

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/03/14 – 116

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 March 2016 at 7.04 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D <sup>Biddle</sup> Beddis, R Christodoulides, J Greenwood, C Harris, H Ives, C Legg, B Pearman, A Preest, D Pugh, S Rudge, D Street and C Vaughan

Two members of the public  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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Cllr Berryman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Beddis.

2. **DECLARATIONS OF INTEREST**

Cllr Biddle – Agenda item 8c – Grant applications  
Cllr Pearman – Agenda item 8C – Grant applications  
Cllr Berryman – Agenda item 15 - CCTV

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 8 February 2016 was **proposed by Cllr Pugh, seconded by Cllr Christodoulides.** Unanimous.

4. **POLICE MATTERS**

Members were provided with a copy of the report which had been received from the Police.

Referring to the recent eviction which had taken place at Yorkley Court Farm, Cllr Ives questioned if any of the former residents had attempted to set up camp in Lydney. During discussion it was noted that a number of the former residents were now living in the woods and that confrontation had been experienced on the second day of the eviction as the residents had been joined by activists from outside the local area.

5. **OPEN FORUM**

No request to speak were received.

6. **COMMUNICATIONS BY THE MAYOR**

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

- Wye Valley Tourism event at Hartpury College
- Tesco Community in-store event
- Lydney Town Council Town Celebration and Mayor's Reception
- Coleford Civic Dinner

Members were reminded of the need to ensure that they attended Committee meetings in order to ensure that they were quorate.

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### 7. CEO'S REPORT

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

- Members were provided with a copy of the Cllr Surgery roster and were reminded that all Cllr Surgeries were publicised in advance of the event. Accordingly, if Members were not able to attend their appointed session they were to contact their fellow Councillors to arrange a substitute and inform the Town Council office accordingly. Cllr Preest informed Members that he would not be able to attend the Cllr Surgery due to take place on Saturday and Cllr Pugh kindly offered to act as a substitute and agreed to collect the "Councillor Surgery" banner from the Town Council office on Friday 18 March 2016.
- Members were proved with a copy of the meeting dates for the 2016/2017 Civic Year.
- Members were also reminded that the Annual Town Meeting would take place in Lydney Town Hall on Monday 18 April 2016 at 7.00 pm.

### Defib

Members were informed that the external cabinet for the Council's unit had been received and that whilst the Defib unit had been received for the Bathurst Park and Recreation Trust it had yet to receive its external cabinet.

The CEO advised that both units would be installed, together with the required electrical supply, once the external cabinet for the Bathurst Park and Recreation Trust had been received.

### 8. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

MARCH 2016

#### 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

LLOYDS BANK - General Reserve	141,412.46	216,589.72
		<b>319,058.41</b>

#### RECEIPTS

Receipts APRIL	241,940.18	
Receipts MAY	8,309.38	
Receipts JUNE	2,500.12	
Receipts JULY	9,029.69	
Receipts AUGUST	1,398.52	
Receipts SEPTEMBER	252,670.30	
Receipts OCTOBER	11,910.99	
Receipts NOVEMBER	8,233.55	
Receipts DECEMBER	1,950.94	

*includes Precept 1 of 2*

*includes Precept 2 of 2*



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Receipts JANUARY	11,038.80	
Receipts FEBRUARY	6,433.49	See attached
Receipts MARCH	-	
<i>NDP: Income banked to NDP current a/c</i>	<i>2,700.00</i>	<i>No recent transactions</i>
<i>CED: Income banked to CED current a/c</i>	<i>10,000.00</i>	<i>No recent transactions</i>
<i>Lydney In Bloom: Income banked to LIB current a/c</i>	<i>1,955.70</i>	<i>No recent transactions</i>
<i>Youth Council: Income banked to YC current a/c</i>	<i>0.00</i>	<i>No transactions 2015/16 to date</i>
<b>Total Receipts YTD</b>	<b>570,071.66</b>	

