Lydney Hospital – press release in respect of the new Audiology Clinic facilities at the Hospital.

### 14. COMMITTEE & OTHER REPORTS

#### Planning and Highway Committee

Councillors were provided with a copy of the draft minutes of the November meeting for information only. Members noted that the Committee had now received a petition from a resident of Oakdale calling for improved lighting/pathway at the rear entrance for the development/Federal Mogul. Members also noted that problems were regularly being experienced with lorries attempting to gain access to Federal Mogul via their rear entrance and that Mr C Johns, Forest of Dean District Council, was investigating the collapsed culvert by Whitehouse Press.

It was noted that emergency action had been taken to remove a tree which had fallen into the watercourse for which the Recreation Trust were half responsible for under riparianism. The cost of the work amounted to £1,354.00 and it was noted that the matter would be an agenda item for Lydney Recreation Trust. During a short discussion it was stated that the Chairman of Lydney Recreation Trust had been kept informed of the action via e-mail and that the CEOs remit extended to health and safety and action in emergency circumstances. Furthermore, it was noted that the Council's insurance provider had provided guidance relating to riparian responsibility which had since been forwarded to all Councillors (Trustees).

#### Neighbourhood Development Plan (NDP)

Members were provided with copies of the minutes of the NDP meeting which took place on 29 November 2012. Cllr Pearman gave an overview of the meeting discussion, which had included the submission of a "Right to Bid" for the area covering Lydney Car Lot to the Tuffins Store. Members were then provided with an overview of the "Right to Bid" which had been introduced through the Localism Act 2011. It was noted that a "Right to Bid" would, if any of the land was ever sold, provide the Council with 6 months in which to decide if they wished to purchase the land (and how such a purchase would be financed). It was **proposed by Cllr Edwards, seconded by Cllr Cooksley**, that the Council would submit a joint "Right to Bid" with the NDP Steering Group which would cover the land

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 114

from Lydney Car Lot to the Tuffins Store. Members noted that the “Right to Bid” letter would be jointly signed by Cllrs Berryman and Pearman. No objection was raised to Cllr Pearman approaching those parties in whom the Council had an interest in their land in order to explain the “Right to Bid” process. Meetings to take place in Council Chamber if necessary.

Members were then invited to attend the next NDP meeting on 12 December 2012 and the Public Meeting which had been organised at Lydney Town Hall on Friday 11 January 2013, commencing at 6.30 pm. Town Council Officers were requested to attend the Public Meeting to provide support. Cllr Osborne stated that the minutes of the Health Meeting had not been intended for circulation, as they were private notes. Cllr Preest expressed thanks to Cllr Osborne for arranging the meeting.

### Amenities Committee

Councillors were provided with a copy of the draft minutes of the November meeting for information only. Members were also provided with copies of the informal Allotment Meeting Notes.

Cllr Hobman then sought ratification of Cllr S Osborne’s appointment to the Committee. **Proposed by Cllr Thomas.** No objection was raised.

### Finance and Scrutiny Committee

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

### Lydney Town Hall Trust Management Committee

Cllr Berryman stated that the Council had no control over day to day management or the Committee and emphasised that the Town Council was under no obligation to financially underpin the building. Cllr Berryman called for a line to be drawn underneath the matter.

Cllr Cooksley offered to provide the Council with a monthly report on progress at the Town Hall, which was accepted.

**Action by – Cllr Cooksley**

#### 15. COUNTY COUNCILLOR’S REPORT

No report provided.

#### 16. DISTRICT COUNCILLOR REPORT

No report provided.

#### 17. COUNCILLORS REPORTS

Cllr Berryman reported that members of the public had expressed disappointment over the amount of litter surrounding Lydney Lake and questioned if it would be possible to utilise the services of the Community Payback Team to litter pick the area.

Cllr Biddle reported that at a recent Docks meeting attendees had been informed that the prospective buyer for the Pine End Works had yet to confirm their intention to purchase. Furthermore, Mr Rob Millar, Environment Agency, had to bid for £360,000 funding to dredge the canal.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2012/12/10 – 115

Cllr Prest felt it would be beneficial if Councillors visited Rodley House. Cllr James advised that members of the Youth Council were looking to foster links with local voluntary schemes.

Cllr Bonser gave an overview of the Neighbourhood Policing Meeting which she attended and was pleased to report that Albert Street residents were happy with the support provided by the Police and Streetwardens in their bid to address boy racers in Newerne Street Car Park. It was noted that the next meeting would take place on 8 January 2013 during which it was hoped “close” the issue relating to Newerne Street Car Park and startworking on another issue of concern to residents.

Cllr Bonser expressed thanks to Cllr Biddle for taking over her Councillor Surgery session.

Cllr Bonser relayed the discussion which she had had with Mrs Pritchard of Lakeside Avenue, who felt that she was not being provided with enough support. Cllr Bonser stated that residents were still waiting for the EA to clear the culvert and that they had not received any notification regarding the availability of sandbags. It was felt that the Council should not concentrate solely on properties at Lakeside Gardens and Cllr Bonser felt the residents were facing a desperate situation.

Cllr Bonser also stated that she was not aware that the Council had distributed a newsletter to residents via The Forest Review and questioned where this action and expenditure had been agreed. The CEO advised that as part of Quality Status the Council had to produce and issue a quarterly newsletter, the cost of which was approximately £2,000 per annum, which had been agreed by the Amenities Committee.

