

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/04/11 – 128

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 11 April 2016 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, J Greenwood, C Harris, H Ives, C Legg, B Pearman, A Preest, D Pugh and D Street

District Cllr Simpson  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

---

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

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Beddis.

Cllr Berryman read out the resignations letters which had been received from Cllrs Rudge and Vaughan, the contents of which were duly noted.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 14 March 2016 was **proposed by Cllr Ives, seconded by Cllr Harris.** Unanimous.


4. **POLICE MATTERS**

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

Cllr Ives welcomed the substantial decrease in crime which was shown in the report.

5. **OPEN FORUM**

District Cllr Simpson, 36 Grove Road, Lydney – Agenda Item 15 – District Cllr Simpson informed Members that he had attended a meeting recently with 50 members of the public to discuss the Holmes Farm planning application during which concern had been expressed regarding drainage in Templeway West and the proposed site entrance close to Lydney Hospital.

District Cllr Simpson also reported that members of the public had contacted Gloucestershire Highways to complain about the condition of the road surface in Church Road on the far side of the Bypass. Members were informed that Gloucestershire Highways had not provided a response to said members of the public and District Cllr Simpson had raised the issue with County Cllr Preest. 

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/04/11 – 129

### 6. COMMUNICATIONS BY THE MAYOR

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

- Opening of Tourist Information Centre at Coleford
- Visit to Lydney Town Council Chamber by Primrose Hill School Council
- Easter Play by Primrose Hill School
- Re-presentation of medals by Royal British Legion – Lydney Branch to families who lost two sons in the First World War

### 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 also reminded that the Annual Town Meeting would take place in Lydney Town Hall on Monday 18 April 2016 at 7.00 pm.
- Members were provided with a copy of Legal Topic Note 39 relating to Copyright. Noted.

#### Defib

Members were informed that the external cabinets for the Town Council and the Bathurst Park and Recreation Trust had now been fitted. Accordingly, each defibrillator had been placed inside the relevant cabinet and were fully operational.

Members were informed that members of the public would be required to ring 999 to gain the access code to the cabinets, however, Town Council staff had been provided with the access code for maintenance purposes.

### 8. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

APRIL 2016

#### Opening Bank Balances as 1st April 2016

		<u>2015/16 Commitments Brought Forward</u>
LLOYDS BANK - Current account	99,847.90	£59,927.15
LLOYDS BANK - Lydney In Bloom - Current	560.74	
LLOYDS BANK - LGPS - Current	10.00	
LLOYDS BANK - NDP - Current	a/c to be closed 0.00	
LLOYDS BANK - CED - Current	a/c to be closed 0.00	
LLOYDS BANK - Youth Council - Current	a/c to be closed 0.00	Balance moved to Youth Council E/M Reserve Mar-16
<b>LLOYDS BANK - Earmarked Reserves:</b>		
S106	29,191.50	
Lydney War Memorial	1,597.00	
Play Areas (General)	8,000.00	
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	
Machinery	8,500.00	
Town Events	5,000.00	
NDP Earmarked	4,296.62	
EA Earmarked	5,000.00	
LGPS Provision	10,000.00	
<b>LLOYDS BANK - General Reserve :</b>	<b>104,687.26</b>	
	<b>158,483.74</b>	<b>263,171.00</b>
	<b>363,589.64</b>	<b>363,589.64</b>



