

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 17

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 June 2013 at 7.17 pm.

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

Three members of the public
Cadet Sergeant James Saunders – 614 (Lydney) SQN ATC (presentation only)
District Councillor M Winship
District Councillor J Bevan
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Prior to the commencement of the meeting Members received a presentation from Mr B Watters, Gloucestershire Market Towns Forum (GMTF). Mr Watters proceeded to provide an overview of the documentation which had been provided to Members in advance of the meeting concerning the formation of GMTF, its objectives/membership and its five delivery areas (including technical assistance).

It was noted that based on the population of the Parish the cost of membership would amount to £710.90 and Mr Watters advised that GMTF were currently involved in the production of a strategy which would enable the EU funding released next year to be disseminated to “grass root” level.

Responding to questions which had been raised by Members, Mr Watters advised that GMTF was able to offer subsidised membership of Action for Market Towns to its membership; that it would be able to provide support to the implementation of “Walkers are Welcome” projects.

Mr Watters then excused himself from the meeting at this point.

Housekeeping - 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 6 – Mayor’s report – Appointment of the Mayor’s Cadet for Civic Year 2013/14 - was discussed directly after agenda item 4 – Police Matters, however, the minutes reflect the order as shown on the agenda).

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Edwards and District Cllr Glastonbury.

Cllr Bonser advised that Cllr James would be a late arrival to the meeting.

2. **DECLARATIONS OF INTEREST**

Cllr D Biddle – Item 17 re P0412/13/OUT – Land off Lydney Bypass and Highfield Road, Highfield Road, Lydney

Cllr C Matthews – Item 16 re Lydney Dial-a-Ride

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 18

3. MINUTES OF PREVIOUS MEETING

Cllr Biddle noted that the motion proposed under which a recorded vote was taken at the May meeting under Agenda Item 17 (NDP) had not been **Seconded** and had therefore fallen. Cllr Biddle encouraged Cllr Pearman to bring forward the motion at a separate meeting, and to consider separating the two items. Cllr Pearman agreed to consider Cllr Biddle's suggestion.

Approval of the minutes of the Town Council meeting held on 13 May 2013 was **proposed by Cllr Hobman, seconded by Cllr Matthews**. Unanimous.

4. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the report which had been provided by the Police. Cllr Bonser welcomed the presentation of the data in a monthly format.

Cllr Berryman informed Members that he had been contacted by Mr Martin Surl who had expressed an interest in learning the views of the Council on the future Policing and Police Station provision in the Forest of Dean. Members were asked to provide their thoughts on the matter to the CEO in order that a response may be returned at the July Full Council meeting.

Action by – all Councillors

5. OPEN FORUM

No requests to speak were received.

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that he had attended the following events:

- Opening of Lydney Dial-a-Ride's premises
- Coronation Gates Celebration

The Mayor reminded Members to telephone the CEO to confirm her/officers availability, prior to visiting the Council's office.

Appointment of Mayor's Cadet

Cllr Berryman took great pleasure in presenting Cadet Sergeant James Saunders, 614 (Lydney) SQN ATC with his Mayor's Cadet badge.

Cllr W Osborne suggested that Cllr Berryman and the Mayor's Cadet may wish to erect the Armed Forces Day flag on the appropriate day.

Cadet Sergeant Saunders then excused himself from the Chamber.

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:-

- A grant application form had now been received from Bathurst Park and Recreation Trust and Members noted that the application would be considered at the Finance and Scrutiny Committee meeting in June.
- Members of the Planning Committee had agreed that Cllr W Osborne would continue to speak on the Council's behalf when Planning Application P1796/12/FUL – Land East of Lydney was considered by Forest of Dean District Council's Planning Committee.
- The By-election for Lydney North would take place on 11 July 2013, for which polling cards would be issued as per Council's request.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 19

- Cllr Preest was in discussion with Mr B Watkins, Gloucestershire Highways, regarding the provision of Vehicle Activated Signs. Members were also advised that Cllr Preest would be undertaking a walk around the Town with Mr Watkins on 2 July 2013, and it was believed that County Councillors may be allocated up to £20,000 funding for their area.
- Members were provided with a copy of the in-house Audit rota and Councillors were asked to inform the CEO if they were not able to attend on the dates specified.
- All Members were provided with an updated Councillor Contact List.
- All Members were provided with a copy of the Asset Map which had been produced.

