

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2016/02/08 – 107

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 February 2016 at 7.03 pm.

PRESENT: Cllrs B Berryman, R Christodoulides, J Greenwood, C Harris, H Ives, C Legg, B Pearman, A Preest, D Street and C Vaughan

PCSO T Oliver – Agenda item 4 only
District Cllr J Simpson
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Members were informed that the joint presentation by Officers from the Forest of Dean District Council and the Environment Agency had been postponed due to the adverse weather which had been experienced requiring Officers to work night shifts. Cllr Preest expressed frustration that the presentation had been postponed yet again.

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 and Biddle.
2. **DECLARATIONS OF INTEREST**
None.
3. **MINUTES OF PREVIOUS MEETING**
Approval of the minutes of the Town Council meeting held on 11 January 2016 and the minutes of the Extra Ordinary Full Council meeting on 18 January 2016 was **proposed by Cllr Ives, seconded by Cllr Christodoulides. Unanimous.**
4. **POLICE MATTERS**
Members were provided with a copy of the report which had been received from the Police.

Cllr Berryman welcomed PCSO Oliver to the meeting. PCSO Oliver was pleased to report a reduction in the crime statistics with no report of shoplifting the previous month; that a successful awareness event (Don't Be Tricked) had taken place at Lydney Town Hall, with a further event taking place in Sedbury. PCSO Oliver also reported that increased patrols had been undertaken in the Parish.

District Cllr Simpson was given permission to address PCSO Oliver and sought an explanation as to why a member of the public in Grove Road, who had reported a crime a number of months prior, had not been contacted by the Police. Whilst PCSO Oliver offered his apologies, he gave a commitment to speak to his senior Officer regarding the issue.

Cllr Berryman gave a précis of the vandalism which had occurred at Bathurst Pool over the weekend and praised the service which he had received from the 101 Non-Emergency Service.

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5. **OPEN FORUM**

No requests to speak were received.

6. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman provided a précis of the meeting which had taken place between representatives of Lydney & District Twinning Association and Lydney Town Council concerning the event to commemorate 25 years of the organisation. Members were informed that the Association had recently amended their previous arrangements; a commemorative event would now take place on the evening of 6 May 2016 at Yorkley Community Centre.

7. **CEO'S 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:-

- Members were provided with copies of Legal Briefing Papers relating to Public Contracts Regulations 2015 & Procurement and were asked to retain these in their folders.
- Members were provided with a copy of the NALC Briefing note on the Housing and Planning Bill which was currently under debate, which included the requirement for all Local Authorities to have a Community Infrastructure Levy (CIL) Schedule in place by the end of 2016. Members voiced concern that Forest of Dean District Council had yet to commence work on their CIL Schedule.
- Members were reminded to inform the EO if they would be attending the Town Celebration and Mayor's Reception on 28 February 2016.
- Members were reminded that the Annual Town Meeting would take place in Lydney Town Hall on Monday 18 April 2016. All Committee Chairman/Trust Chairman had been requested to produce a report summarising the activities of their Committee/Trust over the last 12 months and Members were informed that attendance at the event was mandatory.

Health & Safety

Prior to the meeting Members were provided with a copies of a "Managed Solution" Agreement regarding the provision of a Defibrillator and cabinet for Bathurst Park (donated amount £1,995.00 plus VAT – four year minimum term), the provision of an external cabinet for the Defibrillator at Council Chambers (£500.00 plus VAT) , information on the Village Emergency Telephone System (VETS), information on an annual service agreement for both Defibrillators (£126.00 plus VAT per site per year – four year minimum term).

During discussion it was noted that the Bathurst Park and Recreation Trust had already agreed the location for the siting of the Defibrillator and would take out an annual service agreement. Members were informed that a "Managed Solution" Agreement required the supplier (the Community Heartbeat Trust) to replace the equipment if it became damaged, in addition to addressing all insurance/governance issues. It was **proposed by Cllr Ives, seconded by Cllr Legg**, that a "Managed Solution" agreement would be arranged on behalf of the Bathurst Park and Recreation Trust, (donation amount previously approved by Lydney Town Council). Unanimous.



