

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/10/14 – 61

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 October 2013 at 7.00 pm.

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

One member of the public
District Cllr T Glastonbury
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Cllr Thomas 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.

Prior to the commencement of the formal part of the meeting Cllr Thomas was pleased to inform Members that Gloucestershire Playing Field Association had awarded Bathurst Park a Highly Commended Certificate in respect of this year's Playing Field of the Year Competition. Furthermore, that Cllrs Biddle and Berryman had been awarded a Highly Commended glass plaque in respect of their Volunteer of the Year Award. Therefore, it was with great delight that Cllr Thomas presented the Head Groundsman with the aforementioned certificate for Bathurst Park, and Cllr Biddle with a glass plaque. It was noted that Cllr Berryman's plaque would be presented at a later date.

Cllr Thomas then proceeded to read out the letter which had been received from Cllr James, in respect of her resignation.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Berryman and Cooksley and District Cllrs J Davis and M Winship.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Item 11, third paragraph, second to last sentence – Cllr W Osborne advised that he had tabled a *motion* at Forest of Dean District Council, not a question.

Item 23, fifth paragraph – Cllr Matthews advised that Cllr Harris, not herself, had asked that the Environment Agency provide an explanation as to what funding obtained in 2005 had been expended on.

Approval of the minutes of the Town Council meeting held on 9 September 2013 was **proposed** by Cllr Harris, **seconded by Cllr Bonser**. Vote carried with two abstentions.

4. **POLICE MATTERS**

Members were provided with a copy of the report which had been provided by the Police, the contents of which were duly noted.

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5. OPEN FORUM

Mr W Owen, 3 Augustus Way, Lydney – questioned if the same consideration would be given to the planning application submitted by Asda, as given to Sainsburys. Cllr Thomas confirmed this to be the case.

In response to a statement made by Cllr Osborne, the CEO advised all present that she held a file which demonstrated minuted approval in respect of the Council's stance regarding Sainsburys planning application. Furthermore that all Councillors had received e-mails concerning the statement to be made regarding the Sainsburys planning application. The CEO also stressed that a Councillor would be appointed to speak on behalf of the Council when Forest of Dean District Council's Planning Committee considered the Asda planning application at their November meeting.

6. COMMUNICATIONS BY THE MAYOR

Cllr Thomas read out a report a report which had been produced by the Mayor, as it had not been possible for him to attend the meeting.

In the report Cllr Berryman outlined his desire for the Town to move forward in order to secure investment in the Town; offered thanks to Cllr Harris for speaking on behalf of the Council at the Forest of Dean District Council's Planning Committee meeting in respect of the Sainsburys planning application; urged his fellow Councillors to support the Neighbourhood Development Plan which was being produced for the Town as he believed it was the only way Lydney would move forward.

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:-

Council/Trust Meeting Dates

Councillors were provided with a list of the Council/Trust meeting dates for the remainder of the 2013/2014 Civic Year and the 2014 calendar year.

Chairmanship Training

It was noted that the Gloucestershire Association of Parish and Town Councils had recently conducted Chairmanship Training at the Council's office.

Good Councillor Guide

All Councillors were provided with a copy of the latest version of the Guide and were requested to add said Guide to their individual Policy folders.

Action by – all Councillors

Police and Crime Panel

The CEO advised that District Cllr Winship had been appointed to the Policy and Crime Panel and welcomed ideas as to how the Panel could actively engage with the community.

Renewable Energy Policy

Members' attention was drawn to the fact that they had been provided with a copy of the revised policy, which had been tabled at the meeting. It was noted that consideration of an application had been deferred by the Planning and Highway Committee due to the need to consider the document.

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Environment Agency

Attention was drawn to the fact the Environment Agency had provided a breakdown detailing the expenditure of grant funding obtained in 2005. Noted.

HEALTH AND SAFETY (CUSTODIAL)

Footbridge on Recreation Ground (Lydney Recreation Trust)

It was noted that it had been necessary to decommission one of the footbridges on the Recreation Ground due to health and safety concerns. The CEO advised that Trustee Biddle and the Chairman of Lydney Tennis Club were in the process of applying for grant funding to replace the aforementioned bridge, however, due to the concerns which had been expressed by Trustees the CEO sought direction as to how they wished to address the matter.

Cllr Harris highlighted that the CEO had previously attended health and safety training and stressed that if Councillors wished to reverse the decision made by the CEO they would then be liable for any accident which then occurred. Cllr Harris also suggested that the Trust may decide not to replace the bridge, rather a footpath could be provided from the existing vehicular bridge to the Tennis Club.