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/04/11 – 130

### 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

due Precept 1 of 2

due Precept 2 of 2

*Lydney In Bloom: Income banked to LIB current a/c*

0.00  
 Total Receipts YTD 0.00

No recent transactions

### PAYMENTS

Payments APRIL  
 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

5,513.74

Detailed below

*Lydney In Bloom: Cheque Payments to date from LIB a/c*

0.00  
 Total Payments YTD 5,513.74  
358,075.90

No recent transactions

<b>Reconciled Bank Statements as at end</b>		<b>MARCH 2016</b>		
<b>LLOYDS BANK - Current account</b>			94,334.16	
<b>LLOYDS BANK - Lydney In Bloom - Current</b>			560.74	
LLOYDS BANK - LGPS - Current			10.00	£2,500 from LTC 16.11.15
LLOYDS BANK - NDP - Current	<i>a/c to be closed</i>		0.00	
LLOYDS BANK - CED - Current	<i>a/c to be closed</i>		0.00	
LLOYDS BANK - Youth Council - Current	<i>a/c to be closed</i>		0.00	Balance moved to Youth Council E/M Reserve Mar-16
<b>LLOYDS BANK - Earmarked Reserves:</b>				
S106	29,191.50			
Lydney War Memorial	1,597.00			
Play Areas (General)	8,000.00			
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			
Machinery	8,500.00			
Town Events	5,000.00			
NDP Earmarked	4,296.62			
EA Earmarked	5,000.00			
LGPS Provision	10,000.00	<b>104,687.26</b>		
<b>LLOYDS BANK - General Reserve</b>		<b>158,483.74</b>	<b>263,171.00</b>	
<b>Bank Balances as at:</b>	<b>31-Mar-16</b>		<b>358,075.90</b>	<b>0.00</b> check

### APRIL PAYMENTS

**Payments for approval at meeting held on:**

**11 April 2016**

*Corporate: Payroll* via Delegated powers  
*Corporate: HMRC* via Delegated powers  
*Corporate: Glos LGPS* via Delegated powers

**Chq. No**

**Description/Spending Power:**

L Cole Electrical Contractors	150.00	8281	Ad hoc	Health & Safety
Columbaria	84.00	8282	Ad hoc	Cemetery
Dean Mowers Ltd	7.50	8283	Ad hoc	PPE
Ellis Whittam	2,117.50	8284	Annual	Employment Consultant



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/04/11 – 131

Gloucestershire Enterprise Limited	570.00	8285	Ad hoc	Training
ILSH Media Ltd	210.00	8286	Ad hoc	Corporate
Kane Mailing Systems Ltd	192.00	8287	Annual	Establishment Charges
Network Connections (UK) Ltd	1,572.00	8288	Annual	CCTV
Office Star	123.48	8289	Monthly	Stationery
Expenses	32.50	8290	Ad hoc	Civic Expenses
Expenses	427.85	8291	Ad hoc	B'fwd / Corporate
Petty Cash	26.91	8292	Monthly	Estab Chgs, Mtg Costs, Machinery
<b>Payments for approval:</b>	<b>Sub total</b>	<b>5,513.74</b>		
		<hr/>		
<b>TOTAL PAYMENTS</b>	<b>APRIL</b>	<b>5,513.74</b>		
		<hr/> <hr/>		

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

Arkell & Hurcombe (Bronzeworks)	93.00	8188
GAPTC	2,209.16	8194
Expenses	33.80	8210
Expenses	28.00	8211
FoDDC	60.00	8212
FoD Children's Opportunity Centre	350.00	8213
Lydney Community Centre	150.00	8214
Lydney Festival	1,500.00	8215
Victoria Centre	250.00	8216
FES re Ridler Road Dog bin	46.18	8217
JRB Enterprise Ltd	306.00	8218
Monmouthshire CC	10,944.00	8220
Revill Mowers Ltd	299.35	8221
Whitehouse Press	435.00	8222
<b>Total</b>	<b>16,704.49</b>	

### Month 13 Payments

Attention was drawn to the Month 13 payments which had been addressed under Delegated Powers. Acceptance **proposed by Cllr Harris, seconded by Cllr Ives.** Unanimous.

### End of Year 2015-2016

Members were asked to consider/approve acceptance of the end of year balance/bank reconciliation figures (as audited by the Independent Internal Auditor/shown on the Annual Return). Members were also provided with copies of the Interim Internal Audit and End of Year Audit 2015-16 report which had been provided by the Council's Independent Internal Auditor. **Proposed by Cllr Harris, seconded by Cllr Pugh.** Unanimous.