Action by – the CEO

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It was proposed by Cllr Ives, seconded by Cllr Vaughan, that the Council would purchase an external defibrillator cabinet for £500.00 plus VAT and £25.00 carriage. Unanimous.

Action by – the CEO

It was proposed by Cllr Ives, seconded by Cllr Harris, that the Council would enter into an annual service agreement with the Community Heartbeat Trust in respect of the Council's Defibrillator at £126.00 plus VAT per year. Unanimous.

Action by – the CEO

It was proposed by Cllr Ives, seconded by Cllr Harris, that the Council would not avail itself of the VETS system. Unanimous.

Members were informed of the requirement to insure the Council's Defibrillator and external cabinet on an annual basis. It was proposed by Cllr Vaughan, seconded by Cllr Ives, that the aforementioned equipment would be insured under the Council's Policy (resulting in an additional charge of £40.68). Unanimous.

Action by – the CEO

The CEO advised Members that it would be necessary to provide an electricity supply at each site for the external cabinet, at a cost of £150.00 per site. It was proposed by Cllr Vaughan, seconded by Cllr Legg, that the expenditure would be approved. Unanimous.

Action by – the CEO

8. FINANCIAL MATTERS

FINANCIAL STATEMENT -

FEBRUARY 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	75,177.26
LLOYDS BANK - General Reserve	141,412.46	216,589.72
		319,058.41

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
Receipts JANUARY	11,038.80

includes Precept 1 of 2

includes Precept 2 of 2

See attached



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Receipts FEBRUARY

Receipts MARCH

NDP: Income banked to NDP current a/c

2,700.00

No recent transactions

CED: Income banked to CED current a/c

10,000.00

No recent transactions

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

1,955.70

No recent transactions

Youth Council: Income banked to YC current a/c

0.00

No transactions 2015/16 to date

Total Receipts YTD 563,638.17

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

Detailed below

Payments FEBRUARY

32,856.08

Detailed below

Payments MARCH

Payments PRIOR TO YEAR END

NDP: Cheque Payments to date from NDP a/c

5,947.48

See Separate Financial Statement

CED: Cheque Payments to date from CED a/c

2,872.11

See Separate Financial Statement

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

1,404.56

See Separate Financial Statement

Youth Council: Cheque Payments to date from Youth Council a/c

0.00

No transactions 2015/16 to date

Total Payments YTD 460,461.52

422,235.06

Reconciled Bank Statements as at end	JANUARY		Bank statements attached
LLOYDS BANK - Current account		140,416.00	
LLOYDS BANK - NDP - current		6,382.33	
LLOYDS BANK - CED - current		7,127.89	£2,500 from LTC 16.11.15
LLOYDS BANK - Lydney In Bloom - current		645.24	
LLOYDS BANK - Youth Council - current		885.96	
LLOYDS BANK - LGPS - current		10.00	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,597.00		£250 added Dec-15: 2015/16 contribution
Play Areas (General)	8,000.00		
Play Areas (Roundabout)	10,500.00		£2,500 added Dec-15: for roundabout
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		£240 transferred to Current a/c Nov-15
Machinery	8,500.00		£2,500 added Dec-15: 2015/16 contribution
Town Events	5,000.00		
NDP Earmarked	4,296.62		
EA Earmarked	5,000.00		EA contribution 2016/17 received in 2015/16
LGPS Provision	5,000.00	110,187.26	
LLOYDS BANK - General Reserve		156,580.38	266,767.64
Bank Balances as at:	31-Jan-16	422,235.06	0.00 check

FEBRUARY PAYMENTS

Payments made by Direct Debit/Standing Order

		Chq. No	Description/Spending Power:
BNP Paribas (X0039470 - Tph Sys)	07.01.16	330.00	Qtrly DD Telephone
ATOS Fuel Genie	13.01.16	131.25	Mthly DD Fuel
ADT Fire & Security	15.01.16	47.35	Qtrly DD Establishment Charges
ADT Fire & Security	15.01.16	189.59	Qtrly DD Establishment Charges
FoDDC Business Rates	22.01.16	62.00	Mthly DD Cemetery
Forest Equipment Services	26.01.16	760.81	Mthly STO Litterpicking
Forest Equipment Services: Cemetery	26.01.16	80.10	Mthly STO Cemetery

