

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/11/11 – 75

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 11 November 2013 at 7.00 pm.

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

Twelve members of the public
District Cllr T Glastonbury
District Cllr M Winship
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

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

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Edwards

Members were advised that Cllrs S Osborne and D Cooksley had resigned from the Council and Members noted that polling cards would be issued if By Elections were called in respect of the vacancies. Accordingly, Cllr Berryman advised that the Council now had three vacancies with each vacancy likely to cost the Council in the region of £4,000 in election costs.

2. **DECLARATIONS OF INTEREST**

Cllr D Biddle – Agenda item 15 – Renewable Energy Policy

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 14 October 2013 was **proposed by Cllr Hobman, seconded by Cllr Matthews**. Cllr Osborne advised that *District Cllr Jane Horne* had been approached to assist with the Youth Council. Unanimous.

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.

The CEO was requested to invite a representative from the Police to attend the December meeting to provide clarification on:

- The meaning of the “messages inc press release” category in the report.
- Whether it would be possible for the statistics for the new estate (Oakdale) to be shown as a separate breakdown.
- Gloucestershire Constabulary’s policy on replacing PCSO, as Members believed that two” Lydney” PCSOs had now left the service.

Cllr Berryman then proceeded to read out the update which had been provided by the Police regarding the incident at Windsor Drive which occurred on the Friday prior.

5. **OPEN FORUM**

District Cllr Winship – drew Members’ attention to the questions which she had submitted in advance of the meeting. District Cllr Winship advised that 7 December 2013 was Small Business Saturday and she sought the view of Members as to how Forest of Dean District

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Council (FODDC) could support local businesses on that day. It was **proposed by Cllr Harris, seconded by Cllr Matthews**, that the Council advocate free parking is offered on Small Business Saturday. Unanimous. It was also suggested that FODDC could contact all small businesses in the town to publicise free parking on the day and Cllr Winship suggested that FODDC could supply contact information for small businesses to the Town Council.

Action by – the CEO/District Cllr Winship

District Cllr Winship – questioned if the Council was involved with producing a Community Engagement Plan with the Police. During discussion Cllr Bonser asked that be noted that the Police had previously organised successful meetings with residents to address issues in the Town, with the last issue being addressed was that of anti social behaviour in Newerne Street car park. However, it had not been possible to hold meetings recently and the situation would be reviewed after Christmas.

Janine Michael, Annis Cottage, Whitecroft – expressed a number of concerns regarding the Council’s revised Renewable Energy Policy which was to be considered for adoption later in the meeting. Ms Michael did not believe that the Policy had been worded in line with public opinion; questioned if the Council was in possession of surveys to support its stance against large scale developments; believed that the statements contained in the Policy were out of step with planning guidance; highlighted that other Neighbourhood Development Plans had incorporated policies on environmental matters which were more positively worded. Cllr Berryman advised that agenda item 15 – Renewable Energy Policy would be discussed directly after the Open Forum, however, the minutes reflect the order as shown on the agenda. Cllr Preest spoke on his attempts in 2008 to encourage FODDC to adopt a policy on Renewable Energy; stressed that the Town Council’s Policy was a “working document” and was site specific to that of Lydney; welcomed input on the Policy; that responses from Mr Greg Barker MP, Minister of State at the Department of Energy and Climate Change, and Mr Nigel Gibbons, Forward Plan Manager, FODDC would continue to be incorporated into the document.

Mr D Street, 28 Primrose Way, Lydney – spoke in support of Cllr Preest’s statements; acknowledged that photovoltaic panels had a great degree of potential but questioned what steps had been taken to assess the impact of placing such panels on farming land; expressed a belief that more focus should be placed on utilising brownfield sites for solar panels; highlighted a possible application which may be brought forward for placing solar panels on 93 acres of agricultural land locally; questioned the impact of water run-off from such an application; highlighted that the popularity for placing solar panels on agricultural land was increasing the amount of food miles as it was impacting on the ability to produce food locally.

Mr J Greenwood, Old Severn Bridge House, Purton - requested that the Council consider deferring its adoption of the revised Renewable Energy Policy until further work had been undertaken. Whilst he applauded the work which had been undertaken to date, Mr Greenwood felt that the Council’s policy had been based on the Turning the Tide document; highlighted that no mention had been made of tidal or ground source heating techniques and called on the Council to take advantage of the opportunity to work with representatives in attendance at the meeting.

Mr A Jones, 48 Tutnalls Street, Lydney – felt that the Council could not deny the need for increased green energy generation; encouraged Members to read a book written by Professor David MacKay (Sustainable Energy without hot air); stated that he would send a link for the document to the CEO; welcomed the idea of a working group to consider the issue.



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Mr J Nelmes, Lydney – questioned why the Council was considering adopting a revised plan if such a plan already existed at FODDC and the cost of adopting the plan should it be overturned by FODDC. Cllr Pearman advised that FODDC were in the same situation as the Town Council; suggested that the Neighbourhood Development Plan may instead include a section supporting the Government's Policy on renewable; stated that the Town Council was attempting to produce a "joined up" Policy with FODDC.