Chairmanship Training

Members were asked to consider if they wished to undertake Chairmanship training organised by the Gloucestershire Association of Parish and Town Councils (GAPTC) at £85.00 per attendee. Alternatively, Members were asked to give consideration to arranging for the Chief Officer of GAPTC to provide the training at the Council's office for approximately £300.00, with approaches then made to neighbouring Councils to ascertain if their Members would also be interested in attending.

Responding to a question which had been raised by Cllr Bonser, it was noted that at least six Councillors had expressed an interest in attending Chairmanship training and after a short discussion it was **proposed by Cllr Bonser, seconded by Cllr Matthews**, that the CEO would arrange Chairmanship training up to the value of £350.00 though an appropriate training provider (GAPTC or a/another as appropriate). Vote carried.

Action by – the CEO

Lydney Area Action Plan

It was **proposed by Cllr Bonser, seconded by Cllr Preest**, that the Council would not appoint a representative to the Lydney Area Action Plan due to the Notice of Withdrawal issued by Forest of Dean District Council in light of the work which had commenced on the Neighbourhood Development Plan. Unanimous.

Health and Safety

It was noted that in order to comply with Health and Safety Regulations a fire evacuation plan (including Personal Evacuation Plans for those with mobility issues) would be produced and random fire evacuations would be conducted/logged.

District Cllr Bevan advised of the frustration which had been experienced by members of the public on the weekend as the level crossing barrier for Lydney Station had remained in the "down" position for 20 minutes and he expressed concern that the action may give rise to members of the public deciding to cross the railway tracks. **Noted**

8. FINANCIAL MATTERS

FINANCIAL STATEMENT

JUNE 2013

Bank Balance as 1st April 2013

LLOYDS BANK - Current account		51,153.97	
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		104,183.89	164,350.38
			<u>215,954.35</u>

2012/13 Commitments Brought Forward
£15,850.37

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 20

TRANSACTIONS

RECEIPTS

Receipts APRIL	226,497.94	<i>Incl Precept inst 1 of 2</i>	
Receipts MAY	3,841.33		Receipts Summary attached
Receipts JUNE	-		
Receipts JULY	-		
Receipts AUGUST	-		
Receipts SEPTEMBER	-		
Receipts OCTOBER	-		
Receipts NOVEMBER	-		
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
Total Receipts YTD	230,339.27		

PAYMENTS

Payments APRIL	24,604.10		
Payments MAY	44,666.17		
Payments JUNE	34,364.09		Detailed below
Payments JULY	-		
Payments AUGUST	-		
Payments SEPTEMBER	-		
Interim Payments to HALF YEAR	-		
Payments OCTOBER	-		
Payments NOVEMBER	-		
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		
Total Payments YTD	103,634.36		
Total	342,659.26		

Reconciled Bank Statements as at end	May 2013		Bank Statement copies attached
LLOYDS BANK – Current account		175,413.47	
LLOYDS BANK - Youth Council - current		1,450.00	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,443.00		
Primrose Hill Play Area	8,000.00		
Cemetery	16,529.14		
Neighbourhood Development Plan	5,127.85	60,291.49	
LLOYDS BANK - General Reserve		105,504.30	165,795.79
Bank Balances as at	31-May-13	342,659.26	0.00 check

JUNE PAYMENTS

Payments made by Direct Debit/Standing Order

Fuel Genie	414.32	Monthly	DD	Fuel for van/mowers
Cable Stream	147.26	Monthly	DD	Telephone
Dean Truck Repairs	0.00	Monthly	STO	Lease of van (see chq 7175)
Tate Computer Technology	62.40	Monthly	STO	IT services
BNP Paribas Leasing	409.85	Quarterly	DD	Telephone system
Sub total	1,033.83			

Spending Power

via General Power of Competence

Payments in advance of meeting:

Worksafely Consultancy Ltd	850.00	Ad hoc	7144	Health & Safety
Payments for approval at meeting: Sub total	850.00			

Payments for approval at the meeting held on:

	10th June 2013		Chq. No.	
Corporate Expenditure	10,978.63	Monthly	7145-7155	re June
HMRC	2,923.41	Monthly	7156	re June
Glos LGPS	3,339.68	Monthly	7157	re June
CGP Contracting Ltd	1,320.00	Ad hoc	7158	Fencing: Garden of Remembrance

