

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2013/05/13 – 01

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 13 May 2013 at 7.00 pm.

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

Three members of the public  
District Councillor M Winship  
District Councillor T Glastonbury  
District Councillor J Bevan  
District Councillor J Davis  
PCSO M Skinner – Gloucestershire Police (Agenda item 13 only)  
PCSO M Shuttleworth – Gloucestershire Police (Agenda item 13 only)  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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Prior to the commencement of the meeting Members received a presentation from Mr N Brain, Senior Streetwarden, and Mr D Collins, Streetwarden, Forest of Dean District Council. Members were informed of the “Paws on Patrol” initiative which had been introduced by the Streetwarden service which encouraged members of the public to report issues which they witnessed whilst walking their dogs. Mr Brain advised that an exercise had recently been conducted in Sling to tackle irresponsible dog owners and Councillors were pleased to note that Mr Collins had also undertaken a number of early morning and late evening patrols in the Lakeside area to address both litter and dog fouling issues. Furthermore, it was accepted that whilst a slight improvement had been noticed around the Lakeside area, it was proving difficult to catch offenders without greater information from members of the public. Mr Brain called on all present to inform the Streetwarden service of any such issues in the Parish and provide as much information as possible, however, he emphasised that the service only employed four members of staff to cover the whole of the District.

During the meeting Members were informed that Streetwardens were now Animal Welfare Inspectors and that they were currently monitoring two offenders; notices had been served on the offenders requiring them to improve and the offenders faced a six month sentence or a substantial fine if they breached the order. Mr Brain encouraged members of the public to report any concerns regarding animal welfare to the Streetwarden service. Members were also advised to report any instances of continually barking dogs to the District Council, who would then look to undertake noise monitoring.

Messrs Brain and Collins then excused themselves from the chamber.

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.

(Agenda Item 13 – Police - was discussed directly after agenda item 2 – Signing of Mayor’s Declaration of Office, and agenda item 28 – District Councillors Reports – was discussed directly after agenda item 16 – CEO’s Report, however, the minutes reflect the order as shown on the agenda).

### 1. ELECTION OF MAYOR

Responding to a question which had been raised regarding the decision taken at the last meeting to elect the Mayor by means of a closed ballot, the CEO advised Members that the Council was not seeking to vary its Standing Orders on the matter. The CEO then referred to “Knowles on Local Authority Meetings” and proceeded to inform those present of said guidance relating the

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matter. Members noted that if Council wished to permanently change the system under which the Mayor was appointed they would seek to vary the Council's Standing Orders, for which they would be required to follow the prescribed procedure.

**Cllr Biddle then proposed Cllr Berryman for the position of Mayor. Seconded by Cllr Edwards.**

**Cllr Preest proposed Cllr W Osborne for the position of Mayor, however, Cllr W Osborne declined the role as he did not agree with the appointment of the Mayor by means of a "closed" ballot.**

In view of the above Cllr Berryman was appointed to the position of Mayor unopposed.

### 2. SIGNING OF MAYOR'S DECLARATION OF OFFICE

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

### 3. APOLOGIES

No apologies for absence were received.

### 4. DECLARATIONS OF INTEREST

Cllr D Edwards – Lydney Town Hall

Cllr D Cooksley – Lydney Town Hall

Cllr C Matthews – Agenda item 18 – PWLB

Cllr D Biddle – Agenda item 24 – Planning/Highways

### 5. ELECTION OF DEPTY MAYOR

Cllr W Osborne proposed that the appointment be made by a show of hands.

**Cllr Edwards proposed Cllr Biddle for the position. Seconded by Cllr Cooksley.**

**Cllr Preest proposed Cllr Osborne for the position. Seconded by Cllr Hobman.**

**Cllr Bonser proposed Cllr Thomas for the position. Seconded by Cllr James.**

The nominations were put to a vote, and Cllr Thomas was appointed to the position of Deputy Mayor.

### 6. ADOPTION OF PROCEDURES

Prior to the meeting Councillors were provided with copies of the following documents and were asked to consider their re-adoption:-

- Code of Conduct
- Standing Orders
- Financial Regulations (Part 2) – *revision pending*
- Remit of Committee Document (including addition of Burial Committee)

Responding to a question raised by Cllr Edward regarding the proposed revision to the Council's Financial Regulations, the CEO advised that said revision was pending due to consideration to change s150(5) of Local Government Act 1972. Members were further informed that the National Association of Local Councils (NALC) would issue a new version of Model Finance Regulations in due course, which would be considered by Council thereafter.

Adoption of the above documents was then **proposed by Cllr Matthews, seconded by Cllr Harris.** Unanimous.

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## Lydney Community Emergency Plan

Cllr Cooksley advised Members that no changes had been made to the plan since the edition previously issued to Council. Adoption **proposed by Cllr Matthews, seconded by Cllr Hobman**. Unanimous. CEO required copy of document duly amended re date of adoption, etc.

Action by – Cllr Cooksley

7. **MEMBERSHIP OF COMMITTEES (FINANCE, PLANNING/HIGHWAYS AND AMENITIES)**

Members were reminded that they had previously resolved that the current Committees would continue to “stand on”, thereby retaining the same said members. It was noted that each Committee would elect its Chairman at their first meeting and that “Trust” Chairman (and Lydney Town Hall Trust Management Committee persons holding management positions) would be expected to withdraw from the Chamber during any/all Budget discussions. Noted.

## Formation of Burial Committee

It was **proposed by Cllr Matthews, seconded by Cllr Hobman** that the Council would form a Burial Committee, as per the recommendation received from the Amenities Committee during their meeting on 22 April 2013. Motion carried with one vote against and one abstention.

