

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/06/11 – 18

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

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, J Greenwood, C Harris, R Holmes, H Ives, W Leach, C Legg, B Pearman, A Prest and K White

Cdt Cpl Moxey – 614 (Lydney) Squadron ATC and Able Cadet Elliott – Forest of Dean Sea Cadets (Mayor’s Cadet presentation only)

District Cllr R Leppington

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.

A presentation was made to the retiring Mayor’s Cadet, Cdt Cpl Harry Moxey, 614 (Lydney) SQN ATC in respect of his assistance to the Mayor during the 2017-2018 Civic Year. Able Cadet Summer Elliott was then presented to the Council as the Mayor’s Cadet for 2018-2019 Civic Year and she received her Mayor’s Cadet badge.

Cdt Cpl Moxey and Able Cadet Elliott then excused themselves from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Greening and Pugh.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Annual Town Council meeting held on 14 May 2018 were **proposed by Cllr Pearman, seconded by Cllr Legg.** Vote carried.

4. **POLICE MATTERS**

Cllr Berryman read out e-mails which had been received from PCSO Oliver and PC Hopkins advising that a dramatic decrease of antisocial behaviour in the Newerne Street Car Park had been noticed over the last three weeks and providing an assurance that patrols would still be conducted. PCSO Oliver also advised that Operation Tom Tom continued to be enforced.

Regarding the decision not to take action against a vehicle on which a Section 59 Notice had been issued, in his e-mail PC Hopkins advised that the report of further antisocial behaviour involving the vehicle had been received through word of mouth. PC Hopkins advised that the driver had been robustly spoken to and no further issues had been experienced.

Cllr Ives informed Members that he, together with Cllr Pearman, held a Councillor Surgery as part of the Police Community Fun Day which took place in Bathurst Park on 30 May 2018. Members were informed that PCSO Jayne had extended an invitation for two Councillors to accompany the Police during their working day to experience first hand



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the issues which they faced. It was agreed that Cllr Ives would accompany the Police during a Saturday “day” shift whilst Cllr Legg would accompany the Police during a Friday “night” shift. The CEO was instructed to inform PCSO Jayne accordingly.

Action by – the CEO

5. YOUTH FORUM

Community Litter Pick

Cllr Ives informed Members following the decision at the Annual Council Meeting to appoint two representatives, said representatives had agreed to each assume responsibility for specific aspects:

- Cllr Vaughan would undertake responsibility for youth engagement and attendance at The Dean Academy Governor meetings.
- Cllr Ives would undertake responsibility for the Community Litter pick and attend Lydney Hub meetings.

Cllr Ives reminded all Councillors of the arrangements for the Community Litter Pick which had been organised for 1.30 pm on Monday 25 June 2018. It was noted that participants would assemble in the Hams Road Car Park and would include representatives Primrose Hill C of E Academy, Severnbanks Primary School and The Dean Academy. Members were reminded of the age restriction placed on participants by the Amenities Committee and it was noted that any school whose children did not meet the age restriction but still wished to participate would be responsible for ensuring that they were covered by their own Insurance and Risk Assessment. Cllrs Harris, Biddle, White and Preest indicated that they would be available to assist with the Community Litter Pick.

Youth Engagement

Members were disappointed to note that no representatives from Lydney C of E had attended the meeting, despite confirming their attendance.

It was noted that the next Governors meeting at The Dean Academy would take place mid-July and that representatives from Primrose Hill C of E Academy would attend the July Full Council meeting. Members were asked to notify Cllr Ives of any items which they wished to be relayed to either Lydney Hub or The Dean Academy.

6. OPEN FORUM

No requests to speak were received.

7. COMMUNICATIONS BY THE MAYOR

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

- Celebratory event to mark 10 years of the Air Ambulance Service

Cllr Berryman informed Members that the following Civic Donations had been made since the last meeting:

- Lydney Tennis Club - £150.00
- Lydney Cricket Club - £150.00



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Finally, Cllr Berryman was delighted to announce that Bathurst Pool had won The Queen's Award for Voluntary Service and would be presented with representations of the award by the Lord Lieutenant of Gloucestershire, Dame Janet Trotter OBE DBE CVO on 30 June 2018 at 10.30 am.