During discussion the CEO responded to a number of questions which had been raised by Councillors and it was noted that the condition of the bridge had been brought to the attention of the CEO in June; that a structural engineer had inspected the bridge (at no cost to the Trust) and produced a report; that Trustee Biddle had been made aware of the situation; that weekly inspections of the bridge had been undertaken since June; that the Trust meeting on 22 July had not taken place as a Quorum could not be attained; that Trustee Biddle had agreed that further quotations should be obtained, said quotations then tabled at the Trust meeting in September; that all Trustees had been provided with copies of the quotations for consideration at the September Trust meeting, however, only five Trustees actually attended the meeting and resolved to defer the matter pending grant funding information.

Cllr Osborne advised that youths were utilising a pipe which spanned the River Lyd as a crossing point and felt that the Trust should consider blocking off access to the pipe in order to limit liability for the Trust. Cllr Harris felt that the responsibility for the pipe did not lie with the Trust.

Responding to a statement which had been made by Cllr Harris, the CEO advised that if Councillors/Trustees wished to re-open the bridge they would need to then arrange regular inspections of its condition and advised that the bridge would no longer be covered by the Trust's insurance.

After a short further discussion it was **proposed by Cllr Bevan, seconded by Cllr Harris**, that the Council would endorse the closure of the footbridge by the Tennis Club. Vote carried with one vote against and two abstentions.

Fireworks Display – 5 November 2013 (Bathurst Park and Recreation Trust)

Councillors were asked to confirm attendance at the above event for marshalling purposes. Cllrs Hobman, Harris, Matthews, Pearman, Biddle, Preest, Bonser, Bevan, Osborne and Thomas confirmed their attendance. It was noted that Cllrs Biddle and Harris had secured the services of six volunteers; Cllr Hobman felt that her husband may also be willing to assist at the event. Members were reminded that the Trust had previously resolved that gates to the event would open at 5.30 pm;



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the display would commence at 7.00 pm, with the event close set for 8.30 pm. Cllr Thomas requested the designation of roles for those marshalling the event; Cllr Harris requested that an increased float be provided this year. Members were also advised that Forest of Dean District Council had declined the Trust's request to cease car park charging from 4.30 pm in order to allow attendees to park safely/considerately.

Cllr Matthews seized the opportunity to advise that the Pavilion Tenant could no longer provide additional catering at the event. Accordingly, Mr Marx had emphasised his interest in attending the display and had provided a contribution to cover such attendance. Endorsement **proposed by Cllr Osborne, seconded by Cllr Harris**. Vote carried.

8. FINANCIAL MATTERS

FINANCIAL STATEMENT

OCTOBER 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*

TRANSACTIONS

RECEIPTS

Receipts APRIL	226,497.94		<i>Incl Precept inst 1 of 2</i>
Receipts MAY	3,841.33		
Receipts JUNE	11,573.69		
Receipts JULY	9,189.85		
Receipts AUGUST	11,285.83		

Receipts SEPTEMBER	224,200.18	<i>Incl Precept inst 2 of 2</i>	Receipts Summary attached
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Receipts OCTOBER	-		
Receipts NOVEMBER	-		
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
Total Receipts YTD		486,588.82	

PAYMENTS

Payments APRIL	24,604.10		
Payments MAY	44,666.17		
Payments JUNE	34,364.09		
Payments JULY	44,353.95		
Payments AUGUST	38,007.37		
Payments SEPTEMBER	27,191.97		
Payments OCTOBER	60,996.18		Detailed below
Payments NOVEMBER	-		
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		
NDP: Cheque Payments to date from NDP a/c	6,612.33		
NDP: Payments to date from LTC a/c	-155.84		
Cheque Payments to date from Youth Council a/c	114.04		
Total Payments YTD		280,754.36	
Total		421,788.81	

*Chqs/transfers included in LTC Apr & Jul (prior to NDP a/c being opened)
£450 included in LTC Jun (prior to separate Financial Statement)*

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Reconciled Bank Statements as at end

September 2013

Bank Statement copies attached

LLOYDS BANK - Current account

248,108.70

*** Bank error - cheque presented for incorrect amount

- 0.60

Bank adjustment awaited ***

LLOYDS BANK - Youth Council - current

885.96

LLOYDS BANK - NDP - current

9,174.52

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	0.00

55,163.64

£5,127.85 Reserve transferred to NDP a/c

LLOYDS BANK - General Reserve

108,456.59

163,620.23

Bank Balances as at: 30-Sep-13

421,788.81

0.00 check

OCTOBER PAYMENTS

Details/Spending Power:

Payments made by Direct Debit/Standing Order

via General Power of Competence

ATOS Fuel Genie	344.49	Monthly	DD	Fuel for van/mowers
Cable Stream Ltd	134.30	Monthly	DD	Telephone
Tate Computer Technology	79.20	Monthly	STO	IT services
Dean Truck Repairs	234.00	Quarterly	DD	Lease of van
Public Works Loans Board	7,643.43	Bi-annual	STO	PWLB
Sub total	8,435.42			

Payments for approval at meeting held on:

14th October 2013

Chq. No.

