

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/09/09 – 54

MINUTES OF THE EXTRA ORDINARY LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 September 2019 at 7.07 pm.

PRESENT: Cllrs W Leach (Chairman), L Arnold, Z Arnold, J Carr, J Greenwood, A Harley, R Holmes, R Kemsley, T Legge, A Preest, T Tremlett and C Vaughan

Eight members of the Public
Miss C Wheeler – Executive Officer (EO) – Minute Taker

Cllr Leach 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. Cllr Leach informed Members of the process to be observed regarding the serving of a meeting Summons/Agenda when a Council did not possess a Proper Officer and confirmed that advice had been sought to confirm legality of such prior to the issue of meeting documentation.

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

Cllr Z Arnold – Agenda Item 16 – Community Hospital Provision in Lydney – Family member employed by NHS Gloucestershire. Member of Hands Off Lydney and Dilke Hospitals (HOLD)

Cllr L Arnold - Agenda Item 16 – Community Hospital Provision in Lydney – Family member employed by NHS Gloucestershire. Member of Hands Off Lydney and Dilke Hospitals (HOLD)

Cllr J Carr - Agenda Item 16 – Community Hospital Provision in Lydney – Member of Hands Off Lydney and Dilke Hospitals (HOLD)

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meetings held on the following dates were proposed as follows:

8 July 2019 – **Proposed by Cllr Z Arnold, seconded by Cllr T Tremlett.** Unanimous.

15 July 2019 – **Proposed by Cllr Carr, seconded by Cllr Greenwood.** Vote carried.

19 August 2019 – subject to the following amendments: -

i) Page 48, Item 6 - Inclusion of agreement to send a copy of the Grievance Panel Decision Notice to the Monitoring Officer at Forest of Dean District Council.

Proposed by Cllr Tremlett, seconded by Cllr Arnold. Unanimous.

ii) Page 48, Item 4 – Inclusion of point that Ms R Bonser spoke on the matter.

Proposed by Cllr Tremlett, seconded by Cllr Z Arnold. Unanimous.

iii) Page 47, Item 4 – Under Mr M Farrant, amendment to “two other witnesses in the room...”. **Proposed by Cllr Leach.** Vote carried.

Approval of minutes, subject to the above amendments, **proposed by Cllr Kemsley, seconded by Cllr Greenwood.** Unanimous.

2 September 2019 – It was **proposed by Cllr Holmes, seconded by Cllr Greenwood,** that these minutes would be considered in closed session.

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4. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the report which had been provided by PS N Rogers, the content of which was noted.

5. YOUTH FORUM

Cllr Arnold advised that since the July Full Council meeting he had held extensive discussions with representatives of Lydney Hub. Cllr Z Arnold also expressed an aim for the Youth Working Party to meet shortly.

6. OPEN FORUM

Mr M Farrant – Agenda Item 3 – Stated that he had not received a reply to the question he posed at the meeting on 19 August 2019 which called for the Councillor who had leaked confidential information to come forward. Cllr Leach advised that the matter could not be discussed further due to a legal process which needed to be followed.

Mr K Greening – Agenda Item 3 – Questioned if the Council had received any response from the Councillor who had leaked confidential information. Cllr Leach advised that no response had been forthcoming. Mr Greening highlighted that Cllr Tremlett had advised at the meeting on 19 August that the leak had been a breach of both confidentiality and also the Town Council's Code of Conduct for Members. Noting that the minutes of the meeting held on 2 September 2019 were confidential, Mr Greening questioned if the Councillor was being provided with another opportunity to commit a breach. Cllr Tremlett advised that a legal process was being followed regarding the Councillor's actions. Mr Greening then questioned if there were any financial implications which would be faced by the Council due to the actions of the Councillor. Cllr Leach advised that the Council may possibly face financial implications, the extent of which were unknown at this time.

7. COMMUNICATIONS BY THE MAYOR

Cllr Leach reminded Members that the Council would welcome Police and Crime Commissioner Martin Surl to its October meeting and he encouraged members of the public to submit any questions they would like raised to their Councillors.

Cllr Leach advised that following receipt of a letter from Lidl the Town Council welcomed engagement with said organisation regarding a possible store in the Town.

Cllr Leach reminded all present of the public meeting which had been organised by Aldi at Lydney Town Hall on Wednesday 11 September 2019 between 5.00 pm and 8.30 pm to discuss a possible store on the outskirts of the Town.

