

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2018/07/09 – 27

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 July 2018 at 7.00 pm.

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

Mrs V Henson, Primrose Hill C of E Academy and five students
District Cllr R Leppington, Cabinet Member for Development, Asset Management, Infrastructure and Housing, Forest of Dean District Council
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 Cllrs Holmes, Pugh and Vaughan.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 11 June 2018 were **proposed by Cllr Ives, seconded by Cllr Leach.** Vote carried.

4. **POLICE MATTERS**

Members were informed that the Police supported the Town Council's view that the proposed barrier on the overflow car park would not address the anti-social behaviour which was being experienced at the Newerne Street car park. Cllr Harris advised that she had attended a site meeting with representatives from the Police and a Forest of Dean District Council Cabinet Member during which the Police advised that they would not be able to issue a Section 59 Notice if a barrier was erected at the entrance to the car park as such would deem the car park to be private property. Furthermore, Cllr Harris advised that Forest of Dean District Council were considering the implementation of speed bumps, similar to those implemented in the Bream Road car park, but no further information had been received since the site meeting which took place on 13 June 2018.

Cllr Preest informed Members that during the site meeting he had drawn the Cabinet Member's attention to an area of the car park from which pavements had been taken resulting in a significant Health and Safety risk for Forest of Dean District Council. Cllr Preest was disappointed that no action had been taken to address the issue since the meeting which had necessitated him pursuing the matter with the Leader of the Council and also the Head of Paid Service.

5. **YOUTH FORUM**

Youth Engagement

Cllr Berryman welcomed Mrs Henson, Primrose Hill C of E Academy and five students to the meeting. A

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Members received a presentation from the students on the use of plastic and the students enquired what steps the Council took to recycle. Noting that the Council and its Trusts needed to make greater efforts in this area, Cllr Ives requested an agenda item for the next Bathurst Park and Recreation Trust meeting in order that Trustees could consider the provision of recycling bins in Bathurst Park. Cllr White recommended that contact be made with Vision Petlon Polymers based in Lydney.

Action by – the CEO

Community Litter Pick

In the absence of Cllr Vaughan, Cllr Preest informed Members that the Community Litter Pick was very successful and had been supported by three schools. The event was enjoyed by all, despite the very hot weather, and The Forest Review had taken photographs for a future article. Cllr Preest expressed a desire to regularly repeat the exercise and it was noted that Cllr Vaughan would be responsible for organising such events in the future.

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:

- The Dean Academy Art Exhibition
- Boat judging at Lydney Yacht Club
- The Dean Academy Presentation Evening at St Mary's Church
- Relay for Life
- Presentation at Bathurst Pool attended by the Lord-Lieutenant of Gloucestershire

Cllr Berryman informed Members that a Civic Donation of £150.00 had been made to Cancer Research since the last meeting.

8. 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:-

- The refurbishment of the external public toilet facility at the Pavilion had been completed since the last meeting and the facility had been vastly improved (use of Lydney Town Council vired funds as per prior approval).
- Cllrs Legg and Ives advised that they had previously agreed to accompany the Police on part of their shift to see first hand the issues which they addressed. Both Councillors felt the exercise to be beneficial and encouraged their fellow Members to take advantage of the scheme. It was noted that Cllr Legg had accompanied a Police Officer whilst they patrolled the skate park. Cllr Legg spoke on the issues which he had witnessed during which it was suggested that it may be beneficial for the Police Anti-Drugs Van to visit the site. The CEO was instructed to obtain costings for such a visit and details of the benefits which would be afforded by such a visit.

Action by – the CEO 

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9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JULY 2018

Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current account		96,414.19	
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	

*2017/18 Commitments
Brought Forward
£10,303.48*

RECEIPTS

Receipts APRIL	261,238.27	Includes 1 st Precept Payment
Receipts MAY	6,850.07	
Receipts JUNE	990.76	See Separate Sheet
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	269,829.10	

PAYMENTS

Payments APRIL	2,230.71	
Payments MAY	66,609.25	
Payments JUNE	149,581.84	
Payments JULY	34,524.23	See Below
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>	706.62	
Total Payments YTD	253,652.65	
	457,248.51	

Reconciled Bank Statements as at end

JUNE 2018

LLOYDS BANK - Current account	141,492.42
LLOYDS BANK - Lydney In Bloom - Current	807.82
LLOYDS BANK - LGPS - Current	15,992.32

