

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2018/05/14 – 01

MINUTES OF THE ANNUAL MEETING OF LYDNEY TOWN COUNCIL held in the Council Chamber, Claremont House, Lydney on Monday 14 May 2018 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, K Greening, J Greenwood, C Harris, R Holmes, H Ives, C Legg, B Pearman, A Preest, D Street, C Vaughan and K White

PC R Dix, Gloucestershire Constabulary – Agenda Item 19  
One member of the public  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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

1. **ELECTION OF MAYOR**

**Cllr Preest proposed** Cllr Berryman for the position of Mayor. **Seconded by Cllr Harris.** There being no other nomination the proposal was put to the vote. Unanimous.

2. **SIGNING OF THE MAYOR'S DECLARATION OF OFFICE**

The Declaration of Acceptance of Office was duly signed by the Mayor, Cllr Berryman.

3. **ELECTION OF DEPUTY MAYOR**

**Cllr Harris proposed** Cllr Pearman for the position of Deputy Mayor. **Seconded by Cllr Ives.** There being no other nomination the proposal was put to the vote. Unanimous.

4. **ADOPTION OF FORMAL DOCUMENTATION**

- a) Members were informed by the CEO that it would be necessary to amend Financial Regulation (Part 2) page 10 relating to payments addressed by electronic means in any one month to £38,000.00 in order to reflect months when it may be required to process adhoc electronic payments. It was **proposed by Cllr Harris, seconded by Cllr Pugh,** that the figure for payments made by electronic means would be amended accordingly. Unanimous.

It was **proposed by Cllr Pugh, seconded by Cllr Legg,** that the Council would formally adopt and abide by the following documents:

- Standing Orders (Part 1) 2018 v1 (based on the 2018 "Model" Regulations)
  - Remit of Committees/Group Requirements/Council Structure
- Financial Regulations (Part 2) (Electronic Payment total increase – approved)
- Asset Register (Y/E 2017/18)
- Notice of Dispensation (2018-2019)
- Lydney Town Council's Code of Conduct
- Members Confidentiality (sample form)
- Statement of Internal Control Policy
- Complaints Procedure
- Annual Processes/Insurance Policy Renewals
- Spending Plan 2018-2019

Unanimous.

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## General Data Protection Regulations (GDPR)

Members were informed that the following policies would be uploaded to the Council's website once approved by Council. Furthermore, that the National Association of Local Council's (NALC) had advised that Parish and Town Councils were not required to appoint a Data Protection Officer although such would still be considered "good practice". It was noted that previously Delegated Powers had been bestowed to engage a consultant to assist with GDPR compliance, however, the CEO felt that the Council had attained a stage where it was compliant without the need to engage a consultant and would be streamlining its historical records in line with its policies. Cllr Preest requested that Members be provided with an update regarding progress made on documentation streamlining in due course.

It was **proposed by Cllr Preest, seconded by Cllr Vaughan**, that the Council would formally adopt and display on its website the following documents:

- Inventory/Data Audit
- Subject Access Request Form
- Social Media & Electronic Communication Policy
- Information & Data Protection Policy
- The Management of Transferable Data Policy
- Retention & Disposal Policy/Appendix A – List of Documents for Retention or Disposal

Unanimous.

Members were advised of the requirement to check what, if any, data they held and to register with the Information Commissioner's Office individually if applicable. Noted.

b) Council were asked to consider/adopt the following "standing" policies and procedures:-

- Allotment Tenancy Agreement – sample
- Bio-diversity Policy
- Burial Charges
  - Cemetery Rules & Regulations/Transfer of EROB
- CCTV Policy (Note: Removal of public access (ref: GDPR))
- Casual vacancy for Town Councillor Policy
- Community Engagement Policy
- Crime & Disorder Policy
  - Crime & Disorder Community Safety Guide
- Data Quality Policy
- Efficiency & Value for Money Policy
- Environmental Policy
- Equality Opportunities Policy
- Public Open Space Policy
- Renewable Energy Policy
- Risk Management Policy
  - Risk Management – Part 2 Fraud & Corruption Policy
- Donation Policy
- Grant Policy

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- Mayors Civic Award Policies
- Employee Handbook
- Health & Safety Handbook
- Induction Policy
- Retirement Pension Policy
- Staffing Structure
- Training Matrix – Office Staff
- Training Matrix – Ground Staff
- Training Policy/Statement of Intent
- Training Policy

Adoption **proposed by Cllr Greenwood, seconded by Cllr Greening.**  
Unanimous.

### 5. COUNCIL'S FUTURE STRATEGY

#### Action Plan 2018/19

Cllr Ives requested the amendment of the document to include the Council's representative to The Dean Academy Governing Body and also the organisation of community litter picks in the Town. Furthermore, Cllr Ives requested the document be amended to reflect that the items shown against the "Culture" heading on page 2 be amended to reflect that such events were now organised by the Council's Amenities Committee.

It was **proposed by Cllr Greenwood, seconded by Cllr Harris**, that the document would be adopted, subject to the amendments shown above. Unanimous.

#### Strategic Plan 2015/2020

Members were asked to consider appointing a working party to facilitate an update of the Council's Strategic Plan. Cllrs Greenwood, Preest and Ives volunteered their services to review the document.

It was noted that the document would be amended within a month and would be re-tabled for approval at the next Full Council meeting. Noted.