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman expressed thanks to Cllr Thomas for covering whilst he was incapacitated.

Cllr Berryman advised that he had attended the opening of the Poppy Appeal shop in the Town; congratulated the CEO and Cllr Matthews on the attainment of their Foundation Degrees in Community Engagement and Governance; congratulated the Royal British Legion Lydney Branch and St Mary's Church on the Remembrance Service; advised that the High Sheriff of Gloucestershire would visit the Town on 13 November 2013.

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:-

District Cllr Horne

Cllr Osborne advised that he had provided District Cllr Horne with Cllr Matthews's e-mail address in order that direct contact could be made.

LAIS1358 (Scrap Metal Dealers)

Members were asked to add the document to their Policy Folders.

Standing for Election in the UK Consultation Paper

Members were advised of the NALC consultation and the CEO drew attention to the fact that NALC advocated substantive voting, rather than the "first past the post" system operated by Council.

Proposed Cycle Route – Parkend to Lydney

Members were provided with a copy of the e-mail which had been received and it was noted that Paula Burrows, FODDC, advocated the formation of a working party to consider the matter.

Gloucestershire Association of Parish and Town Councils – Planning Explored Conference

Members noted that the CEO and Cllrs Matthews and Thomas had expressed an interest in attending the conference at a cost of £65.00 per delegate. No other expressions of interest in attending were received.

Flood Alert Contact Sheet

Whilst Members had been issued with a revised sheet, it was noted that a further revision would be conducted once the Council's vacancies had been filled. Due to Cllr Cooksley's resignation it was agreed that the garage key previously held by Cllr Cooksley would be assigned to Cllr Bevan accordingly Cllr Bevan and Matthews would swap places on the contact sheet.

Action by – the CEO

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8. FINANCIAL MATTERS

FINANCIAL STATEMENT

NOVEMBER 2013

Bank Balance as 1st April 2013

LLOYDS BANK - Current account		51,153.97		<u>2012/13 Commitments Brought Forward</u>
LLOYDS BANK - Youth Council (Current)		450.00		<u>£15,850.37</u>
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>	

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 OCTOBER	2,838.25			Receipts Summary attached
Receipts NOVEMBER	-			
Receipts DECEMBER	-			
Receipts JANUARY	-			
Receipts FEBRUARY	-			
Receipts MARCH	-			
	Total Receipts YTD	489,427.07		

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			
Payments NOVEMBER	38,477.38			Detailed below
Payments DECEMBER	-			
Payments JANUARY	-			
Payments FEBRUARY	-			
Payments MARCH	-			
Payments PRIOR TO YEAR END	-			
NDP: Cheque Payments to date from NDP a/c	8,235.37			<i>£155.84 Chqs/tfrs via LTC Apr & Jul (prior to NDP a/c being opened)</i>
Cheque Payments to date from Youth Council a/c	114.04			<i>£450 included in LTC Jun (prior to separate Financial Statement)</i>
	Total Payments YTD	321,010.62		
	Total	384,370.80		

Reconciled Bank Statements as at end	October 2013		Bank Statement copies attached
LLOYDS BANK - Current account		163,230.26	
LLOYDS BANK - Youth Council - current		885.96	
LLOYDS BANK - NDP - current		10,395.64	
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	<i>£5,127.85 Reserve transferred to NDP a/c</i>
LLOYDS BANK - General Reserve		154,695.30	209,858.94
Bank Balances as at: 31-Oct-13		384,370.80	0.00 check

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NOVEMBER PAYMENTS

Payments made by Direct Debit/Standing Order

ATOS Fuel Genie	526.91	Monthly	DD	Fuel for van/mowers
Cablestream Ltd	155.81	Monthly	DD	Telephone
Tate Computer Technology	79.20	Monthly	STO	IT services
Dean Truck Repairs	234.00	Quarterly	STO	Lease of van

Sub total 995.92

Interim Payments made in advance of meeting:

Alan Griffiths Transport Ltd	228.00	Ad hoc	7335	Allotments
Anderson Longmore & Higham (Solicitors)	300.00	Ad hoc	7336	Corporate
Greenbarnes Ltd	1,786.69	Ad hoc	7337	Noticeboard
The Lydney Practice	120.76	Ad hoc	7338	Corporate: Vaccinations

Interim Payments: Sub total 2,435.45

Payments for approval at meeting held on:

11th November 2013

Chq. No.