### **PAYMENTS**

Payments APRIL	9,575.10	
Payments MAY	86,843.19	
Payments JUNE	35,413.57	
Payments JULY	36,437.84	
Payments AUGUST	47,123.79	
Payments SEPTEMBER	29,055.65	
Payments OCTOBER	68,630.08	
Payments NOVEMBER	38,675.67	
Payments DECEMBER	34,193.41	
Payments JANUARY	31,432.99	
Payments FEBRUARY	32,856.08	
Payments MARCH	33,120.81	Detailed below
Payments PRIOR TO YEAR END	-	
<i>NDP: Cheque Payments to date from NDP a/c</i>	<i>7,082.08</i>	<i>See Separate Financial Statement</i>
<i>CED: Cheque Payments to date from CED a/c</i>	<i>10,000.00</i>	<i>See Separate Financial Statement</i>
<i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i>	<i>1,489.06</i>	<i>See Separate Financial Statement</i>
<i>Youth Council: Cheque Payments to date from Youth Council a/c</i>	<i>0.00</i>	<i>No transactions 2015/16 to date</i>
<b>Total Payments YTD</b>	<b>501,929.32</b>	
	<b>387,200.75</b>	

Reconciled Bank Statements as at end	FEBRUARY		Bank statements attached
LLOYDS BANK - Current account		113,003.85	
<i>LLOYDS BANK - NDP - current</i>	<i>a/c to be closed</i>	<i>5,247.73</i>	<i>Balance to be transferred to LTC Earmarked (CPA)</i>
<i>LLOYDS BANK - CED - current</i>	<i>a/c to be closed</i>	<i>0.00</i>	
<i>LLOYDS BANK - Lydney In Bloom - current</i>		<i>645.24</i>	
<i>LLOYDS BANK - Youth Council - current</i>	<i>a/c to be closed</i>	<i>885.96</i>	<i>Balance to be transferred to LTC Earmarked (Youth Council)</i>
<i>LLOYDS BANK - LGPS - current</i>		<i>10.00</i>	
<b>LLOYDS BANK - Earmarked Reserves:</b>			
S106	29,191.50		
Lydney War Memorial	1,597.00		<i>£250 added Dec-15: 2015/16 contribution</i>
Play Areas (General)	8,000.00		
Play Areas (Roundabout)	10,500.00		<i>£2,500 added Dec-15: for roundabout</i>
Cemetery	13,842.14		
Cemetery: Memorial Testing	5,000.00		
Cemetery: Additional Burial Space	5,000.00		
Election Costs	7,500.00		
The Tack	1,760.00		<i>£240 transferred to Current a/c Nov-15</i>
Machinery	8,500.00		<i>£2,500 added Dec-15: 2015/16 contribution</i>
Town Events	5,000.00		
Corporate (CPA) Earmarked	4,296.62		
EA Earmarked	5,000.00		<i>EA contribution 2016/17 received in 2015/16</i>
LGPS Provision	5,000.00	<b>110,187.26</b>	
<b>LLOYDS BANK - General Reserve</b>		<b>157,305.21</b>	
		<b>267,492.47</b>	
<b>Bank Balances as at:</b>	<b>29-Feb-16</b>	<b>387,200.75</b>	<b>0.00</b> check

### **MARCH PAYMENTS**

#### Payments made by Direct Debit/Standing Order

			Chq. No	Description/Spending Power:
Konica Minolta	01.02.16	390.20	Qtrly DD	Photocopier
Glamorgan Telecom	02.02.16	264.00	Annual DD	Telephone
ATOS Fuel Genie	15.02.16	50.51	Mthly DD	Fuel
BNP Paribas (V0011523 - Fr Mach)	23.02.16	78.00	Qtrly DD	Telephone
Cablestream Ltd	24.02.16	132.88	Mthly DD	Telephone
Forest Equipment Services	26.02.16	760.81	Mthly STO	Litterpicking

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Forest Equipment Services: Cemetery	26.02.16	80.10	Mthly STO	Cemetery
Dean Truck Repairs	29.02.16	234.00	Mthly STO	Van Hire
<b>Direct Debits:</b>	<b>Sub total</b>	<b>1,990.50</b>		

**Interim Payments made in advance of meeting:**

LITE - contract		2,400.00	8181	Annual	Christmas
Lydney & District Twinning Association		500.00	8182	Ad hoc	Civic Expenses
<i>Travel Expenses - Cheque damaged</i>		<i>-123.60</i>	<i>8163</i>		<i>Chq damaged &amp; cancelled</i>
Travel Expenses - Replacement chq for chq 8163		123.60	8183		Replacement cheque
The Community HeartBeat Trust		781.20	8184	Ad hoc	Health & Safety
FoDDC (Garden Waste licences for 2016/17)		112.00	8185	Annual	Cemetery
<b>Interim Payments:</b>	<b>Sub total</b>	<b>3,793.20</b>			

