

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 146

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 13 April 2015 at 6.58 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, H Ives, J Openshaw, B Pearman, A Preest, S Rudge, B Thomas and C Vaughan

Four members of the public
Mr D Gaston – The Dean Academy (presentation only)
Mr Gilson – Malmesbury Academy (presentation only)
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.

Cllr Berryman welcomed Mr Gaston and Mr Gilson to the meeting. Mr Gilson proceeded to provide Members with an overview of Malmesbury School and the work which had been undertaken between both Schools since their initial introduction. Mr Gilson spoke on the aim to raise the standard of both Schools and for collaborative working to take place between staff at both sites, the benefits of which were already starting to be witnessed.

At this point Cllr Berryman proposed that Agenda Item 13 – Education be discussed, however, the minutes reflect the order as shown on the agenda.

After the conclusion of agenda item 13 Mr Gaston and Mr Gilson excused themselves from the Chamber.

1. **APOLOGIES**

None.

Members noted that Cllrs Greenwood and Vaughan had indicated that they may need to leave the meeting early.

2. **DECLARATION OF INTEREST**

Agenda item 22 – Cllr Preest (re Travis Perkins)

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 9 March 2015 was **proposed by Cllr Thomas, seconded by Cllr Openshaw.** Unanimous.

4. **POLICE MATTERS**

Members were informed that it had not been possible for the Police to provide a copy of the crime statistics for consideration at the meeting, however, these would be forwarded to Members the following day.

Concern was expressed over the recent increase in offences which had occurred in the Town. Responding to a question raised by Cllr Ives, Members were informed that the Council had previously requested an increase in the level of Officers for the Town. Furthermore, the Council had offered the use of the Council office as a base for Officers but

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 147

had not received a response. Cllr Ives suggested that if, over the next few weeks, a response had not been received the Council should pursue the matter. Responding to a question raised by Cllr Bonser, the CEO advised that the Council had been informed of a number of issues which had arisen in the Town, however, such issues could not be discussed due to on-going enquiries by the Police.

5. OPEN FORUM

Mr W Owen, 3 Augustus Way, Lydney – enquired as to the names of the Councils who had approached the CEO for advice in order that the Council could promote its work. The CEO advised that such contact had been made in confidence therefore the names of the Councils could not be divulged.

Mr B Hobman, 31 Albert Street, Lydney – advised that he had been contacted by the Police to participate in a survey; that he had seized the opportunity during the survey to call for Officers to attend Town Council meetings on a more frequent basis in order to present the Constabulary's report. Cllr Berryman pointed out that the Council had already secured the attendance of Officers (as/when appropriate).

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman informed all present that since the last meeting he had:

- Attended the inauguration of the new High Sheriff of Gloucestershire which had taken place at Gloucester Cathedral

Cllr Berryman advised that the Council had been informed by Forest of Dean District Council that its 2015 Parish Elections would not be contested. As a result of the uncontested election three new Members would attend the Annual Council Meeting.

Responding to a question which had been raised by Cllr Ives, the CEO reminded Members that the Council had included £10,000 in its 2015-2016 budget for elections and that whilst it would not face costs for the ordinary Parish election, it may face costs should a By-election take place later in the year.

7. CEOs REPORT

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

- Cllr Hobman advised that she had attempted several times to contact Mr J Westmoreland, Forest of Dean District Council, to no avail to obtain confirmation that the funding for flood alleviation work at Lakeside Avenue would be ring-fenced.

Advert for Annual Town Meeting

Prior to the meeting Members were provided with copies of the advert which had been placed in the local press and on Council Noticeboards in respect of the Annual Town Meeting. Attention was drawn to the fact that no questions would be taken from Members of the Public at the meeting due to the period of Purdah. Noted.

Members also noted that Forest of Dean District Council had advised that they would not supply an amended report for inclusion in the Annual Town Meeting Report.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 148

Gloucestershire Association of Parish and Town Councils (GAPTC)

Prior to the meeting Members were provided with a copy of GAPTC's "Call for Resolutions" for its Annual General Meeting on 4 July 2015. Further consideration of this item was deferred until Item 17 – Formal Correspondence.

Press Release

Attention was drawn to the press release which had been issued since the last meeting, a copy of which had been provided to Members in advance of the meeting.