Corporate Expenditure	11,228.97	Monthly	7339-7349	re November
HMRC	3,173.05	Monthly	7350	re November
Glos LGPS	3,602.44	Monthly	7351	re November
ADT Fire & Security	30.00	Ad hoc	7352	Establishment Charges
BNP Paribas	78.00	Quarterly	7353	Establishment Charges
Coinros Park Nurseries Ltd	183.46	Ad hoc	7354	Floral
Columbaria Company	84.00	Ad hoc	7355	Cemetery
J Day Property Improvements	398.00	Ad hoc	7356	WAR MEMORIAL RESERVE
DBC Solutions Ltd	150.00	Ad hoc	7357	Training
Dean Mowers Ltd	39.99	Ad hoc	7358	Cemetery
Distribution Business	115.46	Quarterly	7359	Newsletter
Light Fantastic DIY Ltd	36.71	Monthly	7360	Cemetery
Lydney Engineering Co Ltd	90.86	Monthly	7361	Establishment Charges
Lydney Settled Estate	22.31	Ad hoc	7362	Allotments
Office Star	1,634.29	Monthly	7363	Stationery
Royal British Legion Poppy Appeal	25.00	Annual	7364	S137
SITA UK Ltd	93.64	Monthly	7365	Cemetery
Whitehouse Press Ltd	320.00	Annual	7366 pt	Civic
Worksafely Ltd	12.78	Ad hoc	7367	PPE
Forest of Dean Citizens Advice Bureau	500.00	Annual	7368	Grant
Lydney Town Hall Trust	6,200.00	Annual	7369	Grant
Petty Cash	72.79	Monthly	7370	Estab Charges/Mtg Costs/Telephone
Richard Cole Contractors	6,013.80	Ad hoc	7371	H&S / Income Offset
Equipment Hire Services	25.20	Ad hoc	7372	Allotments
A 48 Meeting	8.00	Annual	7373	Subscription
Royal British Legion	350.00	Annual	7374	Contribution
The Really Rather Good Company	50.00	Ad hoc	7375	Meeting Costs
Travis Perkins	13.66	Monthly	7376	Cemetery
SLCC	493.60	Annual	7377	Subscription / Conference

Payments for approval: Sub total 35,046.01

TOTAL PAYMENTS NOVEMBER 38,477.38

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 un-presented Cheques (For Information only)

Image Signs	360.00	7126
Lydney Garden Centre	5.99	7268
HMRC	2,823.51	7304
Glos LGPS	3,602.44	7305
Dr M Gibbs & Dr S Scheuner	78.89	7309
Wildin & Co	300.00	7322
Equipment Hire Services	30.00	7327
Alan Griffiths Transport Ltd	228.00	7335
Total	<u>7,428.83</u>	

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Monthly Financial Statement

Attention to the accounts for the Neighbourhood Development Plan and the Youth Council copies of which were provided to Members as the accounts were subsidiaries of the Town Council's accounts. Attention was also drawn to the overspend which was shown against the Election budget heading. It was noted that the budget heading may be further overspent should it become necessary for the Council to cover the cost of polling cards in respect of the vacancy created by Cllr Cooksley's resignation and if not absorbed by the overall budget would instead require General Reserves to cover the overspend.

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

Delegated Powers

It was **proposed by Cllr Bevan, seconded by Cllr Harris**, that Delegated Powers would be bestowed on the CEO and two Councillors in respect of the December staff salaries, as it would not be possible to produce the payroll for December by the time of the next meeting on 2 December 2013. Unanimous.

Poppy Wreath

The purchase of a Poppy Wreath was noted (previously purchased under S137 spend, currently addressed under General Power of Competence).

DCLG – Our Place

Prior to the meeting Members had been provided with a copy of the information provided by DCLG re. Our Place (Neighbourhood/Community Budgeting) and noted that consideration of the information had been deferred to the Finance and Scrutiny Committee.

Additional Grant Request – Lydney Town Hall Trust Management Committee (LTHTMC)

Prior to the meeting Members had been provided with a copy of the letter which had been sent to LTHTMC Trust Secretary following the awardance of a grant (value £6,200) to Lydney Town Hall Trust Management Committee at the last Finance and Scrutiny Committee meeting. Members were also provided with copies of previous Town Hall Trust meeting minutes when the Council had been responsible for the management of the building. It was noted that earlier in the day a copy of the Fire Risk Assessment had been received from the LTHTMC Trust Secretary (document having originally been commissioned by the Town Council when it had been responsible for managing the building).

Cllr Matthews spoke on the need to provide an additional grant to the Trust to cover the cost of replacing two fire doors and she stated that she would not allow the continued use of inadequate fire doors. Responding to a question which had been raised by Cllr Berryman, the CEO advised that the Fire Risk Assessment had been commissioned by the Town Council in 2011 when it was responsible for the building. Cllr Berryman questioned why the Council had not undertaken the work when it had been responsible for the building. Cllr Osborne spoke against awarding an additional grant to the Trust and highlighted that the on-line calendar on the Town Hall's website did not reflect the bookings for the Town Hall. Cllr Bevan noted that the Trust had been the recipient of grant funding from Forest of Dean District Council and he felt that the replacement of the fire doors should have been placed as a high priority by LTHTMC.

Responding to a statement which had been made by Cllr Matthews, the CEO reminded Members that at the inaugural meeting the Management Committee had been made aware of the

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priority issues for the Town Hall; that the Management Committee had been granted £20,000 funding when they took over the management of the building; that in March 2012 Cllr Matthews had stated that she had been looking to secure grant funding to ensure the building's compliance with health and safety standards and that in February 2012 it had been minuted that responsibility for grant funding would lie with the Management Committee moving forward.