8. CEO'S REPORT

A copy of the CEOs report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A). A report was then given on the following matters:-

Licence to Occupy/Lease Agreement

Members were informed that the Executive Committee of the Lydney Coastal Communities Team had yet to meet to resolve the issues surrounding the Licence to Occupy/Lease Agreement. Accordingly, the matter would be a future agenda item once the issues had been addressed.

SLCC Conference

Members were informed that the CEO and EO had attended an SLCC Conference the previous week during which the CEO for Birmingham City Council had extended an invitation to the Town Council's Groundstaff to visit the City Council's Grounds Team who had won many RHS Gold Awards at Chelsea Flower Show. The CEO provided Members with an overview of a presentation which had been made regarding the provision of indoor markets and it was suggested that Council may wish to consider this facility further.

Strategic Overview Document and Action Plan

Cllr Preest expressed thanks to Cllr Ives for his assistance with the revision of the document, a copy of which was issued to Members during the meeting.

9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JUNE 2018

Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current account

96,414.19

2017/18 Commitments
Brought Forward
£10,303.48

LLOYDS BANK - Lydney In Bloom - Current

764.44

LLOYDS BANK - LGPS - Current

15,990.28

LLOYDS BANK - Earmarked Reserves:

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

157,280.22

LLOYDS BANK - General Reserve

170,622.93

327,903.15

441,072.06



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RECEIPTS

Receipts APRIL	261,238.27	Includes 1 st Precept Payment
Receipts MAY	6,850.07	
Receipts JUNE		
Receipts JULY		
Receipts AUGUST		
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
<i>Lydney In Bloom: Income banked to LIB current a/c</i>	750.00	
Total Receipts YTD	268,838.34	

PAYMENTS

Payments APRIL	2,230.71	
Payments MAY	66,609.25	Detailed Below
Payments JUNE	149,581.84	Detailed Below
Payments JULY		
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
<i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i>		
Total Payments YTD	218,421.80	
	491,488.60	

Reconciled Bank Statements as at end	MAY 2018	
LLOYDS BANK - Current account		152,032.22
LLOYDS BANK - Lydney In Bloom - Current		1,514.44
LLOYDS BANK - LGPS - Current		15,991.60

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	5,099.03
Town Events/Christmas (Grotto Etc)	7,000.00
Contingency	4,000.00
Civic	1,000.00
Pear Mapping: Cemetery	4,000.00

LLOYDS BANK - General Reserve	150,201.22	
	171,749.12	321,950.34
Bank Balances as at: 31-May-18		491,488.60

JUNE PAYMENTS

Payment made by Direct Debit/Standing Order

			<u>Chq. No</u>		<u>Description/Spending Power:</u>
Forest Equipment Services Ltd (April)	01.05.18	985.18	STO	Monthly	Litter- General/Harbour/Dog Waste
N Power	11.05.18	313.28	DD	Annual	CCTV
WL IT Fuel Genie	15.05.18	299.48	DD	Monthly	Fuel/Mower/Cemetery Maintenance
Mail Box Door Drop	15.05.18	115.63	BACS	Qrtly	Newsletters

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Forest Equipment Services Ltd (May)	21.05.18	985.18	STO	Monthly	Litter- General/Harbour/Dog Waste
FoDDC	22.05.18	75.00	DD	Monthly	Cemetery Maintenance
EE & T Mobile	23.05.18	14.08	DD	Monthly	Telephone
Cable Stream	25.05.18	129.89	DD	Monthly	Telephone
Redline Telecom	29.05.18	38.94	DD	Monthly	Telephone
Corporate	25.05.18	514.19	BACS	Monthly	Corporate
Donation: Bathurst Park Rec Trust	11.05.18	56,500.00	Transfer	Transfer	Donation
Donation: Lydney Recreation Trust	11.05.18	20,515.00	Transfer	Transfer	Donation
		<u>80,485.85</u>			

Interim Payments made in advance of meeting:

Arkell & Hurcombe	14.05.18	175.80	9032	Ad Hoc	Cemetery Plaques
Network Connections UK Ltd	14.05.18	936.00	9033	Annual	CCTV
Dean Mowers Ltd	14.05.18	63.74	9034	Ad Hoc	Machinery/Tools/Repairs
Plantscape Ltd	21.05.18	4,773.60	9035	Annual	Floral Displays/Plantscape Contractor
SLCC	21.05.18	762.00	9036	Annual	Training
Personnel	22.05.18	60.00	9037	Ad Hoc	Personnel
Lydney Tennis Club	29.05.18	150.00	9038	Ad Hoc	Civic
Lydney Cricket Club	29.05.18	150.00	9039	Ad Hoc	Civic
		<u>7,071.14</u>			

Payments for approval at meeting held on: 11 June 18

Corporate: Payroll		13,603.72	BACS	Monthly	June
Corporate: HMRC		4,147.63	BACS	Monthly	June
Corporate: Glos LGPS		4,785.38	BACS	Monthly	June

Payments Sub Total 22,536.73

Alison Crawshaw		150.00	9040	Monthly	Free Lance Grant Fundraiser
ABCComplete Ltd		286.20	9041	Ad Hoc	Cemetery Maintenance
Columbaria Company		156.00	9042	Ad Hoc	Cemetery Plaques
Charles Saunders Ltd		25.74	9043	Qrtly	Establishment
DBC Solutions Ltd		240.00	9044	Annual	Training
Dean Mower Ltd		7.19	9045	Ad Hoc	Machinery/Tools Repairs
Exhaust Tyres & Batteries (Worcester) Ltd		15.00	9046	Ad Hoc	Vehicle Running Costs
Gloucestershire Market Towns Forum		250.00	9047	Annual	Subscriptions
Light Fantastic DIY Ltd		21.04	9048	Monthly	Machinery/ Tools Repairs
Lydney Engineering Co Ltd		329.26	9049	Qrtly	Establishment
Lydney Music		90.00	9050	Ad Hoc	Battles Over
Mincost Ltd		114.60	9051	Ad Hoc	Machinery/Tools Repairs
Office Star Group Ltd		248.34	9052	Monthly	Stationery/Estb
Travis Perkins Trading Co Ltd		83.28	9053	Ad Hoc	Dog Bins/Signs
Work Safety Ltd		203.58	9054	Ad Hoc	PPE
WPS Ltd		7,576.14	9055	Annual	Insurance/Vehicle Costs
Expenses		50.80	9056	Ad Hoc	Training
Cash		178.09	9057	Monthly	Est/Mtg Costs/Telephone
Lydney Town Hall		250.00	9058	Annual	C/F Grants
Richard Cole Contractors		8,596.13	9059	Bi Monthly	Grass Cutting
Playdale Playgrounds Ltd		20,456.23	9060	Ad Hoc	E/M Primrose Hill (Inc S106)
Expenses		160.50	9061	Ad Hoc	Training

Payments for approval: Sub total 39,488.12

TOTAL PAYMENTS JUNE 149,581.84

A list of unrepresented Cheques (For information only)

Window Competition Winner 3	20.00	8836
Duncan Matthews	603.23	8890
Equipment Hire Services	36.00	9009
IIRSM	132.00	9014
Legal & General	2,387.45	9016
Mincost Ltd	2,162.61	9018

Total 5,341.29 *MS*

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Monthly Payment Listing – Month 3

Members were informed that due to the issues which had been experienced with the contractor during the installation of the new play equipment on Primrose Hill Mesne, the CEO had managed to negotiate a discount on the cost of the equipment. However, due to issues which the Bathurst Park and Recreation Trust had experienced with the refurbishment of the public toilet facility Members were asked to consider utilising the offset of £2,800.00 in order to complete the refurbishment of the public toilet facility in Bathurst Park (transfer of funds to the Bathurst Park and Recreation Trust). **Proposed by Cllr Pearman. Seconded by Cllr Berryman.** Unanimous.

Receipt of the monthly payment schedule (Month 3 – including the transfers/virements shown overleaf) was **proposed by Cllr Leach, seconded by Cllr Harris.** Vote carried.