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Cablestream Ltd	27.01.16	132.35		Mthly DD	Telephone
Dean Truck Repairs	28.01.16	234.00		Mthly STO	Van Hire
Direct Debits:	Sub total	1,967.45			

Interim Payments made in advance of meeting:

<i>Travis Perkins - Cheque 'Lost in Post'</i>		-205.92	8126		<i>Chq issued 7.12.15</i>
<i>Travis Perkins - Replacement chq for chq 8126</i>		205.92	8160		<i>Replacement cheque</i>
Interim Payments:	Sub total	0.00			

Payments for approval at meeting held on: **8th February 2016**

Corporate: Payroll	12,831.52	BACS	Monthly	February
Corporate: HMRC	3,403.19	BACS	Monthly	February
Corporate: Glos LGPS	4,893.16	BACS	Monthly	February
Travel Expenses	24.70	8161	Ad hoc	Cllr Trng
Travel Expenses	28.00	8162	Bi-annual	Corp
Travel Expenses	123.60	8163	Ad hoc	B'fwd
3 Hill Street, Lydney	250.00	8164	Annual	Civic
Forest Equipment Services: Dog Bin	23.09	8165	Monthly	Dog bins
GAPTC	45.00	8166	Ad hoc	Cllr Trng
LITE	1,500.00	8167	Annual	Chmas
Lydney Engineering Co Ltd	280.66	8168	Quarterly	Est Chgs
Office Star	208.90	8169	Monthly	Stat
Rigby Taylor	1,487.88	8170	Annual	Gateways
Wellers Hedleys Solicitors LLP	1,411.20	8171	Ad hoc	Legal Fees
Worksafely Ltd	56.94	8172	Ad hoc	PPE/H&S
BPRT: VAT Repaid re Sep-Dec.15	1,361.33	8173	Quarterly	VAT Repaid
LRT: VAT Repaid re Sep-Dec.15	1,825.00	8174	Quarterly	VAT Repaid
Petty Cash	82.98	8175	Monthly	CED, Cem, Estab Chgs, Mtg Costs, Tph
Luke Cole Electrical	50.00	8176	Ad hoc	Building Maintenance
Dean Mowers	22.48	8177	Ad hoc	Machinery
SLCC	546.40	8178	Annual	Training
Mr K D Pugh	73.00	8179	Ad hoc	Income Refund
Postage by Phone - Pitney Bowes	359.60	8180	Quarterly	Establishment Charges
Payments for approval:	Sub total	30,888.63		
TOTAL PAYMENTS	FEBRUARY	32,856.08		

NEIGHBOURHOOD DEVELOPMENT PLAN:

COMMUNITY ECONOMIC DEVELOPMENT:

LYDNEY IN BLOOM:

YOUTH COUNCIL:

See Separate Financial Statement
See Separate Financial Statement
See Separate Financial Statement
No transactions in 2015/16 to date

A list of unrepresented Cheques (For information only)

none

Total 0.00

Monthly Financial Statement

Receipt of the monthly payment schedule (Month 11) was proposed by Cllr Harris, seconded by Cllr Ives. Unanimous.

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

Repair of Van

Members were informed that in addition to replacing a section of the van's bumper, it would be necessary to repair the panel behind the bumper at a cost of £100.00 plus VAT. Noted.



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2016/2017 Precept Submission/Council Tax Booklet

Members were informed that as the Council had exhausted the legal expense sum previously set by £164.00 (exclusive of VAT), it would not be furthering its claim in respect to the Local Council Tax Support (LCTS) Grant for the current year (2015/16) despite being able to substantiate the Precept sums paid for the past four years by Forest of Dean District Council.

Members noted that the Precept Form for 2016/2017 had been submitted to the Billing Authority.