Cllr Pearman gave an overview of the discussion at the last Finance and Scrutiny Committee meeting and advised that the Committee had elected to award a grant of £6,200 to purchase equipment to refurbish the kitchen, but it was not known if the fire doors were being replaced for cosmetic reasons or on health and safety grounds. Noting that a copy of the original Fire Risk Assessment had now been received, Cllr Pearman questioned if Members wished to provide a grant of £3,000 from General Reserves to cover the replacement of the fire doors.

Extensive discussion took place on the possible awardance of a grant and a number of suggestions were made (i.e. interest free loans, the need for the Management Committee to complete a further grant application form should Council wish to provide a grant from the "free grant" resource with the application then considered by the Finance and Scrutiny Committee, etc). As Members of the Finance and Scrutiny committee had requested consideration by Full Council, it was **proposed by Cllr Berryman, seconded by Cllr Bonser**, that a time limited grant of £1,500 would be made available to Lydney Town Hall Trust Management Committee for the replacement of the fire doors, with the outstanding amount funded by LHTMC (match funding) and the CEO was instructed to write to LHTMC to this affect. Vote carried with one vote against.

Action by – the CEO

9. STANDING ORDERS

Prior to the meeting Members were provided with a copy of the Council's Standing Orders which had been revised in line with the latest model version issued by NALC. Members were asked if they wished to consider the adoption of said Standing Orders or defer the item to the next Full Council meeting.

Cllr Berryman proposed that the revised Standing Orders stand adjourned until the next meeting in order that Members may have ample opportunity to review the document, due to the amount of revisions proposed. The CEO drew attention to the fact that the Council would need to make a decision on a number of issues (e.g. electronic issue of Summons, operation of substantive voting, etc).

Action by – the CEO

10. APPOINTMENT TO OUTSIDE BODY

Following on from the October Full Council meeting, Members were asked to consider if they wished to appoint a representative to act at a liaison between the Council and the School. During discussion it was noted that a Local Authority Governor post no longer existed and that the representative would purely act as a point of contact for the School.

Cllr Matthews voiced her willingness to act as the liaison between the Council and the School. **Proposed by Cllr Bonser, seconded by Cllr Harris.** Vote carried with one abstention.

Action by – the CEO and Cllr Matthews

11. LYDNEY COMMUNITY EMERGENCY PLAN

Prior to the meeting Members were provided with a copy of the draft plan. Cllr Preest advised that he and Cllr Berryman had spoken at length on the need to amend Appendix III of the plan and of the need to identify suitable volunteers to undertake nominated roles. Cllr Preest voiced

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his intention to liaise with the CEO on the necessary revisions and encouraged his fellow Councillors to come forward if they were willing to undertake roles. It was noted that Cllr Preest would provide a revised version of the plan for consideration at the next meeting and would also ascertain if it was necessary to operate a restricted and also an unrestricted version of the plan.

Action by – Cllr Preest

12. COUNCILLOR SURGERIES

Whilst he did attend a community event on the Oakdale development, Cllr Thomas spoke on the need to organise a Councillor Surgery during November.

Action by –Councillors

13. REMEMBRANCE PARADE

Cllr Harris was delighted to report that the recent Remembrance Service had been well attended and had involved numerous schools and organisations. Cllr Osborne spoke on the Citizens Act of Remembrance, which had also been well attended and was pleased to report that a further School had expressed a desire in attending the event next year. Cllr Preest expressed thanks to Cllr Osborne for his work with the Citizens Act of Remembrance.

Members noted that as per previous minutes a payment of £350 would be made to the Royal British Legion Lydney Branch in respect of the event.

WW1 Commemorative Event

Cllr Osborne advised that the Royal British Legion Lydney Branch had already started to consider what form of event could be organised. It was stressed that ultimately the event would be solemn and formal and members noted that a suggestion had been made that personnel in uniform would exit shop doorways, wave goodbye before forming up and marching to the cenotaph. Cllr Osborne requested approval for the Council to apply for grant funding to refurbish the War Memorial prior to the event. **Proposed by Cllr Berryman. Unanimous.**

Action by – Cllr Osborne

14. THE WAR MEMORIAL

Members noted that as per previous minutes a payment of £150 would now be made to The War Memorial Maintenance Fund.

15. RENEWABLE ENERGY POLICY

Having declared an interest in this matter, Cllr Biddle excused himself from the Chamber.

Cllr Harris requested that Agenda Item 18 – Committee Reports regarding Planning be considered after the conclusion of this item, however, the minutes reflect the order as shown on the agenda.