Members were reminded of the need to observe the rules of Purdah, despite them being re-elected uncontested.

8. FINANCIAL MATTERS

Month 13 Payments

Attention was drawn to the Month 13 payments addressed under Delegated Powers. Noted.

End of Year 2014-2015

To note the end of year balance/bank reconciliation figures (as audited by the Independent Internal Auditor/shown on the Annual Return). Unanimous. (Copy of schedule shown on page 149).

Annual Return

Section 1 - Accounting Summary 2014/15

To consider/certify that for the year ending 31 March 2015 the accounting statements contained in this Annual Return present fairly the financial position of Lydney Town Council and its income and expenditure, as the case may be. **Proposed by Cllr Pearman. Seconded by Cllr Harris. Unanimous.**

Section 2 – Annual Governance Statement

To consider and acknowledge that as members of Lydney Town Council we have a responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We therefore confirm to the best of knowledge and belief that the answers shown in Section 2 – Annual Governance Statement 2014/15 are correct. **Proposed by Cllr Harris. Seconded by Cllr Preest. Unanimous.**

Section 4 – Annual Internal Audit Report 2014/15

Members were informed that the Annual Return would now be submitted to the Independent Internal Auditor for completion of Section 4 prior to the Annual Return being submitted to the External Auditor, Grant Thornton.

Attention was drawn to the copy of the Independent Internal Auditor's End of Year Audit Remarks/Report. Members were informed that copies of this report would be made available, together with End of Year balance figures at the Annual Town Meeting to be convened on 20 April 2015.

Echoing the comments made in the Independent Internal Auditor's report, Cllr Pearman, as Chairman of the Finance and Scrutiny Committee, expressed thanks to the CEO and the Finance Assistant for their hard work in producing the Year End Accounts in such a short time frame. **Cllr Berryman proposed** that the contents of the Independent Internal Auditor's Report be noted. Unanimous.

ets

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 149

FINANCIAL STATEMENT -

YEAR END 2014/2015

Opening Bank Balances as 1st April 2014

LLOYDS BANK - Current account		50,568.76
LLOYDS BANK - Youth Council (Current)		885.96
LLOYDS BANK - NDP (Current)		3,627.55
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,197.00	
Play Areas	8,000.00	
Cemetery	1,842.14	
	40,230.64	
LLOYDS BANK - General Reserve	150,631.40	190,862.04
		245,944.31

2013/14 Commitments Brought Forward
£30,434.22

RECEIPTS

Receipts APRIL	242,989.58	<i>(Incl 1st instalment of Precept)</i>
Receipts MAY	4,139.31	
Receipts JUNE	10,287.64	
Receipts JULY	3,739.01	
Receipts AUGUST	6,070.91	
Receipts SEPTEMBER	237,701.04	<i>(Incl 2nd instalment of Precept)</i>
Receipts OCTOBER	16,121.04	
Receipts NOVEMBER	965.91	
Receipts DECEMBER	4,710.60	
Receipts JANUARY	8,556.86	
Receipts FEBRUARY	1,320.78	
Receipts MARCH	2,871.05	Receipts Summary attached
NDP: Income banked to NDP current a/c	153.74	<i>(£153.74 Comm Dev Grant)</i>
Youth Council: Income banked to YC current a/c	-	<i>None in 2014/15 to date</i>
Lydney In Bloom: Income banked to LIB current a/c	520.00	<i>(£500 Donation 25/11 & £20 Lloyds ex-gratia 15/1)</i>

Total Receipts YTD 540,147.47

PAYMENTS

Payments APRIL	23,319.38	
Payments MAY	34,736.21	
Payments JUNE	58,611.03	
Payments JULY	38,250.01	
Payments AUGUST	27,100.31	
Payments SEPTEMBER	44,243.49	
Payments OCTOBER	75,277.45	
Payments NOVEMBER	32,964.41	
Payments DECEMBER	25,307.45	
Payments JANUARY	27,415.10	
Payments FEBRUARY	27,012.63	
Payments MARCH	14,991.83	
Payments PRIOR TO YEAR END	36,455.93	Detailed below
NDP: Cheque Payments to date from NDP a/c	917.94	<i>See Separate Financial Statement</i>
Cheque Payments to date from Youth Council a/c	-	<i>None in 2014/15 to date</i>
Cheque Payments to date from Lydney in Bloom a/c	430.20	