Cllr Leach advised that the Mayor's Civic Donation fund for the remainder of the year amounted to £487.00 due to donations which had been made by the previous Mayor. Furthermore, that two requests for donations had been received which were currently being considered. Cllr Leach advised that £1,000 had been earmarked towards a Mayor's Civic Reception and Town Celebration; Cllr Leach felt that he would prefer to forego a Mayor's Civic Reception and re-allocate such funding towards other causes.

8. CEO'S REPORT

None.



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9. FINANCIAL MATTERS

Members were provided with a copy of the budget comparison statement and bank reconciliation for August and September 2019, approval of which was proposed by Cllr Z Arnold, seconded by Cllr T Tremlett. Unanimous.

Cllr Greenwood requested that those Members who were due to undertake the next in-house audit receive a reminder of the date for the audit.

Action by – the Clerk

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£218.40	Corporate	Payroll Software
£58.50	Corporate	GCC Occupational Health

Approval of above virements proposed by Cllr Legge, seconded by Cllr Preest. Vote carried.

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>
10.7.19	Marks & Spencer	Bouquet for Mary Derrick, Robert Hitchins Limited	£35.00 including delivery RECHARGE TO BATHURST PARK – PARTY IN THE PARK EVENT	Alison Crawshaw
10.7.19	Marks & Spencer	Bouquet for Rose Christodoulides	£35.00 including delivery RECHARGE TO BATHURST PARK – PARTY IN THE PARK EVENT	Alison Crawshaw
10.7.19	Safety Matting Supplies	Slip resistant cable & wire cover mat	£34.30 including delivery	Carol Wheeler

Members noted that those Councillors and Officers who no longer served on/were employed by the Council would be removed as cheque signatories on the Council and Charitable Trust Accounts.

End of Year External Auditor Report & Certificate for 2018/19

Members noted that the End of Year External Auditor Report for 2018/2019 had been received and no comments from the External Auditor had been made. Accordingly, a “Notice of Conclusion of Audit” would be published.

Action by – the Clerk



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NALC Model Financial Regulations

Members noted that a new version of the NALC Model Financial Regulations template had been received and that work to amend Lydney Town Council's current Financial Regulations in line with the new template would commence once the new Town Clerk had been appointed.

Donation to Charitable Trusts

It was **proposed by Cllr Z Arnold, seconded by Cllr Legge**, that the Council would transfer the second half of the approved donation to the Bathurst Park and Recreation Trust and Lydney Recreation Trust following the receipt of the second half of the Precept payment. Unanimous.

Action by – the Clerk

Electronic Accounting Packages

It was **proposed by Cllr Leach** that the Finance Assistant would trial a number of electronic accounting packages. Unanimous.

Action by – the Finance Assistant

10. APPOINTMENT OF COMMITTEE CHAIRMEN

Members were asked to consider the appointment of the following Committee Chairmen:

Finance & Scrutiny Committee – Cllr Preest proposed Cllr Holmes to the position. **Seconded by Cllr Vaughan.** There being no other nominations the motion was put to a vote. Unanimous.

Amenities Committee – Cllr Leach proposed that Cllr Tremlett be appointed to the position until the next Full Council meeting. Vote carried.

During discussion **Cllr Leach proposed** that the formation/membership of the Council's Committees to be reviewed. Cllr Vaughan expressed a desire to stand down as Chairman of the Bathurst Park and Recreation Trust; the Town Council's Burial Committee; acting as a cheque signatory on the Town Council/Bathurst Park and Recreation Trust/Lydney Recreation Trust bank accounts (as she would no longer be a Committee Chairman). **Cllr Legge proposed** an amendment to Cllr Leach's motion that the Council would only review Committees which currently had a vacancy for a Chairman (Amenities Committee, Burial Committee and the Bathurst Park and Recreation Trust). Cllr Leach agreed to accept Cllr Legg's amendment. The motion was then **seconded by Cllr Carr.** Unanimous.

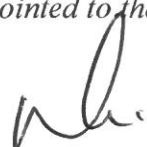
Action by – the Clerk

Members noted that the above Chairmen, once appointed, would be added as cheque signatories to the Council and Charitable Trust bank accounts, together with the Mayor.