Prior to the meeting Councillors were provided with copies of the revised Policy and also the adopted Town Council Policy. **Cllr Preest proposed** that the revised Policy be adopted as a “working document”; that a Working Group be formed comprising of three Councillors and two members of the public who were Lydney residents. Cllr Matthews requested that that the Council only consider the formation of a Working Group at this stage as she felt the Policy to be short sighted. Cllr Matthews stated that the Policy should only be adopted by the Council once it was watertight. Members were reminded that the Council had adopted a previous version of the Policy, which had now been amended following suggestions made by Forest of Dean District Council. Cllr Bonser also felt the Policy to be short sighted and spoke on the lack of consideration given to health issues, landfill or waste incineration. Cllr Bonser felt that the focus

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of the document was directed towards landscaping issues. Whilst she agreed that the document was a starting point, Cllr Bonser spoke in support of the formation of a Working Group. At this point **Cllr Osborne agreed to second** Cllr Preest's proposal and Cllr Preest re-iterated his proposal for the purpose of clarity for his fellow Councillors. Vote carried with two votes against. The CEO sought clarification as to the appointment of the two public representatives on the Working Group and questioned if Council wished to defer the formation of the Working Group and the appointment to Cllr Preest. Cllr Biddle returned to the chamber at this point.

Cllr Matthews expressed an interest in joining the Working Group.

Action by – Cllr Preest

16. CHRISTMAS EVENT

Cllr Berryman reminded Members that the Council had previously persuaded Lydney Town Hall Trust Management Committee (LTHTMC) to change the date of their Christmas event to coincide with the Switch On of the Town's Christmas Lights on 30 November 2013. However, he had recently discovered that Lydney Community Centre (LCC) had organised an event for the same date and he questioned why his fellow Councillors who were involved with LCC had not brought the event to the attention of the Council.

It was noted that in July, prior to organising their event LCC had contacted LTHTMC to ascertain if they would be holding an event on 30 November and had been advised that no event had been planned for that day. It was also noted that mid/late October the organiser of the Town Hall's event had still been accepting bookings for their Christmas event scheduled to take place in December.

During discussion Cllr Osborne advised that he was not a member of LCC Committee but had offered raffle prizes and assistance on the day as a citizen. Noting that two other Councillors were members of LCC Committee, Cllr Harris expressed disappointment that no mention had been made of LCC's event when the Council had discussed the persuasion of LTHTMC to change the day of their Christmas event. It was also noted that LCC were not organising a procession, merely a vehicle to transport nominated personnel to the Switch On event in the Town.

It was felt that the problems stemmed from poor communication between Councillors and that lessons needed to be learnt from the situation. Cllr Osborne was requested to provide Cllr Berryman with notes on Mr W Sharma, who will be assisting the Mayor with switching on the Town's Christmas Lights.

Action by – Cllr Osborne

The CEO reminded Members that the Christmas Lights would be switched on at 6.00 pm on Saturday 30 November 2013; that the lights would be in operation until 5 January 2014 and that judging for the Christmas Window Competition would take place W/C 9 December 2013.

17. FORMAL CORRESPONDENCE RECEIVED

- Forest of Dean District Council – E-mail from Mrs Claire Hughes, Legal Team Manager and Monitoring Officer advising that the Council adopted the provisions of the Sustainable Communities Act 2007 on 24 October 2013.
- Forest of Dean District Council – Notice of Elections for Lydney East and Lydney West Wards. Election to take place on 12 December 2013 if contested.

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18. COMMITTEE AND OTHER REPORTS

Planning and Highway Committee

Prior to the meeting Members were provided with a copy of the e-mail which had been received from Mr Nicholson regarding the development at Allaston, together with a copy of the response tendered by the Councils CEO. It was noted that legal advice had been taken prior to disseminating the information to Councillors/responding to the e-mail. Cllr Osborne advised that the Committee had unanimously resolved not to issue an apology to FODDC Officers as it was felt that they had represented the views of their electorate. Responding to a statement which had been made by Cllr Bonser, Cllr Harris advised that the current situation had arisen through the lack of enforcement action taken by FODDC. Cllr Matthews voiced concern that the Council risked upsetting powerful people who may be willing to invest in the Town. Responding to a comment which had been made by Cllr Matthews, the CEO reminded Members that the Council, acting as a corporate body, had delegated responsibility for Planning matters to its relevant committee who therefore had the remit to respond on the Council's behalf and this then was the Council's "corporate" response. Furthermore, that when a decision was taken corporately all Members should respect such a decision taken by their fellow Councillors.

Cllr Harris voiced concern that the Town stood to lose £425,000 due to actions taken by FODDC regarding the Sainsburys development. Members noted that the minutes of FODDCs Planning Committee meeting in October showed that planning approval had been granted for the application via a strong resolution. The CEO advised that she had attended a confidential meeting with the applicants, Officers from FODDC and Cllrs Harris and Bevan to discuss the s106 contribution/conditions. The CEO/Councillors had been assured that the justification for taking the application back to the November FODDC Planning Committee meeting was not to seek to overturn the decision which had been made but was to strengthen the application by the addition of s106 Contributions/obligations to be placed upon the developer so that it would not be subject to legal challenge. However the CEO expressed concern over this action given that the FODDC Planning Committee had not delegated any formal powers to its Officers to address in such a manner.