Cllrs Hobman, Harris, Matthews, Thomas, Edwards and Pearman were duly appointed to serve on the Burial Committee.

8. **ELECTION OF LEAD COUNCILLOR WHO WILL OTHERWISE THEN BE KNOWN AS THE RESPECTIVE TRUST CHAIRMAN (where Council is sole Trustee)**

### Bathurst Park and Recreation Trust

**Cllr Bonser proposed** Cllr Matthews for the position of Lead Councillor/Chairman. **Seconded by Cllr Biddle**. No other nominations were received therefore Cllr Matthews duly appointed.

The CEO informed Cllr Matthews of the importance re completion and return of a Grant Application Form on behalf of the Trust in order that it may be considered at the June Finance and Scrutiny Committee meeting.

### Lydney Recreation Trust

**Cllr Bonser proposed** Cllr Biddle for the position of Lead Councillor/Chairman. **Seconded by Cllr Edwards**.

**Cllr Harris proposed** Cllr Thomas for the position of Lead Councillor/Chairman, however, Cllr Thomas declined the nomination.

There being no other nominations Cllr Biddle’s appointment was put to a vote which was carried with three abstentions.

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

- |   |  |
|---|--|
| • Lydney Town Hall Trust Management Committee                 | Cllrs Bonser & James                           |
| • Lydney War Memorial Trust                                   | Cllrs Osborne & Hobman                         |
| • Lydney Youth Council  | Cllr James                                     |
| • Friends of Bathurst Pool – <i>appointment to be removed</i> |  |
| • Twinning Committee  | Cllrs Biddle & Berryman                        |
| • Adverse Weather Wardens                                     | Cllrs Berryman, Harris and Preest <sup>1</sup> |

<sup>1</sup> Cllr Pearman to hand over key to sandbag garage to Cllr Preest

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- Citizens Advice Bureau *To be reviewed in September 2013*
- Nuclear Electric Cllr Biddle
- Crime Prevention Panel/Glos Constabulary Cllr Bonser
- British Legion Cllr Harris
- War Memorial Officer Cllr W Osborne
- Forest of Dean Health Forum Cllr Thomas
- Road Safety Liaison Committee *In abeyance until notified of meetings*
- Bledisloe New Zealand Trust Cllr W Osborne
- Lydney Docks Partnership Cllr Thomas
- Rail/Transport matters *Temporary appointment – Cllr Thomas (to be reviewed in September 2013)*
- Gloucestershire Chartered Parish Group Cllr Matthews
- LAQM *Temporary appointment – Cllr Thomas (to be reviewed in September 2013)*
- LAIP Cllr Thomas
- LAAP *Defer until June meeting*
- Forestry Commission Advisory Committee Cllr Thomas
- GAPTC/Charter Parish Councils Cllr Matthews

### 10. APPOINTMENT OF BANKERS AND CHEQUE SIGNATORIES

Members were asked to consider the retention of the Council's Bankers – Lloyds TSB. **Proposed by Cllr W Osborne, seconded by Cllr Harris.** Unanimous.

Members were then asked if they wished to consider retaining the Council's exiting cheque signatories. Retention **proposed by Cllr W Osborne, seconded by Cllr Harris.** Unanimous.

### 11. APPOINTMENT OF MAYOR'S CADET

Members were asked to consider the nomination by 614 (Lydney) Sqn ATC of Cadet Sergeant James Saunders to the position. **Proposed by Cllr Edwards, seconded by Cllr Pearman.** Vote carried.

### 12. MINUTES OF PREVIOUS MEETING

Cllr W Osborne called for agenda item 7, third line from the bottom be changed to "..... it was *suggested* by Cllr Cooksley.....". Unanimous.

Cllr Edwards called for agenda item 9, fourth paragraph from the end to be amended to reflect that he had been appointed Chairman of Lydney Town Hall Trust's Finance Committee, and not Treasurer as stated in the minutes. **Amendments proposed by Cllr Berryman.** Unanimous.

Approval of the minutes of the Town Council meeting held on 8 April 2013, subject to the above amendments, was **proposed by Cllr Hobman, seconded by Cllr Harris.** Vote carried with one abstention.

### 13. POLICE MATTERS

Cllr Berryman welcomed PCSOs Skinner and Shuttleworth to the meeting and were pleased to note that Officers would now attend meetings most months.

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PCSO Skinner and Shuttleworth then proceeded to provide clarification on the crime statistics which had been provided to Councillors in advance of the meeting and welcomed the success of the Store Watch scheme which had been introduced. It was noted that actions were being implemented to address drug related activity in the Town and that incidents may not appear in the crime statistics if they were part of an on-going investigation. Cllr Matthews called for the Council to be provided with crime statistics which were calculated on a monthly, not yearly, timeframe.

**Action by – PCSOs Skinner and Shuttleworth**

PCSO Skinner informed Members that efforts were being made to undertake monthly vehicle inspections in the Town and that the implementation of the 20 mph speed limit had received a mixed reaction. Concern was expressed over the situation which was experienced in Bream Road regarding inconsiderate parking. PCSO Skinner advised that whilst letters had been sent to parents of children who attended Lydney C of E School, some parents were adamant that they would not pay to park their car whilst taking their child to school. PCSO Skinner also advised that the Police were aware of the situation in Lancaster Drive, however, she regretted that Officers were not able to attend every school.

PCSOs Skinner and Shuttleworth then excused themselves from the meeting.