Corporate Expenditure	15,112.71	Monthly	7292-7303	re October
HMRC	2,823.51	Monthly	7304	re October
Glos LGPS	3,602.44	Monthly	7305	re October
Brisco	294.00	Ad hoc	7306	Dog signs
CGP Contracting Ltd	5,377.20	Ad hoc	7307	Allotment fencing
Columbaria Company	84.00	Ad hoc	7308	Cemetery
Dr M Gibbs & Dr S Scheuner	78.89	Ad hoc	7309	Corporate: Vaccinations
Forest Equipment Services Ltd	699.10	Monthly	7310	Litterpicking
Francis Law	120.00	Ad hoc	7311	Cemetery
Gloucestershire County Council	175.00	Ad hoc	7312	Corporate
Hartpury College	385.00	Ad hoc	7313	Training
JAS Gas Services	50.00	Annual	7314	Establishment Charges
Konica Minolta	600.03	Quarterly	7315	Photocopier
Lydney Engineering Co Ltd	139.05	Quarterly	7316	Establishment Charges
Lydney Town Hall Trust	28.00	Annual	7317	Meeting Costs
Office Star	216.14	Monthly	7318	Stationery
PB Safety Supplies	33.48	Ad hoc	7319	Cemetery
PHS Group	64.56	Annual	7320	Establishment Charges
Shaw & Sons Ltd	1,311.72	Ad hoc	7321	Meeting Costs
Wildin & Co	300.00	Annual	7322	Audit
Bathurst Park & Recreation Trust	18,250.00	Bi-annual	7323	Grant Instalment 2/2
Petty Cash	53.63	Monthly	7324	Estab Chgs/Mtg Costs & Telephone
ADT Fire & Security	227.66	Quarterly	7325	Establishment Charges
Dean Mowers Ltd	122.92	Ad hoc	7326	Machinery
Equipment Hire Services	30.00	Ad hoc	7327	Noticeboard
Eurostat Office Solutions	147.94	Monthly	7328	Stationery
Forest Equipment Services Ltd	699.10	Monthly	7329	Litterpicking
Kier Partnership Homes Ltd	945.00	Ad hoc	7330	Refund of Income received in error
Pitney Bowes Ltd	209.60	Ad hoc	7331	Establishment Charges
Rigby Taylor Ltd	195.31	Ad hoc	7332	Allotments
SITA UK Ltd	93.64	Monthly	7333	Cemetery
Travis Perkins Ltd	91.13	Monthly	7334	Cemetery, Noticeboard & Flagpole

Payments for approval: **Sub total 52,560.76**

TOTAL PAYMENTS OCTOBER 60,996.18

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NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement – no change since previously circulated

YOUTH COUNCIL:

See Separate Financial Statement – no change since previously circulated

A list of unpresented Cheques (For Information only)

Image Signs	360.00	7126
Pitney Bowes	209.60	7201
Lydney Garden Centre	5.99	7268
Corporate Expenditure	2,427.79	7283
Corporate Expenditure	484.97	7286
Gloucestershire LGPS	3,241.27	7290
Total	6,729.62	

Monthly Financial Statement

Responding to questions raised by Cllr Osborne, the CEO advised that the Council's reserves stood in excess of £100,000 plus earmarked reserves and agreed that in the new financial year Councillors would be provided with a list detailing expenditure with Lydney based organisations and non-Lydney based organisations.

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

Attendance by Town Council staff at Fireworks event

It was noted that such attendance had been minuted at a previous Bathurst Park and Recreation Trust meeting, endorsement of which was **proposed by Cllr Preest, seconded by Cllr Hobman**. Unanimous.

Neighbourhood Development Plan (NDP)

Councillors were then asked to consider transferring an additional £1,500 from the Town Council's budget (or General Reserves) to the NDP budget to contribute towards the Draft Plan printing costs.

