

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 01

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 18 May 2015 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Beddis, D Biddle, J Greenwood, C Harris, H Ives, C Legg, J Openshaw, B Pearman, A Preest, S Rudge, D Street and C Vaughan

Ten members of the public

2 x Police Officers

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

1. ELECTION OF MAYOR

Cllr Harris proposed Cllr Berryman for the position of Mayor, **seconded by Cllr Biddle**. There being no other nominations the motion was put to a vote. Unanimous.

2. SIGNING OF MAYOR'S DECLARATION OF OFFICE

Standing Orders were then suspended while the Cllr Berryman signed his Declaration of Acceptance of Office. Standing Orders were then reinstated.

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.

It was noted that District Cllrs Bevan and Evans, together with a member of the public (Mr G Lewis) had been refused admission to the Chamber as the Council had already admitted its designated public admittance number.

3. CO-OPTION

Prior to the meeting Members were provided with copies of the Expressions of Interest letters/e-mails which had been received from Mrs R Christodoulides, Mr D Pugh and Mr S Stockham in respect of the Council's two vacancies.

Each candidate was then invited to give a short presentation on the skills and attributes which they could bring to the Council. After the conclusion of the presentations Members were reminded that they would be afforded two votes only. A vote was taken by a show of hands. Mrs Christodoulides and Mr Pugh were duly elected. Thanks were expressed to Mr Stockham for the interest shown in the Council and Cllr Berryman encouraged Mr Stockham to consider standing for any future vacancies which the Council may have.

Standing Orders were suspended whilst Mrs Christodoulides and Mr Pugh signed their Declaration of Acceptance of Office. Standing Orders were then re-instated and both Councillors were asked to ensure that their completed Register of Member's Interest forms were returned to the CEO by 26 May 2015.

4. ELECTION OF DEPUTY MAYOR

Cllr Preest was proposed for the position of Deputy Mayor but declined the nomination. **Cllr Ives proposed** Cllr Pearman for the position of Deputy Mayor. **Seconded by Cllr Harris**. There being no other nominations the motion was put to a vote. Vote carried.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 02

5. ADOPTION OF FORMAL DOCUMENTATION:

a) Councillors were asked to formally adopt and abide by the following documents:

- Standing Orders (Part 1)
- Remit of Committees/Sub-Committees
- Financial Regulations (Part 2)
- Lydney Town Council's Code of Conduct
- Lydney Town Council's Confidentiality Agreement

Members were reminded that copies of the above documents were provided to Councillors on 13 May 2015. Adoption **proposed by Cllr Preest, seconded by Cllr Harris. Unanimous.**

b) To formally consider/adopt the Town Council's "Standing" Policies and Procedures as listed:

- Allotment/Tenancy Agreement
- Bio-Diversity Policy
- Burial Rights/Cemetery Rules
- Casual vacancy for a Town Councillor Policy
- CCTV Policy
- Communications Policy
- Community Engagement Policy
- Complaint Procedure Policy
- Data Quality Policy
- Environment Policy
- Equal Opportunities Policy
- Fire Evacuation & Emergency Policy
- Freedom of Information Policy
- Grant Policy (*guidance notes/sample application form*)
- Publication Scheme Policy
- Public Open Space Policy: Adoption of public open space and the adoption of play areas within residential developments in the Parish of Lydney
- Renewable Energy and Development Policy
- Risk Management Policy
- Statement of Internal Control
- Training Policy/Statement of Intent

Members were reminded that copies of the above documents had been provided to them electronically via a USB memory stick on 13 May 2015. Adoption proposed by **Cllr Harris, seconded by Cllr Openshaw. Unanimous.**

c) Insurance Provision

Members were provided with a list of the Town Council's Insurance Policies; their date of expiry and basic details of coverage. Noted.

d) Meeting Schedule 2015/16

Prior to the meeting Members were provided with a copy of the 2015/16 Meeting Schedule. Noted.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 03

- e) **Councillor Surgery Roster 2015/16**
Members were provided with a copy of the Councillor Surgery Roster which had been signed as accepted by Members at the informal meeting on 13 May 2015.
- f) **Lydney's Emergency Plan (May 2015 – May 2019)**
Prior to the meeting Members were provided with a copy of Lydney's Emergency Plan and were informed of the requirement to appoint a replacement for former Town Councillor James Bevan. **Cllr Berryman proposed** that Cllr Legg be appointed as replacement. Unanimous.

Action by – the CEO

- g) **Sandbag Distribution List 2015/16**
Prior to the meeting Members were provided with a copy of the Sandbag Distribution List for 2015/16. Noted.

Cllr Berryman drew attention to the fact that by adopting the aforementioned documents Members had agreed to be bound by Lydney Town Council's Policies and Procedures. Councillors noted that any subsequent revisions would be issued as a "hard" copy and minuted accordingly before being e-mailed to Councillors.