**Payments for approval at meeting held on: 14<sup>th</sup> March 2016**

Corporate: Payroll		12,782.61	BACS	Monthly	March
Corporate: HMRC		3,722.51	BACS	Monthly	March
Corporate: Glos LGPS		4,931.61	BACS	Monthly	March
Travel Expenses		40.00	8186	Ad hoc	Civic Expenses
Travel Expenses		89.05	8187	Ad hoc	2014/15 B'fwd
Arkell & Hurcombe (Bronzeworks)		93.00	8188	Ad hoc	Cemetery
Charles Saunders Ltd		28.94	8189	Bi-annual	Cemetery
Cleaning Products Ltd		30.50	8190	Bi-annual	Establishment Charges
Columbaria		84.00	8191	Ad hoc	Cemetery
Dean Mowers Ltd		80.17	8192	Ad hoc	Machinery
FES re Ridler Road Dog bin		23.09	8193	Monthly	Litterpick - dog bins
GAPTC (Sub 1.4.16-31.3.17)		2,209.16	8194	Annual	Subscription
Greenworks Washrooms		84.00	8195	Annual	Establishment Charges
Hartpury College		420.00	8196	Ad hoc	2014/15 B'fwd / Training
P Hurcomb		170.00	8197	Ad hoc	Building Maintenance
Institute of Groundsmanship		150.00	8198	Annual	Subscription
Light Fantastic DIY Ltd		82.66	8199	Monthly	Building Maintenance / Christmas
Monmouthshire CC		108.00	8200	Ad hoc	2014/15 B'fwd
Oakey & Son Electrical Services		300.00	8201	Ad hoc	Christmas
Office Star		473.68	8202	Monthly	Stationery
Revill Mowers Ltd		880.23	8203	Ad hoc	Machinery
Sage		32.95	8204	Annual	Corporate
SLCC: Time Mgmt book		5.91	8205	Ad hoc	Training
TrunkArb Tree Surgery Ltd		226.80	8206	Ad hoc	Trees
Whitehouse Press Ltd		164.00	8207	Annual	Civic Expenses
Worksafely Ltd		70.74	8208	Ad hoc	PPE
Petty Cash		53.50	8209	Monthly	Estab Chgs, Mtg Costs, PPE, Play Equip
<b>Payments for approval:</b>	<b>Sub total</b>	<b>27,337.11</b>			
<b>TOTAL PAYMENTS</b>	<b>MARCH</b>	<b>33,120.81</b>			

**NEIGHBOURHOOD DEVELOPMENT PLAN:**

*See Separate Financial Statement*

**COMMUNITY ECONOMIC DEVELOPMENT:**

*See Separate Financial Statement*

**LYDNEY IN BLOOM:**

*See Separate Financial Statement*

**YOUTH COUNCIL:**

*No transactions in 2015/16 to date*

**A list of unpresented Cheques (For Information only)**

Forest Equipment Services		23.09		8165	
LITE		- 2,400.00		8181	
Lydney & District Twinning Association		- 500.00		8182	
Travel Expenses		123.60		8183	Replacement Cheque - original damaged
<b>Total</b>		<b>- 2,753.31</b>			



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### VIREMENTS

<u>Amount</u>	<u>From</u>	<u>To</u>
£750	Website	Grass Cutting
£500	Stationery	Subscriptions
£75	Allotments	Dog Bins
£25	Allotments	Machinery

### Monthly Financial Statement

Attention was drawn to the fact that the residue from the Lydney Neighbourhood Development Account had been transferred into earmarked reserves to cover the Community Projects Assistant role. Furthermore, that the Youth Council, the NDP and the Community Economic Development subsidiary bank accounts would be closed from 1 April 2016.

Receipt of the monthly payment schedule (Month 12) was **proposed by Cllr Ives, seconded by Cllr Pugh.** Unanimous.

Approval of the payments therefrom **proposed by Cllr Ives, seconded by Cllr Pugh.** Unanimous.