Members of the Council felt that they could not consider any course of redress until the FODDC Planning Committee meeting had actually taken place. However, Members noted that if necessary an Extra Ordinary meeting could be convened by the Mayor or the matter could be furthered by Cllr Bevan in his District Councillor capacity.

Action: CEO to further negotiations on S106 as deemed appropriate and arrange two Councillors and CEO to sign. Mayor to convene an Extra Ordinary meeting if deemed necessary. Cllr Bevan to monitor/address in District Cllr capacity.

Amenities Committee

It was **proposed by Cllr Osborne, seconded by Cllr Matthews**, that Cllr Bevan's appointment to the Committee be ratified. Unanimous.

Cllr Thomas reported that the Committee had resolved to remove three pieces of play equipment on health and safety grounds. Responding to a question which had been raised by Cllr Matthews, the CEO advised that pieces of the removed timber would be reused, where possible, in the repair of the wooden assault course in Bathurst Park.

Flood Defence Meeting

Members noted that the next meeting would take place on Wednesday 13 November 2013 and were provided with copies of the notes from the last meeting.



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Youth Council

Cllr Matthews advised that she had attended Youth Forum training which had also been attended by a number of Clerks/CEO. Cllr Matthews advised Members that during the training a few Clerks had stated that they were expected to dedicate five hours per month of their time for free to work in the community. Cllr Matthews stressed the need for the Youth Council to be provided with Officer support; noted that only two members of the Youth Council remained; advised that due to her children and university degree she was unable to devote time to the project. Due to the statement made by Cllr Matthews the CEO reminded Councillors that she already gave in excess of five hours per month to the Council.

During discussion it was felt that young people today faced many calls on their time which may prevent them from devoting time to the Youth Council and it was suggested that greater focus should be placed on recruiting members within the younger range of the target age-range. Cllr Biddle advised that the Manager of Lydney Vibe Cafe welcomed dialogue with the Council regarding the Youth Council as and when the Council were of a mind to take this forward. Consideration was given as to how greater membership could be encouraged. Cllr Matthews stated that she was not in a position to provide 100% of her time and called on her fellow Councillors for assistance.

Cllr Matthews stated that she was not able to attend Youth Council meetings on Thursday evenings and advocated that a more informal approach be adopted with incentives offered to encourage greater attendance levels. Information had already been circulated to this effect previously.

It was **proposed by Cllr Berryman** that the matter of the Youth Council be placed in abeyance until the Council had filled its current vacancies as it was hoped that one of the newly appointed Councillors would be interested in taking the project forward. It was agreed that the remaining members of the Youth Council would be informed of the decision to postpone future meetings until after the election of new Town Councillors and that an open invitation would be extended to members of the Youth Council to attend Full Council meetings. Unanimous.

Action by – the CEO

Neighbourhood Development Plan (NDP)

Members were provided with a copy of the October meeting minutes. Cllr Pearman gave an overview of the actions which had been undertaken over the last month which included the collation of comments from the public meetings; a meeting with Mr Mark Harper MP during which he had agreed to speak at a future meeting to highlight the importance of voting in the referendum for the NDP; the production of visionary drawings to demonstrate what could be achieved in Newerne Street. Cllr Pearman also requested the attendance of the CEO at a meeting with the MD and Chair of Watts Group.

Members noted that a meeting had taken place with Officers from FODDC from which the formal comments had only just been received; meetings had also taken place with Friends of Lydney Hospital and Gloucester Care Services to discuss healthcare provision in the next 15 years.

Noting that the Sainsburys application would come before members of FODDCs Planning Committee once again the following day, Cllr Pearman stressed that the Town would fall farther behind with its housing allocation if planning consent for the development was not granted in line with FODDCs Core Strategy, which would open the Town to any future housing developments. Furthermore, that the timeframe for consultation on the NDP had been extended to 20 December and that Mr James Greenwood had kindly agreed to provide input in to the Renewable Energy Policy.

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Cllr Pearman stressed that the NDP was the vehicle with which to secure the economic and social future of the Town. Members were that the NDP Steering Group had managed to secure expert consultancy assistance free of charge. The Council may need to consider at a future meeting whether it wished to meet the cost of a consultant for the NDP if an Environmental Assessment were deemed necessary.

Lydney Town Hall Trust Management Committee

Cllr Bonser advised that she had attended the last meeting and that Cllr Edwards had stepped down from his role as a Public Trustee in order that he may be appointed as one of the Council's nominated Trustees.

Cllr Bonser advised that the Trust was considering a specialist lighting system at the Hall for events; considerable efforts had been made on the marketing of the building, including advertisements in The Review; that the website had received 10,000 hits which was seen to be an excellent marketing tool; that following a visit by the Registrar it was anticipated that the Hall would be granted a licence as a wedding venue; that the Registrar was considering the possibility of returning to the Hall; grants were being investigated for the provision of disabled access to the first floor; Lord Bledisloe had donated a Christmas tree; that the next meeting would take place on 14 November 2013; that the new sign for the Town Hall would be erected in readiness for the Christmas event on 30 November 2013; that an office had now been rented out to an organisation.