6. **COMMITTEE MEMBERSHIP**

- a) **To consider/approve Committee Membership Document**
Prior to the meeting Members were issued with Version 2 of the Committee Membership Document. Adoption of the document was **proposed by Cllr Openshaw, seconded by Cllr Biddle**. Unanimous. Accordingly, Councillors were appointed to the following Committees:

Amenities Committee

Cllrs Biddle, Openshaw, Ives, Berryman, Legg, Beddis, Street, plus 2 x vacancies

Burial Committee

Cllrs Harris, Rudge, Berryman, Pearman, Legg, Ives, plus 1 x vacancy

Finance & Scrutiny Committee

Cllrs Harris, Beddis, Preest, Biddle, Greenwood, Openshaw, Ives, Berryman, Pearman

Planning and Highway Committee

Cllrs Vaughan, Preest, Greenwood, Openshaw, Pearman, Street, Berryman, plus 2 x vacancies

Events/Christmas Working Party

Cllrs Berryman, Harris, Openshaw, Vaughan and Rudge (plus Councillors/members of the public as/when appropriate)

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 04

b) **Election of Committee Chairmen**

Amenities Committee – Cllr Openshaw. Proposed by Cllr Harris, seconded by Cllr Ives. Unanimous

Burial Committee - Cllr Harris. Proposed by Cllr Openshaw, seconded by Cllr Greenwood. Unanimous.

Finance and Scrutiny - Cllr Pearman. Proposed by Cllr Harris, seconded by Cllr Preest. Unanimous.

Planning and Highway Committee - Cllr Preest. Proposed by Cllr Vaughan, seconded by Cllr Street. Unanimous.

Members noted that Vice Chairman for each Committee would be elected at the first relevant meeting.

c) **Personnel Committee**

Members noted that as per Committee Remit Document, the Committee will consist of:

Finance Chairman (Committee Chairman), Mayor, and the Amenities/Burial/Planning Chairs.

7. **CUSTODIAL RESPONSIBILITIES**

Members were asked to appoint a Lead Councillor for each of its Charitable Trusts, who would then be known as the respective Trust Chairman (where the Council is Sole Trustee).

Lydney Recreation Trust Cllr Biddle. Proposed by Cllr Preest, seconded by Cllr Vaughan. Unanimous.

Bathurst Park and Recreation Trust Cllr Ives. Proposed by Cllr Rudge, seconded by Cllr Vaughan. Unanimous.

Members noted that Vice Chairman for each Trust would be elected at the first relevant meeting.

8. **ELECTION OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES/CHARITABLE TRUSTS**

Lydney Town Hall Trust	N/A – The Town Hall is managed by appointed Trustees
Twinning Committee	Cllrs Biddle and Berryman
Adverse Weather Wardens	Cllrs Preest, Harris, Legg and Christodoulides
Citizens Advice Bureau	Cllr Pugh
Nuclear Electric	Cllr Greenwood
Rural Sounding Board of Parish Council Representatives	Cllr Greenwood
Crime Prevention Panel/Gloucestershire Constabulary	Cllr Ives
Forestry Commission Advisory Committee	Cllr Greenwood
Forest of Dean Sea Cadets	Cllr Vaughan

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 05

Royal British Legion	Cllr Rudge
War Memorial Officer	Cllr Rudge
Forest of Dean Health Forum	Cllrs Pugh and Vaughan
Road Safety Liaison Committee	Cllrs Pearman and Beddis
Bledisloe New Zealand Trust	Cllr Biddle
Education/Youth Liaison	Cllr Openshaw
Lydney Docks Partnership	Cllr Vaughan
Rail/Transport Matters	Cllr Preest
Gloucestershire Chartered Parish Group	Cllr Ives (Cllr Berryman as reserve)
Lydney Air Quality Management	Cllr Preest
Lydney Area in Partnership	Cllr Street
Gloucestershire Association of Parish and Town Councils (Lydney Representative)	Cllr Berryman
Parkend to Lydney Cycle Route Partnership	Cllrs Greenwood and Street
Local Action Group – Forest Sub Group	Cllr Openshaw
Lydney In Bloom	Cllrs Vaughan, Harris and Rudge
Lydney Youth Council	Appointment deferred until later in the meeting

9. FINANCIAL MATTERS - (SECTION A)

a) Appointment of Bankers and Cheque Signatories

Members were asked to consider and approve the retention of the Town Council's Bankers – Lloyds Bank. **Proposed by Cllr Harris, seconded by Cllr Openshaw.** Unanimous.

The CEO drew attention to the list of cheque signatories which had been provided to Members in advance of the meeting which included the addition of Cllrs Openshaw and Ives as cheque signatories on each of the Town Council's accounts, in addition to the accounts held by Lydney Recreation Trust and the Bathurst Park and Recreation Trust. Members noted that former Councillors Bonser, Osborne and Thomas had now been removed as signatories on the Council's and Trust's accounts. It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the cheque signatories would be accepted. Unanimous.

b) Electronic Payments

Prior to the meeting Members were provided with a list detailing all payments which would be made by electronic means (e.g. Direct Debits, Standing Orders, BACS, etc). Approval of the list was **proposed by Cllr Berryman.** Unanimous.

c) Appointment of Independent Internal Auditor 2015/16

It was **proposed by Cllr Biddle, seconded by Cllr Harris**, that Wildins & Co would be appointed as the Council's Independent Internal Auditor, in respect of the half yearly and End of Year Town Council account audits. Unanimous.

The CEO advised Councillors that they were required to participate/undertake In-house Audit Checks, for which the Finance Assistant would issue a rota in the near future.

d) Councillors Expenses

It was **proposed by Cllr Ives, seconded by Cllr Vaughan**, that Councillors would continue to uphold the previous motion that they would not seek to claim any form of expenses. Unanimous.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 06

10. **GENERAL POWER OF COMPETENCE**

Members were asked to consider if the Council met the criteria for eligibility in respect of the General Power of Competence, namely:

- The Council comprised of at least three quarters elected Members
- The CEO possessed CiLCA and had undertaken relevant training and passed the additional module (May 2012) regarding the General Power of Competence

It was **proposed by Cllr Harris, seconded by Cllr Openshaw**, that the Council met the eligibility criteria. Unanimous.