14. **OPEN FORUM**

Mr W Owen, 3 Augustus Way, Lydney – sought clarification that Lydney Dial-a-Ride covered the cost of the electricity consumed at Lydney Bus Station, now they had taken over the tenancy of the building. Cllr Berryman felt that Lydney Dial-a-Ride would indeed cover the cost of any electricity they consumed.

District Cllr M Winship – sought clarification as to why the Council did not appoint a representative to Lydney's Neighbourhood Development Plan (NDP) Steering Group. District Cllr Winship was informed that the NDP Steering Group was not a committee of the Council; that it possessed its own Constitution and that applications to join the NDP Steering Group would be considered by Steering Group Members. Cllr Pearman advised that the next meeting of the NDP Steering Committee would take place on Wednesday 29 May 2013; agenda items would include the election of Chairman, and extended an invitation for interested parties to attend said meeting. Responding to a statement which had been made by Cllr Edwards (a member of the NDP Steering Group), Cllr Pearman advised that no restriction had been placed on the number of members and that the attendance condition could be waived in regard to Cllr Edwards's personal circumstances.

15. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman reported that he had attended the following functions:

- Royal Society of St George at Gloucester Cathedral
- Town Hall Youth Employment Opportunities
- Opening Orchard Care Centre in Lydney
- Guest of honour at the Grenadier Guards concert

16. **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:-

- All Councillors were provided with a copy of LAIS 1350 regarding The Precept Referendum Bill.

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- That Mr B Watters, Gloucestershire Market Town Forum would attend the June Full Council meeting to provide a presentation on the benefits of membership.
- All Councillors were provided with a copy of the revised meeting schedule which had been amended to include the formation of a Burial Committee.

### Polling Cards – Lydney North By-election

Members were informed that Forest of Dean District Council had received the requisite number of requests for a By-election and were asked to consider if they wished for Polling Cards to be issued (and Council charged accordingly). It was felt that the costs of the Polling Cards may amount to £400.00 plus and it was **proposed by Cllr Matthews, seconded by Cllr Edwards**, that Polling Cards be issued. Vote carried with one abstention.

**Action by – the CEO**

Cllr Berryman advised that the Council faced an average charge of £2,000 per election. Noted.

### Vehicle Activated Signage

As recently elected County Councillor for the Parish, Cllr Preest advised Members that he hoped to be fully appraised of the background regarding County Council funding shortly.

### Health and Safety

Members noted that a mandatory training session for all Councillors (the Employer) had been arranged for 7.00 pm on Monday 20 May 2013.

The CEO advised that it had been necessary to incur expenditure of £350.00 in order to fell a dangerous tree in Bathurst Park. Members acknowledged that the matter would appear as an agenda item for a future meeting of the Bathurst Park and Recreation Trust.

Members noted that the Council's compressor had now received an annual service and that a Written Statement of Examination had also been produced by an appropriately qualified Company.

The CEO advised that she would be undertaking IOSH training on 13, 14, 24 and 25 June 2013; would continue with her University studies on a part time basis in the next academic year and advised that the Finance and Scrutiny Committee had also provided a commitment re 2014/2015 in order that she may complete Level 6.

## 17. FINANCIAL MATTERS

### FINANCIAL STATEMENT

MAY 2013

#### Bank Balance as 1st April 2013

LLOYDS BANK - Current account		51,153.97	<i>2012/13 Commitments Brought Forward</i>
LLOYDS BANK - Youth Council (Current)		450.00	<i>-£15,850.37</i>
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Cemetery	16,529.14		
Neighbourhood Development Plan	5,127.85	60,166.49	
LLOYDS BANK - General Reserve		104,183.89	164,350.38
			<b>215,954.35</b>

### TRANSACTIONS

#### PAYMENTS

Payments APRIL	24,604.10	
Payments MAY	44,666.17	Detailed below
Payments JUNE	-	
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	
Interim Payments to HALF YEAR	-	

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Payments OCTOBER	-
Payments NOVEMBER	-
Payments DECEMBER	-
Payments JANUARY	-
Payments FEBRUARY	-
Payments MARCH	-
Payments PRIOR TO YEAR END	-
<b>Total Payments YTD</b>	<b>69,270.27</b>

## RECEIPTS

<b>Receipts APRIL</b>	<b>226,497.94</b>	<i>Inc. Precept inst 1 of 2</i>	<b>Receipts Summary attached</b>
Receipts MAY	-		
Receipts JUNE	-		
Receipts JULY	-		
Receipts AUGUST	-		
Receipts SEPTEMBER	-		
Receipts OCTOBER	-		
Receipts NOVEMBER	-		
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
<b>Total Receipts YTD</b>	<b>226,497.94</b>		
<b>Total</b>	<b>373,182.02</b>		

<b>Reconciled Bank Statements as at end</b>	<b>April 2013</b>	<b>Bank Statement copies attached</b>
LLOYDS BANK – Current account		207,939.56
LLOYDS BANK - Youth Council - current		450.00
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,318.00	
Primrose Hill Play Area	8,000.00	
Cemetery	16,529.14	
Neighbourhood Development Plan	5,127.85	60,166.49
LLOYDS BANK - General Reserve	104,625.97	164,792.46
<b>Bank Balances as at</b>	<b>30-Apr-13</b>	<b>373,182.02</b>
		<b>0.00</b> check