It was noted that the NDP Steer Group had already obtained a small grant towards the cost of the project, in addition to receiving funds from the Town Council. Furthermore, the NDP Steer Group was in the process of applying for a grant of £1,500.00 to help towards the shortfall of £3,000.00 for printing costs. It was noted that total printing costs would amount to approximately £10,000.00 and the £1,500.00 from the Town Council (if awarded) would go towards the cost of this work, together with the aforementioned grant. The CEO advised that should Council elect to award £1,500.00, the funding would need to be taken from General Reserves and she reminded Members that the project was underpinned by the Council.

During discussion it was suggested by Cllr Osborne that the Council may consider loaning £1,500.00 to the NDP Steer Group, with a decision taken at the end of the financial year as to whether the Council should gift the amount. However, the CEO emphasised that it would be impossible for the Town Council's accounts to remain correct if the suggestion was agreed; that the project was underpinned by the Council; that the bank account for the project was a subsidiary of the Council's and could not therefore go overdrawn; that the NDP Steer Group would not be able to place orders if it did not possess sufficient funding in its account to cover its orders. It was noted that Forest of Dean District Council could apply for funding to support NDPs, however, it was unknown if any funding would be disseminated to the Town Council. Furthermore, it was noted that once the Town's NDP was completed the Local Authority (Forest of Dean District Council) would receive £25,000 but it was unknown if the Town Council would be awarded a portion of the funding.

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Responding to a question which had been raised, the CEO reminded Members that a copy of the NDP's accounts was included in the Council's monthly Financial Statement. Councillors were also advised that work on the NDP would cease if it was not provided with an additional £1,500.00 from the Council. Cllr Preest spoke in support of the NDP as he felt it to be the most exciting project for the Town. Accordingly, it was **proposed by Cllr Preest, seconded by Cllr Harris**, that the Council would award the NDP Steer Group a further £1,500.00 in order to contribute towards the printing costs for the Draft Plan. Vote carried with four abstentions.

In-House Audit Rota

It was noted that Councillors had been provided with a revised copy of the rota, in advance of the meeting.

By-Election

Members were asked to consider if they wished to instruct Polling Cards to be issued, should it be necessary to call a By-Election in respect of Cllr James's resignation. It was felt that the possible cost for Polling Cards could equate to £500.00. Cllr Preest questioned if it would be possible for Polling Cards to be sent out closer to the date of the By-Election. It was **proposed by Cllr Matthews, seconded by Cllr Pearman**, that Polling Cards be issued, if required. Vote carried with one abstention.

Action by – the CEO

9. **APPOINTMENT TO OUTSIDE BODIES**

Members were asked to consider appointing representatives to the organisations shown below and Councillors were duly appointed:

- Citizens Advice Bureau – Cllr W Osborne
- Rail/Transport - Cllr A Preest
- LAQM – Cllr C Matthews

10. **BURIAL COMMITTEE (Burial Committee meeting cancelled July and September – not quorate)**

Cllr Thomas relinquished the role of Chairman for this part of the meeting and the business of Full Council was suspended. Cllr Harris assumed the role of Chairman of the Burial Committee.

10.1 **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Burial Committee meeting held on 28 May 2013 and the actions taken under Delegated Powers was **proposed by Cllr Hobman, seconded by Cllr Matthews**. Unanimous.

10.2 **LYDNEY CEMETERY**

Memorial Vase Blocks

Members noted that sufficient memorial vase blocks had now been purchased to enable the enclosure of Garden B (provision for said purchase already incorporated into 2013/2014 budget).

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Cremated Remains Garden C and D

Members were asked to consider the removal of the tarmac areas surrounding Gardens C and D in order to extend the existing burial space. During discussion it was felt that the Council needed to maximise the amount of burial space in the Cemetery and could place a memorial in the Garden of Reflection for the retention of cremated remains. Whilst it was noted that quotations had yet to be obtained for the work, it was **proposed by Cllr Hobman, seconded by Cllr Pearman**, that the Council would authorise the removal of the tarmac areas. Vote carried with one abstention.

Action by – the CEO

Edging of Entrance Path

Councillors were asked to consider laying edging to the entrance path for the Cemetery. It was **proposed by Cllr Thomas**, that quotations should be obtained for installing edging which was flush with the grassed areas. Unanimous.

Action by – the CEO

Memorial for Cremated Remains

Prior to the meeting Councillors were provided with details and prices for a memorial which could be utilised for the retention of cremated remains. Accordingly, Members were asked to consider if they wished to include provision in their 2014-2015 budget for said purchase.

Proposed by Cllr Harris. Vote carried.