Members were asked to formally consider/adopt the following documents:

- Lydney's Community Emergency Plan (revised September 2017)
- Lydney's Flood Plan (currently v8. Awaiting EA approval before dissemination)

It was **proposed by Cllr Harris, seconded by Cllr Christodoulides**, that the above documents would be adopted. Unanimous.

### 6. MEETING SCHEDULE 2018-2019

Prior to the meeting Members were provided with a copy of the 2018/2019 meeting schedule. Adoption was **proposed by Cllr Pugh, seconded by Cllr Vaughan**. Unanimous.

### 7. COUNCILLOR SURGERY ROSTER 2018/19

Members were provided with a copy of the Roster in advance of the meeting. It was noted that a Councillor Surgery would take place during the Summer Event in Bathurst Park on 7 July 2018 and the CEO requested that Members ensure that they collected the Council's display board for use at same.

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Approval of the Roster was **proposed by Cllr Legg, seconded by Cllr Greening**. Unanimous.

## 8. CIVIC & TOWN EVENTS LISTING

Prior to the meeting Members were provided with a copy of the Civic & Town Event Listing. Attention was drawn to the fact that the Mayor's Civic Reception and also the Town Blessing; whilst the date shown was June, it was accepted, given that this would be the first time the event would be held in Bathurst Park, that the date may need to be later in the summer. Noted. Approval of the Civic & Town Event Listing was **proposed by Cllr Pearman, seconded by Cllr Ives**. Unanimous.

Members were provided with a copy of the Flag Dates for 2018. Approval was **proposed by Cllr Pearman, seconded by Cllr Ives**. Unanimous.

## 9. SANDBAG DISTRIBUTION LIST 2018/2019

Members were provided with a copy of the Sandbag Distribution List prior to the meeting. It was noted that keys to the Sandbag Garage were held by Cllrs Biddle, Pearman and Berryman.

## 10. COMMITTEE MEMBERSHIP

### a) Committee Remit Document

Members noted that the Council had previously approved the Committee Remit Document.

### b) Committee Members "Standing On"

Members were asked to consider "standing on" with the existing Committee Membership. It was **proposed by Cllr Pugh, seconded by Cllr Harris** that the existing Committee Membership would stand on. Unanimous.

### c) Election of Committee Chairman

It was **proposed by Cllr Pearman, seconded by Cllr Berryman**, that the existing Committee Chairmen would "stand on". Unanimous. Accordingly, the following Councillors were re-appointed:

- i) *Amenities Committee & Lydney Town Improvement Sub-Committee:* Cllr Harris
- ii) *Burial Committee:* Cllr Ives
- iii) *Finance & Scrutiny Committee:* Cllr Pearman
- iv) *Planning & Highway Committee:* Cllr Preest

Members noted that Committee Vice Chairmen would be elected at the first relevant Committee meeting.

### d) Personnel Committee

Members noted that the Personnel Committee would comprise of the Mayor, Committee Chairman and, in attendance, the CEO.

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## 11. CUSTODIAL RESPONSIBILITIES

Members were asked to elect a Lead Councillor who would otherwise then be known as the respective Trust Chairman (where Council is Sole Trustee):-

- i) *Lydney Recreation Trust*: **Cllr Berryman proposed** Cllr Harris for the position of Lead Councillor/Trust Chairman. There being no other nominations the proposal was put to a vote. Unanimous.
- ii) *Bathurst Park and Recreation Trust*: **Cllr Berryman proposed** Cllr Ives for the position of Lead Councillor/Trust Chairman. There being no other nominations the proposal was put to a vote. Unanimous.

Members noted that the Vice Chairmen of each Trust would be elected at the first relevant Trust meeting.


## 12. ELECTION OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES/CHARITABLE TRUSTS

- Lydney & District Twinning Association – Cllrs Biddle and Berryman
- Adverse Weather Wardens – Cllrs Harris, Preest, Pearman, Legg
- Citizens Advice Bureau – Cllr White
- Nuclear Electric – Cllr Greenwood
- Rural Sounding Board of Parish Council Representatives – Cllr Greenwood
- Crime Prevention Panel/Gloucestershire Constabulary – Cllr Berryman
- Forestry Commission Advisory Committee – Cllr Greenwood
- Forest of Dean Sea Cadets – Cllr Berryman
- Royal British Legion – Mayor and Deputy Mayor (Cllr White on behalf of the Mayor)
- War Memorial Officer – Cllr Harris
- RDPE – Cllr Leach
- Forest of Dean Health Forum – Cllrs Harris & Pearman
- Road Safety Liaison Committee – Cllr Preest
- Bledisloe New Zealand Trust – Cllr Biddle & Berryman
- Education/Youth Liaison – Cllrs Vaughan & Ives
- Lydney Coastal Community Team Executive Board – Mayor and Deputy Mayor
- Rail/Transport Matters – Cllr Preest (Deputy Cllr Greenwood)
- Gloucestershire Chartered Parish Group – TBA
- Lydney Air Quality Management – A Preest
- Lydney Area in Partnership – Cllr Street
- Gloucestershire Association of Parish and Town Councils – Cllr Ives
- Parkend to Lydney Cycle Route Partnership – Cllrs Greenwood & Berryman
- Local Action Group (LAG) – Forest Sub-Group – Cllr Pearman
- Lydney in Bloom – Cllr Harris
- Gloucestershire Market Towns Forum – Cllr Pearman
- Yorkley Court Community Fund – Cllr Pearman
- Community Economic Development Forum – Cllr Pearman

## 13. FINANCIAL MATTERS (SECTION A)

### a) Appointment of Bankers and Cheque Signatories

It was **proposed by Cllr Pugh, seconded by Cllr Christodoulides**, that the Council would retain its current Bankers – Lloyds Bank. Unanimous.