### 8b – 2016/2017 Council Tax Booklet

Cllr Pearman reminded Members of the previous dialogue which had taken place between the Council and the Billing Authority (Forest of Dean District Council) regarding the figures shown in the Council Tax Booklet for 2015/2016 which were felt to be misleading, as the Council's Precept for the year in question was £483,121 and not £438,851 as shown in the booklet.

Members were also informed of the discussion which had taken place at the February Full Council meeting of Forest of Dean District Council, during which the Town Council's Precept had been singled out by a District Cllr for Hartpury, despite other Parish/Town Council's budget deliberations resulting in a higher percentage increase in their Precept.

Responding to a question raised by Cllr Street, Members were advised to refer to the Council's press release, of which they were all provided with a copy, if they faced questions from the electorate regarding the Council's Precept for 2016/2017; a copy of which, together with supporting documentation, would be uploaded to the website.

### 8c – Grant Applications

Having declared an interest in this matter Cllrs Biddle and Pearman excused themselves from the chamber at this point.

Members were informed that it had not been possible to attain a Quorum at the February 2016 Finance and Scrutiny Committee meeting which necessitated the Committee's business being placed on the Full Council agenda.

Members were informed that £2,285.00 remained in the "Free Grants" budget for the current financial year; consideration was then given to the following grant applications:

### The Victoria Centre

It was **proposed by Cllr Ives, seconded by Cllr Preest,** that a grant of £250 would be awarded. Unanimous.

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## The Forest of Dean Opportunity Centre

It was **proposed by Cllr Ives, seconded by Cllr Harris** that a grant of £350 would be awarded. Unanimous.

Cllr Pugh excused himself from the meeting at this point.

## Lydney Community Centre

It was **proposed by Cllr Berryman** that a grant of £150 would be awarded to the Centre. Vote carried.

## Lydney Festival

It was **proposed by Cllr Berryman** that a grant of £1,500 awarded to Lydney Festival, with the proviso that Lydney Festival Committee would be requested to attend the next Amenities Committee meeting and provide a presentation and discuss how it could work with Lydney Town Council to organise an event in 2017. Vote carried.

## Lydney RFC

Members noted that they had now exhausted the “free grants” budget heading for the 2015/2016 financial year and the CEO was requested to inform the applicant they may re-apply for funding at the June Finance and Scrutiny Committee meeting the applicant would then be considered as a new application against Lydney Town Council’s grant criteria.

Cllrs Biddle, Pearman and Pugh returned to the meeting at this point.

## 8d – Delegated Powers

It was **proposed by Cllr Prest, seconded by Cllr Harris**, that Delegated Powers would be bestowed on the CEO and two Members in respect of the April payroll. Unanimous.

It was **proposed by Cllr Prest, seconded by Cllr Harris**, that Delegated Powers would be bestowed on the CEO and two Members in respect of a Month 13 payment run. Unanimous

Members were informed that the CEO had managed to negotiate a three year contract for the maintenance of the CCTV system at a rate of £1,572.00 including VAT per annum. **Proposed by Cllr Berryman.** Unanimous.

## 8e –Purchase of Commemorative Medals

Prior to the meeting Members were provided an overview of the cost of providing a commemorative coin or medal in respect of HM The Queen’s 90<sup>th</sup> birthday to each of the children who attended primary schools in the Town. Members noted that Lydney C of E School were linked with Aylburton Primary School and agreed that the Council should include pupil numbers at Aylburton Primary School when considering expenditure.

During discussion it was noted that the Primary Schools were not planning to provide a souvenir in respect of the occasion and a number of Councillors spoke in support of providing a commemorative coin or medal. After a short discussion it was **proposed by Cllr Harris, seconded by Cllr Pugh**, that the Council would purchase a sufficient quantity of commemorative coins (at a cost of £1.28 each, plus carriage and set-up charge) to provide each Primary School child with a coin. An **amendment to the motion was proposed by Cllr Prest**, that the Council would also write to Aylburton Parish Council, to ascertain if they would be agreeable to contribute towards the cost of providing commemorative coins to Aylburton Primary School children; the Council would still cover the cost if no contribution

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was forthcoming from Aylburton Parish Council. Cllr Harris accepted the amendment to her motion which was then put to the vote. Vote carried.

**Action by – the CEO**

### **8f – Public Works Loan Board**

Members noted that £100,634.35 remained outstanding on the Public Works Loan which had been taken out to rebuild the Pavilion in Bathurst Park following an arson attack for which there had been no insurance cover in place, which would take a further 6½ years to pay off.