Action by – the CEO

10.3 CEMETERY EXTENSION

Members were advised that it was no longer a viable option to purchase the area adjacent to the Cemetery from Robert Hitchins Limited, in view of the comments which had been received from The Ramblers Association (via Gloucestershire County Council's Public Rights of Way Officer) regarding the possible diversion of the Public Footpath on said land. The Council's legal representative had advised Robert Hitchins Limited accordingly.

Members were also advised that the NDP Steer Group were seeking to include land for future burial provision in the Draft NDP, however, this was proving to be quite a challenging issue. Members were informed of the need to identify potential future sites and it was suggested by Cllr Harris that the matter be deferred until the next meeting. Responding to a comment made, Councillors were reminded that the Council had considered the possible re-use of historical burial space but had elected not to pursue the matter.

Action by – the CEO

10.4 GREEN BURIAL SITE

Deferred until next meeting.

10.5 ST MARY'S CHURCHYARD

Improvements

Members were informed that flower tubs would be positioned shortly in St Mary's Churchyard and that favourable comments had been received from the Church Warden regarding the work undertaken in the conservation section. Cllr Harris then read out the e-mail which had been received from the Church Warden which included favourable comments regarding the proposed work to the Churchyard wall.

Repairs

Prior to the meeting Councillors were provided with a copy of the quotation which had been obtained for the re-building of a section of the wall in the Churchyard and were advised that

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further quotations were being obtained. Members were advised that the Contractor had also been requested to quote for additional repairs to the perimeter wall and a copy of the quotation was tabled at the meeting. Furthermore, a quotation from an alternative contractor was tabled at the meeting and it was noted that the alternative contractor had also been asked to quote for both jobs.

It was noted that the Church Warden had viewed the plans for the proposed work and had felt confident that a Faculty would not be necessary, as the work could be construed as remedial. It was suggested that the Council may wish to consider utilising a “return” on the section of the perimeter wall which had been taken down by persons unknown. Councillors were then asked to consider if they wished to approve the repair of the perimeter wall (including the “return”). It was **proposed by Cllr Matthews** that the quotation from Martin Lanfear be accepted for the whole of the work. **Seconded by Cllr Hobman. Cllr Harris then proposed** that the cost of the work be taken from Cemetery Earmarked Reserves. Unanimous.

Action by – the CEO

10.6 MEMORIAL HEADSTONE TESTING

Members were asked to consider providing 12 months’ notice of the Council’s intention to undertake testing of memorial headstones. It was **proposed by Cllr Harris** that funding should be incorporated in to the 2014-2015 budget to undertake the work and that notice should be served of the Council’s intention to conduct testing. During discussion it was noted that an Officer Monmouthshire County Council had previously attended a meeting to discuss the procedure to be followed in respect of memorial testing. It was agreed that contact would be re-established with Monmouthshire County Council in order that their professional advice would be obtained regarding the requirements to conduct testing under English Law. Consideration was given to whether memorial testing could be undertaken by Town Council Ground Staff, however, it was noted that such staff were already fully utilised. Cllr Harris’s proposal was then put to a vote which was carried, with one vote against (Cllr Matthews requested that her vote against be minuted).

Action by – the CEO

10.7 BURIAL COMMITTEE MEETING DATES

It was noted that the next Burial Committee meeting would take place on Monday 25 November at 6.30 pm.

District Cllr Glastonbury excused himself from the Chamber at this point. Cllr Harris then relinquished the role of Chairman of the Burial Committee and Cllr Thomas assumed the role of Chairman of the Full Council meeting and the business of Full Council recommenced.

11. LYDNEY COMMUNITY EMERGENCY PLAN

Cllr Edward requested that his name be removed from the plan. Cllr Preest advised that a meeting needed to be arranged between himself, Cllrs Berryman and Matthews, and the CEO in order to discuss the Plan.

Action by – Cllr Preest

Attention was then drawn to the revised Renewable Energy Policy which had been tabled before Councillors and it was noted that Members of the Planning and Highways Committee had elected to defer consideration of a planning pending approval of the revised Renewable Energy Policy. Cllr Biddle excused himself from the chamber at this point and did not return to the meeting.

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Cllr Preest reminded Members that they had adopted a previous version of the Policy and recommended the revised document to Council. Accordingly, adoption of the revised Renewable Energy Policy was **proposed by Cllr Preest, seconded by Cllr Hobman**. However, during discussion Cllr Matthews highlighted that the adoption of the revised Policy did not appear as an agenda item and therefore could not be considered. After an extensive discussion it was agreed that the adoption of the Renewable Energy Policy would be an agenda item for the November Full Council meeting. Furthermore, it was **proposed by Cllr Harris, seconded by Cllr Hobman**, that Delegated Powers would be bestowed to an Officer and two Councillors to submit a comment on the planning application which had been deferred by members of the Planning and Highway Committee. The proposal was put to a vote which was carried, with three votes against (including Cllr Bonser due to the way that the matter had been addressed), and one abstention.