## MAY PAYMENTS

### Payments made by Direct Debit/Standing Order

Fuel Genie	152.02	Monthly	DD	Fuel
Cable Stream	359.77	Monthly	DD	Telephone
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO	Lease of van
Tate Computer Technology	62.40	Monthly	STO	IT services
Npower	290.53	Annual	DD	CCTV
<b>Sub total</b>	<b>1,044.72</b>			

### Spending Power

via General Power of Competence

### Payments in advance of meeting:

Corporate Expenditure	11,651.82	Monthly	7093-7103	re April
HMRC	3,460.48	Monthly	7104	re April
Glos LGPS	3,356.68	Monthly	7105	re April
Corporate Expenditure	213.00	Ad hoc	7106	Training
Tescos Supermarkets Ltd	96.89	Ad hoc	7107	Fuel
Petty Cash	100.00	Ad hoc	7108	Temporary Increase
<b>Sub total</b>	<b>18,878.87</b>			

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

	<b>15th May 2013</b>		<b>Chq. No.</b>	
Corporate Expenditure	11,026.18	Monthly	7109-7119	re May
HMRC	2,934.51	Monthly	7120	re May
Glos LGPS	3,303.17	Monthly	7121	re May
Forest Equipment Services Ltd	343.96	Monthly	7122	Litterpicking - March
Forest Equipment Services Ltd	69.84	Monthly	7123	Litterpicking - March
Forest of Dean & Wye Valley Review	97.20	Annual	7124	Advert: Annual Town Meeting
Gloucestershire Enterprise	660.00	Ad hoc	7125	Training: IOSH
Image (Map)	360.00	Ad hoc	7126	Town Map
A4 Office Products	32.26	Monthly	7127	Stationery
Abbey Tree & Hedge Services	1,600.00	Ad hoc	7128	Cemetery
Arkell & Hurcombe (Bronzeworks)	87.60	Ad hoc	7129	Cemetery
Charles Saunders Ltd	16.17	Ad hoc	7130	Establishment Charges
Columbaria Company	84.00	Ad hoc	7131	Cemetery
DVLA	55.00	Ad hoc	7132	Application for tax disc
Eurostat Office Solutions	2.93	Ad hoc	7133	Stationery
Force 3 Security	1,116.00	Annual	7134	CCTV Maintenance
Gloucester Compressed Air Specialists Ltd	318.00	Ad hoc	7135	Health & Safety
Office Star Group Ltd	206.00	Monthly	7136	Stationery
Sage (UK) Limited	18.60	Annual	7137	Establishment Costs: Payroll software

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Sita UK Ltd (new rate w.e.f. April)	93.64	Monthly	7138	Skip Hire
Travis Perkins Trading Co Ltd	162.61	Ad hoc	7139	Cemetery
Worksafely Ltd	345.31	Ad hoc	7140	Health & Safety / PPE
WPS Insurance	210.83	Annual	7141	Insurance for new Equity Red Star mower
Lydney Festival	1,500.00	Annual	7142	Grant
Petty Cash	98.77	Monthly	7143	Cemetery, Estab Chgs, Mtg Costs, Telephone

Payments for approval at meeting:      Sub total      24,742.58

TOTAL PAYMENTS      MAY      44,666.17

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

Lydney Garden Centre	21.57	7017
Corporate Expenditure	2,818.35	7099
Corporate Expenditure	192.90	7103
Glos LGPS	3,356.68	7105
Corporate Expenditure	213.00	7106
Tescos Supermarkets Ltd	96.89	7107
Petty Cash	100.00	7108
Total	<u>6,799.39</u>	

### Monthly Financial Statement

Approval of the Monthly Financial Statement was **proposed by Cllr Bonser, seconded by Cllr Matthews**. Vote carried with one abstention.

**Cllr Matthews proposed** approval of the payments made in advance of the meeting, as shown on the Monthly Financial Statement. **Seconded by Cllr Harris**. Vote carried with one abstention.

### 18. PWLB

Cllr Berryman advised Members of a loan for £200,000 in 1998 in respect of the Pavilion in Bathurst Park for which the Council was seeking ratification. Ratification **proposed by Cllr Osborne**, however, proposal was not seconded.

Responding to a question which had been raised by Cllr Edwards, Cllr Berryman advised that the Council was seeking to correct a procedure and the CEO then proceeded to explain the background to the issue. During discussion it was noted that the issue had been discovered as a result of research conducted for the Annual Town Meeting. Cllr Pearman reminded his fellow Members that they were obliged to protect the “risk” to the public purse. The CEO advised Councillors of the advice which had been obtained on the matter from the National Association of Local Council’s (NALC) namely, that the decision had been taken historically; that the Council needed to ratify the decision and also decide if it wished to gift the funding in kind to the Bathurst Park and Recreation Trust. Members were also reminded that they had all recently approved the Annual Return which included a statement which referred to the PWL.

**Cllr Berryman proposed** that the Council would ratify the historic decision to take out a loan for £200,000. The motion was put to a vote which was carried with one vote against (Cllr Edwards requested that the minutes reflect his vote against).

It was then **proposed by Cllr Berryman, seconded by Cllr Cooksley**, that the Council would gift the funding to the Bathurst Park and Recreation Trust and would not look to recoup any charge or interest for same. Cllr Matthews declared an interest at this point. The motion was put to a vote which was carried with two abstentions.

### 19. COUNCILLOR SURGERIES

It was noted that Councillor Surgeries did not take place in either February or April, despite a rota being previously issued to Councillors.