It was then **proposed by Cllr Harris, seconded by Cllr Pugh** that henceforth the Council would use the General Power of Competence. Unanimous. CEO was instructed to advise GAPCT accordingly.

11. **DISPENSATIONS ON BEHALF OF THE “CORPORATE BODY”**

Members were asked to consider delegating the power to grant dispensations to the CEO. Attention was drawn to the fact that under section 33(1) of the Localism Act 2011 the power rested with the Town Council as a relevant authority; section 33(2) of the same Act set out the basis on which a dispensation may be granted.

It was **proposed by Cllr Openshaw, seconded by Cllr Ives**, that the power to grant dispensations would be bestowed on the CEO; that the CEO would apply for a dispensation for all Councillors regarding the two Charitable Trusts due to the relationship which existed between the organisations and the Council. Unanimous.

Action by – the CEO

12. **APPOINTMENT OF MAYOR’S CADET**

Members were provided with a copy of the nomination which had been received from 614 (Lydney) Squadron ATC in respect of Sgt Natalie Insall. The CEO also informed Members of the need to purchase additional Mayor’s Cadet badges at a cost of £55.00.

Cllr Rudge proposed that Sgt Insall’s nomination be accepted, together with the cost of purchasing additional badges. **Seconded by Cllr Openshaw**. Unanimous.

Action by – the CEO

13. **APOLOGIES**

None.

14. **DECLARATIONS OF INTEREST**

None.

15. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 13 April 2015 was **proposed by Cllr Biddle, seconded by Cllr Openshaw**. Vote carried.

16. **POLICE MATTERS**

Members were provided with a copy of the report which had been received from the Police. Drawing attention to the increase in criminal damage which had been reported for Lydney West, Cllr Ives questioned what action had been taken to combat the problem. PCSO Wilce surmised that the totals show were a correlation of damage which had been caused to premises in the High Street.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 07

Noting an increase in the figures for shoplifting in Lydney East, Cllr Harris enquired as to the possibility of resurrecting Store Watch meetings, rather than the on-line system which was currently used. PCSO Wilce agreed that a decline had been noticed in the use of the on-line system and he hoped after September to be able to revive said meetings, once it had been confirmed where the Police Station would be based.

Cllr Pearman noticed a worrying increase in the figures for female rape for Lydney East, however, it was felt that the figures may have include the historical report of rape at Lydney Lake which may have now been included in the figures if there were no further evidence.

Regarding the problems which had been experienced in Newerne Street Car Park, PCSO Wilce advised that PCSO Oliver had obtained funding from Forest of Dean District Council for the provision of a "Respect Area". Forest of Dean District Council had agreed to provide a further bin in the car park to address the litter problem which had been noted and it was hoped that signage would be erected in the car park advising of the "Respect Area". PCSO Wilce advised that the "Respect Area" would be policed by the users themselves and it was hoped that its introduction was imminent.

Cllr Berryman expressed concern that the crime statistics had been disappointing over the last few months.

17. PRIOR FORMAL TOWN COUNCIL RESOLUTIONS

It was **proposed by Cllr Ives, seconded by Cllr Harris**, that the Council would no longer entertain/respond to any public questions relating to:

- The departure of the former Clerk in 2010/related matters covered by the Public Interest Report.
- Personnel details relating to that of current employees or in relation to their Continuous Professional Development training.

Vote carried.

18. OPEN FORUM

Cllr Berryman read out a statement which is shown in Appendix A.

Mr P Hudson, 2 Peacock Lane, Ruspidge – representing a group of people concerned about the Cemetery, presented a petition to the Chairman of the Burial Committee and also provided a copy of the comments which had been entered to all Members. Mr Hudson stressed that at no time had the group been abusive towards the Council's staff and expressed a desire for respect to be shown to residents. Mr Hudson also noted that County Cllr Preest had not given consent for his name to be included on the petition and Mr Hudson gave a commitment to ensure that County Cllr Preest's name would be removed.

Mr W Owen, 3 Augustus Way, Lydney – questioned if the Council was attempting to operate a policy of censorship. Mr Owen was advised that **Standing Orders Pg 7 item 3; D, E & F apply. Public questions will only be permitted if relevant to a meeting agenda item** and had not changed; the Council was merely now enforcing its Standing Orders in order to aid the smooth running and efficiency of its meeting. It was reiterated that members of the public were still welcome to address the Council concerning an agenda item or alternatively they were requested to write to the Council and such items would be considered by Members under correspondence.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 08

19. **COMMUNICATIONS BY THE MAYOR**

Not applicable for May meeting.

20. **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 B). A report was then given on the following matters:-

- Cllr Harris advised that she had been unable to contact the young gentleman who had been willing to represent the youths with cars who gathered in the Newerne Street Car Park. However, given the report made by PCSO Wilce earlier in the meeting Cllr Harris committed to working closely with the Police to monitor the situation.
- Members were informed that the meeting between representatives from the Town Council and the Gloucestershire Association of Parish and Town Councils would take place on 22 May 2015.
- Cllr Vaughan reported that together with Cllr Pearman she had attended the "drop in" session which had been arranged by Bromford Housing. Cllr Vaughan felt that positive improvements would be made in the near future. Due to concerns which had been raised over the displacement of water as a result of the Phase 2 development, Cllr Pearman reported that Mr Holmes, MMC2 had given a commitment to hold a public meeting once the final plans had been completed, prior to their submission to the Local Planning Authority. County Cllr Preest requested that a copy of the report be provided to County Cllr Smith due to the concern which he had expressed over water displacement. Responding to a question which had been raised regarding an existing problem with trees on the site, Cllr Pearman called on District Councillors in attendance to progress the matter, as the issue appeared to be passed from department to department at the District Council. District Cllr Preest gave a commitment to address the matter.