Action by – the CEO

12. COUNCILLOR SURGERIES

Members were asked if they wished to hold additional Councillor Surgeries during the NDP consultation period (mid October to 22 November 2013). **Cllr Matthews** spoke in support and **proposed** that additional surgeries be held. Cllr Thomas requested that Councillors interested in participating inform the CEO accordingly.

Action by – all Councillors

13. LYDNEY WAR MEMORIAL

Cllr Osborne informed his fellow Councillors that he had been informed that the refurbishment work would commence on 16th October (weather dependent) and had assured by the contractor that the work would be completed in advance of Remembrance Sunday.

14. REMEMBRANCE PARADE

Cllr Harris advised that she had attended a meeting with members of the Lydney Branch of the Royal British Legion (Hill Street exit barriers to be removed by Forest of Dean District Council for the event and reinstated the following day); that members of the parade would assemble in the Bream Road Car Park at 9.45 am on Sunday 10 November 2013; that the Roll of Honour would be read on Armistice Day not Remembrance Sunday; that the Council would provide a contribution to Royal British Legion of £350.00 in addition to covering the printing costs for the Order of Service; that Rev. Fenby had been requested to provide the Order of Service to Town Council staff no later than 21 October 2013 in order to arrange for printing.

Cllr Harris also advised that a rehearsal would take place in St Mary's Church at 7.00 pm on Thursday 7 November 2013 and that the ATC Band would march in the parade, with Lydney Training Band performing at the memorial. Light refreshments would be provided at the Royal British Legion after the event.

Cllr Osborne reminded Members that a Citizens Act of Remembrance would take place at the Lydney War Memorial on 11 November. The Roll of Honour to be read at 10.45 am with silence observed at 11.00 am.

15. CHRISTMAS EVENT

Members were asked to consider the enclosure of the base of the Christmas tree with metal barriers, as per the professional advice obtained. The CEO advised that whilst a quotation had been obtained for the hire of said barriers, attention was drawn to the fact that the budget for Christmas lights was already overspent and that hire of said barriers would worsen the situation. Members were also reminded that quotation which had been accepted from the Contractor had stipulated that the Christmas features would be illuminated daily from 4.30 pm to 10.30 pm until

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5 January 2014 (excluding Switch On).

Cllr Osborne proposed that the Council would utilise a wooden fencing structure (as it could be re-used at each annual display) which was to be constructed by Town Council Ground Staff and that Lord Bledisloe would be approached to ascertain if he would be willing to provide the fencing timber free of charge for the Town. **Seconded by Cllr Bevan.** Vote carried.

Cllr Osborne then suggested that the Council may wish to invite Mr Will Sharma to turn on the Town's Christmas lights. Members recalled that the Council had already agreed that the Mayor would turn on the lights, however, it was suggested that a Councillor may wish to approach the Mayor to ascertain if he would be willing to share the duty.

16. FORMAL CORRESPONDENCE RECEIVED

- UK Forest Certification Ltd – e-mail advising that numerous areas of woodland owned by Lydney Park Estate are in the process of being independently evaluated for entry into the UKFCG Group Scheme. *Noted.*
- Severn Estuary Partnership – invitation to attend 2013 Severn Estuary Forum on 17 October 2013 at Gloucester Guildhall, 23 Eastgate Street, Gloucester. *Noted.*
- Sainsburys Lydney – e-mail from Andrew Hill on behalf of Robert Hitchens Limited noting Council's comments in respect of the application for a Sainsburys store. *Noted.*
- FVAF AGM – invitation to attend the 2013 Annual General Meeting on 7 November 2013 at Council Chamber, Belle Vue Centre, Cinderford. *Noted that Cllr Hobman will already be attending the AGM.*
- Lydney Community Centre – letter from Mrs Townsend regarding the omission of the Centre from the Town Map. *Cllr Thomas advised that the Centre would be included when the map was next updated.*

17. COMMITTEE & OTHER REPORTS

Flood Defence Meeting

Councillors were provided with copies of the minutes of the last meeting which took place on 11 September 2013. *Noted.*

Youth Council

Following the resignation of Cllr James, Members were asked to consider appointing a representative to act as a Liaison Councillor to the Youth Council. Whilst Cllr Matthews initially expressed an interest in undertaking the role, she requested that the appointment be deferred until she had attended a training event scheduled to take place on the weekend. It was noted that no Youth Council meeting would take place in October.