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Attention was then drawn to the list of cheque signatories, a copy of which had been provided to Members prior to the meeting. Approval of cheque signatories **proposed by Cllr Berryman**. Unanimous.

- b) **Electronic Payment**  
Prior to the meeting Members had been provided with a copy of the list of payments which would be made by electronic means on behalf of Lydney Town Council and, where necessary, Lydney Recreation Trust and the Bathurst Park and Recreation Trust. Acceptance of the electronic payment list was **proposed by Cllr Greening, seconded by Cllr Harris**. Unanimous.
- c) **Appointment of Independent Internal Auditor 2018/19**  
Members were asked to consider the appointment of Wildin & Co in respect of both the half yearly and End of Year Town Council Account audits. Appointment **proposed by Cllr Preest, seconded by Cllr Pugh**. Unanimous.
- d) **Councillors Expenses**  
Members were asked to consider approving a prior motion which stated that Lydney Town Councillors would not seek to claim any form of expenses (this excludes the Mayor's "civic" expense claim). **Proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.
- e) **"In House" Audit Roster**  
Prior to the meeting Members were provided with a copy of the "In-house" Audit Roster for 2018/2019. Noted.


14. **DISPENSATIONS ON BEHALF OF THE "CORPORATE BODY"**

Members were asked to consider "standing on" with the resolution that the Parish Council would delegate the power to grant dispensations to the CEO<sup>1</sup>.

It was **proposed by Cllr Harris, seconded by Cllr Ives**, that the Council would "stand on" with its previous resolution. Unanimous.

15. **APPOINTMENT OF MAYOR'S CADET**

The CEO read out the nomination which had been received from Forest of Dean Sea Cadets for the position of Mayor's Cadet for the 2018/2019 Civic Year. It was unanimously agreed that the nomination of Able Cadet Summer Elliot for the position of Mayor's Cadet for 2018/2019 would be accepted.

Members noted that Able Cadet Summer Elliot would be invited to attend the June meeting in order that she may be presented with her Mayor's Cadet badge and that the 2017/2018 Mayor's Cadet, Cdt Cpl H Moxey, would also be invited to attend the June meeting in order that he may be presented with voucher from the Council to express thanks for his year of service. 

<sup>1</sup> Localism Act 2011 Sections 33(1) and 33(2)

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### 16. APOLOGIES

Apologies for absence were received and noted from Cllr Leach.

Members were asked to consider granting an extension of absence in respect of Cllr Pugh. Whilst it was noted that Cllr Pugh had been well enough to attend the meeting, an extension of absence was **proposed by Cllr Berryman**. Unanimous.

### 17. DECLARATIONS OF INTEREST

Cllr Biddle – Agenda item 27 – Lydney Area in Partnership  
Cllr Holmes – Agenda item 27 – Lydney Area in Partnership  
Cllr Pearman – Agenda item 26 – Coastal Communities  
Cllr Preest – Agenda item 26 – Coastal Communities  
Cllr Berryman – Agenda item 26 – Coastal Communities

### 18. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 9 April 2018 were **proposed by Cllr Ives, seconded by Cllr Christodoulides**. Vote carried.

### 19. POLICE MATTERS

Cllr Berryman welcomed PC Dix to the meeting.

Cllr Harris informed PC Dix that further anti-social behaviour had been experienced in Newerne Street Car Park and residents had reported that vehicles were playing loud music until 4.00 am, which she felt was unacceptable. Cllr Berryman advised that he had written to Forest of Dean District Council's Legal Officer and PS Doyle regarding the issues which were being experienced at the site. Noting that Forest of Dean District Council had mooted that it was considering the installation of a barrier at the site, Cllr Berryman expressed his belief that such a barrier would result in the car park no longer being construed as a "public" area, however, this was disputed by Forest of Dean District Council's Legal Officer. Whilst it had been suggested that Forest of Dean District Council were considering the purchase of a CCTV camera linked to the Town's CCTV, it would appear that this had now been discounted; consideration instead being given to the deployment of a mobile CCTV system. Cllr Preest advised of the actions which he had taken in an attempt to encourage Forest of Dean District Council to issue a press release to clarify that it was responsible for the Car Park, as the majority of the public felt the car park to be under the control of the Town Council.

During discussion PC Dix informed Members that problems had also been experienced with anti-social behaviour by "boy racers" in the Coleford Car Park, however, Forest of Dean District Council had, during a redesign of the car park, elected to "design out" problem areas to prevent the issues from being experienced. The CEO informed Members that PS Doyle had advised that a Section 59 had been issued to a youth who had been involved in anti-social behaviour in Newerne Street Car Park and whilst the same youth had been involved in a second anti-social incident the Police had been reluctant to seize the vehicle and PC Dix was requested to ensure that the Council was informed of the reason behind the Police's decision not to seize the vehicle.