The CEO advised that despite previously receiving an assurance from the Billing Authority that the figures shown in the Council Tax Booklet for 2016/2017 would reflect the correct Precept figure it appeared, from an e-mail received earlier in the day, that the Billing Authority were still planning to show an incorrect figure against the 2015/2016 financial year. Members noted that this practice would vastly distort the percentage increase when comparing the 2015/2016 figures against the 2016/2017 figures. It was noted that when using the correct figures it resulted in a 1.5% decrease in the Precept, however, when using the incorrect figures it resulted in an 8.46% increase in the Precept. Cllr Pearman gave a commitment to raise the matter with the Billing Authorities S151 Officer in order to ensure that the correct figures were shown on the Council Tax booklet and an explanation shown. Members noted that the other Forest Towns would also utilise their LCTS Grant as known income in their 2016/2017 budget, preventing the Billing Authority from automatically reducing their Precept by their individual LCTS Grant figures.

Thanks were expressed to the CEO for her tenacity and persistence in resolving the matter.

Gloucestershire Association of Parish and Town Councils (GAPTC)

Cllr Berryman advised that he had attended a meeting of the Executive Committee which discussed the support provided by GAPTC to the Council during the meeting with Forest of Dean District Council re. payment of the LCTS Grant. Cllr Berryman advised that during the meeting he had been invited to withdraw his earlier motion regarding lack of support as, at the time of the Executive Committee meeting, it had appeared that the issue surrounding the payment of the LCTS Grant had been resolved.

9. CUSTODIAL – BATHURST PARK AND RECREATION TRUST (BPRT)

Prior to the meeting Members were provided with a copy of the information which had been received from the National Association of Parish and Town Councils regarding HM The Queen's 90th Birthday Celebrations.

Speaking in his capacity of Trust Chairman, Cllr Ives expressed a desire to organise an event on Saturday 23 April 2016 to commemorate HM The Queen's 90th Birthday in Bathurst Park. It was envisaged that the event would commence at 2.15 pm and would include performances by Lydney Training Band, The Dean Academy, etc. The desire to utilise the marquee owned by Lydney Festival was expressed, together with the ability to include the tenant of the Pavilion Café in order to provide refreshments, etc.

As the next Trust meeting would not take place until 29 March 2016, it was **proposed by Cllr Ives, seconded by Cllr Prest**, that Delegated Powers would be bestowed on the Trust Secretary and BPRT Members in order to incur expenditure for equipment required to support the event (e.g. Performers, PA Hire, first aid, electricity, seating for band, risk assessment, insurance cover, temporary event notice, etc). Unanimous.

Action by – the Trust Secretary and BPRT Working Party



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Due to the absence of the Mayor on the day of the event, Cllr Ives requested the attendance of the Deputy Mayor, Cllr Pearman, to open the event. Cllr Pearman accepted Cllr Ives's invitation with pleasure.

Attention was drawn to the lack of budget for the event. After a short discussion it was **proposed by Cllr Ives, seconded by Cllr Pearman**, that funding for the event would be allocated from the Trust's Event budgetary heading.

It was noted that Cllr Biddle had kindly agreed to arrange for the Mesne Beacon to be lit in line with the official timing guidance.

All Members were invited to remain in the Chamber to attend a Working Party meeting, which would commence following the conclusion of the Full Council meeting. Cllr Ives gave a commitment to circulate his notes from the meeting to all Members.

10. **NDP REFERENDUM**

Following an invitation from Forest of Dean District Council, the Council was invited to elect three Members to act as count observers following the close of Poll. Cllrs Pearman, Berryman and Street volunteered to undertake the roles; District Cllr Harris voiced her desire to undertake an observation role on behalf of Forest of Dean District Council.

11. **LYDNEY EMERGENCY PLAN**

Prior to the meeting Members were provided with a copy of the Lydney Flood Resilience Plan, which had been prepared by the Flood Forum organisation, and were asked to consider its amalgamation with Lydney's Community Emergency Plan.

After a short discussion it was **proposed by Cllr Ives, seconded by Cllr Pearman**, that the amalgamation of the Plans would be deferred to the Lydney Flood Defence Stakeholder Group in order that the Flood Forum may further the proposal. Furthermore, that the Lydney Sandbag Distribution list be removed and replaced with a link to the appropriate page on the Town Council's website. Unanimous.

Action by – the CEO

Cllr Vaughan excused herself from the meeting at this point.