Total Payments YTD 467,033.37

319,058.41

Reconciled Bank Statements as at end	MARCH	Bank statements attached
LLOYDS BANK - Current account	91,848.82	
LLOYDS BANK - NDP - current	9,629.81	No recent transactions
LLOYDS BANK - Youth Council - current	885.96	No recent transactions
LLOYDS BANK - LGPS Reserve:	10.00	No recent transactions
LLOYDS BANK - Lydney In Bloom - current	94.10	Account opened 7.11.14 (charges taken in March to be refunded in April)
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,347.00	£150 donation added in Nov-14
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 150

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	
Bank Balances as at: 31-Mar-15		319,058.41	0.00 Check

<u>YEAR END PAYMENTS</u>	<u>Postcode</u>	<u>Chq. No</u>	<u>Details/Spending Power:</u>
<u>Payments made by Direct Debit/Standing Order</u>			via General Power of Competence
Dean Truck Repairs	02.03.15 GL15	234.00 DD	Monthly Van Hire
ATOS Fuel Genie	13.03.15 WV1	102.52 DD	Monthly Fuel for van/mowers
Tate Computer Technology Ltd	20.03.15 HR4	79.20 DD	Monthly Establishment Charges
Forest Equipment Services	20.03.15 GL16	720.76 DD	Monthly Litterpicking
Cablestream Ltd	20.03.15 CF23	146.64 DD	Monthly Telephone
Dean Truck Repairs	30.03.15 GL15	234.00 DD	Monthly Van Hire
British Telecom	30.03.15 EC1A	115.80 DD	Quarterly Telephone
SITA UK Ltd	31.03.15 BS22	99.64 DD	Monthly Cemetery
PWLB	31.03.15 EC3M	7643.43 DD	Bi-annual PWLB
Interim Payments: Sub total		9375.99	
<u>Interim Payments made in advance of meeting:</u>			
none		7815	Cheque Cancelled
Interim Payments: Sub total		0.00	
 <u>Payments for approval prior to Year End Closure:</u>			
Corporate: Payroll	~	13,339.92	BACS Monthly March
Corporate: HMRC	~	3,853.33	BACS Monthly March
Corporate: Glos LGPS	~	4,930.14	BACS Monthly March
Training Expenses	~	23.40	7816 Ad hoc Training
Training Expenses	~	196.84	7817 Ad hoc Training
Training Expenses	~	22.44	7818 Ad hoc Training
GAPTC	GL2	2,096.27	7819 Annual Subscriptions
Kane Mailing Systems Ltd	CF82	192.00	7820 Annual Establishment Charges
Lydney Engineering Co Ltd	GL15	239.74	7821 Quarterly Establishment Charges
Network Connections	GL13	1,260.00	7822 Annual CCTV
Richard Cole Contractors	TQ9	1,156.80	7823 Ad hoc Churchyard
SLCC	TA1	19.95	7824 Ad hoc Training
Tate Computer Technology Ltd	HR4	18.00	7825 Quarterly Establishment Charges
Work Safely	GL14	107.88	7826 Ad hoc PPE/H&S
Petty Cash	~	100.53	7827 Monthly Cemetery, Estab Chgs, Mtg Costs, Fuel
 <i>Lloyds Bank plc: Bank Charges - Lydney In Bloom a/c</i>		 5.70	 Bank Charges
			Lloyds error – to be refunded in April
 <u>Unpresented Cheques – Written Back at Year End</u>			
<i>Mr Cackett</i>		-48.00	7695
<i>Whitehouse Press</i>		-435.00	7715
Payments for approval: Sub total		27,079.94	
TOTAL PAYMENTS MARCH		36,455.93	

A list of unpresented Cheques (For Information only)

PB Safety	44.50	7806
Training Expenses	23.40	7816
Training Expenses	22.44	7818
GAPTC	2,096.27	7819
Kane Mailing Systems Ltd	192.00	7820
Network Connections	1,260.00	7822

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 151

Richard Cole Contractors	1,156.80	7823
SLCC	19.95	7824
Tate Computer Technology Ltd	18.00	7825
Total	4,833.36	