**Action by – PC Dix**

Prior to excusing himself from the meeting PC Dix informed Members that negotiations were underway for the Police to re-use the old Police Stations in Lydney, Cinderford and Newent.

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District Cllr Leppington arrived at this point.

20. **YOUTH FORUM**

**Community Litter Pick**

Cllr Ives informed Members that no action had been taken by The Dean Academy concerning the organisation of a Community Litter Pick therefore Cllr Ives had commenced the organisation. Cllr Ives informed Members that Primrose Hill and Severnbanks were agreeable to participating in a Community Litter Pick on 28 June 2018 and that responses were awaited from Lydney C of E and The Dean Academy concerning their availability. It was noted that the route of the Community Litter Pick had previously been agreed by the Amenities Committee and Cllr Ives anticipated that by the June Full Council he would be able to advise on the confirmed number of participants. Cllr Ives was reminded that the Committee had previously stipulated that no participants should be under the age of 10 years of age.

Cllr Ives requested that Members inform him of their availability to assist with the Community Litter Pick.

**Action by – all Councillors**

**Youth Engagement**

Cllr Ives informed Members that students from Lydney C of E would attend the Council's June meeting; Primrose Hill would attend the July meeting and Ms Janine Fox, Chair of Governors, The Dean Academy would attend the September meeting.

Members noted that Cllr Ives would attend the July Governors meeting at The Dean Academy and he had arranged for Ms Fox to attend the next meeting of Lydney Hub on 18 June 2018.

During discussion Cllr Preest felt that it would be beneficial for Ms Fox to attend the June Lydney Hub meeting and Cllr White recommended that contact be made with the SEND Co-ordinator at The Dean Academy. Cllr Biddle advised that the Lydney Hub were holding a "taster" session at Lydney Community Centre later in the week, however, it was doubtful that they could be offered a permanent home at the venue.

Cllr Vaughan informed Members that she believed that The Dean Academy may be experiencing issues providing regular teachers for certain subjects as supply teachers were being utilised and she requested that Cllr Ives raise the matter at the next Governors meeting.

**Action by – Cllr Ives**

21. **OPEN FORUM**

Mr Hobman, Lydney Area in Partnership – Agenda Item 27 – informed Members that said organisation's minutes had incorrectly recorded that the organisation wished to make a political stand on the Board of the Town Council (rather they believed that the Executive Board of the Lydney Coastal Communities Team should include representatives from the public rather than being led by an Officer). Regarding the statement attributed to "rotten Boroughs" Mr Hobman stated that this comment should not have been included in the organisation's minutes and had been minuted incorrectly (the comment had been made by an individual when referring to a Councillor and not Lydney Town Council).





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Mr Hobman felt that Lydney Area in Partnership existed to move the Town forward and still had a role to play. Mr Hobman hoped that Lydney Town Council would accept the apology which had been tendered by Lydney Area in Partnership and expressed a desire to continue to work with the Town Council.

### 17. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that since the last meeting he had attended the following events:

- Lydney and District Twinning Association event
- Fund raiser for Lydney Training Band
- Event to mark 50 years of business for a local company

Members were informed that the defamation action taken by the Council against a member of the public was ongoing; that the Council's case had been passed to Counsel in London and the defendant had been given 14 days to settle the claim before action was taken to move to the next stage which would be to issue court proceedings.

### 23. 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:-

#### GDPR

Members were informed that Local Councils were no longer legally required to appoint a Data Protection Officer, however such an appointment would be deemed as good practice. The CEO advised that she would continue to monitor the situation and would report further at a future meeting.

### 24. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

MAY 2018

#### Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current account	96,414.19	<u>2017/18 Commitments Brought Forward</u>
LLOYDS BANK - Lydney In Bloom - Current	764.44	<u>£10,303.48</u>
LLOYDS BANK - LGPS - Current	15,990.28	
<b>LLOYDS BANK - Earmarked Reserves:</b>		
S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Areas (Primrose Hill inc S106 residue)	23,529.43	
Play Area (Leaze Court)	9,439.12	
Leaze Court (GCC & Aviva Grant)	600.00	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,000.00	
Cemetery: Memorial Testing	11,500.00	
Cemetery: Additional Burial Space	20,000.00	
Election Costs	10,000.00	
Machinery	7,178.03	
Town Events/Christmas(Grotto etc)	7,000.00	
Contingency	4,000.00	
Civic	1,000.00	
Pear Mapping Cemetery	4,000.00	
Environment Agency 2018/19	5,000.00	
	<b>157,280.22</b>	
LLOYDS BANK - General Reserve	<b>170,622.93</b>	<b>327,903.15</b>
		<b>441,072.06</b>

#### RECEIPTS

Receipts APRIL

261,238.27

Includes 1<sup>st</sup> Precept Payment

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Receipts MAY  
 Receipts JUNE  
 Receipts JULY  
 Receipts AUGUST  
 Receipts SEPTEMBER  
 Receipts OCTOBER  
 Receipts NOVEMBER  
 Receipts DECEMBER  
 Receipts JANUARY  
 Receipts FEBRUARY  
 Receipts MARCH