*RS*



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During discussion Members were asked to confirm their support to the operation of Councillor Surgeries. A vote was duly taken with ten votes in favour and four votes against. Those Councillors who had voted against the operation of Councillor Surgeries were asked if they wished their names to be included in a new rota which would be devised by the CEO. Cllrs Biddle and S Osborne did not wish to be included on said rota, however, Cllr Matthews felt that her fellow Councillors needed to observe the decision which had been taken democratically by the “Corporate” body. Noted.

Cllr Cooksley spoke in support of Councillors being available to the public by telephone, e-mail or by personal approach, however, Cllr Berryman felt that parishioners would be more likely to contact Councillors if they operated “surgeries”. Cllr Bonser reminded Members that they had put themselves forward for election and should therefore be publically available.

**Action by – CEO to produce revised rota**

### 20. LYDNEY CEMETERY

Cllr Berryman was pleased to report that the opening of the Garden of Reflection had been a success. Furthermore, Cllr Berryman advised that the Council may have the opportunity of taking over Millennium Wood, if Aylburton Parish Council did not wish to proceed with their plans to use the venue as Green Burial provision.

### 21. PLAY AREAS (LAP/LEAP)

The CEO informed Members that the last Policy Statement on the adoption of play areas had been dated 2007. However, from previous minutes she had discovered that the Council had resolved that it would place a 20 year time frame on the adoption of any future play areas and that the adoption of any future play areas would be considered on a “case by case” basis.

It was agreed that the Policy Statement would be amended by the CEO to reflect the Council’s previous resolutions and that the amended Statement would be tabled at the June Full Council meeting in order that it may be considered by Members.

**Action by – the CEO**

### 22. BATHURST PARK COMMEMORATIVE/OPENING OF PAVILION EVENT

Members were reminded that they had previously agreed to hold an event to commemorate the donation of the Coronation Gates and also the opening of the refurbished Pavilion Cafe. Accordingly, Members were advised that the event would take place at 2.00 pm on Sunday 9 June 2013. It was noted that the Bathurst Park and Recreation Trust had agreed to donate £500 towards the cost of the event, and it was hoped that this would be match funded by Mr J Thurston.

During discussion Members noted that invitations had already been issued for the event; that the catering would be undertaken by the Pavilion Cafe Tenant and that Trustee Matthews would attend a meeting with Mr Thurston to discuss the arrangements.

Cllrs Matthews, Hobman (and Mr Hobman) confirmed that they would attend the event. Cllrs Preest, Bonser and James voiced their intention to help set up the arrangements on the day. Cllr Harris voiced her intention to assist with setting up, provided that she was not working on the day.

Cllr Cooksley informed Members that he had investigated the provision of a PA system for the event, however, as such a system would cost £80-£120 it was agreed that no further action would be taken on this matter. Responding to a question raised by Cllr W Osborne, the CEO advised that the staffing costs for attendance at the event would be recharged to the Trust and

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shown in the budget costs for the event (as appropriate). This point, however, would be further discussed at the relevant Trust meeting. Noted.

### 23. NUCLEAR POLICY

Cllr Bonser requested that the Council consider its stance regarding nuclear energy in light of a possible new facility at Oldbury. Members noted that historically the Council had voiced its support for nuclear energy generation. **Cllr Matthews proposed** that the Council change its stance regarding the issue, however, the motion was not seconded.

Cllr Preest advised that UKIP representatives had been approached by STAND and they had called for a local referendum to take place in order that the local populace may decide. It was **proposed by Cllr Bonser, seconded by Cllr Matthews**, that the Council would now oppose any nuclear development at Oldbury. The motion was put to a vote which was carried with one vote against and four abstentions.

Cllr Preest requested that the CEO progress the call for a local referendum with Mr Mark Harper MP.

**Action by – the CEO**

### 24. PLANNING/HIGHWAYS

Having declared an interest in this matter Cllr Biddle excused himself from the meeting at this point.

#### Press Release

Prior to the meeting Councillors were provided with a copy of a Press Release detailing the need to shape the development of the Town which had been produced in conjunction with the NDP Steering Group. It was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the document would be issued to the press. The motion was put to a vote which was carried.

**Action by – the CEO**

Councillors were then provided with a further Press Release which had again been produced in conjunction with the NDP Steering Group regarding the highway improvement bid which had been submitted by Forest of Dean District Council/Gloucestershire County Council to the Local Transport Board. Cllr Pearman stressed the importance of the bid to the future viability of the Town and called on his fellow Councillors to support the bid which had been submitted. After a short discussion it was **proposed by Cllr Matthews, seconded by Cllr Bonser**, that the document would be issued to the press. The motion was put to a vote which was carried with one abstention.

**Action by – the CEO**

#### Planning Application P1796/12/FUL - Land East of Lydney

Members were advised that the above planning application would be considered by Forest of Dean District Council's Development Control Committee at their meeting on 14 May 2013. It was proposed by Cllr Harris, seconded by Cllr Cooksley that Cllr W Osborne would speak at the meeting on the Council's behalf regarding the application.

Cllr Biddle returned to the meeting at this point.

#### Network Rail

Prior to the meeting Members had been provided with copies of the meeting which had taken place between Network Rail and other partner organisations. Cllr Thomas gave a brief overview of the meeting which he had attended and advised of Network Rail's desire to increase

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the car parking allocation at the station. It was noted that Network Rail intended to apply for funding to conduct improvements to the car park and it was suggested that any development plans may need to include compensation to existing tenants on the site.

### Planning Applications

It was unanimously agreed that delegated powers would be granted to the CEO and two Councillors in order to return the Council's comment on applications received. It was agreed that a meeting would take place the following day, and an open invitation was extended to all Councillors to attend.