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LLOYDS BANK - Earmarked Reserves:

S106	29,191.50
Lydney War Memorial	2,000.00
Play Areas (General)	5,000.00
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

126,671.79

LLOYDS BANK - General Reserve

172,284.16 298,955.95

Bank Balances as at: **30-JUNE-18**

457,248.51

JULY PAYMENTS

Chq. No

Description/Spending Power:

Payment made by Direct Debit/Standing Order

WL IT Fuel Genie	539.57	Mthly DD		Fuel/Mower/Cemetery/Maintenance
Amazon	26.48	BACS		Civic
Forest Equipment Services Ltd (June)	985.18	Mthly STO		Litter-General/Harbour/Dog Waste
FoDDC	75.00	Mthly DD		Cemetery Maintenance
EE & T Mobile	14.08	Mthly DD		Telephone
Cable Stream	194.60	Mthly DD		Telephone
Redline Telecom	38.94	Mthly DD		Telephone
Corporate	373.57	Mthly DD		Corporate
	<u>2,247.42</u>			

Interim Payments made in advance of meeting:

P Edwards	11.06.18	52.90	9062	Ad Hoc	PPE
C Overman	11.06.18	1,620.00	9063	Ad Hoc	C/F 17/18 Legal
Lydney Rugby Football Club	26.06.18	2,000.00	9064	Ad Hoc	Grants
Cobalt	26.06.18	750.00	9065	Ad Hoc	Grants
		<u>4,422.90</u>			

Payments for approval at meeting held on:

9th July 18

Corporate: Payroll	12,659.36	BACS	Monthly	July
Corporate: HMRC	4,034.78	BACS	Monthly	July
Corporate: Glos LGPS	4,473.21	BACS	Monthly	July

Payments Sub
Total 21,167.35

Alison Crawshaw	245.52	9066	Monthly	Free Lance Grant Fundraiser
Coinros Park Nurseries Ltd	2146.23	9067	6 Monthly	Gateway-Coinros Contract
LUKE Cole Electrical	134.00	9068	Annual	Establishment
Dean Mowers Ltd	118.53	9069	Qrtly	Machinery/Tools/Repairs
Forest Equipment Services Ltd	27.42	9070	Monthly	Litter/Dog Waste
Exhaust Tyres and Batteries (Worcester) Ltd	105.00	9071	Ad Hoc	Vehicle Running Costs
Gloucestershire County Council	120.00	9072	Ad Hoc	Contingency
Gloucestershire Playing Fields Association	100.00	9073	Annual	Subscriptions
Light Fantastic DIY Ltd	43.61	9074	Ad Hoc	Weedspraying
Mincost Ltd	25.16	9075	Ad Hoc	Machinery/Tools Repairs
Office Star Group Ltd	127.70	9076	Monthly	Stationery
P B Safety Supplies	45.24	9077	Ad Hoc	PPE
Pear Technology Services Ltd	330.00	9078	Annual	Mapping – Pear Mapping
Rigby Taylor	15.90	9079	Ad Hoc	Machinery/Tool/Repairs
SLCC Enterprises Ltd	53.43	9080	Ad Hoc	Stationery
Travis Perkins Trading Co Ltd	64.73	9081	Ad Hoc	Allotments
Work Safety Ltd	319.48	9082	6 Monthly	PPE
Relay for Life	150.00	9083	Ad Hoc	Civic
Bathurst Park & Recreation Trust	1,848.30	9084	Qrtly	VAT Recharge
Lydney Recreation Trust	542.99	9085	Qrtly	VAT Recharge
Cash	123.32	9086	Monthly	Estb/TPH/Mtg Costs/Vehicle Costs

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Payments for approval: Sub total 6,686.56

TOTAL PAYMENTS JULY 34,524.23

A list of unpresented Cheques (For Information only)

Window Competition Winner 3	20.00	8836	
DBC Solutions Ltd	240.00	9044	Not yet issued
Gloucestershire Market Town Forum	250.00	9047	
Lydney Music	90.00	9050	
Total	<u>600.00</u>		

Monthly Payment Listing – Month 4

Disappointment was expressed that it had been minuted at a Forest of Dean District Council meeting that one of their Councillors had highlighted that Lydney's Precept was the highest in the Forest of Dean. Members highlighted that Lydney Town Council operated in an open and transparent manner and derived its budget through PBP (Policy Budget Precept) system and that the Forest of Dean District Council Portfolio Holder was very welcome to attend to witness best practice for himself.