*Lydney In Bloom: Income banked to LIB current a/c* 250.00

**Total Receipts YTD** **261,488.27**

**PAYMENTS**

Payments APRIL 2,230.71  
**Payments MAY** **66,609.25**  
 Payments JUNE  
 Payments JULY  
 Payments AUGUST  
 Payments SEPTEMBER  
 Payments OCTOBER  
 Payments NOVEMBER  
 Payments DECEMBER  
 Payments JANUARY  
 Payments FEBRUARY  
 Payments MARCH  
 Payments PRIOR TO YEAR END

**Detailed Below**

*Lydney In Bloom: Cheque Payments to date from LIB a/c*

**Total Payments YTD** **68,839.96**  
**633,720.37**

<b>Reconciled Bank Statements as at end</b>	<b>APRIL 2018</b>	
LLOYDS BANK - Current account		<b>292,836.18</b>
LLOYDS BANK - Lydney In Bloom - Current		1,014.44
LLOYDS BANK - LGPS - Current		15,990.94

**LLOYDS BANK - Earmarked Reserves:**

S106	29,191.50
Lydney War Memorial	2,000.00
Play Areas (General)	5,000.00
Play Areas (Primrose Hill S106 Residue)	23,529.43
Play Area (Leaze Court)	9,439.12
Leaze Court (GCC & Aviva Grant)	600.00
Cemetery	13,842.14
Cemetery: St Mary's Churchyard/Wall	4,000.00
Cemetery: Memorial Testing	11,500.00
Cemetery: Additional Burial Space	20,000.00
Election Costs	10,000.00
Machinery	7,178.03
Town Events/Christmas (Grotto Etc)	7,000.00
Contingency	4,000.00
Civic	1,000.00
Pear Mapping: Cemetery	4,000.00

**152,280.22**

LLOYDS BANK - General Reserve **171,598.59** **323,878.81**

**Bank Balances as at: 30-April-18** **633,720.37**

**MAY PAYMENTS**

**Chq. No**

**Description/Spending Power:**

**Payment made by Direct Debit/Standing Order**

BNP Paribas Leasing	09.04.18	330.00	DD	Qrtly	Telephone
Konica Minolta	12.04.18	193.97	DD	Qrtly	C/F Photocopying
Hotel on Booking	12.04.18	363.20	Debit Card	Ad Hoc	Contingency
WL IT Fuel Genie	13.04.18	163.33	DD	Monthly	Fuel/Mowers
ADT	16.04.18	50.72	DD	Annual	Establishment Charges
ADT	16.04.18	205.68	DD	Annual	Establishment Charges
National Express	16.04.18	66.20	Debit Card	Ad Hoc	Contingency
EE & T-Mobile	23.04.18	14.08	DD	Monthly	Telephone
FoDDC	23.04.18	71.14	DD	Monthly	Cemetery Maintenance

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Cable Stream	24.04.18	134.02	DD	Monthly	Telephone
Redline Telecom	27.04.18	38.94	DD	Monthly	Telephone
Konica Minolta	30.04.18	317.59	DD	Monthly	C/F Photocopying
EE Bid Writing	30.04.18	95.00	Debit Card	Ad Hoc	Training
		<u>2,043.87</u>			

### Interim Payments made in advance of meeting:

Corporate: Payroll		13,196.72	BACS	Monthly	April
Corporate: HMRC		4,422.72	BACS	Monthly	April
Corporate: Glos LGPS		5,153.61	BACS	Monthly	April
N Power		365.52	9003	Annual	CCTV
		<u>23,138.57</u>			

### Payments for approval at meeting held on: 14<sup>th</sup> May 2018

Corporate: Payroll		14,014.09	BACS	Monthly	May
Corporate: HMRC		4,655.83	BACS	Monthly	May
Corporate: Glos LGPS		5,044.58	BACS	Monthly	May

Payments Sub Total 23,714.50

ABComplete		403.20	9004	Ad Hoc	Training
Arkell & Hurcombe		178.20	9005	Ad Hoc	Cemetery Plaques
Amberol Ltd		24.00	9006	Ad Hoc	Playarea Maintenance
Columbaria Company		84.00	9007	Ad Hoc	Cemetery Plaques
Exhaust, Tyres & Batteries (Worcester) Ltd		15.00	9008	Ad Hoc	Vehicle Costs
Equipment Hire Services		36.00	9009	Ad Hoc	Machinery/Tool Repairs
Forest of Dean & Wye Valley Review Ltd		691.20	9010	Annual	Advertising/Mtg Costs
Foresters Newspapers Ltd		149.76	9011	Annual	Advertising
GAPTC		80.00	9012	Ad Hoc	C/F Training
Gooch Group Ltd		21.31	9013	Qrtly	Establishment Charges
IIRSM		132.00	9014	Annual	Subscriptions
JRB Enterprise Ltd		1,234.20	9015	Ad Hoc	Dog Bins/Signs
Legal & General		2,387.45	9016	Annual	Insurance
Light Fantastic DIY Ltd		65.63	9017	Monthly	Machinery/Tool Repairs
Mincost Ltd		2,162.61	9018	Ad Hoc	Machinery/Tools Repairs/EM
National Association of Local Councils		291.60	9019	Annual	Machinery
N Power Ltd		313.28	9020	Annual	Subscriptions
Office Star Group Ltd		315.56	9021	Annual	CCTV
P & P Pest Control Ltd		288.00	9022	Monthly	Stationery
Rigby Taylor		287.01	9023	Annual	C/F Cemetery Maintenance
Spoilt Chq			9024	Annual	Wild Flowers/Weedspraying
Whitehouse Press Printers Ltd		1096.00	9025	Annual	Meeting Costs
Worksafety Ltd		65.00	9026	Ad Hoc	PPE
Wildin & Co		900.00	9027	Annual	C/F Audit
Neil Garner (Your Website)		570.00	9028	Annual/Ad Hoc	Website/Maintenance/Training
Expenses		21.40	9029	Ad Hoc	Training
Cash		50.70	9030	Ad Hoc	Estb/Postage/Office Eqp/Mtg Costs
Tate Computer Technology Ltd		3,265.20	9031	Monthly	Office/IT Equipment Maintenance