Nuclear Incident Emergency Policy

Cllr Greenwood reported that Forest of Dean District Council were in contact with Gloucestershire County Council to arrange a meeting/review.

12. **REMEMBRANCE PARADE**

Cllr Berryman advised that following the meeting with representatives from the Royal British Legion Lydney Branch (the Legion), the Legion had agreed to take responsibility for organising the parade, road closure and insurance. Lydney Town Council would continue to assume responsibility for printing the Order of Service with the Reverend of St Mary's Church assuming responsibility for organising the Service and producing the Order of Service. Noted.

13. **THE TACK**

Cllr Street advised that delivery of signposts and a mobility gate would be made on 11 February 2016. Information was awaited from Natural England, via Mr R Frankton, regarding wording for the interpretation boards; said boards would be ordered once the information was received.



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14. **LAND EAST OF LYDNEY**

Cllr Preest advised that the meeting at Gloucestershire County Council had been postponed and would now take place later in the month.

15. **LYDNEY'S RENEWABLE ENERGY POLICY WORKING GROUP**

Cllr Preest advised that the matter had been placed on hold, due to the Peer Challenge of the Planning Services at Forest of Dean District Council. It was agreed that the item would be removed from the Town Council's agenda until such time as Cllr Preest requested it's re-instatement.

16. **CYCLE PATH**

Lydney Revolutions

It was noted that Cllr Berryman had met with representatives of Lydney Park Estate to discuss the provision of land for a path; whilst the Estate had agreed to provide such it would negotiate directly with Gloucestershire County Council on the matter.

Parkend to Lydney Cycle Route

Cllr Greenwood reported that no progress had been made as he felt that both Forest of Dean District Council and the Forestry Commission had reduced their focus on the project.

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

Cllr Ives reported that he, together with Cllrs Berryman and Preest, had been invited to meet the candidates who had been selected for interview in respect of the Head Teacher position.

18. **LOCAL ACTION GROUP – FOREST SUBGROUP & GFIRST**

Cllr Pearman advised that currently Mr B Watters was acting as a representative to the Group, however, following the Referendum on the NPD the position would be undertaken by himself. Accordingly, it was **proposed by Cllr Berryman** that Cllr Pearman would be appointed as the Council's representative to the Group following the NDPs Referendum. Unanimous.

19. **FORMAL CORRESPONDENCE RECEIVED**

- Gloucestershire County Council – E-mail from Victoria Powell, Engagement Officer, Communications Team, advising of an updated Highways Guide providing an overview of the highways activity across the county.
- Harris Ethical Ltd – E-mail from Molly Gallagher, Project Officer, providing details of the "Think Travel Drop-In Event" on 20 January 2016 between 12 noon and 2.00 pm at the Town Council Office.
- National Association of Parish and Town Councils – E-mail from Cllr Ken Browse, Chairman, providing a guide on how Parish and Town Councils could be involved in HM The Queen's 90th Birthday celebrations.
- Flood Re – invitation to all Members to attend the Flood Re Regional Roundtable which will take on 3 March 2016 in Gloucester. **Cllrs Pearman and Ives volunteered to attend.**
- Forest of Dean District Council – E-mail from Tess Tremlett, Community Engagement Manager, providing an update on the "Love your Forest" Anti littering campaign event which was held on 13 January 2016.
- Forest of Dean District Council – E-mail from Celia Wear, Community Transport Partnership Coordinator, advising that Forest Routes was encouraging young people to give their views on travel in the district by completing a short survey.
- Mr B Meredith – E-mail providing information on a statutory nuisance complaint regarding Little Allaston Farm and requesting assistance.

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- Forest Active Community Trust – E-mail from David Crabbe explaining the objectives of the charity and enquiring if the Council would like to receive a presentation on their work/request for funding. **It was proposed by Cllr Ives, seconded by Cllr Preest, that the charity would be requested to complete one of the Town Council's Grant Application forms.**
- Fly a Flag for the Commonwealth – E-mail from Bruno Peek, Commonwealth Pageantmaster, reminding all Members of the procedure which must be observed when participating in the event.
- Gloucestershire County Council – E-mail from Joanne Moore, Senior Democratic Services Advisor, providing a copy of a statement regarding the formal submission of public consultation on Gloucestershire's Draft Local Transport Plan 2015-31 by members of the "Access to and from the Forest of Dean Scrutiny Task Group".
- Gloucestershire County Council – E-mail advising that the County Council's Cabinet have approved changes to local bus services in Gloucester and the Forest of Dean as part of a bid to make £75million savings across Council services over the next three years.