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 21

Eurostat Office Solutions	67.02	Monthly	7159	Stationery
Force 3 Security	1,293.60	Monthly	7160	CCTV
Forest Equipment Services Ltd	699.10	Ad hoc	7161	Litterpicking
Light Fantastic DIY Ltd	13.32	Ad hoc	7162	Establishment Charges
Lydney Garden Centre	24.99	Ad hoc	7163	Workshop / Pavilion
Melcourt Industries Ltd	1,858.50	Ad hoc	7164	Play Bark
Monmouthshire CC	288.00	Annual	7165	Playareas: Annual Inspection
SITA UK Ltd	93.64	Annual	7166	Skip Hire
T3 Designs	153.00	Ad hoc	7167	Youth Council - Sweatshirts
The Distribution Business	115.46	Quarterly	7168	Newsletter (Summer)
Travis Perkins	4.93	Monthly	7169	Play areas
Worksafely Ltd	29.95	Ad hoc	7170	Personal Protective Equipment
WPS Insurance Brokers Ltd	4,981.51	Annual	7171	Insurance: General
BNP Paribas	186.00	Quarterly	7172	Franking Machine
The Columbaria Company	84.00	Ad hoc	7173	Cemetery
DBC Solutions Ltd	570.00	Ad hoc	7174	H&S Training
Dean Truck Repairs	288.00	Ad hoc	7175	Van Lease
Tate Computer Technology Ltd	1,742.40	Ad hoc	7176	IT Support
BPRT	598.14	Monthly	7177	VAT Repaid (re Jan-Mar)
LRT	790.71	Monthly	7178	VAT Repaid (re Jan-Mar)
Petty Cash	36.27	Ad hoc	7179	Meeting Costs/Telephone
Payments for approval at meeting:	Sub total			
				32,480.26
	TOTAL PAYMENTS	JUNE		34,364.09

A list of unpresented Cheques (For Information only)

Lydney Garden Centre	21.57	7107
Corporate Expenditure	2,462.11	7115
Glos LGPS	3,303.17	7121
Image	360.00	7126
DVLA	55.00	7132
Total	6,201.85	

Monthly Financial Statement

Members were informed of a late payment which had not been included on the sheet, but for which a cheque had been written and would therefore be shown as a payment between meetings. Payment related to Mr P Hurcombe regarding the removal of asbestos from the South Road Allotment site for the value of £500.00. **Noted.**

Cllr James arrived at this point.

Cllr Bonser then questioned the requirement for the Bathurst Park and Recreation Trust to adhere to the Council's agreed Grant Application process as she felt that the grant to the Trust had already been included in the Council's budget. During discussion the CEO reminded Members that whilst the Council had made provision in its budget for a grant to the Trust, said provision did not equate to an automatic right to provide the Trust or any other organisation with funding. Furthermore, Members were reminded that the Grant Application process had been formally adopted as it had been resolved that there was a necessity to ensure all such financial approaches to the Council were treated fairly.

Cllr Bonser requested a future Agenda item to allow the Council to consider 'gifting' money to the Trusts. Members were reminded that the Council was corporately responsible for managing the "risk" to the public purse and of the need to ensure a paper trail. Cllr Osborne requested that the matter appear as a future Agenda item for the Finance and Scrutiny Committee.

Action by – the CEO

Responding to a question which had been raised by Cllr Bonser, the CEO explained that the Council would need to decide if it wished to provide the Trusts with an annual grant or a donation; eitherway there would be a necessity to make such provision in the budget

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 22

Approval of the Monthly Financial Statement was **proposed by Cllr Pearman, seconded by Cllr Harris**. Unanimous.

Insurance

Members noted that the Council's insurance with Aviva (through WPS) had been due for renewal on 1 June 2013 and that the policy had renewed on the same terms as in previous years for the sum of £4,981.00. The CEO advised that any necessary amendments (e.g. increased value for War Memorial) would be considered throughout the year.

9. REVIEW OF LYDNEY COMMUNITY EMERGENCY PLAN

Cllr Preest advised that Gloucestershire County Council had provided name of Mr Eddie Coventry as a contact and he questioned if the plan was held at Forest of Dean District Council (FODDC) or Gloucestershire County Council (GCC).