Payments for approval: Sub total 17,712.31

**TOTAL PAYMENTS MAY 66,609.25**

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

Window Competition Winner	20.00	8836	
Lydney Festival	500.00	8873	
Duncan Matthews	603.23	8890	(not yet issued)

Total 1,123.23 *MS*

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/05/14 – 12

## Monthly Payment Listing – Month 2

Members were informed that the first half of the Precept had been received from the Principal Authority.

Receipt of the monthly payment schedule (Month 2 – including the transfers/virements shown overleaf) was **proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.

## Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£2,300.00	Grass Cutting	Floral Displays (Plantscape Non Contract Winter)
£1,000.00	Contingency	UTV Running Costs
£1,000.00	Street Furniture	Dog Bins/Waste
£500.00	Corporate	Meeting Costs

## Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

## Lydney Town Council Debit Card

<u>Date of Transaction</u>	<u>Supplier</u>	<u>Details of Purchase</u>	<u>Amount of Expenditure</u>	<u>Name of LTC Employee placing order</u>
11.4.18	Booking.com	Accommodation for Groundstaff attending Royal Garden Party	£363.20	Carol Wheeler
11.4.18	National Express	Travel to London for member of Groundstaff attending Royal Garden Party	£66.20	Carol Wheeler
27.4.18	Eventbrite	Attendance at Bid Writing: The Basics course in Bristol for Carolyn Whittington on 7 June 2018	£95.00	Carol Wheeler

## 25. COMMUNITY RIGHT TO NOMINATE/BID

Prior to the meeting Members were provided with a copy of the response which had been received from Forest of Dean District Council. It was noted that Forest of Dean District Council had declined to list the sites proposed by the Council as community assets.

Cllr Ives recalled that the bus station in Hams Road had been removed from the list of Community Assets. **Cllr Ives proposed** that the Council seek to re-list the site as he felt that it held potential to be used as a venue by Lydney Hub. **Seconded by Cllr Greenwood**. Vote carried.



Action by – the CEO

# LYDNEY TOWN COUNCIL

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Frustration was expressed by some Members over the number of empty retail premises which existed in the Town. Cllr Pearman advised that he would be attending a meeting of the Forest Economic Partnership later in the week and he felt that the business of repurposing empty premises would be taken forward by Forest of Dean District Council. Furthermore, Cllr Pearman felt the Forest Economic Partnership to be the ideal vehicle to encourage action in the Town and he felt the Town Council needed to focus its efforts on the Partnership. Cllr Greenwood requested an agenda item for the next Planning and Highway Committee to formulate a response to Forest of Dean District Council over their decision not to list the premises put forward by the Town Council as Community Assets.

**Action by – the CEO**

26. **COASTAL COMMUNITIES**

Members were provided with a copy of the response which had been received from Forest of Dean District Council following the questions which had been submitted after the April Full Council concerning their proposal that the Town Council consider entering into a “Licence to Occupy/Lease Agreement” for two buildings at Lydney Harbour.

It was highlighted to Members obligations which would be placed on the Council, should it consent to the Licence/Lease (e.g. insurance, cleaning, maintenance and securing the leased premises). As Responsible Finance Officer the CEO expressed concern that the Council was being asked to consider expending £32-35,000.00 over five years to support what may become a private enterprise and that furthermore no firm arrangements concerning a “Trust” had been tabled. Members were reminded that they had previously declined the opportunity to assume responsibility for the public toilets in Newerne Street Car Park and concern was expressed that the Council may find it difficult to engage a person to open, clean and secure the premises.

Cllr Pearman informed Members that there were a number of unanswered questions regarding the proposal, however, there was enthusiasm regarding the project but a greater amount of detail work was required. Cllr Harris expressed concern that the Council was being asked to enter into a five year agreement whilst current Councillors had only one year left to serve in office prior to ordinary elections. Cllr Pugh felt that any project at the Harbour should be made to pay its way. Members noted that no details had been provided on the formation of the Trust which would be set up to run the project after five years.

After a short discussion **Cllr Pearman proposed** that the Council defer further consideration of the matter until members of the Executive Team had resolved the issues which had been identified. **Seconded by Cllr Harris.** Vote carried.

**Action by – the CEO**

Cllr Biddle excused himself from the meeting at this point.

27. **LYDNEY AREA IN PARTNERSHIP**

Members noted the remarks made by Lydney Area in Partnership (LAIp); the e-mail forwarded by Lydney Town Council and the response received from LAiP.