Action – District Cllr Preest


21. **ELECTRONIC SERVICE OF SUMMONS**

Members noted the change to legislation (Order 2015, amending para 10(2)(b) Sch 12 LGA) thereby allowing for Members to be served the Summons to attend Council meetings via electronic means. Furthermore, it was noted that all Councillors had signed to confirm that they agree to receive their Agenda/Summons from 18 May 2015, by such means.

Members noted that it was anticipated that from June 2015, public Agendas/Minutes would be available for members of the public/press to download from the Council's website; hard copies would be made available at each meeting, however, they would no longer be posted in advance to individuals; all supporting paperwork would only be made available to the public/Press once in the public domain.

22. **TRAINING**

Members noted that Councillor Training sessions had been arranged for:

- 30 June 2015 – 6.30 pm to 9.00 pm (basic Councillor training session covering the responsibilities of a Councillor)
- 21 July 2015 – 6.30 pm to 9.00 pm (Being a Better Councillor & Chairmanship Training) 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 09

Members were advised that one apology had been received from Cllr Beddis due to work commitments and Members were reminded of the need to demonstrate to both the electorate and the External Auditor, that Members were aware of their responsibilities regarding accountability, governance and sound management of its financial affairs and the necessity to consider consider/reduce risk to the public purse; such responsibilities would be covered as part of the aforementioned training sessions.

During discussion Cllrs Preest and Vaughan spoke against attending the above training sessions as a number of Councillors had attended similar training previously and therefore did not believe attendance was necessary. Members were reminded by Cllr Pearman of the contents of the historical Public Interest Report which had highlighted a lack of Councillor training/refresher training. The Mayor read out the minutes of the Full Council meeting on 9 June 2014 which contained Cllr Ives's resolution, thus:

*“Members were then asked to consider the Council's stance regarding Member/employee non-attendance at training sessions. Cllr Ives spoke in support of Members/employees being required to reimburse Council for the cost of non-attendance on training and advised that he had made a voluntary donation to the Council in respect of the training course which he had not been able to attend. Accordingly, it was **proposed by Cllr Ives, seconded by Cllr Preest** that henceforth any Member or employee for which training was arranged and then not attended, would be required to reimburse the Council for the cost of such training. Cllr Harris requested that the motion be amended to reflect that reimbursement would not be required if the Members/employees absence was due to illness/accident. Cllr Ives agreed to amend his motion accordingly. Vote carried.*

Resolved: *That any Member or employee for which training was arranged and then not attended, would be required to reimburse the Council for the cost of such training, unless the absence was due to illness/accident.”*

Cllr Pugh felt it appropriate for Councillors to participate in Continuous Professional Development and felt that it was the responsibility of the Council to ensure that relevant training was attended. Responding to question raised by Cllr Ives, the CEO advised that as per the prior resolution if Members did not attend each course they would be liable to pay their percentage of the instructor's costs/mileage expenses. Cllr Openshaw highlighted that the Council placed an expectation on its staff to be appropriately trained and he felt that the same should apply to Councillors.

It was **proposed by Cllr Ives, seconded by Cllr Harris** that the cost of each course (£300 plus Instructor's mileage charge) would be approved, in addition to the charge for Councillor absence. Vote carried.

23. **FINANCIAL MATTERS (SECTION B)**

Members noted that prior to the meeting all newly elected Members were issued with copies of:

- Approved budget for 2015/16
- Month 1 Payment Schedule (showing carried forward reconciled bank balances)

Members were then asked to consider/approve expenditure for Month 2 – May 2015. 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 10

FINANCIAL STATEMENT -

MAY 2015

Opening Bank Balances as 1st April 2015

LLOYDS BANK - Current account	91,848.82
LLOYDS BANK - Lydney In Bloom - current	94.10
LLOYDS BANK - NDP - current	9,629.81
LLOYDS BANK - Youth Council - current	885.96
LLOYDS BANK - LGPS - current	10.00

2014/15 Commitments Brought Forward
£28,551.74

LLOYDS BANK - Earmarked Reserves:

S106	29,191.50	
Lydney War Memorial	1,347.00	
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	11,500.00	
NDP Earmarked	4,296.62	
LGPS Provision	5,000.00	75,177.26
LLOYDS BANK - General Reserve		141,412.46
		216,589.72
		319,058.41

RECEIPTS

Receipts APRIL	241,940.18	
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	755.70	
NDP: Income banked to NDP current a/c		
Youth Council: Income banked to YC current a/c		
Total Receipts YTD	242,695.88	

See attached
includes Precept 1 of 2

PAYMENTS

Payments APRIL	9,575.10	
Payments MAY	86,843.19	
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	-	
Lydney In Bloom: Cheque Payments to date from LIB a/c	327.81	
NDP: Cheque Payments to date from NDP a/c		
Youth Council: Cheque Payments to date from Youth Council a/c		
Total Payments YTD	96,746.10	
	465,008.19	