Regarding the Christmas event, Cllr Bonser advised that doors would open from 2.00 pm; that a hog roast would be provided; the RAF drummers would be in attendance along with Father Christmas; floral displays would be provided by Severnside Flower Club; that table sales would be operated.

Cllr Bonser was requested to inform Cllr Edwards of importance of raising the bar on health and safety matters and the decision taken re match funding for fire doors. Cllr Bonser spoke positively on the improvement which had been made to the bar area and advised that Judith Cadogan had been appointed as Bar Manager. Cllr Hobman advised that she had been led to believe that activities at that Town Hall would take place in the evening, not the afternoon.

19. COUNTY COUNCILLOR REPORT

Cllr Preest advised that he had attended a LEP Board meeting which had been organised by Gloucestershire County Council; that fibre optic broadband would be delivered to the Forest by the end of 2015; that the majority of the County Council's funding appeared to be allocated around the M5 corridor; that Bream Avenue appeared to be a major problem; that he would progress the provision of a VAS for the Town and signs for Hams Road; that parking restrictions would be implemented in Bream Road; that investigations would be carried out into the amount of salt provided to the Council for the Town; that he had been prevented from speaking in a County Councillor capacity at the FODDC Planning Committee which would take place the following day, however, District Cllrs Glastonbury and Bevan hoped to amend FODDCs constitution to ensure that the situation did not occur in the future; it appeared that £5,000 would be allocated to each County Cllr for local youth projects and that £20,000 would be allocated in respect of highway improvements; that Mr Rob Kniblett was investigating if a risk assessment had been undertaken prior to the alteration of the level crossing.

Responding to a question which had been raised by Cllr Matthews, County Cllr Preest advised that he was not aware of funding which had been allocated to District Cllrs over the last two years for youth projects, but would make enquiries. Furthermore, that the implementation on parking restrictions in Bream Road had been deferred pending the decision by FODDC

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regarding the suspension of parking charges in the Bream Road car park at specific times for parents/guardians, however, work on the project would now push forward.

20. DISTRICT COUNCILLOR'S REPORTS

Members were provided with a copy of the report which had been submitted by District Cllr Winship and Cllr Berryman proceeded to read out the report.

Responding to a question which had been raised by Cllr Harris, District Cllr Winship advised that a questionnaire would be produced and it's distributed targeted at the users of the car park. However, Cllr Harris felt that FODDC should also target local traders on order to provide a wider picture and she also suggested that non-users of the car park should also be targeted to understand their reluctance to use the facility.

The CEO was aware that FODDC had identified funding for an Officer to be appointed to facilitate discussion between the Town Councils and she questioned if any further information could be released on the appointment or if the funding would be disseminated to the Councils instead of the appointment being made.

District Cllr Winship advised that as the project had not received the support of all the Town Clerks/Town Councillors in attendance that the decision had been taken to discontinue, but a pilot scheme would be operated in Newent.

21. COUNCILLORS REPORTS

Cllr Thomas advised that he had attended the opening of the Food Bank in the Town, which was the third to be opened in the Forest and gave an overview as to how the facility operated.

Cllr Bonser requested an agenda item for the next meeting relating to Wild Boar.

Action by – the CEO

Cllr Bonser reported that problems were still being experienced with the height of a hedge in Forest Road which was impeding the passage of pedestrians. Noting that the Council had supported residents in Windsor Drive recently, Cllr Bonser reported that last week a pedestrian had been knocked over by a cyclist on the Oakdale estate. Furthermore, that security fencing had blown down on the site but no contact information had been provided. Cllr Bonser was advised to relay the concerns to the residents association for the development.

*At 9.53 pm it was **proposed by Cllr Thomas** that if necessary the Council meeting would be extended to 10.30 pm in order to consider any outstanding agenda items. **Seconded by Cllr Bonser.***

Cllr Osborne stated that he found it offensive that Councillors wishing to undertake voluntary work for an organisation in the Town were required to notify their fellow Councillors and he felt that he needed to reconsider if he wished to support the charity or remain as a Councillor.

Cllr Preest advised that the Environment Agency were investigating a pollutant which had caused the water to turn white from Forest Road to Lydney Town AFC. It was felt that the pollutant may be cooking oil.

Cllr Biddle advised that two youth events had ceased due to lack of attendance and he felt that it was difficult to motivate the youth of the Town. Accordingly, he welcomed feedback from members of the Youth Council.

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Cllr Matthews expressed thanks to all who attended the recent fireworks display in Bathurst Park which had proved to be very successful. Responding to concerns which had been raised on the night the CEO advised that all adverts/website/attendees (including the Police) had been informed that gates would open at 5.30 pm with the first firework set off at 7.00 pm. Cllr Harris confirmed that the correct information had been disseminated and displayed in shop windows. Councillors were pleased to note that letters expressing appreciation for their assistance had been sent to all volunteers who assisted at the event.

22. **PRESS RELEASE**

None.