During discussion it was highlighted that the debt should really be held against the Bathurst Park and Recreation Trust, not Lydney Town Council, as they were the organisation which managed Bathurst Park, which would then enable the Trust to show the true cost of providing the Park and for the electorate to better understand the cost both the Council and the individual Trusts.

### **8g – Daily Book/Procurement**

Due to attendance at the Society of Local Council Clerk's Practitioner's Conference, the CEO advised Members of the need to ensure that the Council complied with the Public Contract Regulations 2015. Members noted that the Council's future contracts would be closely examined in order to comply with relevant legislation.

## 9. **COUNCIL COMMITTEES**

Members noted that Cllr Beddis had resigned his seat as Amenities Committee Chairman due to work commitments (however, would remain as a Councillor/attend Full Council meetings).

Members considered the appointment of a new Chairman for the Amenities Committee. **Cllr Vaughan proposed** Cllr Harris for the position, **seconded by Cllr Pugh**. There being no other nominations the proposal was put to the vote which was carried unanimously. Cllr Harris was duly appointed as Amenities Committee Chairman.

Members then considered the appointment of a new Chairman for the Burial Committee. **Cllr Harris proposed** Cllr Street for the position, **seconded by Cllr Berryman**. There being no other nominations the proposal was put to the vote which was carried unanimously. Cllr Street was duly appointed as Burial Committee Chairman and noted the requirement to sit on the Personnel Committee afforded through his Chairmanship role. Cllr Harris expressed a desire to remain on the Burial Committee which was unanimously agreed by all Members.

## 10. **MESNE BEACON LIGHTING**

Cllr Biddle advised that it was possible to utilise a ladder to place wood etc in the beacon as material to be burnt and that it was customary to light the beacon from the ground through using a long pole with flammable material on the end. However, Cllr Biddle questioned who would be responsible for managing/insuring the event.

The CEO advised that the Council had not yet formally approved that it would light the Beacon (and therefore be responsible for managing the event). It was **proposed by Cllr Ives, seconded by Cllr Harris**, that the Council would be responsible for the event. It was agreed that a meeting would take place between Cllr Biddle, the CEO and the EO to discuss the arrangements for the event and insurance/risk assessment obligations, with the matter being an



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agenda item for the next meeting, including the appointment of a dignitary to light the Beacon and that the services of a local businessman would be arranged to provide the Council with the requisite assistance.

**Action by – Cllr Biddle, the CEO and the EO**

It was noted that if there was adverse weather the event would be cancelled on the morning.

11. **THE TACK**

Cllr Street advised that progress was still being made on access to The Tack.

12. **LAND EAST OF LYDNEY**

Cllr Preest advised that a meeting would take place between himself, Cllr Pearman and representatives of Gloucestershire County Council on 14 April 2016.

13. **CYCLE PATH**

**Lydney Revolutions**

Cllr Street advised that following a site meeting/walk through on 8 March 2016 Amey's contractors had agreed to design a cycle scheme which would start on Lydney Park Estate land at the entrance to the Recreation Ground and pass at the rear of Lydney Town Football Clubhouse, eventually linking up with the bridging point at the Lyd. It was noted that the route at the starting section would utilise kerbing in order to delineate it from Swan Road. Once the designs had been approved by Lydney Park Estate and Cllr Street funding would then be sought from Gloucestershire County Council in order to undertake the scheme.

**Parkend to Lydney Cycle Route**

Cllr Greenwood reported that no progress had been made and he expressed disappointment that The Tour of Britain would not include Lydney when it passed through the Forest of Dean.

14. **EDUCATION/YOUTH SERVICES IN LYDNEY**

Cllr Ives advised that he was seeking a permanent seat on the Board of Governors of The Dean Academy for the Council's representative for Education/Youth Liaison, however, such would need the approval of the current Governors before this could be achieved.

15. **CCTV**

Having declared an interest in this matter Cllr Berryman excused himself from the Chamber at this point.

Prior to the meeting Members were provided with a copy of the quotation which had been provided by Redhand for the upgrade of two CCTV cameras to HD quality, the provision of a number plate recording device, the installation of two CCTV cameras at Bathurst Pool, the installation of a mast and supply of associated peripherals at a cost of £3,986.64 including VAT.