During discussion Cllr Osborne suggested that the Council may wish to approach Ms Jane Horne to ascertain if she would be willing to assist with generating interest in the Town's Youth Council. Cllr Matthews then advised that she would not be able to attend Youth Council meetings on Thursdays due to attendance at University and questioned if it would be possible for the Youth Council to vary their meeting date. However, it was noted that if the Youth Council wished to meet on an alternative date such meetings would take place without attendance of a Council Officer and an alternative venue would also need to be secured. Cllr Thomas requested that Cllr Matthews report on the availability of alternative meeting venues/alternative dates for Youth Council meetings at the November Full Council meeting. Furthermore, Cllr Thomas requested that Cllr Osborne approach Ms Jane Horne to ascertain her willingness to assist the Youth Council.

Action by – Cllrs Matthews and Osborne

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NDP Steering Group

Prior to the meeting Councillors were provided with copies of the minutes of the meeting which took place on 14 August 2013.

Cllr Pearman reminded Members of the public engagement events which had taken place at the Lydney Community Centre and The Annexe Inn. Members were also reminded that they had been provided with a copy of the Draft Plan on which they were requested to submit their comments. It was noted that the comments received from the consultation to date were currently being collated prior to their evaluation.

Members noted that a meeting had taken place with Mr N Gibbons, Forest of Dean District Council (FODDC) to discuss FODDCs Allocations Document and that Cllr Pearman had attended a meeting with The Dean Academy to discuss the NDP. Cllr Pearman advised that Prospects wished to encourage the Council to nominate a Town Councillor to serve on their Council and that the Town Council's efforts to support a Youth Council were encouraged by the school.

During discussion Cllr Pearman reported that professional input was being obtained on the Draft Plan in order that the Steer Group would be afforded the opportunity to strengthen any areas prior to submission. Cllr Pearman stressed the amount of work which was being undertaken by Group members; extended an invitation for all present to attend the monthly Steer Group meeting; expressed pride that Lydney was leading the way for NDPs in the Forest.

Cllr Edwards expressed a willingness to make representations on the Council's behalf at meetings with Prospects, as he advised that he was a Trust Governor for The Dean Academy.

Lydney Town Hall Management Committee (LTHMC)

Cllr Bonser advised that due to an e-mail error she had not been informed of the date of the last meeting (the next meeting would take place on 16 October 2013) therefore she had not been able to discuss the possibility of moving the date of the Town Hall's Christmas event. At this point Cllr Edwards, speaking in his capacity of Trustee of the Town Hall, advised that their Events Committee had agreed to reschedule their Christmas event. Cllr Edwards gave a commitment to ascertain timings for the event.

Members were advised that as a result of Cllr James's resignation the Council would be required to nominate a replacement Trustee to LTHMC. As no volunteers were forthcoming at the meeting, it was suggested that the Council may wish to reserve the right to elect a second representative at a later date. Whilst Cllr Edwards then offered to undertake the Council's Representative role and was duly proposed to the position by Cllr Osborne, it was stated that he was already a Public Trustee of LTHMC and therefore may need to resign from his current Trusteeship. Cllr Edwards agreed that he would present the issue at the LTHMC meeting on 16 October 2013.

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.

Responding to a question which had been raised regarding the provision of double yellow lines in Bream Road, Cllr Preest advised that the implementation of said parking restrictions had been delayed until Forest of Dean District Council (FODDC) considered District Cllr Osborne's motion at their October Full Council meeting. District Cllr Osborne explained that following the timing problems experienced at the September FODDC Full Council it had been agreed that

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motions proposed by Councillors would now be tabled at the start of the meeting which ensured that such motions would be considered.

District Cllr Osborne was requested to update the Council with the decision taken regarding his motion and inform County Cllr Preest.

19. DISTRICT COUNCILLORS REPORTS

District Cllr Hobman advised that she had been appointed to an All Party Committee for Parking Charges and would raise the issue of the parking problems in Bream Road at their next meeting.

20. COUNCILLORS REPORTS

Cllr Bonser reported that a hedge in Forest Road was still overgrowing the footpath for which she had received a number of complaints. Cllr Bonser also reported an overgrown hedge between the last house and Thomas Bee which she believed to be in the ownership of Lydney Park Estate.

Action by – County Cllr Preest/CEO

Regarding the temporary closure of the Hill Street exit from the Bream Road Car Park, Cllr Bonser also questioned the action which would be taken at the end of the trial period. It was agreed that Mr B Watkins, Local Highways Manager (West) would be requested to attend the November Planning and Highway meeting in order to present his findings from the closure and report on the action to be taken in the future.