Thanks were expressed to Mr Hobman for his attendance and it was **proposed by Cllr Pearman, seconded by Cllr Greenwood** that the Council would accept the apology which had been tendered by LAiP. Cllr Berryman advised that he had attended LAiP’s AGM, however, the meeting had to be postponed due to lack of attendance.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2018/05/14 – 14

Cllr White expressed concern that LAiP's current projects could not be identified from their website. Responding to a statement which had been made by Cllr Harris, Mr Hobman advised that the Town Council had previously appointed a representative to LAiP, however, LAiP had not been informed of the name of the Council's representative last year.

Cllr Pugh excused himself from the meeting at this point.

### 28. GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCIL'S (GAPTC) AGM

Members noted that Lydney Town Council's Resolution had since been submitted for consideration and that Cllr Ives had been registered to speak at the AGM on behalf of Lydney Town Council.

Members were provided with a copy of the Service Level Agreement prior to the meeting. It was noted that if GAPTC did not approve the Council's Resolution it would not appear on the meeting agenda.

### 29. FORMAL CORRESPONDENCE RECEIVED

- Friends of Fields in Trust – notification of the AGM which would take place on Thursday 5 June 2018 at 1.30 pm. Meeting to be held at the Fields in Trust office, Unit 2D Woodstock Studios, 36 Woodstock Grove, London.
- Renishaw New Mills – notification of the AGM which would take place on Thursday 31 May 2018 at 2.30 pm. Meeting to be held at Renishaw New Mills, GL12 8JR.
- Forest of Dean District Council – notification from Chris McFarling that Forest of Dean District Council would not be securing a blanket Public Open Space Protection Order and that Streetwardens would continue to monitor dog fouling.
- Cotswold, West Oxfordshire & Forest of Dean District Councils – providing a response from Andrew Dilke, Land Legal & Property Services regarding CCTV installation at Newerne Street Car Park.
- Cllr W Osborne – e-mail advising that all communication should be via Cllr Osborne's District Council e-mail address, not his personal e-mail address which he had previously issued to the Council.
- National Association of Local Councils – providing an update re. GDPR and the amendment to the Data Protection Bill.
- Lydney Dial-a-Ride & Forest Community Transport – letter regarding the imminent threat of closure.
- Forest of Dean District Council – e-mail concerning proposal made at Parish and Town Council Liaison suggesting that Parish and Town Council's pay 5% of their Precept towards youth activities. Members were provided with a copy of the response tendered by the CEO.
- Gloucestershire LED Street Lighting – notification that the prescribed work would be undertaken 2 July to 30 November 2018.
- Forest of Dean District Council – invitation to Councillors to attend the Forest Routes Celebration event on Thursday 7 June 2018 at Forest Hills Golf Club, Mile End, Coleford from 10.00 am to 12 noon.
- Artspace – invitation to attend Artspace's 30<sup>th</sup> Birthday Party on Friday 29 June 2018.
- Lydney WI – letter received expressing thanks to the Council and Groundsman in respect of the wonderful flower boxes and beddings displayed around the Town.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/05/14 – 15

30. **COMMITTEE & OTHER REPORTS**

**Amenities Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Burial Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Planning & Highway Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Finance & Scrutiny Committee**

Members noted that the draft minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Personnel Committee**

Members noted that the approved minutes of the last meeting were available from the Town Council's website/hard copy in Public Minute Books.

**Coastal Communities Team (CCT)**

Addressed previously in the meeting.

**Community Safety Partnership**

No report given.

**Chartered Parishes Group**

Cllr Ives reported that no meeting had taken place since the last Town Council meeting.

**Market Town's Forum**

Cllr Pearman advised that a meeting would take place during June.

**Flood Defence Stakeholder Meeting**

Members were informed that meetings were now held on a quarterly basis. Cllrs Legg and Berryman requested that they be informed of the date for the next meeting.

**Action by – the CEO**

**Forest of Dean Health Forum**

No report given.

**Multi-use Track Stakeholder Meeting**

No report given.

**Parish and Town Council Liaison Meeting**

Cllr Ives informed Members that a meeting was taking place that evening to which his apologies had been tendered. It was noted that one of the key items was the provision of funding from Parish and Town Councils in respect of a Youth Worker for the District and Members were reminded that the Town Council had previously declined a request to contribute to the project.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/05/14 – 16

31. **DISTRICT COUNCILLORS REPORT**

No report received.

32. **FOREST OF DEAN DISTRICT COUNCIL CABINET MEMBER FOR:  
REGENERATION, ASSET MANAGEMENT, INFRASTRUCTURE & HOUSING  
REPORT**

District Cllr Leppington expressed disappointment that the District Council's suggestion that Parish and Town Council's provide contributions towards a Youth Worker for the District had been viewed negatively. District Cllr Leppington asked Lydney Town Council to reconsider its view going forward as he believed the issue to be important. The CEO advised District Cllr Leppington of the six month rule.

District Cllr Leppington advised that the Cabinet continued to work on developments around three Forest elements; Lydney Harbour, Cinderford Northern Quarter and Five Acres. Members were provided with an overview regarding the formation of the Forest Economic Partnership and District Cllr Leppington stressed that the views of organisations could only be represented if they engaged with the process. The CEO requested that careful attention be paid to terminology/legislation used in correspondence as the Principal Authority had no jurisdiction over Town and Parish Council's regarding their Precept. During discussion it was noted that the Town Council had receive a press release that Parish and Town Council's would be requested to make a financial contribution to cover the cost of a District Youth Worker before receiving the e-mail requesting that the Council consider same. It was also noted that Parish and Town Council's may be required to increase their Precept to cover such a contribution, however, the District Council's Precept may not change/reflect a minor increase.