Detailed below

Reconciled Bank Statements as at end

APRIL

Bank statements attached

LLOYDS BANK - Current account	245,173.03
LLOYDS BANK - NDP - current	9,629.81
LLOYDS BANK - Youth Council - current	885.96
LLOYDS BANK - LGPS - current	10.00
LLOYDS BANK - Lydney In Bloom - current	521.99
LLOYDS BANK - Earmarked Reserves:	
S106	29,191.50
Lydney War Memorial	1,347.00
Play Areas	8,000.00
Cemetery	13,842.14
Walkers Are Welcome Signage	2,000.00
Machinery	3,500.00

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 11

NDP Earmarked	4,296.62		
LGPS Provision	5,000.00	67,177.26	
LLOYDS BANK - General Reserve		141,610.14	208,787.40
Bank Balances as at: 30-Apr-15		465,008.19	0.00 Check

MAY PAYMENTS

Payments made by Direct Debit/Standing Order

	<u>Postcode</u>		<u>Chg. No</u>		<u>Description/Spending Power:</u>
ATOS Fuel Genie	14.04.15	222.16	DD	Monthly	Fuel
ADT	15.04.15	45.76	DD	Quarterly	Establishment Charges
ADT	15.04.15	181.90	DD	Quarterly	Establishment Charges
Tate Computer Technology	20.04.15	79.20	STO	Monthly	IT Maintenance
FoDDC Business Rates	22.04.15	66.00	DD	Monthly	Cemetery
Cablestream Ltd	23.04.15	188.39	DD	Monthly	Telephone
Dean Truck Repairs	28.04.15	234.00	STO	Monthly	Van Hire
SITA UK Ltd	30.04.15	99.64	DD	Monthly	Cemetery
Interim Payments: Sub total		1,117.05			

Interim Payments made in advance of meeting:

Corporate: Payroll (Apr - delegated powers)		13,038.24	BACS	Monthly	April
Corporate: HMRC (Apr - delegated powers)		3,587.05	BACS	Monthly	April
Corporate: Glos LGPS (Apr - delegated powers)		4,986.72	BACS	Monthly	April
Petty Cash - increase		100.00	7934	Ad hoc	Petty Cash
Interim Payments: Sub total		21,712.01			

Payments for approval at meeting held on: 18th May 2015

Corporate: Payroll		12,673.30	BACS	Monthly	May
Corporate: HMRC		3,433.76	BACS	Monthly	May
Corporate: Glos LGPS		4,831.75	BACS	Monthly	May
Avoncrop Amenity Products		264.00	7935	Ad hoc	Floral
Columbaria		144.00	7936	Ad hoc	Cemetery
<i>cheque cancelled</i>		<i>0.00</i>	<i>7937</i>	<i>cheque cancelled</i>	
Gloucestershire Enterprise Ltd		432.00	7938	Ad hoc	Training
Lydney Engineering Co Ltd		77.71	7939	Quarterly	Establishment Charges
Lydney Town Hall Trust		51.00	7940	Annual	ATM
Office Star		150.49	7941	Monthly	Stationery
PB Safety		97.39	7942	Ad hoc	PPE
Playsafety Ltd		1,423.00	7943	Ad hoc	Training
Richard Cole		2,880.00	7944	Ad hoc	Wild Boar
Rigby Taylor		299.40	7945	Ad hoc	Floral
Whitehouse Press		1,676.00	7946	Quarterly	Annual Report / Newsletter
Wildin & Co		900.00	7947	Bi-annual	Audit
WPS Insurance		5,109.96	7948	Annual	Insurance
Expenses		44.88	7949	Ad hoc	Training
BPRT		1,383.87	7950	Quarterly	VAT repaid re Jan > Mar-15
LRT		920.17	7951	Quarterly	VAT repaid re Jan > Mar-15
Gloucestershire Market Towns Forum		250.00	7952	Annual	Subscription
Dean Mowers Ltd		226.10	7953	Ad hoc	Cemetery
BPRT		21,500.00	7954	Bi-annual	Grant Instal 1/2
LRT		5,000.00	7955	Bi-annual	Grant Instal 1/2
International Inst. Of Risk & Safety Mgmt		125.00	7956	Annual	Subscription
Petty Cash		120.35	7957	Monthly	Estab Chgs etc
Payments for approval: Sub total		64,014.13			

TOTAL PAYMENTS MAY 86,843.19

LYDNEY IN BLOOM:

NEIGHBOURHOOD DEVELOPMENT PLAN:

YOUTH COUNCIL:

A list of un-presented Cheques (For Information only)

None

Total 0.00

NB: No transactions since previous statement
NB: No transactions since previous statement
NB: No transactions since previous statement

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 12

Monthly Financial Statement

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

The payment of £828 to Dean Trucks, in respect of repair work/Health and Safety requirement (light cluster) was duly noted as having been addressed in line with Standing Orders (Financial Regulations). (Sum to be split between Lydney Town Council and Bathurst Park and Recreation Trust as the Truck was a shared asset).

24. PLANNING

Prior to the meeting Members were provided with a copy of the notes from the Delegated Powers meeting which was held on 27 April 2015, at which the following Material Considerations were agreed:

Planning Applications

P0468/15/FUL – Mr M Johnson, 32 Forest Road, Lydney
Proposed single storey extension to rear of existing dwelling
No objection

P0502/15/FUL – Mr A Jenkins, Land adjoining 56 Primrose Hill Road, Primrose Hill, Lydney
Erection of a 3 bed detached dwelling.
No objection, subject to sufficient vehicular parking being provided within the residential curtilage to ensure that no vehicles are parked on the highway.