Members were informed that the new HD CCTV cameras would provide increased image quality to law enforcement and would allow number plates to be captured through the use of a separate device. Members were also provided with a quotation for a mobile CCTV facility which was technologically more advanced than those recently purchased by Forest of Dean District Council which were easier to deploy, possessed a greater storage capacity for images and allowed the user the ability to "fast forward" through the recorded imagery to the relevant point. It was noted that the cost of the system amounted to £900-£1,200 plus VAT and installation.



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Cllr Pearman provided Members with an overview as to the decision taken by the Council not to participate in the mobile CCTV scheme which had been offered by Forest of Dean District Council. The CEO informed Members that the “Friends of Bathurst Pool” were willing to contribute towards the cost of the upgraded CCTV system for the Town, which would then enable the Council to purchase the mobile CCTV system, should it wish.

During discussion Members acknowledged the benefit which a mobile system would offer residents and it noted that the Council would work with Gloucestershire Police on its deployment in the Town. It was **proposed by Cllr Harris, seconded by Cllr Vaughan**, that the Council would accept the quotation for the upgrade of two CCTV cameras to HD quality, the provision of a number plate recording device, the installation of two CCTV cameras at Bathurst Pool, the installation of a mast and supply of associated peripherals at a cost of £3,986.64 including VAT. Furthermore, that the Council would purchase the equipment irrespective of whether the “Friends of Bathurst Pool” would provide a contribution towards the cost of the equipment. Vote carried.

It was agreed that if insufficient funding remained in the current budget to purchase the equipment the Council to utilise its General Reserves to cover the purchase.

**Action by – the CEO**

Attention was then focused on the mobile CCTV system. It was **proposed by Cllr Harris, seconded by Cllr Rudge**, that the Council would purchase a mobile CCTV system for the cost of £900-£1,200 plus VAT and installation. Vote carried.

**Action by – the CEO**

Cllr Berryman returned to the chamber at this point and was informed of the decision taken by Council.

### 16. **FORMAL CORRESPONDENCE RECEIVED**

- Forest of Dean District Council – E-mail from Michala Lee, Communications Officer, advising that the Scrutiny Task Group had published their findings and draft recommendations following an investigation into irresponsible shepherding in West Dean Parish.
- Forest of Dean District Council – E-mail from Faye Cross, Corporate Support Officer, advising that nominations were now being received for this year’s Pride of the Forest awards to be held at Bells Golf Club on Friday 20 May 2016.
- Gloucestershire County Council – E-mail from Pete Bungard, Chief Executive, advising of the plan by the District Councils of Oxfordshire to create four unitary Councils within the area of Oxfordshire and beyond and the impact that the proposals would have on the District.
- Gloucestershire Playing Fields Association – Providing a copy of the latest edition of The Playing Field newsletter.
- Forest of Dean District Council – E-mail from Nikki McLean, Community Engagement Officer, providing a copy of the minutes of the last Community Safety Partnership meeting.
- Lydney and District Twinning Association – E-mail from Mrs Judy Capps expressing appreciation for the Council’s donation of £500.00.
- Lydney NDP – E-mail from Cllr Pearman advising all NDP members of an extract Forest of Dean District Council were sending to all Statutory Consultees advising of the “made” status of the NDP.

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- Forest of Dean District Council – E-mail from Michala Lee, Communications Officer, providing a copy of a press release regarding the Lydney “Our Future” event due to take place in Lydney Town Hall on Tuesday 15 March 2016.
- Gloucestershire County Council – E-mail from Sarah Black, Media Team providing a press release regarding the car park extension at Lydney Train Station.
- Higher Lydney Park – copies of e-mail correspondence between Base Estates, MMC Land & Regeneration Ltd and Gloucestershire Highways in relation to the roundabout on the A48 leading to the entrance to Higher Lydney Park (Oakdale).
- County Cllr Preest – e-mail attaching a copy of the Cotswold Unitary Bid – FAQs.
- Forest of Dean District Council – E-mail from Michala Lee, Communications Officer, attaching a press release regarding the need for Community Representative to be appointed to the Council’s Audit and Standards Committees.

Cllr Greenwood excused himself from the meeting at this point.