### Planning Decisions

The following planning decisions were received from the Forest of Dean District Council and duly noted:

P1736/12/FUL – Hill Farm, Lensbrook, Lydney

**Granted permission** – Installation of anaerobic processing biomass plant and digestate lagoon.

P1727/12/APP – Land between Lydney Bypass and Highfield Road, Highfield Road, Lydney

**Granted permission** – Approval of reserved matters for phasing plan areas infrastructure stage 1 and infrastructure stage 2 as set out in the terms of condition 2 of P1097/08/OUT allowed on appeal and planning permission P0136/11/FUL (access and landscaping).

P0251/13/FUL – Oakhill, 45A Highfield Road, Lydney

**Granted permission** – Erection of a single storey rear extension to create a sun room.

P1798/12/APP – Land South of Lakeside Avenue, Lydney

**Granted permission** - Approval of Reserved Matters for amendments to Plots 149-200.

P0285/13/FUL – 57 Harrison Way, Lydney

**Application Refused** – Erection of a two storey extension and front porch. Creation of a parking space and access.

P0190/13/FUL – Lakeside House, Cambourne Place, Lydney

**Granted Permission** – Alterations and conversion of existing dwelling to create 3 self contained flats, including the provision of a pitched roof (Resubmission). (Minor amendment to planning permission reference P2001/10/FUL incorporating an additional first floor window in the south elevation, amended velux rooflights on the west elevation, a door opening opened to window opening on the east elevation at ground floor level – Retrospective).

P0267/13/FUL – Little Allaston Farm, Driffield Road, Lydney

**Granted Permission** – Gate to provide vehicular access to agricultural field and the closure of an existing gateway.

P0082/13/FUL – Severnbanks County Primary School, Naas Lane, Lydney

**Granted Permission** – Erection of a canopy, sheltered space and pavilion in connection with the new external reception class play area.

P0345/13/FUL – 26A Bracken Close, Lydney

**Granted Permission** – Erection of a first floor front extension.

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## Oakdale

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

Prior to the meeting Councillors were provided with copies of photos and a report which had been received from Mr R Deeks regarding health and safety concerns at the Oakdale development. It was **proposed by Cllr Bonser, seconded by Cllr James**, that the Council would write to Forest of Dean District Council and forward the information to the Health and Safety Executive in order that they may investigate the situation. The motion was put to a vote which was carried with one abstention.

**Action by – the CEO**

## CCTV

Members were pleased to note that Gloucestershire County Council had agreed to cover the cost of relocating the CCTV camera from Lydney Town Hall to Hams Road. It was noted that the CCTV camera would now face Lydney Bus Station.

## 25. FORMAL CORRESPONDENCE RECEIVED

- E-mail from Ms E Turner (Partnership and Strategic Overview Officer) providing information on the forthcoming consultation on the Severn Estuary Flood Risk Management Strategy.
- E-mail from Mr P Hibberd, Strategic Director, Forest of Dean District Council responding to the Council's questions re the Faster Broadband project.
- NHS Family Health Services – Controlled Locality Determination – application to open a new pharmacy premises in the vicinity of GL15 4RS.
- Department for Communities and Local Government – Ltr from Mr T Hayward, responding to the letter written by NDP Steering Group Chairman, Cllr B Pearman.
- Gloucestershire Playing Fields Association – E-mail providing details of this year's competitions. **Agenda item for Committee/Trust meetings.**
- E-mail from Ms E Turner (Partnership and Strategic Overview Officer) providing information on the public consultations which would take place on the Severn Estuary Flood Risk Management Strategy, including an event at Taurus Crafts on Saturday 8 June 2013 between 11.00 am and 2.00 pm.
- Ltr from Mr M Harper, MP, regarding the Neighbourhood Development Plan.
- Ltr from Two Rivers Housing clarifying the situation behind the placing of a demolition order on 5 and 7 Orchard Road, Lydney. **Cllr Prest felt that pressure should continue to be placed on the organisation to explain their decision.**
- Ltr from Ms R Lewis (Outcome Manager for Early Years and Vulnerable Children Commissioning) providing information on the expansion of the funded hours of early education entitlement for 2 year olds in England to include children from families on low incomes.
- Forest of Dean District Council – providing a copy of the road closure application in respect of the Remembrance Parade on Sunday 10 November 2013.
- Leaflet by STAND detailing a public meeting on 16 May 2013 at 7.30 pm in The Annexe, Lydney in order to discuss Hitachi's and Horizon's plans to build a new nuclear facility at Oldbury.
- E-mail from Mr B Watkins, Local Highway Manager, Gloucestershire County Council advising that Forest of Dean District Council were willing to operate a trial closure of the exit from Bream Road car park on to Hill Street for a period of six months. **Council noted that the Planning and Highway Committee had requested the closure of the exit on health and safety grounds and resolved to "stand on" the Committee's request.**

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## 26. COMMITTEE AND OTHER REPORTS

### Christmas 2013

Cllr Osborne advised that whilst an order had been placed for the Christmas lights, a meeting had yet to take place to discuss the joint switch on event.

### Lydney Youth Council

Cllr James advised that an order had now been placed for polo shirts for the Youth Councillors. Cllr James reported that a meeting had taken place between a member of the Youth Council, representatives from outside organisations, Cllr Biddle and herself in order to progress the Skate Jam. It was noted that the EO had sent a comprehensive list of questions to Cllr Biddle, which had mirrored those raised by the organising group, and Cllr James reported that a further meeting would take place later in the week in order to discuss the arrangements for the event. Cllr James offered to provide the CEO with a copy of the notes from the original meeting.