Cllr Harris called for the Council's thanks to be conveyed to the Finance Assistant for providing Members with 2015-2016 Year End information so shortly after the financial year end.

### Annual Return

#### Section 1 – Annual Governance Statement 2015/16

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 1 – Annual Governance Statement 2015/16 are correct. **Proposed by Cllr Harris, seconded by Cllr Pugh** and the Mayor was instructed to sign. Unanimous.





# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/04/11 – 132

## Section 2 – Accounting Statements for 2015/16

To consider/certify that for the year ending 31 March 2016 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 Harris, seconded by Cllr Pugh** and the Mayor was instructed to sign. Unanimous.

## Monthly Financial Statement 2016-2017 – Month 1

Members were reminded that the Youth Council, the NDP and the Community Economic Development subsidiary bank accounts would be closed.

Receipt of the monthly payment schedule (Month 1) was **proposed by Cllr Ives, seconded by Cllr Harris**. Unanimous.

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

## Monthly Financial Statement – 2016/2017 Financial Year

Members were reminded that funding would be transferred between the Town Council's accounts at the start of the new financial year in order to reflect on-going resolutions (e.g. funding for a new Cemetery to be transferred into earmarked Reserves, etc). Furthermore, that the Youth Council, Neighbourhood Development Plan and Community Economic Development subsidiary accounts would be closed, and the balance transferred to the Town Council.

Receipt of the monthly payment schedule (Month 1) was **proposed by Cllr Ives, seconded by Cllr Harris**. Unanimous.

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

## 8b – Donation to Lydney Recreational Grounds Trust

Members were reminded of the work which had been undertaken by the Trust in recent months in order to improve the visual appearance of Lydney Lake and its environs for the benefit of greater public use. Accordingly, Members were asked to consider making a further donation of £15,000 to replenish the Trust's account following expenditure on said work.

After a short discussion it was **proposed by Cllr Harris, seconded by Cllr Pearman**, that a further donation of £15,000 would be bestowed on the Trust in order to replenish the Trust's finances which had been depleted due to the work which had been undertaken. Unanimous.

**Action by – the CEO**

## 9. MESNE BEACON LIGHTING

Cllr Biddle reported that a meeting had taken place between himself, the CEO and the EO to discuss the arrangements for the event, which were in hand. Members were informed that the Beacon would be lit at 8.30 pm and it was agreed that the Deputy Mayor, Cllr Pearman, would light the Beacon.

It was noted that as part of the Risk Assessment for the event, Councillors would be required to attend and act as Marshals. Cllrs Street, Harris, Christodoulides, Pugh, Greenwood, Biddle and Ives committed to attend and marshal the event; Cllr Preest felt that he may possibly be able to attend.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/04/11 – 133

Members were informed that Dr Sharma had kindly agreed to take photos of the event, a selection of which would be forwarded to HM The Queen's Pageantmaster.

10. **THE TACK**

Cllr Street advised that he awaited confirmation of a meeting date with English Nature in order to discuss the proposed wording on the information boards.

11. **LAND EAST OF LYDNEY**

Cllr Preest advised that he and Cllr Pearman were shortly to meet with Officers from Gloucestershire County Council to discuss a number of issues, including land east of Lydney. Accordingly, a report would be made at the May meeting.

12. **CYCLE PATH**

**Lydney Revolutions**

Cllr Street advised that Officers from Amey were finalising their scheme.

**Parkend to Lydney Cycle Route**

Cllr Greenwood reported that he had been unable to obtain a response from officers at Forest of Dean District Council and the Forestry Commission. Cllr Preest advised that Gloucestershire County Council had appointed an all-party group for cycling in Gloucestershire, of which he had been appointed a member. Cllr Preest informed all present that funding was available for schemes and gave a commitment to forward such information to the Town Council.