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

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£1,180.00	Contingency	Civic
£810.00	Contingency	Dog Waste Disposal

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
£5,000.00	LTC Deposit Account E/M Environment Agency	LTC Current Account
£2,079.00	LTC Deposit Account – E/M Machinery	LTC Current Account
£20,456.23	LTC Deposit Account – E/M Primrose Hill incs S106 residue	LTC Current Account
£3,073.20	LTC Deposit Account - E/M Primrose Hill incs S106 residue	LTC Current Account

Note: All of the above were approved at the June meeting

Lydney Town Council Debit Card

No payments were made using the Town Council's Debit Card this month.

10. FORMAL CORESPONDENCE RECEIVED

- Thank you card from Mr Thomas Wales.

11. 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.

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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.

11. COMMITTEE & OTHER REPORTS

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)

Cllr Pearman advised that no meeting had taken place since the last Town Council meeting.

Community Safety Partnership

Cllr Leach advised Members that he had attended a previous meeting during which a £2,000.00 grant had been provided to Neighbourhood Watch to run workshops across the whole of the Forest. Cllr Leach informed Members that the Partnership was able to provide grants to projects which benefitted the District. Furthermore, Cllr Leach advised that District Cllr Hiatt had informed all present at the meeting that Lydney Town Council had chosen not to engage with the Youth Project which was being promoted by the District Council. Cllr Leach had explained Lydney Town Council's reasons, however, such had not been captured in the meeting minutes.

Members were also informed that partnership work was being undertaken with Restorative Gloucestershire in order to facilitate greater understanding the affect antisocial behaviour has on all parties. Cllr Leach advised that he had informed the Partnership that Lydney Town Council would be willing to consider taking part in any such sessions.

Market Town's Forum

Cllr Pearman advised he had attended a "look and learn" meeting at Burford which included a visit to Warwick Hall which had been redesigned and was subsidized annually by the church. Cllr Pearman advised that the Forum's AGM would take place on 28 June 2018.

Flood Defence Stakeholder Meeting

Cllr Berryman advised that no meeting had taken place since the last Town Council meeting.

Forest of Dean Health Forum

Cllr Pearman advised that applications to be part of the Citizen's Jury in respect of new Hospital Consultation would close on 18 June 2018, with the appointed Jury meeting late July/early August at Bells in Coleford. It was noted that the Friends of Lydney Hospital were campaigning to encourage members of the public to engage with the consultation and had engaged a consultant to assist them with providing a professional presentation to the Jury.

Multi-use Track Stakeholder Meeting

No report given.

Parish and Town Council Liaison Meeting

Cllr Ives informed Members that a meeting had not taken place since the last meeting.

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12. **DISTRICT COUNCILLORS REPORT**

No report received.

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

District Cllr Leppington was pleased to note that the meetings between the Town Clerks and the Head of Paid Service at Forest of Dean District Council (FODDC) would recommence.

Members were informed that Cabinet were minded to discontinue the Pest Control Service currently provided by Forest of Dean District Council as it was a “loss making” service, however, investigations were currently taking place into the possibility of mitigation which may result in the service being provided free of charge in cases of genuine need.

District Cllr Leppington informed Members that Forest of Dean District Council had been notified by Homes England that from 1 November 2018 the Leisure Centre at Five Acres would be closed. Furthermore, that land which had been previously agreed for the Cinderford Northern Quarter was now in jeopardy for which the District Council were making representation. Cllr Pearman urged the District Council to be mindful of the information which was issued in press releases as conflicting information had been shown in a number of press articles. Responding to a question which had been raised by the CEO, District Cllr Leppington informed Members that no funding had been invested in the upgrading of the Leisure Centre at Five Acres for years and Forest of Dean District Council’s Scrutiny Committee were investigating why investment had not taken place. District Cllr Leppington gave a commitment to ascertain if consideration had been given regarding partnership working with Coleford Town Council in respect of their sporting/leisure development at Bells Field.

Cllr Ives expressed thanks to District Cllr Leppington for attending the Town Council’s meetings so consistently.

14. **COUNTY COUNCILLOR REPORT**

County Cllr Preest advised that prior to the meeting he had arranged for the response obtained from Gloucestershire County Council (GCC) regarding the bus link at Oakdale to be circulated to Members.

County Cllr Preest expressed concern over the rail links to the Town as the Cross Country rail franchise would be up for negotiation shortly and he advised that he would attend a meeting with GCC Officers to view the proposals. County Cllr Preest advised that he had tabled a Motion at GCC to obtain support on the provision of rail services for Lydney and was liaising with Mark Harper MP on the issue.