Cllr Bonser stated that people had felt the Christmas event at the Town Hall to be wonderful, and particularly appreciated the mulled wine and mince pies.

Cllr Harris reported that complaints had been received regarding the filthy condition of Lydney Bus Station. Speaking in his capacity as County Councillor, Cllr Cooksley felt that the situation would hopefully be resolved in March 2013. However, it was noted that the Bus Station had been cleaned twice in the last three weeks, but within 24 hours it had been returned to an unsatisfactory condition.

Cllr Hobman reported that a further meeting with Allotment tenants would take place in January 2013 and that tenants had been provided with a copy of the tenancy agreement (which had been approved by the Amenities Committee) for their perusal. Cllr Hobman felt that the tenants had been delighted that the Committee was considering the allotments.

### 18. MEETING DATES

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

- 14 January 2013 - Full Council and Planning & Highway Committee
- 28 January 201 - Lydney Recreation Trust and Bathurst Park and Recreation Trust

**LYDNEY TOWN COUNCIL**  
**FULL COUNCIL MEETING – 2012/12/10 – 116**

**EXCLUSION OF THE PUBLIC & PRESS**

**Page 117 - 118(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*

19. **STAFFING**  
Resolved to

- Recruit a member of staff to provide administrative support to the NDP Steering Group/Youth Council.

**Action – Personnel Sub-committee and CEO**

Meeting closed at 10.12 pm

Chairman .....

Date ..... 10-12-2012 .....

**Actions from Full Council meeting on 12 November 2012**

Agenda Item	Action
4.	<ul style="list-style-type: none"> <li>• Request to be submitted to Gloucestershire Police (Superintendent Phil Haynes and Inspector Richard Boyles) requesting that an officer attend the December Full Council meeting to discuss the Council's concerns regarding the number of recent burglaries in the town. Request to also register the Council's disappointment that it had not been possible for an officer to attend the November Full Council meeting to discuss a specific matter, which was contrary to the commitment given by Inspector Boyles of February 2012 confirming that the Police would attend a meeting if they received a request to attend. <b>E-mail sent. Police attendance confirmed for December's meeting</b></li> <li>• Crime figures for Lydney East to also be queried as they do not appear to reflect the burglaries which have occurred in one premises in the town. <b>Confirmation of statistical/complete breakdown requested once again.</b></li> <li>• <b>E-mail sent to the Police Commission for Gloucestershire requesting Martin Surl's attendance at Decembers F/C</b></li> </ul>
8.	<ul style="list-style-type: none"> <li>• Christmas switch on to take place on Saturday 1 December, 6.00 pm at the Christmas tree outside the Co-operative store. <b>Revisited Switch-on O/s LTH</b></li> <li>• Council have not authorised attendance by LTC officers at the event. <b>Noted</b></li> <li>• Enquiries to be made with Lyn Callow, Lydney Traders Association, to ascertain if it would be possible for the Mayor to use stage/PA system at their event to announce prize winners. Additionally, to ascertain if local schools have been asked to sing carols during the switch on. <b>N/A, event now at LTH</b></li> <li>• CEO to expand proposed "Champion Scheme" to include 2-3 Councillors per subject area. Councillors can also submit their names for "Champion Scheme" for their area of interest/or CEO will address as considered appropriate. <b>Done, Cllrs will be asked to adopted this document</b></li> </ul>
9.	<ul style="list-style-type: none"> <li>• Approval given to four year litter collection contract with Forest Equipment Services, including the requirement to collect litter in Bathurst Park. <b>Noted</b></li> <li>• Consideration to be given litter collection in budget for Bathurst Park and Recreation Trust. <b>Done</b></li> </ul>
10.	<ul style="list-style-type: none"> <li>• Approval given for virement of £450.00 to separate account for Youth Council. <b>TBC/Bank Signatories to be approved</b></li> </ul>
13.	<ul style="list-style-type: none"> <li>• Cllr Matthews to liaise with Trustee James to discuss possible funding bid/design scheme for inclusive play area for Bathurst Park. <b>Pending</b></li> <li>• Agenda item for Lydney Recreation Trust; to note the costs which will be incurred through the submission of a funding bid for a jump box at the skate park. <b>Agenda item</b></li> </ul>
14.	<ul style="list-style-type: none"> <li>• £100 donation to be given to Lydney Training Band for their performance at the Remembrance Service. <b>Cheque raised accordingly, payment pending December's meeting</b></li> </ul>
15.	<ul style="list-style-type: none"> <li>• Inaugural meeting of Youth Council to take place on 22 November 2012. <b>Confirmed – there will be a verbal update at F/C Meeting by Cllr James</b></li> </ul>
17.	<ul style="list-style-type: none"> <li>• Agenda item for the next meeting in order to allow discussion on the creation of a policy for renewable energy for the Council. <b>Agenda item to be deferred to January</b></li> <li>• Cllr Preest to ensure that advisory documentation/policies previously held regarding a renewable energy policy to be forwarded to CEO in advance of the December Full Council meeting. <b>Pending - TBA January</b></li> <li>• CCllr Cooksley to provide dates of "drop in" advice sessions to be held in Lydney regarding Primary School admissions. <b>Pending</b></li> <li>• Approaches to be made to GCC/developer, regarding lack of lighting provision on road from Cambourne Place to Oakdale Development. <b>Pending re. Petition</b></li> </ul>