P0503/15/FUL – Mr A Jenkins, Primrose Hill Post Office, 56 Primrose Hill, Lydney
Alterations and refurbishment of existing cottage. (Demolition of flat roofed post office and shop).
No objection, subject to sufficient vehicular parking being provided within the residential curtilage to ensure that no vehicles are parked on the highway.

Planning Decisions received from Forest of Dean District Council

The following decisions were duly noted:

P0193/15/FUL – 13 Primrose Hill, Lydney
Granted Permission – Proposed demolition of existing single storey rear extension and erection of new single storey sun room. Internal alterations and erection of detached garage.

P1929/14/APP – Land adjacent to 65 Queen Street, Lydney
Granted Permission - Approval of reserved matters following planning permission
P1148/14/OUT

Forest of Dean District Council – Allocations Plan

Under Delegated Powers, Members were requested to formulate the Council's response to the Local Authority's Allocation Plan. During discussion the following points were agreed:

- i) That Lydney Town Council would seek confirmation from Forest of Dean District Council that the Plan demonstrates the Local Planning Authority's ability to meet their five year land supply obligations and that the document would not be open to legal challenge on this point.
- ii) Lydney Town Council would request that Forest of Dean District Council provide evidence that the sites identified in the Allocation Plan would be developed within five years and that land owner consent had already been obtained to this effect.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 13

- iii) Lydney Town Council would question how the Allocations Plan linked with the Community Infrastructure Levy Schedule which the Local Authority should have been implementing as of April 2015.
- iv) Lydney Town Council would ask Forest of Dean District Council to state the policies which underpin the Allocations Plan and would request evidence of the strategic direction which has been agreed for the future development of the Forest of Dean, particularly in relation to the Core Strategy given this document has been subject to legal challenge.
- v) Lydney Town Council would question how the document links to the Housing Needs Survey which had been conducted by Forest of Dean District Council as the figures do not appear to match.

The above responses were duly noted.

Prior to the meeting Members were also provided with a copy of the response from the Forest of Dean District Council's Group Manager – Planning and Housing regarding changes to the Town & Country Planning (General Permitted Development) order 2015. Noted.

Members were asked to consider bestowing Delegated Powers on the CEO and two members of the Planning and Highway Committee in order that any planning applications received for which an urgent response is required, may be addressed prior to the Committee's first meeting on 8 June 2015. Delegated Powers were **proposed by Cllr Greenwood, seconded by Cllr Openshaw. Unanimous.**

25. LYDNEY'S RENEWABLE ENERGY POLICY

Cllr Greenwood proposed that a Working Party be formed in order to consider/further the Council's Renewable Energy Policy (currently draft working document).


District Cllr Preest advised that he would once again attempt to ensure that Forest of Dean District Council adopted a Renewable Energy Policy and during discussion it was felt prudent to attempt to work with the District Council in order that a Policy could be formulated which served Parish, Town and District. **Seconded by Cllr Pearman. Unanimous.**

26. EVENTS WORKING PARTY

Christmas Event Update

Cllr Harris advised that a further meeting had not been held due to the local elections and that the Working Party stood on from the previous Civic Year. Cllr Beddis volunteered to join the Working Party.

The CEO advised Members of the need to confirm arrangements for the event by end of June latest, as sufficient time would need to be allowed if the Working Party wished to obtain the Council's consent for the purchase of additional lighting/provision of a real Christmas tree.

It was agreed between Members that the next meeting would take place in The Annexe at 7.30 pm on 4 June 2015. 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 14

27. **CYCLE PATH**

Lydney Revolutions

Cllr Openshaw advised that Gloucestershire County Council had employed Amey to conduct an Engineers study regarding linking the Town Centre to the Railway Station. Members noted that the Engineers had been unaware that they would be able to take the route under the A48 and had identified another, longer route. As a result of discussions, Amey had agreed to concentrate on the main, shorter route.

Parkend to Lydney Cycle Partnership Board

Cllr Greenwood advised that all meetings had been placed on hold due to the local elections.

28. **EDUCATION/LYDNEY YOUTH COUNCIL**

Cllr Openshaw informed Members that he hoped to visit The Dean Academy in 2-3 weeks.

Lydney Youth Council

Members were asked to consider the future of the Lydney Town Council Youth Council. During a short discussion it was felt prudent to investigate if it would be possible to form a partnership with The Dean Academy. It was agreed that the matter would be an agenda item for the next meeting.

Action by – the CEO

29. **MEETING VENUE**

No further discussion took place on this matter due to the report made by PCSO Wilce earlier in the meeting.