Receipt of the monthly payment schedule (Month 4 – including the transfers/virements shown overleaf) was **proposed by Cllr Harris, seconded by Cllr Greening.** Unanimous.

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

Virements

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

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>
14.6.18	Amazon	Civic gift – expression of thanks	£26.48 (to be charged to the Civic Budget heading)	Carol Wheeler

Members were asked to consider bestowing Delegated Powers on the CEO and two Members in order that the August payroll and any outstanding payments may be addressed during the August Recess. **Proposed by Cllr Preest, seconded by Cllr Greening.** Unanimous.

Action by – the CEO and Two Members

10. **FORMAL CORESPONDENCE RECEIVED**

- Mr J Bevan – Letter of apology re Defamation. Cllr Berryman read out the contents of the letter and Members noted the advice given by the Council's Solicitor that whilst no further action against Mr Bevan was proposed at this stage, the right to do so was reserved should there be a repeat of any defamatory statement made by Mr Bevan.

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- Forest of Dean District Council – Notification that the Forest of Dean Allocation Plan – Inspector’s Report had been received.

11. THE PROMOTION OF LYDNEY & ITS TOURIST ATTRACTIONS

Cllr Leach expressed disappointment that the recent tourism publication did not, he believed, reflect the Town in a positive light and he felt that a feature should have been made of the greater number of tourist attractions in the Town, rather than a picture of the High Street. Cllr Leach also felt that it was difficult to identify tourist attractions in the Town whilst browsing the internet.

Discussion took place on the options which were available to the Council and it was felt beneficial to ensure that when the Town Guide was updated in 2019/20 copies were provided to the Tourist Information Office in Coleford. However, it was noted that members of the public also relied on social media/Trip Advisor for details of places to visit and it was felt that the promotion of the Town’s assets and attractions could be a project for the Grants Administrator when she resumed her position with the Council in the New Year, as she possessed a background in Tourism. Cllr Leach volunteered to provide the CEO with suggestions for consideration.

Action by – Cllr Leach

12. 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)

Cllr Pearman advised that the latest meeting had been hosted by Lydney Yacht Club and that attendees had received an update on the progress of the land transfer. It was noted that St Mary’s Bridge had been removed on the date of the meeting and that the project to create a shared routes system was discussed.

Members were informed that a greater amount of work on the outer gates was now necessary; that the gate had been removed to allow for its refurbishment during which time a survey would take place on other issues which had been identified in order that they may be addressed.

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During discussion concern was voiced over the condition of some of the boats at the Harbour Members were informed that the situation had been raised as part of the meeting.

Community Safety Partnership

No report given.

Market Town's Forum

Cllr Pearman advised he had attended the Forum's AGM at Winchcombe Town Council. Cllr Pearman advised that the meeting had been well attended and considered the role of the Forum and where it stood with other organisations (e.g. Gloucestershire Association of Parish and Town Councils). Future consideration would be given toward improved communication and ascertaining the issues which Towns have in common.

Flood Defence Stakeholder Meeting

Cllr Pearman advised that discussion had taken place on what would happen when the site by Robert Hitchens Limited started building; the maintenance of the Penstock and balancing ponds; clearance of trash screens when a yellow alert had been activated, in addition to the annual clearance in Autumn and a scheduled quarterly cut of the banks of the watercourse. Members were informed that representatives from the Environment Agency would visit Mead Lane as the mixed system in the area tended to be overloaded during periods of significant rainfall. Officers from Forest of Dean District Council were also evaluating the use of Bendalls Lake and bunding in to direct waterflow away from Cookson Terrace.

Members were reminded that previously the Environment Agency had previously agreed to place a rain gauge at Parkend, however, it was unable to obtain a signal from the chosen location. Dean Forest Railway had kindly offered an alternative location.

Forest of Dean Health Forum

Cllr Pearman advised that the Friends of Lydney Hospital, working with himself, had submitted a presentation to the Community Interest Company which was operating the Citizens Jury. It was noted that the Citizens Jury would meet and consider all presentations during W/C 30 July and at the end of the week they would make a recommendation to Gloucestershire NHS Trust with regard to their preferred location for the new hospital, however, the Trust would make the final decision regarding the chosen location.