11. APPOINTMENTS TO OUTSIDE BODIES

Members were asked to consider appointing representatives to the following organisations:-

- Adverse Weather Wardens (2) - Deferred
- RDPE - Deferred
- Forest of Dean Health Forum (1) - Deferred
- Lydney in Bloom (1) - Deferred
- Gloucestershire Market Towns Forum – *Cllr Leach was appointed to the role*
- Yorkley Court Farm Community Fund – *Cllr Greenwood was appointed to the role*



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12. LYDNEY HUB

Prior to the meeting Members were provided with a copy of the business plan which had been received from Lydney Hub for their consideration.

After a short discussion it was agreed that representatives from Lydney Hub would be invited to provide a presentation on their business plan at the October Full Council meeting, together with an update on their registration with The Charity Commission. Furthermore, it was **proposed by Cllr Preest, seconded by Cllr Vaughan**, that the Council would appoint its representative to the Hub at its next meeting.

Action by – the Clerk

13. VE DAY 75 WORKING PARTY

It was agreed that Cllrs Preest, Legge and Vaughan would form the Working Party, with Cllrs Preest and Legge assuming the position of Joint Lead.

Cllr Preest advised that he would attend the RBL meeting on 18 September 2019 and would provide the Council with an update on any plans the RBL may have at this stage.

Action by – the Cllr Preest

14. STAGECOACH SERVICE 23

Cllr Preest provided Members with an overview of the changes which Stagecoach had made to the Number 23 Service and highlighted that the route no longer included provision for members of the public to travel to Lydney Hospital. Cllr Preest also drew attention to an item of correspondence received from a member of the public which objection to Stagecoach's decision to replace the double decker for the route with a single decker. Cllr Preest highlighted that six bus shelters were no longer of any use due to route changes.

Members were informed that Gloucestershire County Council had worked with Lydney Dial-a-Ride to provide a service which connected with Clements End (Service 777) and Cllr Preest advised that members of the public were able to use their bus passes on the new service. Cllr Preest advised that he would be attending a meeting with representatives from Stagecoach on 25 September 2019 and he encouraged Councillors and members of the public to contact him with any issues relating to bus routes.

Cllr Vaughan questioned if the bus service now linked into the train times at Lydney Station and if the fare levied by Lydney Dial-a-Ride was the same rate as Stagecoach. Cllr Preest gave a commitment to find out.

Action by – Cllr Preest

Cllr Preest advised that Stagecoach service now linked with the Oakdale development and he spoke on the vital service which was being provided by Lydney Dial-a-Ride, the funding for which had been earmarked by Gloucestershire County Council. Responding to a question which had been raised by Cllr Holmes, Cllr Preest advised that previously Stagecoach had provided an hourly service which had included the route to Lydney Hospital, and that the service now provided by Lydney Dial-a-Ride provided for four buses per day to Lydney Hospital.



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15. **FUTURE OF THE MARKET**

Cllr Z Arnold drew attention to the letter which Members had received from Lidl in which they had expressed an interest in developing a store in the Town on a location currently used by the market. Cllr Z Arnold questioned if the Town Council or Lydney Recreation Trust would be able to provide an alternative site for the market and the Chairman of Lydney Recreation Trust agreed that the matter could be an agenda item for the next Trust meeting.

Action by – the Clerk

It was agreed that enquiries would be made with the owner of the site to establish when the market would cease trading.

Action by – the Clerk

16. **COMMUNITY HOSPITAL PROVISION IN LYDNEY**

Cllr Z Arnold highlighted the consultation which was currently being undertaken by NHS Gloucestershire Clinical Commissioning Group and Gloucestershire Care Services NHS Trust and 2gether NHS Foundation Trust. Cllr Z Arnold spoke on the need to retain a hospital in Lydney and the south of the Forest of Dean due to the topography.

Members were reminded that the Council had previously resolved that it would support the Friend of Lydney Hospital's stance. Cllr Holmes called for an agenda item for the October meeting in order that the Council may consider its position regarding Lydney Hospital.

Extensive discussion took place on the future of health provision for Lydney and it was **proposed by Cllr Leach** that an Extra Ordinary meeting would take place as soon as possible in order that a presentation could be received from NHS Gloucestershire Clinical Commissioning Group and Gloucestershire Care Services NHS Trust and 2gether NHS Foundation Trust. An invitation to attend the meeting would also be extended to the Friends of Lydney Hospital in order that they may provide a presentation on the future of Lydney Hospital after which the Council would determine its position. Unanimous.