- Forest of Dean District Council - Ltr from Monitoring Officer regarding Lydney Town Council’s Precept. Members were provided with Lydney Town Council’s proposed formal response. It was **proposed by Cllr Harris, seconded by Cllr Street**, that the Council’s formal response would be sent to Forest of Dean District Council. Vote carried.

### 17. COMMITTEE & OTHER REPORTS

#### Amenities Committee

Members noted that the draft minutes of the last meeting were available from the Town Council’s website/hard copy in Public Minute Books.

#### Burial Committee

Members noted that the draft minutes of the last meeting were available from the Town Council’s website/hard copy in Public Minute Books.

#### Planning & Highway Committee

Members noted that the draft minutes of the last meeting were available from the Town Council’s website/hard copy in Public Minute Books.

#### Finance & Scrutiny Committee

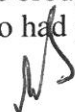
Members noted that the draft minutes of the last meeting were available from the Town Council’s website/hard copy in Public Minute Books.

#### Personnel Committee

Members noted that the approved minutes of the last meeting were available from the Town Council’s website/hard copy in Public Minute Books.

#### NDP Steering Group

Cllr Pearman advised that the final meeting of the NDP Steering Group had taken place shortly after the Referendum. It was noted that various projects were now coming forward as a result of the NDP and Cllr Pearman expressed thanks to everyone who had engaged with the NDP for their support. Cllr Berryman expressed thanks to Cllr Pearman and the NDP Steering Group for all their efforts for ensuring that the NDP was brought to a successful conclusion. Cllr Pearman paid tribute to the NDP Administrator who had played a key role in the formation of the NDP and its successful Referendum.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/03/14 – 126

## CED Steering Group

Cllr Pearman advised that Wendy Jackson, Forest of Dean District Council, had successfully completed a funding bid for the Group and a meeting would take place at Lydney Town Hall on Tuesday 15 March 2016 from 6.30 pm in order for interested parties to learn about the Plan. The CEO highlighted that the funding obtained by Forest of Dean District Council (£10,000) was awarded to the Group but held in a separate bank account by the Town Council (details of which were provided to Members as part of the Town Council's Financial Statement). However, if any future funding/development work was planned the Group would need to decide if it wished to continue under the auspices of Lydney Town Council or if it wished to act separately to that of the Town Council and therefore take responsibility for its own financial management/decisions made.

## Community Safety Partnership

Cllr Ives advised at the last meeting only two issues were of relevance to the Council, namely the formation of a Drop In Centre in the Forest of Dean which offered financial help for those seeking court matters and the provision of a mapping service for domestic violence in the Forest of Dean.

## Chartered Parishes Group

Cllr Ives advised that he had attended a meeting on 9 March 2016 and he questioned the relevancy of sending a representative to the meeting. Members were reminded that the Council had signed the Gloucestershire Charter and were required to send a representative to such meetings.

## Forest of Dean Health Forum

Cllr Vaughan advised that she was not able to attend Forum meetings.

Cllr Pugh advised that he had attended the last meeting on 1 March during which a presentation was received on the delivery of childcare services in the Forest of Dean. Members were also encouraged to participate in the "Living a Healthy Life in Gloucestershire" survey which was currently being undertaken.

## 18. DISTRICT COUNCILLORS REPORT

No report was received.

## 19. COUNTY COUNCILLOR REPORT

Prior to the meeting Members were provided with a copy of the report which had been received from County Cllr Preest which was duly noted.

## 20. COUNCILLORS REPORT

Cllr Pearman advised that he had attended the Flood:RE meeting on 3 March 2016 at Kingsholme, Gloucester and provided Members with a précis of the meeting, which focused on the project which had been devised to offer affordable insurance to homeowners whose properties had previously been flooded/were classed "at risk" of flooding.

Cllr Preest enquired when the Council would be permitted to discuss the issue of Wild Boar on Primrose Hill Meend. The CEO informed Cllr Preest of the previous discussions which had taken place on the matter, the need for Members to familiarise themselves with previous minutes where the issues had been discussed and the need for six Councillors to request in writing that the matter be a future agenda item for the Amenities Committee.

Cllr Pugh advised that he had recently attended a Citizens Advice Bureau Board (CAB) meeting, provided Members with an overview of the work undertaken in Lydney by the organisation, highlighted the fact that the Council had not provided a grant to the CAB since 2013. Cllr Pugh

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/03/14 – 127

requested an agenda item for the June Finance and Scrutiny Committee meeting that the Council consider awarding an annual grant to the CAB.