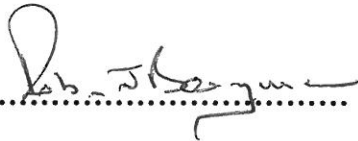
23. **MEETING DATES**

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

- 25 November 2013 – Burial Committee/Trust Meetings (6.30 pm)
- 2 December 2013 – Planning and Highway Committee (6.00 pm)
- 2 December 2013 – Full Council
- 9 December 2013 – Amenities/Finance & Scrutiny Committee

Meeting closed at 9.59 pm

Chairman



Date

3/12/2013

Actions from Full Council meeting on 14 October 2013

Agenda Item	Action
7.	<ul style="list-style-type: none"> All Councillors were provided with copies of the latest version of the Good Councillor Guide and requested to add said document to their Policy Folders Noted Designated roles to be allocated to Councillors marshalling public fireworks display on 5 November 2013 Addressed; Lead Cllr/trustee – Charlotte Matthews Increased float to be provided for event Noted
8	<ul style="list-style-type: none"> 2014-2015 Financial Year Councillors to be provided with a quarterly spread sheet which shows the total expenditure for contractors based in Lydney as opposed to contracts offered o/s of the area Noted £1,500 contribution to be allocated to Neighbourhood Development Plan. Actioned Approve given for polling cards to be issued for Lydney East election (if called) in respect of the vacancy caused through Cllr James's resignation. Polling cards requested as a Bye-election has been called. Still waiting to hear from FODDC re. second vacancy/likelihood of Bye-election – pending decision on second quantity of polling cards
10.	<ul style="list-style-type: none"> Approval given for the removal of two tarmac areas in order to extend burial space. Pending Action CEO to obtain prices for tarmacking/flush edging the Cemetery entrance path. Deferred to Burial Committee Provision to be included in the 2014-2015 Burial Committee budget in respect of the purchase of additional cremated remains memorial. Budget provision included/allocated Agenda item for next Burial Committee meeting – identification of potential sites for new Cemetery Burial Committee agenda item Quotation accepted from Martin Lanfear for repair of wall at various points in St Mary's Churchyard. Funding for work to be taken from earmarked Churchyard Reserves. Noted CEO to include provision for memorial testing in 2014-2015 budget. Contact to be made with Monmouthshire County Council to ascertain process to be observed under English custom and practice. MCC contacted in order to gain additional advice re. process/cost - Pending response which will then be tabled at next Burial Committee meeting
11.	<ul style="list-style-type: none"> Cllr Preest to arrange meeting with Cllrs Berryman, Matthews and CEO to discuss amendments to Lydney Community Plan. Pending; No amendments received to date however DRAFT issued, pending Councillor input Revised Renewable Energy Policy to be considered at November Full Council meeting. Agenda item
12.	<ul style="list-style-type: none"> Additional Councillor Surgeries to be arranged during NDP Consultation period (mid October to 22 November 2013). Cllr Pearman to arrange. Noted Councillors interested in holding Surgeries to inform CEO. No contact from Members received
15.	<ul style="list-style-type: none"> Approval given for Town Council Ground Staff to design and construct wooden safety fence to be positioned around the outside of the Town's Christmas Tree. Lord Bledisloe to be approached regarding cost of timber. No longer required. Lighting Contractor has agreed to provide barrier fencing for the duration of the contract.
17.	<ul style="list-style-type: none"> Appointment of Youth Council Liaison Councillor to be deferred until Cllr Matthews's attends a training event in Taunton; Cllr Matthews to report to Full Council regarding the availability of alternative venues for Youth Council meetings/alternative date for Youth Council meetings; Cllr W Osborne to liaise with

	<p>Jane Horne regarding steps which could be taken to engage youths. Pending Councillor action/Agenda item for November's meeting</p> <ul style="list-style-type: none"> • Following October meeting of Lydney Town Hall Management Committee, Cllr Edward to advise Council as to whether he wishes to stand down as a Public Trustee of Lydney Town Hall in order that he may be appointed as one of the Council's Trustees on said Committee. Pending; November agenda item
20.	<ul style="list-style-type: none"> • CEO to contact Lydney Park Estate to report an overgrown hedge which is believed to fall within their ownership. Location of hedge between Thomas Bee and last house. Unable to confirm ownership; as a 'one off' LTC will therefore assess/address as deemed necessary. • Mr B Watkins, Local Highways Manager (West), Gloucestershire Highways, to be requested to attend November Planning and Highways Committee meeting to report on the findings arising from the trial closure of the Hill Street exit from Bream Road Car Park, and the action to be taken. GCC Highways have requested this item be deferred until December when they then hope to have available the results of the trial – Agenda item pending • Request for an Agenda item for November Full Council meeting – Re. funding bid for Bathurst Park/Recreation Trust. Note; Placed instead on relevant Trust agenda • Cllr Preest requested to progress installation of "No HGV" signage at entrance to Hams Road and also installation of Vehicle Activated Signage for Lydney Pending report; CCllr Preest