Multi-use Track Stakeholder Meeting

No report given.

Parish and Town Council Liaison Meeting

The CEO requested that District Cllr Leppington ask that consideration be given towards varying the date of the meeting as it clashed with Lydney Town Council's Full Council meeting. Noting that the CEO had already submitted her request in writing to District Cllr Hiatt but had not received a response, District Cllr Leppington asked the CEO to forward said e-mail to himself and he gave a commitment to obtain a response.

Action by – District Cllr Leppington

13. DISTRICT COUNCILLORS REPORT

No report received.



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

District Cllr Leppington was pleased to report that the Forest Economic Partnership was going from strength to strength and that a commitment had been given to provide extra “back office” resource to support the initiative.

Members were informed that Forest of Dean District Council had recently recruited Mr Richard Morgan to its Regeneration Team. It was noted that Mr Morgan would be responsible for taking forward the development at Lydney Harbour and for interacting with Lydney Businesses. District Cllr Leppington sought consent to invite Mr Morgan to attend a future meeting and was requested to liaise with the CEO. Cllr White stressed that a key requirement was for Mr Morgan to liaise with Lydney Town Council and stressed the need for both Council’s to work together to achieve improvements for the Town.

District Cllr Leppington advised that Forest of Dean District Council continued to engage with the 2050 vision and that two challenges had been identified – the provision of a bridge at Sharpness and also the provision of a new bridge at Chepstow for which Forest of Dean District Council were engaging with Gloucestershire County Council. Members were informed that Stroud District Council had been invited to address Forest of Dean District Council concerning the provision of a bridge at Sharpness.

District Cllr Leppington also advised that Forest of Dean District Council were undergoing a peer group challenge and were engaging with Group Leaders on the project; that the Audit Committee had signed off the budget which would enable £170,000 to be put back into the deposit account as the Cabinet’s Policy was to ensure funds were used in a more productive way, rather than remaining in a bank account.

Responding to a request for an update regarding the Five Acres Leisure Centre, District Cllr Leppington advised that Forest of Dean District Council was currently in negotiation with Homes England about this and the Northern United site; discussions being commercially sensitive at this stage.


15. **COUNTY COUNCILLOR REPORT**

County Cllr Preest invited Members to provide him with details of minor defects around Lydney in order that they may be addressed. County Cllr Preest advised that he would be attending various meetings at the County Council later in the week.

16. **COUNCILLOR REPORTS**

Cllr Berryman expressed thanks to Cllr Ives and his fellow Councillors, Town Council Office and Groundstaff, for marshalling/organising the event in Bathurst Park on 7 July 2018.

Cllr Pearman advised that he had attended the presentation of The Queen’s Award for Voluntary Service to the Friends of Bathurst Pool and expressed congratulations to Mr B Berryman and all those involved; gave a commitment to forward to Members notes from the latest Forest Economic Partnership when received; advised that said Partnership had received a confidential report on a third Severn Crossing which Cllr Pearman had been given approval by the Head of Paid Service, Forest of Dean District Council, to share with Members.

Cllr White requested permission for the Dementia Action Alliance Team at Forest of Dean District Council to present to Council. Members were reminded that the Six Month Ruling 

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applied in respect of this matter, therefore, the request would need to be a future agenda item.

Action by – the CEO

Cllr White expressed concern over the appearance of the former NatWest building and volunteered to contact the organisation to register concern over the condition the building had been left in when the Bank closed.

Action by – Cllr White

17. **PRESS RELEASE**

No report to be made.

18. **MEETING DATES**

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

16 July 2018 at 7.00 pm - Amenities Committee

Members were reminded that due to August Recess the next Full Council meeting would be convened on 10 September 2018. (All outstanding payments/Planning matters would be addressed under Delegated Powers during this period).

Meeting closed at 8.55 pm

Chairman *Seaman*

Date *10/09/18*

Actions from Full Council meeting on 11 June 2018

Agenda Item	Action
4.	CEO to inform PCSO Jayne that Cllrs Ives and Legg would accompany Officers. Verbal update from Cllrs Ives/Legg on the success of the operation
9.	CEO to arrange for the utilisation of £2,800.00 offset to complete the refurbishment of the public toilets in Bathurst Park. Pending invoice submission
15.	CEO to ensure that an agenda item is included for the next Full Council meeting concerning the promotion of Lydney and its tourist attractions. Agenda item for July FC