FINANCIAL STATEMENT -

APRIL 2015 (Month 1 for 2015/2016 Financial Year)

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	-	
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	-	
NDP: Income banked to NDP current a/c	-	
Youth Council: Income banked to YC current a/c	-	
Total Receipts YTD	0.00	

PAYMENTS

Payments APRIL	9,575.10	Detailed below
Payments MAY	-	
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	-	
NDP: Cheque Payments to date from NDP a/c	-	
Youth Council: Cheque Payments to date from Youth Council a/c	-	
Total Payments YTD	9,575.10	
	309,483.31	

Reconciled Bank Statements as at end	MARCH		Bank statements attached
LLOYDS BANK - Current account		82,273.72	
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		94.10	

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 152

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

Bank Balances as at: 31-Mar-15 **309,483.31** **0.00** check

APRIL PAYMENTS

Postcode **Chg. No** **Spending Power:**

Payments made by Direct Debit/Standing Order

none

Interim Payments: Sub total **0.00**

Interim Payments made in advance of meeting:

Tate Computer Technology Ltd	HR4	2,232.00	7921	Annual	LGA1972 s112
Interim Payments: Sub total		2,232.00			

Payments for approval at meeting held on: 13th April 2015

Forest of Dean & Wye Valley Review	NP25	174.96	7922 pt	Ad hoc	LGA1972 s111
Forest of Dean & Wye Valley Review	NP25	153.60	7922 pt	Annual	LGA1972 s111
Forester Newspapers Ltd	NP25	127.44	7923	Ad hoc	LGA1972 s111
GAPTC	GL2	30.00	7924	Ad hoc	LGA1972 s111
Gloucestershire Enterprise Ltd	GL2	1,304.00	7925	Ad hoc	LGA1972 s111
Institute of Groundsmanship	MK12	150.00	7926	Annual	LGA1972 s143
Legal & General	B3	2,403.98	7927	Annual	LGA1972 s111
Lydney Festival	GL15	2,000.00	7928	Annual	LGA1972 s145
Equipment Hire Services	GL15	36.00	7929	Ad hoc	Highways Act 1980 s96
Mailbox Door Drop Distribution	EC4A	115.46	7930	Quarterly	LGA1972 s142
Office Star	GL16	321.18	7931	Monthly	LGA1972 s111
Revill Mowers Ltd	GL16	76.48	7932	Ad hoc	LGA1972 s111
Ropework UK	NP18	450.00	7933	Ad hoc	LGA1972 s111
Payments for approval: Sub total		7,343.10			

TOTAL PAYMENTS APRIL 9,575.10

LYDNEY IN BLOOM:

NB: No transactions since previous statement

NEIGHBOURHOOD DEVELOPMENT PLAN:

NB: No transactions since previous statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unpresented Cheques (For Information only)

PB Safety	44.50	7806
Training Expenses	23.40	7816
Training Expenses	22.44	7818
GAPTC	2,096.27	7819
Kane Mailing Systems Ltd	192.00	7820
Network Connections	1,260.00	7822
Richard Cole Contractors	1,156.80	7823
SLCC	19.95	7824
Tate Computer Technology Ltd	18.00	7825
Total	4,833.36	

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 153

Monthly Financial Statement

The CEO advised it had not been possible to provide Members with a copy of the Daily Book (orange sheet) detailing the 2015/16 Account Balances due to the work which had been required to produce the 2014/15 End of Year, coupled with the fact that a new Daily Book needed to be updated with the commitments for the 2015/16 financial year. Noted.

Approval of the monthly financial statement was **proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous.

April Payroll

Due to the work required to produce the 2014/15 End of Year members were informed that it had not been possible to run the April payroll prior to the April Full Council meeting. It was **proposed by Cllr Harris, seconded by Cllr Rudge**, that Delegated Powers were bestowed on the CEO and two Councillors in order to authorise April's payroll payments and related PAYE contributions. Unanimous.

9. **LYDNEY'S RENEWABLE ENERGY POLICY**

Deferred until May 2015.

10. **CHRISTMAS 2015**

Cllr Harris advised that a further meeting had yet to take place since the last Full Council meeting.