Cllr Cooksley advised that seven restricted versions of the plan were held (1 x FODDC Emergency Planning Liaison Officer (Ms Karen Rushworth), 1 x GCC Emergency Planning Liaison Officer (Ms Barbara Harrison), 1 x Mayor, Lydney Town Council, 4 x "Appointed Officers"). Cllr Cooksley advised that he would shortly be stepping down from his role as Lead Contact; that the three other "Appointed Officers were Cllr David Edwards (Co-ordination Officer), Ms Judy Davis (Welfare Officer) and Mr Rob Beswick (Out and About Officer).

The CEO requested that she be provided with a copy of the updated document to reflect its re-adoption at the Annual Council meeting.

Action by – Cllr Cooksley

Cllr Preest to contact Ms Barbara Harrison, GCC and he requested that the matter be an agenda item for the July meeting.

Action by – Cllr Preest

10. PLAY AREAS/OPEN SPACES

Prior to the meeting Councillors were provided with a copy of the revised Policy Statement re the Adoption of Public Open Space and the Adoption of Play Areas within residential developments in the Parish of Lydney.

It was noted that the aforementioned Statement had been amended to include the Council's previous resolutions (e.g. commuted sum of £1,000 per dwelling; a 20 year limit placed on the adoption period; that each application would be considered on its own merit; that all legal costs of the transfer would be borne by the developer). Adoption **proposed by Cllr Osborne, seconded by Cllr Biddle**. Unanimous.

The CEO was then asked to ensure that the Statement was lodged with Forest of Dean District Council.

Action by – the CEO

11. FREEDOM OF INFORMATION REQUEST

Prior to the meeting Councillors were provided with copies of the Freedom of Information Request which had been received; a copy of the CEO's response and a copy of the Council's Freedom of Information Policy.

In line with the request submitted by the member of public, Members were asked to consider the response which had been returned and also review the Council's Freedom of Information Policy.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 23

Responding to a question which had been raised by Cllr Bonser, the CEO advised that the member of public had provided an address; had been informed exactly where on the Council's website they could obtain a copy of the PIR report and that any further information which they had been requested would only be considered/released following legal advice which would now be sought due to data protection.

After taking an opportunity to consider the matter, it was **proposed by Cllr Pearman, seconded by Cllr Hobman**, that the member of public would be informed that the Council felt the response provided to be appropriate and in line with its Policy; that Council had reviewed its Policies and found them to be in line with national arrangements. Unanimous.

Action by – the CEO

Members noted that an increase would be applied to the cost of photocopying as shown in the Policy to that of 20p per sheet for black and white; 60p per sheet for colour and £15 per search.

12. COUNCILLOR SURGERIES

Prior to the meeting Members were provided with a copy of the revised Councillor's Public Surgeries rolling roster.

Cllr Preest advised that he and Cllr Pearman intended to conduct their "surgery" outside the Co-operative Store on 23 June 2013 from 10.00 am to 12 noon. During discussion consideration was given towards the need to vary the location for the "surgeries" (e.g. outside Tesco and Tuffins stores) and Cllr Osborne highlighted that it was down to appointed Councillors to decide the venue, date and time of their "surgery".

Cllr Harris proposed adoption of revised roster. **Seconded by Cllr Pearman.** Unanimous.

Action by – all Councillors

13. GMTF

Due to the presentation provided earlier in the meeting, Councillors were asked to consider if the Council wished to become a member of the Gloucestershire Market Towns Forum (GMTF).

Cllr Pearman briefed Members on the Action for Market Towns event which he and Cllr Thomas had attended. Noting that membership of GMTF included automatic membership to Action for Market Towns, Cllr Pearman spoke in support of the Council joining GMTF.

Following a suggestion which had been made by Cllr Preest, it was agreed that Cllr Pearman would contact the "Forest" members of GMTF to ascertain if they felt that they received value for money, with the matter being an agenda item for the next meeting.

Action by – Cllr Pearman

14.. RENEWABLE ENERGY POLICY

Due to information recently received relating to solar farms, Cllr Pearman hoped to be able to table a 'revised' document at the next meeting and referred it to the original authors; County Cllr Preest and Mr Deeks for amendment.

Action by – County Cllr Preest/Mr Deeks (NDP)

15. AMENDMENT TO STANDING ORDERS

Following on from discussion at the Annual Council Meeting, Cllr Osborne felt that Council should give consideration to amending its Standing Orders in line with current practice (*e.g. the operation of a less formal approach enabling Members to address each other by their Forenames and to remain seated whilst speaking*).