13. **FORMAL CORRESPONDENCE RECEIVED**

- Mr Lewis – Letter requesting explanation for the increase in Lydney Town Council's Precept. *(Copy of letter and response tendered by CEO provided to Members).*
- Mr Lewis – Letter referencing the percentage increase shown against Lydney Town Council's Precept displayed in Forest of Dean District Council's Council Tax Booklet and requesting an explanation regarding same. *(Copy of letter and response tendered by CEO provided to Members).*
- Campaign to Protect Rural England Gloucestershire Branch – Invitation to attend the AGM on 4 May 216 at Stowell Park, arrival 1.30 pm for 2.30 pm start.
- Gloucestershire County Council – Press release advising that Gloucestershire County Councillors were united in opposition to Cotswold District Council's unitary plans.
- Friends of Lydney Hospital (FOLH) – Letter from FOLH Chairman in response to the Article in The Forester which suggested the Northern Quarter would be the best place to site a new community hospital for the Forest of Dean. Furthermore, a meeting with Members of Lydney Town Council and Forest of Dean District Council was requested in order that it may be understood how each may contribute towards the debate.  
**Meeting to take place with Lydney Town Council Members on 13 April 2016 at 10.30 am. Open invitation issued to all Councillors to attend.**
- Forest of Dean District Council – E-mail from Karen Rushworth providing an update regarding Lydney Town Council's Flood Plan.
- Historic England – E-mail received from Alice Grey, Casework and Analysis Coordinator, advising that Historic England was considering Lydney War Memorial for addition to the List of Buildings of Special Architectural or Historic Interest as part of their response to the centenary of the First World War. **CEO to ascertain that Council's previous resolution to place granite plaques on the memorial will still be permissible.**



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2016/04/11 – 134

- Forest of Dean District Council – Advising that no further action will be taken regarding Lydney Town Council’s comments on Precept published in the local press.

### 14. 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

It was **proposed by Cllr Pearman, seconded by Cllr Harris** that the item would be removed from the Full Council Agenda, due to the NDP being “Made” and its bank account closed. Unanimous.

#### CED Steering Group

Cllr Pearman extended an open invitation to all Members to attend the next CED meeting which would take place at Lydney Community Centre on 13 April 2016 at 6.30 pm.

#### Lydney Coastal Communities Team

Cllr Pearman reported that funding of £50,000 had been successfully gained for the refurbishment of the swing bridge and that approval to carryout work on the Scheduled Ancient Monument had been granted. It was anticipated that the refurbishment work would be undertaken by Mabey Bridge.

#### Community Safety Partnership

Cllr Ives advised that no meeting had taken place since the last Full Council meeting.

#### Chartered Parishes Group

Cllr Ives advised that no meeting had taken place since the last meeting and questioned the benefits of Membership, as the majority of Parish/Town Councils did not attend said meetings. The CEO gave a commitment to provide Cllr Ives with a copy of the Gloucestershire Charter in order that a representative may be appointed at the Annual Council meeting.

**Action by – the CEO**

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/04/11 – 135

## Forest of Dean Health Forum

Cllr Pugh advised that the last meeting had been attended by the whole of the management structure for Gloucestershire Healthcare, during which two scenarios were put to the panel. Cllr Pugh gave an overview of the responses which had been provided and highlighted the lack of provision for specialist psychiatric care for Gloucestershire.

## 15. DISTRICT COUNCILLORS REPORT

No report was received.

## 16. COUNTY COUNCILLOR REPORT

County Cllr Preest reminded Members of his commitment to communicate pertinent information via e-mail at the time it was received, rather than consolidate the information into a monthly report. Furthermore, County Cllr Preest reported that Mr Mark Harper MP had received a response from Natural England following Cllr Preest's motion that the Forest of Dean should be designated an Area of Outstanding Natural Beauty; it was noted that due to a lack of funding by Natural England new designations would not be discussed until 2018-2019.

## 17. COUNCILLORS REPORT

Cllr Pearman advised that on behalf of the Mayor he had attended an Angus Buchanan event in Coleford and also a medal presentation ceremony at The Royal British Legion Lydney.