11. **CYCLE PATH**

Lydney Revolutions – Cllr Openshaw

Nothing to report.

Parkend to Lydney Cycle Partnership Board – Cllr Greenwood

Advised that further discussions were taking place with Dean Forest Railway, however, further progress had now paused due to the forthcoming elections.

12. **LYDNEY YOUTH COUNCIL**

Deferred until May 2015.

13. **EDUCATION**

Cllr Openshaw advised that he had attended a meeting with Mr Gaston to discuss enhanced community engagement. Members were provided with an overview of the meeting and noted that the School already operated initiatives for pupils to engage with a number of community organisations throughout the Town. Mr Gaston reported that the School also operated a Student Leadership Team which developed opportunities and were involved with staff recruitment.

Noting that the Council had previously resolved to operate a Youth Council, Cllr Openshaw questioned if it would be more beneficial for the Town Council to work with the School in order to ascertain the views/requirements of local youths. Accordingly, he suggested that the matter be a future agenda item in order that the matter could be discussed. Responding to a question which had been raised by Cllr Openshaw, Mr Gilshaw advised that Malmesbury Town Council engaged directly with the School by holding extra ordinary Council meetings during the School day in order to learn the issues which were of concern to local youths. Furthermore, Councillors held "pop up" surgeries in the School during lunchtimes to allow pupils to raise issues and the School had also been invited to participate in Neighbourhood Development Plan meetings.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 154

14. CUSTODIAL RESPONSIBILITIES – BATHURST PARK AND RECREATIONAL TRUST

Replacement Mower

Prior to the meeting Members were provided with details of the proposed Hayter T424 mower which would be purchased to replace the current Hayter Mower at a cost of £14,000 plus VAT. It was noted that the machine was more stable, compact, road-worthy and had been trialled by the Head Groundsman who found it to be excellent. The CEO advised that she had also managed to negotiate a 6 months warranty, should the Trust agree to purchase the machine. It was **proposed by Trustee Hobman, seconded by Trustee Harris**, that the machine be purchased the cost of which would be split between Lydney Town Council/Bathurst Park and Recreation Trust, with the Bathurst Park and Recreation Trust insuring/taxing vehicle – the mower being added to the Trust's Asset Register. Unanimous.

Action by – the Trust Secretary

Replacement Tools

Prior to the meeting Members were provided with a list detailing the equipment/tools which needed to be replaced at a total cost of £473.00 (It was **proposed by Cllr Bonser, seconded by Cllr Preest**, that the specified equipment would be purchased. Unanimous.

Action by – the Trust Secretary

Cost of the above items to be split between the Trust and Lydney Town Council accordingly.

15. MEETING VENUE

Members were provided with an opportunity to consider/suggest alternative venues where youngsters with vehicles may be encouraged to meet in order that investigations may commence as to the location's suitability.

During discussion concern was once again expressed over the levels of vehicles which were gathering in the Newerne Street car park which dissuaded members of the public from using the car park during the evenings. Members noted that Forest of Dean District Council had previously been given the opportunity to purchase a CCTV camera which could be linked into the Town's system provided that they covered its maintenance cost, but had chosen not to pursue the matter. Accordingly, it was felt that in the near future Forest of Dean District Council or the Police may be able to request the provision of a mobile CCTV unit at the site. The provision of a barrier for the car park was mooted, however, concern was expressed that businesses may require access to the rear of their premises outside of "normal" delivery times and in any event such a decision would be governed by Forest of Dean District Council.

Cllr Greenwood suggested that consideration be given to investigating a meeting point at the following venues:

- Thompson and Thompson
- Dean Forest Railway Car Park
- Freemason's building
- Lydney Industrial Estate
- Taurus Crafts

Cllr Rudge advised his fellow Councillors that Dean Forest Railway now secured their car park during the evenings due to problems which had been experienced. It was agreed that the matter would be an agenda item for the next meeting. It was also suggested that a meeting should take place between representatives of the youths with vehicles, the Police and the Town Council in order to explore the issues which were being experienced.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 155

Cllr Harris gave an undertaking to speak to one of the young men whom she had previously spoken with, given she still had his details.