Action by – the CEO

Cllr Preest noted that the FODDC Officer's report on the Sainsburys planning application had stated that the proposed development would impact on Cinderford, should planning consent be granted for the store.

Cllr Pearman was delighted to represent the Council at the Newent Onion Fayre, which had proved to be an excellent networking event for representatives of all Towns; that he had attended Chairmanship Training which proved to be an excellent course; that he had received numerous pleasing comments regarding the appearance of Lydney Cemetery whilst attending a funeral recently. Finally Cllr Pearman advised that work had commenced on clearing the gully at the rear of Lakeside Avenue and extended thanks to Mr Chris Johns, FODDC for his assistance.

Cllr Matthews advised that she had received reports of flooding at Oakdale, however, the residents were reluctant to come forward and report problems officially. Cllr Matthews advised that earlier in the day she had attended a positive meeting with Mr Graham Ross, Gloucestershire Association of Parish and Town Councils and called for the matter to be an agenda item for the next meeting in order to discuss funding bids.

Action by – the CEO

Cllr Matthews also advised that she would be attending an event to discuss NDPs/Core Strategies and Cllr Osborne recommended that she attend the next Planning and Highways Committee meeting.

Cllr Osborne questioned what progress had been made regarding the provision of "No HGV" signs at the entrance to Hams Road. County Cllr Preest advised that he had re-iterated the need for the signs to Mr Watkins, Local Highways Manager (West) and he would contact the Leader of County Council if the matter was not resolved. The CEO requested that County Cllr Preest

RSB

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also progress the installation of Vehicle Activated Signs for the Town.

Action by – County Cllr Preest

Cllr Thomas provided all Members with a copy of the notes from the Lydney Workshop which was held by Network Rail. It was noted that a number of improvements had been identified and prioritised and a further meeting would take place in November at which it would be possible to physically view plans.

21. **PRESS RELEASE**

None.

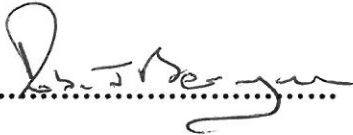
22. **MEETING DATES**

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

- 21 September 2013 – Amenities/Finance and Scrutiny Committee meetings
- 11 November 2013 – Planning and Highway Committee (6.00 pm)
- 11 November 2013 – Full Council

Meeting closed at 9.30 pm

Chairman



Date

11-11-2013

~~Agenda Item~~

7 Appendix
A

Actions from Full Council meeting on 9 September 2013

Agenda Item	Action
7.	<ul style="list-style-type: none">• Cllr W Osborne to ascertain if Cllr S Osborne would be available to attend her allotted In-house Audit session. Pending
9.8.	<ul style="list-style-type: none">• Cllr Preest to attend National Assembly for Wales: Inquiry into the Wales and Borders Franchise (if possible) Unable to secure place
10.	<ul style="list-style-type: none">• Cllrs Matthews, Preest and Berryman to review Lydney Community Emergency Plan and forward proposed amendments in order that they may be considered at the October meeting. Pending; no proposed amendments received to date
17.	<ul style="list-style-type: none">• CEO to inform Strategic Director and Leader of Forest of Dean District Council of the Vote of No Confidence in the Council's Cabinet due to the detrimental effect car park charging had on Lydney. Done
19.	<ul style="list-style-type: none">• Cllr Bonser to ascertain if Lydney Town Hall Management Committee had organised an event for the Christmas Lights Switch On (30 November 2013) Pending feedback at F/C Meeting• CEO to arrange for a poster to be designed in-house advertising the Switch On event and ensure that it is posted on Council's noticeboards. To be displayed end of October• CEO to contact PCSOs to ascertain if they could promote membership of the Youth Council during their discussions with local youths. Done• CEO to e-mail all Councillors with a timeframe for the consultation of the NDP. Done. <p>Consultation period has commenced and the DRAFT NDP has also been circulated</p>
20.	<ul style="list-style-type: none">• Cllr Preest/Mr Deeks to progress revision of Renewable Energy Policy in line with FODDC recommendations. Done.
23.	<ul style="list-style-type: none">• Agenda item for October meeting – Lydney Railway Station Level Crossing.• Agenda Item for October Amenities Committee meeting – closure of FLY/21/1.• CEO to obtain explanation from the Environment Agency explaining the expenditure of the £875,000 grant obtained in 2005 in respect of Lydney Docks. Response pending

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