18. 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

Members noted that the draft minutes of the last meeting were available from the Lydney NDP website.

Responding to a question raised by Cllr Preest, Cllr Pearman advised that members of the NDP Steering Group would stand outside Tesco on 13 February 2016 to remind members of the public of the impending Referendum and that articles would appear in local press imminently. Referring to a letter which appeared in the local press which queried the wording used on the Referendum ballot paper, Cllr Pearman advised that the wording had been taken from the Localism Act and as such, had been used in every Referendum held to date.

Community Safety Partnership

Cllr Ives advised that since the last meeting he had attended a domestic abuse meeting in Coleford; that Cllr Pugh would be attending the next meeting in January.



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Chartered Parishes Group

Cllr Ives advised that a date had yet to be provided for the next meeting.

Forest of Dean Health Forum

No report.

21. DISTRICT COUNCILLORS REPORT

No report was received.

22. COUNTY COUNCILLOR REPORT

No report was received.

23. COUNCILLORS REPORT

Cllr Ives reminded Members that a Bathurst Park and Recreation Trust Working Party meeting would take place directly after the conclusion of the Full Council meeting. Furthermore, Cllr Ives informed Members that at the last Trust meeting interest had been expressed in working toward gaining the Green Flag Award for the Park. Accordingly, Cllr Ives advised that a Working Party had already met and produced an Action Plan to work toward attainment of said Award, a copy of which could be provided to all Members upon request.

Cllr Legg expressed thanks to the Council for arranging for the trash screen at the rear of 115 Lakeside Avenue to be cleared of debris during a period of adverse weather. However, Cllr Legg expressed concern that the work had not been undertaken by Forest of Dean District Council (as per their previous commitment), despite receiving two warnings of adverse weather. During discussion concern was expressed that waste material from land further upstream in the ownership of Forest of Dean District Council was finding its way in to the watercourse. Accordingly, Members instructed the CEO to e-mail Forest of Dean District Council requesting the removal from site of such material, with all Lydney District Cllrs being copied into said e-mail in order that they may pursue the matter.

Cllr Vaughan reported that attempts had been made to remove a number of the ornamental conifers from the Gateway entrances.

24. PRESS RELEASE

Members were informed that a press release had been issued to The Forest Review in response to the letters published concerning the new roundabout at Primrose Hill Mesne.

25. MEETING DATES

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

- 22 February 2016 7.00 pm - Amenities Committee Meeting
- Finance & Scrutiny Committee Meeting
- 14 March 2016 6.00 pm - Planning & Highway Committee Meeting
7.00 pm - Full Council

Meeting closed at 8.37 pm

Chairman 

Date 15/2/2016

Actions from Full Council meeting on 11 January 2016

Agenda Item	Action
4.	CEO to send letter of commendation to Gloucestershire Constabulary regarding PCSO Dan Wilce. <i>Done</i>
6.	CEO to arrange for a donation of £500 to be provided to Lydney & District Twinning Association in respect of a commemorative plaque and presentation event, with the use of the Chamber offered as a venue. <i>LTC to host welcome event (refreshments CEO pay for plaque; any civic donation surplus to then be forwarded to Twinning Society)</i>
8.	<ul style="list-style-type: none"> • CEO to purchase a replacement bumper part for the van <i>Done. Van Panel to also be replaced.</i> • CEO to purchase metal blade attachment for Brush Cutter. <i>Pending order from James</i>
21.	<ul style="list-style-type: none"> • Agenda item for next Amenities Committee meeting – Signage in the Town. <i>Added to Amenities agenda</i> • CEO to arrange for a member of Ground staff to inspect the area round the vehicle bridge in Hams Road Car Park. <i>Done</i> • Agenda item for next Amenities Committee meeting – relocation of bus shelter from Church Road to Bream Road. <i>Amenities agenda item</i>

A