Action by – Cllr Harris

16. MEDIA COMMUNICATIONS

Prior to the meeting Councillors were provided with a copy of a Communications Policy which had been produced for Members' consideration by the CEO. Cllr Openshaw highlighted the problems which had been historically experienced when attempting to respond in a timely manner to articles which had appeared in the local press. Cllr Openshaw highlighted the need to promote the Council and its work in a positive manner, together with the reasons behind the decisions which the Council had taken. The need to engage via different platforms (e.g. Facebook) was also stressed in order to enable better community engagement.

Cllr Ives commended the CEO on the Communications Policy and spoke in support of the Council engaging on different platforms. **Cllr Greenwood proposed** the adoption of the Communications Policy, **seconded by Cllr Vaughan**. Unanimous.

17. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire Association of Parish and Town Councils (GAPTC) – providing a copy of their response to District Cllr Burford which was sent prior to the District Council's Scrutiny Committee meeting expressing surprise over the requested information which should have already been familiar to Parish District Councillors and was already available on many Parish Council websites. Considering the item which had been deferred earlier in the meeting, Members were asked if they wished for a meeting to be arranged with GAPTC to discuss the issue, with a further meeting arranged between the Town Council, GAPTC and Forest of Dean District Council after the local elections, in order to reiterate "Local Council" stance and hopefully move forward in a positive manner. **Proposed by Cllr Pearman, seconded by Cllr Harris**. Vote carried.

Action by – the CEO

- Mr G Lewis – Letter requesting information on the Town Council's Precept increase and clarification on the Council's stance on the proposed housing development at Allaston. It was noted that the CEO had provided a formal response and a copy of the budget which was agreed/accepted by Members.
 - Society of Local Council Clerks – advising that the 70th anniversary of VE Day would take place on 8 May 2015. Cllr Biddle to liaise with Mr Remnant regarding the lighting of the Town's Beacon on said day.
 - Bromford – E-mail from Ms F Miller advising that they would be holding a Residents Community Drop In Event at the Lydney Community Centre on 27 or 28 April 2015 between 3.30 pm – 6.00 pm. Cllr Vaughan to attend the event on behalf of the Council. **Proposed by Cllr Harris, seconded by Cllr Vaughan**. **CEO to enquire as to the possibility of utilising the Town Council's display board at the event.**
- Action by – Cllr Vaughan**
- St Mary's Church Warden – E-mail received from Mr Longton expressing his appreciation for the work which had been carried out on the trees in St Mary's Churchyard.
 - Mayors for Peace – E-mail from Mr S Morris, Principle Policy and Research Officer/UK and Ireland Mayors, Provosts and Leaders for Peace Secretary advising of a major international conference which is being organised around the centenary of the first use of chemical weapons on the Western Front.
 - The Victoria Centre – letter from Mrs P Biddle, Secretary, expressing the Centre's delight at receiving a donation of £400.00.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 156

- Mrs P Harris – Letter expressing thanks to the Town Council Ground Staff and Lydney in Bloom for the improvement works conducted at Hylton Court.
- Mrs Roberts – Letter expressing thanks to the Town Council Ground Staff and Lydney in Bloom for the improvement works conducted at Hylton Court.
- Mayors for Peace – E-mail from Ms Aki Matsumoto announcing the implementation of *Mayors for Peace Membership Fees, effective from July 2015.*
- Bromford – E-mail from Ms F Miller confirming that the Residents Community Drop In Event would take place on 28 April 2015 between 3.30 pm and 5.30 pm.
- Adopt a Kiosk – enquiry submitted regarding the possible purchase of a red telephone kiosk which could be used to site the Town Council's Community Defibrillator. It was noted that BT had offered a red kiosk located at Templeway West/High Street which was not previously selected for adoption, subject to a full consultation taking place with Forest of Dean District Council. 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. CEO to investigate/source kiosks for sale.

Action by – the CEO and Cllr Berryman

18. COMMUNITY AND OTHER REPORTS

Personnel Committee

Members were provided with a copy of the approved Personnel Committee minutes for the meeting held on 2 April 2015. Noted.

Planning and Highways Committee

Cllr Greenwood advised that one of the initial tasks for the new Committee would be to determine the policy/protocol for dealing with large scale applications. Members noted that Gloucestershire County Council had advised that they would be sending a letter listing their concerns over increased flooding at Lakeside due to the housing development at Oakdale and the proposed development by Robert Hitchins Limited.