Cllr Ives reported that he was in discussion with The Dean Academy regarding the possibility of the Council being afforded a seat on the Board of Governors. It was noted that prior to the Annual Council Meeting Cllr Ives would meet with the Chairman of the Governors to discuss the proposal.

Cllr Ives also reported that he had also introduced a local company who were seeking a meeting with The Dean Academy; meeting to take place on 15 April 2016.

Cllr Preest called for the Council to offer its congratulations to Lydney Town Band on their successful qualification to the National Finals which would take place in Cheltenham in September. It was noted that Lydney Town Band were the only Forest band to qualify for the Finals.

**Action by – the CEO**

Cllr Biddle expressed frustration that BT did not seem to be progressing with their provision of fibre optic broadband to rural communities.

Cllr Biddle requested that consideration be given to planting additional daffodils on Highfield Hill.

Noting that it had been announced that Berkeley would be receiving intermediate waste from Oldbury, Cllr Greenwood expressed concern that no provision had been included in an emergency response action plan for a nuclear incident at the plant. Accordingly, Cllr Greenwood had attended a meeting with Officers at Forest of Dean District Council to discuss the matter and highlighted that Magnox had submitted an updated Hazard Assessment which stated that the waste did not present a risk which would require such a plan. Cllr Greenwood gave a commitment to progress the matter.





# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/04/11 – 136

Cllr Pugh advised that since the last meeting he, together with Cllr Harris, had undertaken a Councillor Surgery at the Co-operative Store during which many members of the public welcomed the initiatives which had been carried out to improve the visual appearance of the Town.

Cllr Harris voiced agreement with the sentiments expressed by Cllr Pugh and expressed appreciation of the work undertaken by one of the Council's longest serving member of staff whose conduct and attitude, Cllr Harris felt, was a credit to the Council.

Cllr Preest advised that signalisation of Highfield Road would commence on 23 May 2016, during which the road surface would be addressed.

18. **PRESS RELEASE**

Nothing to report.

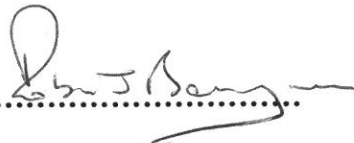
19. **MEETING DATES**

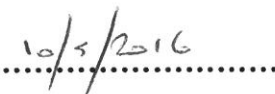
As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

- 18 April 2016                      7.00 pm    -    Annual Town Meeting (to be held at Lydney Town Hall)
- 9 May 2016                         7.00 pm    -    Full Council

Cllr Berryman announced that the Amenities Committee meeting scheduled for 25 April 2016 had been cancelled due to lack of business.

Meeting closed at 8.20 pm

Chairman ..... 

Date ..... 

### Actions from Full Council meeting on 14 March 2016

Agenda Item	Action
8e.	CEO to purchase sufficient quantity of a coin to commemorate HM The Queens 90 <sup>th</sup> Birthday to provide one to each Primary School child. <i>Done</i>
10.	Cllr Biddle, CEO and EO to formulate arrangements for lighting the Primrose Hill Mesne Beacon on HM The Queen's 90 <sup>th</sup> birthday, with the matter being an agenda item for the next meeting. <i>In progress</i>
15.	CEO to place orders for the upgrade of the CCTV system and the provision of a mobile CCTV system. <i>Done</i>
16.	CEO to submit the Council's formal response to Forest of Dean District Council. <i>Done</i>
20.	<ul style="list-style-type: none"><li>• CEO to arrange for an agenda item to be included on the June Finance and Scrutiny Committee Agenda concerning consideration of an annual grant to the Citizens Advice Bureau. <i>Pending</i></li><li>• County Cllr Preest to relay concerns expressed over the condition of the footpaths in Severn Road to officers at Gloucestershire County Council. <i>Update pending – Cllr Preest</i></li><li>• County Cllr Preest to raise the condition of Hams Road with Mr B Watkins, Gloucestershire County Council. <i>Update pending – Cllr Preest</i></li><li>• CEO to send a congratulatory letter to Dr Sharma on his retirement. <i>Done.</i></li></ul>

AS