The CEO informed Members that previously a quarterly meeting had taken place between the Head of Paid Service and the Clerks of the four Forest Towns, however, no meetings had taken place for 12 months. District Cllr Leppington gave a commitment to investigate if the quarterly Clerk's Meetings could be recommenced.

33. **COUNTY COUNCILLOR REPORT**

County Cllr Preest advised that a meeting had taken place earlier that day regarding a new corporate strategy for Gloucestershire County Council. County Cllr Preest expressed disappointment that the Community Infrastructure Levy (CIL) had not been implemented by Forest of Dean District Council. It was noted that two Officers from Gloucestershire County Council were assisting Forest of Dean District Council with the implementation of CIL.

34. **COUNCILLOR REPORT**

Cllr Ives informed Members that earlier in the day he, together with Cllr Christodoulides, had visited Robert Hitchins Limited in Cheltenham and had secured £3,500.00 sponsorship for the Summer Event in Bathurst Park.

Cllr Holmes requested that Members be provided with an update regarding the infant play scheme which was being installed at The Mesne. The CEO advised that the issue had been discussed at the last Amenities Committee: that adverse weather had prevented the Contractor from completing the scheme; that the Contractor had now engaged the services of a sub-contractor in order to complete the landscaping work which was outstanding; that a post installation inspection would be conducted and if everything was satisfactory following the inspection the Heras fencing would be removed from site and the area opened up for use. Members were also informed that additional grass cuts would be conducted at The Mesne. It



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2018/05/14 – 17

was noted that the scheme for Leaze Court would only be commenced once the VAT had been reclaimed on the infant play area at The Mesne.

Cllr Vaughan requested that Members be provided with an update on the provision of a bus link for the Oakdale estate. Cllr Preest advised that he was in contact with Senior Officers at Forest of Dean District Council and Gloucestershire County Council regarding the issued. It was noted that MMC Land and Regeneration were in Administration and that S106 contributions from the original Planning Consent for Oakdale had not been made in respect of drainage or signalisation. Cllr Vaughan advised that she had previously reported issues with containers being as litter bins and she questioned who would now be responsible for addressing the problem. Cllr Preest requested that he receive a copy of the report which had been sent to the Executive Officer.

**Action by – the CEO**

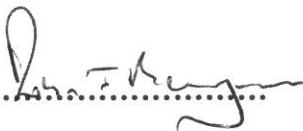
35. **PRESS RELEASE**

No report to be made.

36. **MEETING DATES**

As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

Meeting closed at 9.30 pm

Chairman ..... 

Date ..... 11/6/2018 .....

**Actions from Full Council meeting on 9 April 2018**

Agenda Item	Action
Presentation:	All Councillors to forward questions on the draft document received from Mrs W Jackson, Forest of Dean District Council (re Licence to Occupy/Lease of two buildings at Lydney Harbour for up to 5 years) to the CEO by 23 April 2018 in order that responses to said questions may be considered at the next meeting. No questions/comments were submitted by Members therefore the queries previously raised were forwarded to FODDC
5.	Cllr Ives to act as the Council's representative at future Lydney Community Hub meetings, should he elect to attend a future meeting. Noted
8.	Councillors to inform the CEO of their availability to attend Finance and Governance training. Apologies received from Cllrs: Biddle, Leach & Pugh, all other Members have confirmed their attendance
9.	CEO instructed to submit the Council's Annual Governance and Audit Report for 2017/2018 to the External Auditor, PKL Littlejohn and to publicise the accounts as necessary. Submitted, advertisement re. Public Right to Inspect currently pending
10.	CEO and two Members to approve the policies concerning the main requirement of the General Data Protection Regulations and 'table' at ACM for Council consideration/approval. Note – confirmation still awaited as to whether the CEO may undertake the Data Protection Officer role.
13.	<ul style="list-style-type: none"> <li>CEO to forward Lydney Town Council's Resolution for debate at Gloucestershire Association of Parish and Town Council's AGM on 21 July 2018. Done – copy attached</li> <li>Cllr Ives to present the Council's Resolution at said AGM. Cllr Ives has been registered to speak at GAPTC AGM</li> </ul>
14.	CEO to inform Forest of Dean District Council that its request for the Council to contribute £2,000.00 towards the cost of funding a Youth/Community Worker for the District had been declined by Lydney Town Council. Done
16.	<ul style="list-style-type: none"> <li>CEO to ensure continuance of a donation transfer of £3,000.00 from Lydney Town Council to Bathurst Park and Recreation Trust in respect of the employment of a seasonal Gate Keeper. Ongoing Financial Commitment - Noted</li> <li>CEO to ensure that a financial commitment of £700.00 per annum plus VAT (in respect of monitoring charges for a rain gauge) is included in the 2020/21 budget and onwards. Ongoing Financial Commitment - Noted</li> </ul>
20.	CEO to contact Lydney Area in Partnership to request an immediate retraction and a formal, written apology otherwise Council would consider commencing legal proceedings for defamation. Copy of emails sent/response pending. Agenda item