Cllr Greenwood then excused himself from the meeting.

Flood Defence Meeting/Fallers Field

Members were provided with a copy of the minutes of the meetings held on 11 November 2014 and 22 January 2015. Noted

Oakdale Stakeholders Meeting

Members were provided with a copy of the notes from the meeting which was held on 16 February 2015. Noted.

It was noted that the meeting had been positive and that a number of issues were being addressed. Furthermore, it was noted that a Management Company had been appointed to manage the open space and play areas on the development and that Royal Mail had confirmed that a letter box would be installed on site.

Lydney Town Hall Trust Management Committee

Cllr Bonser reported that the Committee had reviewed its hire forms and charges at its last meeting; assumed that the Committee would hold its Annual Meeting in May in line with its constitution; encouraged members of the public to book the Hall for events and stated that the Hall did not possess sufficient funding to enable them to put on their own events.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 157

19. **NDP STEERING GROUP**

Members were provided with copies of the minutes of the February and March meetings.

Cllr Pearman advised that the Group were discussing projects which were identified as priorities in the Neighbourhood Development Plan and stressed the excellent work which had already taken place by Lydney Revolutions. Attention was also drawn to the positive interest which had been shown as a result of the work undertaken by Lydney in Bloom.

Cllr Pearman spoke on the work which had been undertaken by the Community Project Administrator in pursuit/identification of funding sources. It was also noted that discussions had taken place with local landowners over the positive improvements which could be conducted for minimal cost and that the Group had also discussed their future following the plan's adoption. Members were reminded that one year and 2 days had passed since the Examiner's Version of the plan had been hand-delivered to Forest of Dean District Council and that it was the Group's intention to write to the Authority to compel them to provide an explanation for the delay and question how much longer they would be made to wait for the appointment of an Independent Examiner.

Cllr Pearman advised that the Group had also considered if it wished to comment on Forest of Dean District Council's Allocation Plan and he encouraged Members/the Council to comment on the plan. Cllr Pearman encouraged Members to consider if the Allocations Plan was able to demonstrate a 5 year land supply for Forest of Dean District Council.

Cllr Bonser expressed concern over the length of time which had expired between the delivery of the Examiner's Version to Forest of Dean District Council and the eventual Referendum, which she felt may reflect poorly on the Town Council. However, Cllr Pearman advised that he was able to robustly defend any allegation that the delay had been due to the Town Council. Members were also reminded that the NDP was an enabling document which had already instigated a number of initiatives.

20. **COUNTY COUNCILLOR'S REPORT**

County Cllr Preest reported that County Cllr V Smith had expressed concern over the impact further development on Oakdale and the proposed development by Robert Hitchins Limited, would have on Lakeside Avenue. Accordingly, County Cllr Smith had requested that Gloucestershire County Council seek assurances from Forest of Dean District Council that the aforementioned developments would not impact on Lakeside Avenue.

County Cllr Preest advised that events to commemorate the 800th anniversary of the signing of the Magna Carta would take place in all of the County Council's Libraries. Furthermore, that he had attended the Lydney Town AFC Awards; hoped shortly to attend a meeting with Lydney Rugby Club and noted that the club had applied for £1,500 sponsorship from Gloucestershire County Council.

21. **DISTRICT COUNCILLOR'S REPORT**

No report given.

22. **COUNCILLORS REPORTS**

Cllr Berryman expressed thanks to Cllr Thomas, who was not standing for re-election, for work undertaken on behalf of the Amenities Committee.

Cllr Ives reported that he continually received compliments on the floral displays.

Furthermore, that a resident of the War Memorial Trust houses had requested the removal of

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/04/13 – 158

the football goalposts at the far end of the park due to footballs landing in their garden. It was noted that the matter would be an agenda item for the next Trust meeting in order that Trustees may consider if they wished to remove the goalposts.

Cllr Rudge advised that he had attended the Safer Community Partnership Meeting with Cllr Vaughan during which it had been suggested by the Mayor of Coleford that signage should be provided to illustrate the location of the Community Defibrillator located in each Town. Whilst it had been mooted at said meeting that each Town Council provide suggestions/contributions for such a sign Cllr Rudge suggested that the cost of signage should be borne by the organisation which funded/located the sign. Unanimous.