Cllr W Osborne requested that invitations to attend the commemorative event in Bathurst Park on 9 June 2013 be issued to all Youth Councillors. Members noted that a Youth Council meeting would take place later in the month at which Youth Councillors would consider if they wished to provide financial support towards the cost of the Skate Jam event, however, Cllr James felt that grant funding could also be obtained to cover the costs of the event. It was noted that any funds raised would be used to refurbish/provide new skate equipment.

### Neighbourhood Development Plan

Members were provided with copies of notes from the NDP Strategic Meeting on 16 April 2013 and the meeting with Gloucestershire Highways on 18 April 2013. Cllr Pearman reported that both meetings had been productive and that the Steering Group had been advised by Mr P Williams, Forest of Dean District Council (FODDC) to include the requirement for future cemetery provision in the NDP. Members noted that the Steering Group felt that they had almost reached the stage of formulating a draft NDP and Cllr Pearman advised that FODDC's Cabinet would shortly be requested to approve the decision to cease work on the Lydney Area Action Plan and instead, lend support to the NDP. Cllr Pearman spoke on the need to demonstrate support by FODDC and the Town Council for the document and stressed that the Steering Group did not hold a political agenda.

In view of the above Cllr Pearman requested that a recorded vote be taken in order to establish the Council's support to the NDP and its Investment Forum. Cllr Edwards sought clarification as to whether an Investment Forum should be instigated by the Steering Group or the Council. The CEO clarified that the Council was being asked to show its support for the continuation of the NDP; the submission of the NDP to FODDC with the creation of an Investment Forum possibly then following on from said process.

During discussion Members were advised that approaches by local businessmen had already been received and that such interest would need to be directed to a particular avenue in order to take the Town forward. Cllr Pearman spoken on the formation of the Cinderford Regeneration Board which utilised the services of a range of business and Local Authority representatives. Cllr Edwards spoke against supporting the NDP Steering Group undertaking an Investment Forum, as he felt that this "control" should be undertaken by the Town Council. However, Cllr Harris spoke in favour of the NDP Steering Group undertaking an Investment Forum as she felt the NDP was pushing the Town forward. It was felt that an Investment Forum by the NDP Steering Group would encourage the involvement of a greater number of representatives, who may be deterred from joining if the Forum was linked solely to the Council.

Cllr Berryman commenced the recorded vote at this point. However, the EO was asked by the

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CEO to read back the motion for the sake of clarification. Voting then recommenced with the following result:

Councillor Name	Vote For	Vote Against	Abstained
Cllr B Berryman	X		
Cllr D Biddle		X	
Cllr R Bonser	X		
Cllr D Cooksley	X		
Cllr D Edwards		X	
Cllr C Harris	X		
Cllr V Hobman	X		
Cllr J James	X		
Cllr C Matthews			X
Cllr W Osborne	X		
Cllr S Osborne	X		
Cllr B Pearman	X		
Cllr A Preest	X		
Cllr B Thomas	X		

For clarity, the CEO requested that the EO once again reiterate what Members had voted on (i.e. the clarification previously stated). However, Cllrs Edwards and Matthews stated that they had not understood what they had been asked to vote on. Cllr W Osborne called Point of Order on the matter and requested that the Chairman proceed with business.

### Lydney Town Hall Trust Management Committee

Cllr Cooksley anticipated that the End of Year Accounts for the Town Hall would be received on 12 June 2013. However, the CEO queried if, according to the organisation's Standing Orders, an Annual Meeting should take place in May which included the appointment of Chairman. It was noted that the organisation would not require its End of Year Accounts in order to hold its Annual Meeting and Cllr Cooksley was advised to review the organisation's Standing Orders in order to ascertain the requirements for the Annual Meeting.

Noting that Cllr Cooksley had advised that the organisation's next meeting would take place on 22 May 2013, Cllr James gave her apologies as she already had a prior engagement.

### 27. COUNTY COUNCILLOR'S REPORT

County Cllr Preest felt that the County Council would be Conservative led, however, he envisaged that this would be ratified shortly.

County Cllr Preest sought Council's permission to place a Perspex covered map in the Town Council's Reception area on which members of the public could identify issues with the highway. County Cllr Preest advised that the map would be provided by himself and that said map would be checked twice weekly by himself. Consent for map proposed by **Cllr W Osborne, seconded by Cllr Harris**. Vote carried with one abstention.

Cllr Preest voiced his intention to be open and transparent and advised that he would relay any information to the Town Council.

### 28. DISTRICT COUNCILLOR REPORT

Members were provided with a copy of the written report which had been provided by District Cllr Winship regarding the Economy Portfolio Support Group and the Planning Portfolio

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Support Group.

District Cllr Bevan highlighted that the recent application by Watts Group could be considered under delegated powers and he stressed the importance that the area would hold on the possible creation of a Town Centre. Accordingly, District Cllr Bevan questioned if the Council wished for him to “call the application in” to enable it to be considered by Forest of Dean District Council’s Development Control Committee. **Proposed by Cllr W Osborne, seconded by Cllr C Matthews.** Cllr Hobman voiced her agreement with the decision and confirmed that in her capacity of District Councillor, she would be prepared to sign the necessary paperwork to support District Cllr Bevan’s request.

Cllr Biddle suggested that the request also include the opening up of the Riverside walk.

**Action by – District Cllr Bevan**

## 29. COUNCILLORS REPORTS

Cllr Pearman reported that he had attended the opening of the Pavilion Cafe and he commended the Tenant on the outstanding transformation of the facilities.