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 24

After a short discussion it was **proposed by Cllr Berryman** that the overview sheet for Standing Orders only would be amended thus:

1. *This Council will ordinarily adopt a relaxed approach to; Members/Officers 'title'. It is therefore permissible to use forenames.*
2. *This Council will ordinarily allow Members/Officers to remain seated when speaking. [The Chairman, at his/her discretion, may at any time permit members of the public to be seated when speaking].*

The proposal was put to a vote which was passed unanimously.

Action by – the CEO

16. FORMAL CORRESPONDENCE RECEIVED

- Hunter Page Planning – E-mail from Mr Ben Read advising of public consultation event scheduled for 4 & 5 June at Lydney Town Hall to discuss the proposed residential development to west of Driffield Road and north of Augustus Way. **Noted.**
- Richard Cole Contractors – E-mail responding to concerns raised regarding the requirement to observe a 1 metre space from the boundary at each of the Gateways. **Matter to be agenda item for Amenities Committee.**
- Lydney Dial-a-Ride & Forest Community Transport – Letter from Mrs L Currie, Manager, referencing letters written by Cllr Harris published in The Forest of Dean and Wye Valley Review on 15 and 22 May 2013. Cllr Matthews declared an interest at this point. **Cllr Bonser proposed** that the Council would provide a letter of support to the organisation. **Seconded by Cllr James.** Vote carried with five abstentions. It was also noted that the letters had been written in a personal capacity by Cllr Harris and the CEO was requested to reflect this fact in the letter from the Council.
- Two Rivers Housing – Press release regarding numbers 5 & 7 Orchard Road and the organisations justifications for relocating Mrs Watts from her home.
- District Cllr Glastonbury – Providing a copy of an e-mail sent to Mr P Williams, Group Manager, Planning and Housing, Forest of Dean District Council, regarding Health and Safety concerns at Oakdale. *Members advised that the Health and Safety Executive had referred the matter back to Forest of Dean District Council believing the matter to be an Enforcement obligation on the developer.*
- Oakdale Links Community Website – Copy of letter sent from Ms Rachel Reeves, Editor, Oakdale Links Community Website to Mr P Williams, Group Manager, Planning and Housing, Forest of Dean District Council, commenting on P0634/13/FUL which sought to vary the timeframe for the implementation of the bus link for the development. **Noted.**
- Broadband, Lydney – Copy of e-mail to County Cllr Preest from Ms Dawn Thompson, Engagement Manager – (Fastershire) regarding delivery of faster broadband in Lydney. *Cllr Preest advised that County Cllr Hawthorne had agreed to take up the matter. Cllr Matthews advised that members of public on low incomes could obtain a laptop for £24.00.*
- Robert Owen Vocational School Public Consultation – E-mail from Ms Abi Horsburgh, Deputy Corporate Services Co-ordinator advising of the organisations plans to open a school in Hereford and providing details of the public consultation event which was scheduled to take place. **Noted.**
- Mr J Young and Mr R Berryman – Note expressing thanks to Council for funding their attendance at Chelsea Flower Show in order that the knowledge gained may be reflected in Council's future projects.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 25

- Forest of Dean District Council – E-mail advising that P0412/13/OUT – Land off the Lydney Bypass and Highfield Road, Highfield Road, Lydney would be considered by Forest of Dean District Council's Development Control meeting on 11 June 2013.
- Mr Mark Harper MP – providing a copy of the letter sent Cllr Preest in response to the CEO's e-mail on 17 May 2013 regarding local referendums.
- Asda/Federal Mogul Camshafts Ltd – Report providing an overview of progress made to date on their planning application.

17. COMMITTEE & OTHER REPORTS

Planning/Highways

Cllr W Osborne informed Members that the Planning and Highway Committee had resolved to change the date and time of their meetings. Accordingly, meetings would now take place on the Wednesday prior to Full Council meetings and would commence at 2.30 pm.

Members were advised that the Committee had been unanimous in its objection to Planning Application P0634/13/FUL – MMC Land & Regeneration, Land South of Lakeside Avenue, Lydney to extend the timeframe for the implementation of the bus link.

Cllr W Osborne acknowledged that the Council had received a small number of complaints regarding the temporary closure/pilot scheme of the Hill Street exit from the Bream Road Car Park. However, Cllr W Osborne stressed that the aim was to provide a safer area for children; that the Council would still lobby Gloucestershire Highways to provide a level crossing in Hill Street and he called on County Cllr Preest to ascertain why the Crossing Patrol Person appeared to cross one child at a time.