Cllr Rudge also highlighted that a manhole cover had become partially exposed on land adjacent to the roadway at the lake which presented a trip hazard.

Action by – the CEO

Cllr Biddle reported that Gloucestershire College had ceased their use of Room 1 at Lydney Community Centre, however, an alternative tenant had now been secured who had agreed to use the room on a shared basis. Cllr Biddle was also pleased to report that Wydean School had expressed an interest in using the venue.

Cllr Bonser advised that she too had received many compliments on the floral displays which had been created in the Town. Responding to a comment made by Mr Hobman during the Open Forum, Cllr Bonser requested that the Council investigate if the Police Forum's were still in operation and if so, if the Council could appoint a representative to attend. Cllr Bonser thanked her colleagues for the time which she had served on the Council and felt that she had served her community to best of her ability. As Cllr Bonser was not seeking re-election, Cllr Berryman seized the opportunity to express thanks for her work on the Council.

Cllr Harris reminded Members that Mr Thurston had originally donated £500 to Lydney in Bloom in respect of the work undertaken at Hylton Court and was pleased to announce that a further donation of £500 would shortly be received from Mr J Thurston for work to provide floral displays at the front of 3 Hill Street. Cllr Harris also reported that £500 had been received from Mr Johnson in respect to work undertaken at the righthand side of Hams Road shops; that £1,000 had been secured from Travis Perkins to sponsor the three roundabouts in the town and that Mincost had also expressed an interest in sponsoring a floral display at the entrance to the Town. (Cllr Preest declared an interest at this point). Cllr Harris advised that volunteers were now needed to ensure that the floral displays were maintained in good condition. The CEO reported that advice was being sought from Forest of Dean District Council regarding permitted signage and that such signage would be of a uniform design.

Cllr Berryman expressed thanks to Cllr Hobman, who was not seeking re-election, for her work on the Council.

Cllr Bonser then reminded Members that the Forestry Commission had arranged for a meeting to take place at The Dean Academy on 15 April 2015 regarding Wild Boar. The CEO advised that the Wild Boar damage to Primrose Hill Meend would be levelled within the next two weeks.

23. PRESS RELEASE

Prior to the meeting Members were provided with a copy of the press release which had been issued relating to the cost of the CEO's University Course. It was noted that the cost of the press release had been paid out of the Civic Fund.

LYDNEY TOWN COUNCIL

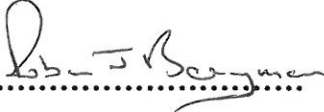
FULL COUNCIL MEETING – 2015/04/13 – 159

24. **MEETING DATES**

Members noted that the following meetings would take place at the Council's offices at 7.00 pm (unless stated):-

- 20 April 2015 - Annual Town Meeting – 7.00 pm at Lydney Town Hall
- 13 May 2015 – Councillors Informal Briefing Session (no public admittance)
- 18 May 2015 – Annual Council Meeting

Meeting closed at 9.11 pm

Chairman 

Date 21/5/2015

Item 7.

Actions from Full Council meeting on 9 March 2015

Agenda Item	Action
7.	CEO to obtain a plan identifying the location of the trees listed in the Tree Survey Report. Plan requested from contractor; awaiting receipt.
8.	New charges to be levied from 1 April 2015. New charge sheet operational
12.	Parkend to Lydney Cycle Partnership Board to be a regular agenda item. Noted
16	Future agenda item – Consideration to be given to bestowing Delegated Powers to the CEO and two councillors in order to respond to articles which may appear in the press, together with the need to publicise the positive work of the Council. Agenda item
17.	District Cllr Hobman to obtain a written commitment from Forest of Dean District Council that funding for the Lakeside flood alleviation scheme would be ring-fenced. Pending verbal update – Cllr Hobman
20.	<ul style="list-style-type: none">• CEO to contact Tesco and request that their car park barrier be placed in the “down” position during the evenings. Done• Future agenda item – Councillors to consider/suggest a suitable venue which could be used as a meeting place for boy racers whom currently congregate at Newerne Street Car Park. Agenda item

AS.