Action by – the Clerk

17. **COMMUNITY FIRST AID PROGRAMME**

Prior to the meeting Members were provided with a copy of the e-mail which had been received from Mr N Morrall, Learning Co-ordinator – Skills, Accredited Learning & Community Learning (First Aid), Gloucestershire County Council regarding the provision of a free Community Basic First Aid Course.

It was **proposed by Cllr Z Arnold, seconded by Cllr Tremlett**, that the Council would offer the use of its Council Chamber for such a course. Unanimous.

Action by – the Clerk

18. **FORMAL CORRESPONDENCE RECEIVED**

- Mayors for Peace - E-mail from Sean Morris, UK & Ireland Mayors for Peace Chapter Secretary/Principal Policy Officer providing a number of information papers.
- Mayors for Peace – E-mail from Yasco Suehiro, Director, Mayors for Peace Secretariat providing a letter from Mayor Matsui and the Peace Declaration which was delivered on 6 August 2019.
- Campaign to Protect Rural England (CPRE) – E-mail from Simon Murray, Acting Chair, providing details of the AGM which will take place on 12 September 2019 at Westbury-on-Severn Church.



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- Mayors for Peace - E-mail from Sean Morris, UK & Ireland Mayors for Peace Chapter Secretary/Principal Policy Officer providing a number of information papers.
- Publica Group – E-mail from Charlotte Smith, Private Rented Sector Officer, providing details of the “Tenancy Support Package” for prospective private landlords who sign up to the new scheme.
- NHS Gloucestershire Clinical Commissioning Group/Gloucestershire Care Services NHS Trust and 2gether NHS Foundation Trust – Providing a Stakeholder Briefing on a consultation which is taking place over the next two months on a range of ideas and potential solutions for how community urgent “same day” car and specialist hospital services could be provided across the county in the future.
- Mayors for Peace – E-mail providing recent news related to the Group’s activities.
- A member of the public – Letter posing a number of questions to the Council which the member of public requested was read out at the September meeting.
- Gloucestershire Association of Parish and Town Councils – Notification of three nominees for two vacancies on the Executive Committee, together with the decision to hold an election by e-mail. It was **proposed by Cllr Tremlett, seconded by Cllr Z Arnold**, that the Council would vote for Cllr Nick Penny, Coleford Town Council.

Action by – the Clerk

- Lydney Area in Partnership – E-mail providing notification of the AGM which will take place on 30 October 2019 at 7.00 pm in the Lydney Community Centre, Naas Lane, Lydney.
- Forest of Dean District Council – E-mail from Mr R Morgan, Regeneration Officer, providing information “Talk of the Town – support for storytelling in Towns”, a project launched by the Carnegie Trust.
- Member of the Public – Letter of complaint regarding Stagecoach’s Number 23 coach.

19. 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.

Members were informed by Cllr Leach that the Committee’s recommendation would be considered as part of the closed session.

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.

Members were asked to consider the formation a Working Party to facilitate funding streams which had been deferred from the last meeting due to the absence of Cllr L Arnold. It was **proposed by Cllr Greenwood, seconded by Cllr Preest**, that the topic would be considered



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by the Environmental Working Party as the proposal concerned utilising income streams from renewable technology.

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)

Members were advised that the scheduled meeting had been cancelled at short notice. Cllr Leach offered to enquire as to the reason why the meeting was cancelled.

Action by – Cllr Leach

Cllr T Legge excused himself from the meeting at this point.

Community Safety Partnership

Cllr Tremlett advised that minutes of the last meeting on 24 July 2019 were available and that the next meeting would take place on 18 September 2019. Furthermore, she had requested that the water bowser which had been used to remove graffiti be gifted to Lydney Town Council who would make it available to other Parishes, however, a tender process had been operated by Forest of Dean District Council which had resulted in the Bowser being awarded to Newent.

Market Town's Forum

Cllr Leach advised that he would attend the next meeting which would take place on 26 September 2019 at GL3 Hub in Gloucester as the Council's representative.

Flood Defence Stakeholder Meeting

Members were asked to appoint further representatives to the Group. It was agreed that Cllrs Vaughan and L Arnold would be appointed and that Cllr Vaughan would chair the meetings.

Members were then asked if they wish to consider postponing the next scheduled meeting on 26 September 2019 at 11.00 am in order to allow the new appointed Members time to familiarise themselves with the work of the Group. It was agreed that next meeting would be postponed to October and that meetings would now take place on either Tuesday afternoons or Wednesdays.