It was noted that County Cllr Preest and Mr D Street were considering issues relating to the Oak Meadow proposed development, as it was believed that an historic hedge had been removed from the site.

Cllr Biddle excused himself from the chamber at this point.

Planning Application P0412/13/OUT – Land off Lydney Bypass and Highfield Road, Highfield Road, Lydney

Council was asked to appoint a representative to speak on its behalf when the application was considered by Forest of Dean District Council's Development Control Committee on 11 June 2013. It was **proposed by Cllr Harris, seconded by Cllr Cooksley**, that Cllr Thomas would represent the Council at the meeting and that he would stand on with Council's objection as previously submitted. Vote carried.

Cllr Biddle returned to the chamber at this point.

Burial Committee

Cllr Harris advised that a number of complaints had been received regarding a lack of maintenance by relatives in the Old Garden of Remembrance. Accordingly, the Committee had agreed to give formal notice of its intention to clear the area of weeds/shrubs/ornaments and lay a weed suppressing membrane and recycled enviro glass nuggets. It was noted that two Public Notices, 6 months apart would be placed in The Forest and Wye Valley Review and that the work would be undertaken in 12 months time for which a budget commitment had already been allocated.

Cllr Harris reported that the Committee had also considered the requirement to repair sections of the boundary wall for St Mary's Churchyard; the possibility of planting bulbs in the wildflower

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 26

area and the provision of planted flower tubs at the entrance to the Church. The CEO drew Members' attention to the financial provision of £8,900 which had been included in the Amenities Budget in respect of the Cemetery/St Mary's 'closed' churchyard. Approval was sought to transfer the budget to the newly formed Burial Committee. **Proposed by Cllr Cooksley, seconded by Cllr Harris.** Vote carried with one abstention.

Christmas 2013

Whilst no progress with regard to a joint meeting with Lydney Town Hall Management Committee Representatives had been made, Cllr W Osborne advised that The Riverside Church Group were willing to alter their previously agreed arrangements to ensure that they were singing carols whilst the lights were being turned on. Cllr Matthews suggested that consideration also be given to including a performance by Lydney Training Band and Cllr Bonser sought clarification as to which organisation was the "lead" for the event (Council or Lydney Town Hall Trust). On behalf of Lydney Town Hall Management Committee Cllr Cooksley advised that the appointed representative was awaiting contact from the Council's Sub-Committee. However, Cllr Harris highlighted the problems which she had experienced in attempting to arrange a working party meeting.

Cllr Preest expressed grave concern that arrangements had yet to be put in place, other than the ordering of the lights, and he called on Members of the working group to quickly get a grip of the situation.

Youth Council

Cllr James advised that the Youth Council had met on 30 May 2013, with the main topic of discussion being the Skate Jam and Councillors were asked to support the assistance of the Youth Council with specific tasks at the event in order that they may be covered under the Town Council's insurance. **Proposed by Cllr Cooksley, seconded by Cllr Bonser.** Unanimous.

During discussion Cllr James advised that a Youth Councillor had been successful in gaining £200 from Cadburys towards the event and Cllr Matthews recommended that the Youth Council contact Unilever in order to ascertain if they would be willing to provide a quantity of free ice cream.

Members were also informed that the Youth Council had agreed to provide a donation towards the cost of the Skate Jam event to the value of £450.00.

NDP

Members were provided with copies of the minutes from the meeting on 8 May 2013 and were advised that at the meeting on 29 May 2013 Cllr Pearman and Mr B Hobman had been appointed as Chairman and Deputy Chairman respectively of the NDP Steering Group.

It was noted that the NDP Steering Group had allocated specific tasks to "Grouped" working parties in order to address all points required by the NDP, and that each working parties recommendations would be fed back to the NDP Steering Committee. Furthermore, Cllr Pearman advised that a meeting had taken place on 22 May 2013 with Officers from Gloucestershire County Council which had been most enlightening as it focused attention on what were perceived to be achievable projects. Cllr Pearman looked forward to reporting further on this matter in due course.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 27

Members of the Council's Planning and Highways Committee were urged to closely monitor the trigger points for S106 funding and Cllr Pearman advised that District Cllr Winship and Mr N Gibbons, Forward Plan Manager, Forest of Dean District Council had been tasked with compiling a list of S106 trigger points for the Town. Cllr Pearman stated that the NDP Steering Group had also managed to obtain a copy of the plans which had been submitted to the Gloucestershire Local Transport Board as part of the funding bid for highway improvements for the Town.