Cllr Edwards offered his apologies for all Council meetings for the next two months.

Cllr Bonser reported that she had attended a neighbourhood Police meeting and advised that; the SARA plan for Albert Street car park would continue for the summer months; a good response had been obtained from the letters written to young people regarding litter/exhausts; a mobile CCTV camera had been sited in the car park. Cllr Bonser encouraged residents to report problems experienced the car park as it would now be possible to identify the culprits. Cllr Bonser stated that she would provide full details of the statistics once she had received the minutes of the meeting.

Cllr Harris informed Members of a complaint which she had received regarding “A” boards sited on the pavement, as a child had run into to a board and caught their face. Cllr Preest advised that he would contact Gloucestershire Highway and request that they inspect the “A” boards located on the High Street.

**Action by – Cllr Preest**

Cllr Bonser drew attention to the fact that Age Concern displayed a quantity of their products for sale on the High Street, which she felt obstructed the pavement. As a Trustee of the local branch, Trustee Hobman advised that she would look into the matter.

**Action by – Cllr Hobman**

Cllr W Osborne requested that the Council consider/amend as appropriate its Standing Orders, as he felt that there were a number of issues which required amendment (e.g. authority for Councillors to remain seated when speaking).

**Action by – Cllr W Osborne to submit formal motion**

Cllr Pearman reported that the Finance and Scrutiny Committee had resolved to extend the temporary contract for the NDP Admin Assistant.

Members were then asked to confirm their availability to attend the Health and Safety Training which had been arranged for 20 May 2013. Cllrs Hobman, Preest, James, Bonser, Matthews, Harris, W Osborne, D Biddle, D Cooksley, B Pearman and B Berryman advised that they would be available to attend.

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30. **PRESS RELEASE**

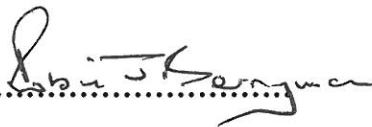
Discussed under Agenda Item 24 - Planning/Highways.

31. **MEETING DATES**

Members noted that the following meetings would take place at the Council's offices at 7.00 pm (unless stated):-

- 20 May 2013 – Councillor H & S Training (Mandatory for all the Employers)
- 28 May 2013 – Trust Meetings
- 10 June 2013 – Planning/Full Council
- 12 June 2013 – NDP Steering Group Meeting

Meeting closed at 9.57 pm

Chairman ..... 

Date ..... 10/6/2013 .....



Actions from Full Council meeting on ~~11 March 2013~~ 8 April 2013

Agenda Item	Action
1.	<ul style="list-style-type: none"> <li>Inform Forest of Dean District Council that a vacancy now existed on the Town Council as a result of Cllr Thompson's lack of attendance. <b>Done</b></li> </ul>
4.	<ul style="list-style-type: none"> <li>Submit a further request to Gloucestershire Police that an Officer attends on a bi-monthly basis. <b>E-mail sent requesting Police attendance bi-monthly</b></li> </ul>
7.	<ul style="list-style-type: none"> <li>Contact Two Rivers Housing to obtain an explanation as to why it was necessary to demolish both properties in Orchard Road. <b>E-mail sent requesting an explanation</b></li> <li>Cllr D Cooksley to allocate £4,000 from his County Councillor Highway funding towards a Vehicle Activated Sign for the Town. <b>Pending – Update Cllr Cooksley</b></li> <li>Cllr D Cooksley to provide Council with a copy of the current Emergency Plan. <b>Pending</b></li> </ul>
11.	<ul style="list-style-type: none"> <li>To arrange for Mr Bob Watters, Gloucestershire Market Towns Forum to provide a presentation to Full Council on the benefits of membership. <b>TBC – Possibly June F/C Meeting</b></li> </ul>
16.	<ul style="list-style-type: none"> <li>Agenda item for next meeting to allow Council to consider its stance on the future adoption of play areas on developments in the Town. <b>Agenda item</b></li> <li>To place order for Christmas lights/tree/etc as agreed by Full Council. <b>Done. Noted overspend to be taken from G/Rs as approved by Full Council; Minute Ref. 08/04/2013</b></li> <li>To request that the Council's cross road features are returned in order that they may be offered to Lydney Community Centre and Lydney Town Hall (<i>possibly used in the first instance to illuminate park for commemorative/joint BHP Pavilion event</i>) <b>Requested/awaited from Oakey's</b></li> <li>Cllr Cooksley to inform the CEO of the date of the Annual Meeting of Lydney Town Hall Trust Management Committee. <b>Pending: date required so that elected Town Councillors may vote at the LTHTMC AGM</b></li> <li>Cllr Cooksley to provide the CEO with a copy of the End of Year Account for Lydney Town Hall Trust in order that they may be tabled before Council. <b>As was agreed at the inaugural meeting - Pending</b></li> </ul>
19.	<ul style="list-style-type: none"> <li>Agenda item for next Full Council meeting in order to allow the Council to determine its stance regarding nuclear development at Oldbury. <b>Agenda item</b></li> <li>Write to Forest of Dean District Council to highlight the problems which Councillors have viewed with litter in the Town and its boundaries; ascertain how much the Town was paying for its litter collection service; the length of contract with Biffa; overflowing recycling units in the Town. <b>Done</b></li> </ul>
20.	<ul style="list-style-type: none"> <li>To issue a copy of the NDP Steering Group's letter/Press Release to the local press if no response is received from Mr M Harper MP. Agenda item - <b>DRAFT Press Release for Council consideration</b></li> </ul>