Members were reminded that they had received a copy of the list of areas/issues which would be addressed on the next GCC Lengthsman visit and he, together with Cllr Pearman, would attend a meeting with the Local Highways Manager on 13 June 2018.

15. **COUNCILLOR REPORT**

Cllr Pearman advised that he had attended an event to celebrate the Royal Wedding at The Dean Academy which had been excellently organised by Year 7 students. Cllr Pearman also advised that he would attend the next meeting of the Forest Economic Partnership on 22 and 25 June 2018 and he had attended a Councillor Surgery on 30 May 2018 as part of the Police Community Fun Day in Bathurst Park.

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Referencing Lydney's entry in the Tourism Guide which had been produced for the Forest of Dean, Cllr Leach felt that greater consideration needed to be given towards the many tourism attractions which were available in Lydney and how such could receive greater promotion. It was suggested that the issue could be an agenda item for the next meeting.

Action by – the CEO

Cllr Holmes offered congratulations on the new play equipment which had recently been opened on Primrose Hill Mesne.

Cllr Biddle expressed thanks to County Cllr Preest for his participation with an issue which had arisen between Dial-a-Ride and Gloucestershire County Council. Cllr Biddle also informed Members that a Dance Festival had taken place at Lydney Community Centre which had raised £1,000.00 and that a match funded grant had been obtained by Barclays in order to purchase a Defibrillator for the building. Members noted that Lydney Festival would commence at the weekend, with an event taking place at Lydney Docks the following weekend.

Cllr Christodoulides noted that Cllr Harris had stated previously that she had received many pleasing comments on the floral displays throughout the Town and she questioned if Groundstaff were rewarded for their hard work. It was noted that the Council undertook an annual appraisal/Performance Development Plan and part of the process recognised any outstanding work which had been performed by staff members. It was also noted that comments received from members of the public were fed back to the Town Council's Groundstaff.

Cllr Ives advised that he too had attended the Councillor Surgery which took place on 30 May 2018 and reported that the majority of the issues which had been raised by members of the public were not areas which Lydney Town Council were responsible for, however, Cllr Ives advised that all members of the public who raised an issue had been provided with a response.

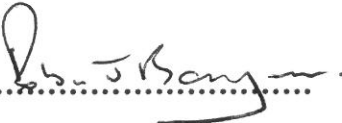
16. **PRESS RELEASE**

No report to be made.

17. **MEETING DATES**

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

Meeting closed at 8.10 pm

Chairman 

Date 9/7/2018

Actions from Full Council meeting on 14 May 2018

Agenda Item	Action
19.	PC Dix to ensure that the Council is informed of the reason behind the Police's decision not to seize a vehicle from a youth who already had a Section 59 issued to him. Email sent to police, response awaited.
20.	All Councillors to inform Cllr Ives of their availability to assist with the Community Litter Pick on 28 June 2018. Update – Cllr Ives
8.	<ul style="list-style-type: none"> • Councillors to inform the CEO of their availability to attend Finance and Governance training. Done. Training session held. • Cllr Ives to enquire if The Dean Academy were experiencing difficulties with supplying permanent teachers Verbal update – Cllr Ives/Vaughan
25.	<ul style="list-style-type: none"> • CEO to seek the re-listing of the Bus Station as a Community Asset. In communication with FODDC • CEO to ensure that an agenda item was included on the June Planning and Highway Committee Agenda regarding the District Council's decision to decline registering the sites proposed by the Town Council as Community Assets. Agenda item
26.	CEO to ensure that the proposal that the Town Council enter into a "Licence to Occupy/Lease Agreement" for two buildings at Lydney Harbour be reconsidered by the Council once members of the Lydney Coastal Communities Team had resolved issues. Pending information from the Executive Committee prior to then including on a future FC Agenda
30.	CEO to provide Cllrs Legg and Berryman with the date of the next Flood Defence Stakeholder Meeting. Done – 28th June @ 11am
34.	CEO to ensure that Cllr Preest receive a copy of the report on containers on Oakdale submitted by Cllr Vaughan Done

A