Lydney Town Hall Trust Management Committee

Cllr Bonser reported that she had attended the Annual General Meeting of the Trust which she found to be a very positive experience. Members noted that all positions of Office remained unchanged from the previous year. Cllr Bonser felt that the Managing Committee possessed a forward vision which was dependent upon funding and advised that a number of local businesses were willing to contribute to the Town Hall.

18. COUNTY COUNCILLOR REPORT

Prior to the meeting Members were provided with a copy of the report which had been received from County Cllr Preest.

Pot hole map – County Cllr Preest to obtain from County, this would then be displayed o/s reception area.

Action by – County Cllr Preest

County Cllr Preest reported that he would be conducting a walk around the Town on 2 July 2013 at 9.30 am with Mr Brian Watkins, Gloucestershire Highways, and he requested all Councillors inform him of problem areas by e-mail in order that they may be raised during the walk round.

County Cllr Preest was hopeful that each County Cllr would be allocated £20,000 to spend on highway improvements to their area and he stated that he would shortly be receiving training on highway matters.

19. DISTRICT COUNCILLORS REPORTS

District Cllr Hobman advised that she had attended the Annual Council Meeting of the Forest of Dean District Council and attended Planning Committee meetings. It was also noted that District Cllr Gethyn Davies had been appointed as Vice Chairman of the Planning Committee with District Cllr Judy Davis appointed as planning representative.

20. COUNCILLORS REPORTS

Cllr Biddle reported that he had attended an Environment Agency meeting at Taurus Crafts and advised that the status quo was being maintained, with the situation reviewed every 10 years.

Cllr W Osborne requested an agenda item for the July meeting relating to Lydney War Memorial. Cllr W Osborne also requested that stronger envelopes be used for Council Summons in the future due to postal problems/ripped envelopes.

Action by – the CEO

Cllr Bonser spoke of her enjoyment in attending the Coronation Gates Celebration; advised that positive feedback had been received from a number of families which had attended and expressed thanks to Cllr Matthews and all for the event.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/06/10 – 28

Cllr Preest voiced concern over a number of uncut grass verges in Lydney East and he called for pressure to be applied to Two Rivers Housing and Forest of Dean District Council in order that the matter could be addressed.

Cllr Matthews expressed thanks to all who assisted with the Coronation Gate Celebration; advised that she had already expressed her personal thanks to Mr Thurston for his assistance and requested that an agenda item appear on the next Bathurst Park and Recreation Trust meeting concerning the public toilet facilities.

Action by – the CEO

Cllr Harris commended Mrs C Harris, Pavilion Tenant on the outstanding transformation of the Pavilion Café and offered her best wishes for the success of the facility. Cllr Pearman voiced his support.

Cllr Cooksley voiced concern over the fencing which surrounded the electrical sub-station which was located adjacent to Bathurst Park. Cllr James offered to get her husband to report the situation.

21. **PRESS RELEASE**

Cllr Matthews was requested to provide the CEO with an article on the Coronation Gates Celebration by the end of the week, together with photos, in order that it may be included in the Council's Summer Newsletter.

Cllr Matthews advised that the local press had already voiced their intention to include an article on the Coronation Gates Celebration in a future edition.

22. **MEETING DATES**

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

- 12 June 2013 – NDP Steering Committee Meeting
- 17 June 2013 – Amenities/Finance and Scrutiny Committee
- 3 July 2013 – Planning and Highways Committee Meeting at 2.30 pm
- 8 July 2013 – Full Council

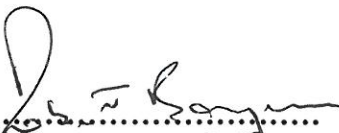
EXCLUSION OF THE PUBLIC & PRESS
Page 29 (Inclusive) - CLOSED SESSION

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

23. **COUNCIL POLICY**

- Council to continue to use Hedleys Solicitors for specialist legal advice and that they be requested to address all correspondence on Lydney Town Council's behalf.
- Delegated powers granted to the CEO and two Councillors in order to resolve current issues through Hedleys Solicitors.

Meeting closed at 9.14 pm

Chairman

Date