30. **FORMAL CORRESPONDENCE RECEIVED**

- Miss L Hopes – letter requesting a donation towards her Girl Guiding trip to California. **CEO requested to obtain information on number of other attendees from Lydney and details of required donation.**
- Forest of Dean District Council – e-mail from Mr P Barefoot, Consultant, Max Associates, advising that his organisation has been commissioned to conduct a study into the future built sports facility needs for the District and inviting the Town Council to complete a questionnaire on their views. **Cllr Preest, seconded by Cllr Vaughan, proposed that Delegated Powers be granted to the CEO and two Councillors to complete the questionnaire on behalf of the Town Council.**
- Gloucestershire Association of Parish and Town Councils (GAPTC) – invitation to submit a Resolution for debate at their Annual General Meeting on Saturday 18 July 2015. Delegated Power to CEO and Two Councillors to submit a resolution, if required, following the meeting with GAPTC on 22 May 2015. **Proposed by Cllr Pearman, seconded by Cllr Harris. Vote carried.**
- Coleford Area MCTI – advising of the Magna Carta Celebrations which would take place at the Speech House Event Field on 15 & 16 August 2015, subject to sufficient funding being obtained. **Proposed by Cllr Openshaw, seconded by Cllr Ives, that the Council would decline to provide a donation. Vote carried.**
- Amey – E-mail received from Ms L Harper, Customer Service Operator, advising that carriageway resurfacing works would shortly be undertaken from 7-20 May 2015 on the B4234 New Road, Whitecroft.
- Mayors for Peace – E-mail from Shinichiro Murakami, Division Director, advising that Mayors for Peace have created talking points for the NPT Review Conference

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 15

which every member city may use to call on their national Government to increase efforts to illegalise nuclear weapons.

- Anonymous – Praise given by a member of the public to a member of staff regarding the Annual Town Meeting Report for 2014/15 and the groundwork carried out in the Town, at the roundabout by Taurus Crafts, outside Hylton Court and the Royal British Legion.
- Forest of Dean District Council – e-mail from Ms R Orchard, Communications Officer, advising on a series of events planned during Dementia Awareness Week (17-23 May 2015)
- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail received from Ms S Creswick, attaching an open letter from Cllr K Browse, National Association of Local Councils Chairman, advising of efforts would be made to increase the profile of the sector further and encouraging all Parish and Town Councils to register for the Local Council Award Scheme. Ms Creswick also provided information on future training courses which would be held by GAPTC.
- Forest Routes – Inviting Members to complete a short survey about their thoughts on community transport, if and how they use it and how they think it can be improved.
- Forest of Dean District Council – Press release advising of activities organised for half term at leisure centres.

30 **COMMITTEE AND OTHER REPORTS**

Flood Defence Meeting

Cllr Pearman gave an overview of the last meeting and advised that the minutes of the meeting would be available shortly. It was noted that Forest of Dean District Council had re-affirmed that the funding for flood improvement work at Faller Fields had been ring-fenced and that a response was awaited from a Strategic Director regarding land ownership. County and District Cllr Preest advised that he would walk Plumbers Brook with two Officers from Forest of Dean District Council as concerns had been raised regarding water run-off into the Brook from housing developments at Cross Hands.

Members also noted that at the last meeting, which had been attended by Officers from Severn Trent, concern had been raised regarding additional sewage as a result of the permitted housing developments as it was felt that Severn Trent had not sufficiently progressed with their model.

Cllr Christodoulides reported that a survey would be carried out at Faller Fields on 1 June 2015 and that arrangements were being made for draft designs to be produced.

Oakdale

Cllr Vaughan advised that the next Stakeholder meeting would take place in June 2015; that she had been given a number of questionnaires from Ms Miller and Ms Skinner of Bromford Housing to distribute and it was hoped that Mr Holmes would provide feedback at the next meeting.

Neighbourhood Development Plan

Cllr Pearman advised that it had been necessary to slightly modify the Examiners Version of the NDP due to the feedback which had been received from Natural England and Forest of Dean District Council. It was felt that a revised Examiners Version would be delivered to Forest of Dean District Council on 20 May 2015.



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 16

Community Safety Partnership

Prior to the meeting Members were provided with a copy of the minutes of the last meeting held on 25 March 2015 from which it was noted that Forest of Dean District Council had decided not to progress the mobile CCTV project in its proposed form.

Cllr Pearman suggested that this highlighted that Lydney Town Council had been correct in not wanting to participate in this scheme at this time given it was evident that the estimated cost were not likely to be covered.

32. CUSTODIAL RESPONSIBILITIES

Lydney Recreation Trust

Members were asked to consider bestowing Delegated Powers to the CEO/Members (to include Mr T O'Donovan if possible) in order to formulate the Trust's response/Strategic Plan concerning future S106 contributions.

Members were informed that Forest of Dean District Council had requested that the Trust provided their response as soon as possible, however, during a short discussion Members expressed a preference for the matter to be discussed at the meeting of Lydney Recreation Trust on 26 May 2015.

Lydney Town Hall Trust

Members were provided with a copy of the notes of the meeting between representatives of Lydney Town Council and Lydney Town Hall Trust on 27 April 2015 which suggested to Trustees that they seek advice/guidance from The Charity Commission given that they were acting as a separate entity. Noted.

33. DISTRICT COUNCILLORS REPORT

District Cllr Harris proposed that District Cllr Simpson compile the monthly written report which would be submitted by District Councillors.

During a short discussion the CEO advised of the need for District Councillors, irrespective of their Political Party, to submit their individual reports to an appointed District Councillor for the town, who would then collate their individual reports into one; the report would then be submitted to the CEO at least one week prior to the Town Council meeting and would therefore be available for Members to consider.

District Cllr Preest voiced his intention to discuss the matter with District Cllrs Evans, Osborne and Bevan stressing the need for all District Councillors to work together.

34. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that:

- Work was currently being undertaken on roads locally.
- A meeting of the Full Council for Gloucestershire County Council would take place on Wednesday 20 May which would be Chaired by County Cllr Graham Morgan
- He had been advised by County Cllr Mark Hawthorne to withdraw his Motion ensuring that his fellow County Councillors were aware of the instances of child exploitation in Rotherham in order that similar problems were not experienced in Gloucestershire, as County Cllr Hawthorne felt that the Motion should be considered by the Scrutiny Committee.
- He was looking forward to progressing the £1.5m funding which had been secured for improvements in Lydney.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/05/18 – 17

Responding to a question which had been raised by Cllr Harris, County Cllr Preest hoped that single yellow lines would be delivered in Bream Road by the end of the year. Cllr Openshaw advised that Amey had advised that they would be providing a cycle path; County Cllr Preest stated that he would push for meetings on the issue, as he felt that a lot of money was proposed to be expended on a consultation exercise.

35. **COUNCILLORS REPORTS**

Cllr Rudge reported that the beacon on Primrose Hill had been lit on 15 May 2015 to commemorate VE Day which was attended by a small number of people. However, Cllr Rudge questioned if the Council wished to commemorate VJ Day on 15 August 2015 as it would need to allow sufficient time to plan how it wished to mark the occasion. It was agreed that the matter would be an agenda item for the next meeting.

Action by – the CEO

36. **PRESS RELEASE**

Prior to the meeting Members were issued with a copy of the Press Release/Statements/Response issued to Mr M Harper MP by the Town Council in respect of the Cemetery. Noted.

Cllr Berryman requested that Members telephone prior to visiting the Town Council office to ensure that the Officer to whom they wish to speak was available as this would aid efficiency and ensure items could be prioritised correctly.

37. **MEETING DATES**

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

Meeting closed at 9.17 pm

Chairman 

Date 9/6/2015

APPENDIX A - MAYOR'S VERBAL ADDRESS
[AGENDA ITEM 18]
of May 2015 meeting.

Item 6

Whilst all council meetings are open to the public to attend, Standing Orders (*the Council's rules*), prescribe the manner by which the council will permit public participation.

These rules clearly state that any member of the public wishing to raise a question/make representation can do so only if the matter to which they intend to talk is a meeting agenda item **Standing Orders Pg 7 item 3; D,E & F**. I can advise that It is this council's intention to uphold this point of order and all members of the public wishing to speak will be required to state the agenda item to which they intend to speak. Any deviation to this Standing Order in the future will be by resolution of Full Council.

Should any member of the public therefore wish the council to consider a non-agenda item then they are required to write formally to the council; all such correspondence will then either be addressed/responded to immediately if a policy decision already exists or it will be 'tabled' at the first relevant meeting as an item of formal correspondence for Members consideration.

Having stated the aforementioned points I can advise that Council will permit on this one occasion either individual representation by Mr Whitmarsh, Hudson, Martin and Mrs Cooke (max 3 minutes each) or a collective statement from their spokesperson in relation to a non-agenda item, namely Lydney Town Council's Cemetery Policy.

Please note that the council will not enter into debate on the content of any statement verbally delivered at this meeting. Neither will it respond to any written statement or petition or media pressure in relation to this matter.

Members of this council remain firm in their resolve to uphold the Cemetery Policy and therefore do not intend to revisit this resolution however the council will continue to exercise its current stance which allows families to re-site personal grave adornments on to the headstone plinth.

The Council would like to reiterate the importance of recognising that people grieve for their loved ones in different ways, it must therefore balance the views of all in relation to how it cares for, and maintains, Lydney Cemetery.

Furthermore verbal threats and abusive behaviour towards councillors and council employees in respect to this matter will not be tolerated.



I will now suspend standing orders in order to allow questions from the public, which may be answered but not debated.

A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.

- (i). Each person will be required to state their name and address.
- (ii). Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council.
- (iii). Questions may be answered but not debated by the Council.
- (iv). Any issues which the Council considers require consideration should be referred to the appropriate committee or deferred to the next Council Meeting

AD.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e **Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.**
- f **The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.**
- g **Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.**
- h **In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.**
- i **The chairman of the meeting may permit a person to be seated when speaking.**
- j **A person who speaks at a meeting shall direct his comments to the chairman of the meeting.**



Actions from Full Council meeting on 13 April 2015

Agenda Item	Action
8.	Delegated Powers bestowed on the CEO and two Councillors in order to authorise April's payroll payments and related PAYE contributions. Noted/Addressed
14.	Purchase of Hayter T424 Mowing machine by Bathurst Park and Recreation Trust and replacement tools. Noted/Addressed
15.	<ul style="list-style-type: none"> • Meeting venue for youths with cars to be an agenda item for next meeting. Agenda Item • Cllr Harris to make contact with one of the young men whose details she retained. Action/verbal update – Cllr Harris
17.	<ul style="list-style-type: none"> • CEO to arrange a meeting between Town Council and GAPTC and, following the elections possibly Forest of Dean District Council. Meeting with GAPTC arranged • Cllr Vaughan to attend the Bromford Residents Community Drop In Event at Lydney Community Centre on 28 April 2015. Verbal update – Cllr Vaughan • Cllr Berryman to make enquiries regarding the provision of a red telephone kiosk which could be sited outside of Lydney Town Council's building in order to house the defibrillator. Verbal update – Cllr Berryman • CEO to investigate/source kiosks for sale. Pending
22.	CEO to address partially exposed manhole cover on land adjacent to the roadway at the lake which presented a trip hazard. Noted/Resurfaced (approval given by Rec Trust Chairman for expenditure)