**Action by – the CEO**

Cllr Rudge advised that HGVs were still travelling along Hams Road to access J D Norman. It was noted that the Council had previously written to the organisation on the issue and liaised with Gloucestershire County Council to ensure that signage was erected on the A48 entrances to the Town advising that access to the site was via the By-pass.

Cllr Rudge expressed concern over the condition of the footpaths in Severn Road and reported that an elderly lady had fallen as a result of their poor condition. County Cllr Preest agreed to relay the concerns to officers at Gloucestershire County Council.

**Action by – County Cllr Preest**

Cllr Christodoulides expressed concern over the condition of Hams Road. County Cllr Preest agreed to raise the matter with Mr Brian Watkins, Gloucestershire County Council and advised that said Authority were awaiting receipt of a windfall from Central Government for pothole repairs.

**Action by – County Cllr Preest**

Cllr Biddle reported that Dr Sharma would be retiring shortly and questioned if the Council wished to mark his length of service to the Town. It was agreed that a congratulatory letter would be sent to Dr Sharma.

**Action by – the CEO**

Cllr Street advised that the vegetation he reported at the last Planning and Highway meeting had yet to be removed and was continuing to spread along the wall and restrict the width of the footpath. The CEO agreed to write to the homeowner/request that Groundstaff address the matter.

**Action by – the CEO**

Cllr Harris expressed concern over the level of dog excrement in Steel Avenue and Klondyke and advised that she had expressed concern to Forest of Dean District Council Streetwardens.

21. **PRESS RELEASE**

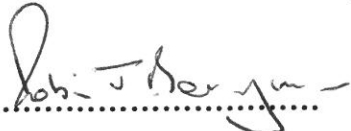
Members were provided with a copy of the press release which had been issued in response to comments made at the February Full Council meeting at Forest of Dean District Council. It was agreed that the press release would also be posted on the Town Council's Facebook page.

22. **MEETING DATES**

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

- Tuesday 29 March 2016 6.30 pm - Burial Committee Meeting
- 11 April 2016 6.00 pm - Charitable Trust Meetings
- 7.00 pm - Planning & Highway Committee Meeting
- Full Council

Meeting closed at 9.40 pm

Chairman ..... 

Date ..... 11/4/2016

## Actions from Full Council meeting on 8 February 2016

Agenda Item	Action
7.	<p>CEO to:</p> <ul style="list-style-type: none"><li>• Complete a “Managed Solution” agreement on behalf of the Bathurst Park and Recreation Trust in respect of a Defibrillator and external cabinet for siting in Bathurst Park. <b>Done</b></li><li>• Purchase an external defibrillator cabinet in respect of Lydney Town Council’s Defibrillator. <b>Order placed</b></li><li>• Enter into an annual service agreement with the Community Heartbeat Trust in respect of the Council’s Defibrillator. <b>Order placed</b></li><li>• Arrange for the Town Council’s Defibrillator and external cabinet to be insured under the Council’s Policy. <b>Pending - Order placed</b></li><li>• Arrange for an electricity supply to be provided for the external cabinets in Bathurst Park and Lydney Town Council’s Office. <b>Pending - Order placed</b></li></ul>
9.	<p>Trust Secretary and members of Bathurst Park and Recreation Trust Working Party to arrange an event in Bathurst Park on 23 April 2016 to commemorate HM The Queen’s 90<sup>th</sup> Birthday. <b>Arrangements in place/BHPT to note at next meeting</b></p>
11.	<p>CEO to ensure that the Lydney Flood Defence Stakeholder Group consider the amalgamation of the Lydney Flood Resilience Plan with Lydney’s Community Emergency Plan at their next meeting. <b>Agenda item for next stakeholder meeting</b></p>
19.	<ul style="list-style-type: none"><li>• Cllrs Pearman and Ives to attend the Flood Re Regional Roundtable in Gloucester on 3 March 2016. <b>Verbal update Cllrs Pearman/Ives</b></li><li>• CEO to invite Forest Active Community Trust to complete a Grant Application form for consideration by the Finance &amp; Scrutiny Committee. <b>Advised accordingly</b></li></ul>