Action by – the Clerk

Forest of Dean Health Forum

No report given.

Multi-use Track Stakeholder Meeting

Cllr Greenwood advised that on behalf of the Group he had engaged with Dean Forest Railway and had inspected the track and discussed various issues. Following a request from County Cllr Preest, Cllr Greenwood gave a commitment that at the next meeting he would raise the possibility of providing a business plan in order that County Cllr Preest may take such back to Gloucestershire County Council.

Action by – Cllr Greenwood

Parish and Town Council Liaison Meeting

It was agreed that Cllr Preest would now act as the Council's representative.



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Lydney Town Hall

Cllr Tremlett advised that a meeting had taken place between herself, the CEO, the Chairman of the Town Hall Management Committee and two other representatives from the Town Hall, during which the Committee's responsibilities were fully outlined. The Chairman of the Management Committee had since resigned from their role and their replacement had been appointed.

Dementia Awareness

No report.

20. DISTRICT COUNCILLORS REPORT

Members were informed that apologies for absence had been received from District Cllr Topping.

21. FOREST OF DEAN DISTRICT CABINET MEMBER'S REPORT

Members were informed that District Cllr Di Martin had tendered her apologies for the meeting but had given a commitment to attend a future meeting, when invited to do so.

22. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that the proposed start date for work to commence on the Lydney Cycleway was 7 October 2019 and that it was anticipated that work would take 16 weeks and that a "meet the contractor" event would take place in Lydney in the near future.

Members were also informed that a meeting had taken place between County Cllr Preest, Mark Harper MP and representatives from the Environment Agency at Lydney Harbour and that the Environment Agency were seeking a plan to form a Trust for the Harbour. County Cllr Preest provided Members with an overview of engagements which were taking place in respect of a number of issues, e.g. climate change, rail, etc.

23. COUNCILLOR REPORTS

Cllr Carr reported that she had been approached by members of the public 2-3 times due to the fact that they had not received copies of the Town Council's newsletter. Cllr Carr questioned the Council's previous resolution to use Royal Mail to deliver its newsletter in the future as she felt that a solution could be found locally as she held a number of contacts. Cllr Holmes also advised that he possessed a contact who would be willing to distribute the Council's Newsletter.

Cllr Kemsley advised that the Bledisloe New Zealand Trust had provided a donation amounting to £1,000 to a young person. Cllr Kemsley requested a future agenda item concerning S106 contributions which were due to the Town Council as she felt that the Council needed to monitor the progress of any contributions which had been agreed, but not yet received.

Action by – the Clerk

Cllr Greenwood advised that he had received approaches from two members of the public who were under the impression that a public toilet facility and café were being delivered at Lydney Harbour. Cllr Preest advised that the matter rested with Forest of Dean District Council at present.



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Cllr Vaughan advised residents were concerned that drugs were being sold in the Town and she felt that this matter could be raised with the Police and Crime Commissioner when he attended the October Full Council meeting.

Cllr Z Arnold advised that he had attended meetings with various organisations (e.g. Rooftop Housing, Young Gloucestershire, etc) regarding substance abuse and gave a commitment to provide a report at the next meeting (under Councillor Reports).

Cllr Tremlett advised that concerns had been raised by members of the public regarding drug use at the entrance to the Park and speeding around the Town.

24. **PRESS RELEASE**

No report to be issued.

25. **MEETING DATES**

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

- 30 September 2019 at 6.30 pm - Burial Committee
- 30 September 2019 at 7.00 pm - Charitable Trusts
- 14 October 2019 at 6.00 pm - Planning Committee/Full Council

**EXCLUSION OF THE PUBLIC & PRESS
Pages 64 & 65 (Inclusive) - CLOSED SESSION**

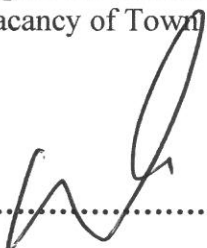
26. **STAFFING MATTERS**

Resolved to:-

- Appoint Mr A Maliphant as Locum Clerk/Proper Officer/Responsible Finance Officer.
- Approve the confidential minutes of the Extra Ordinary Full Council meeting on 2 September 2019 subject to one amendment.
- To approve one additional day for the Finance Assistant.
- Agree the formation of an interview panel and arrangements for advertising the vacancy of Town Clerk.

Meeting closed at 10.26 pm

Chairman



Date 14.10.19