

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2020/01/13 – 108

**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING** held in the Council Chamber, Claremont House, Lydney on Monday 13 January 2020 at 7.01 pm.

**PRESENT:** Cllrs W Leach (Chairman), L Arnold, Z Arnold, J Carr, A Harley, R Holmes, S Holmes, R Kemsley, A Preest, S Stockham, T Tremlett and S Turner

Mrs L Currie, Lydney Dial-a-Ride – Presentation only  
Six members of the Public  
Mr D Kent – Town Clerk  
Miss C Wheeler – Assistant Clerk – Minute Taker

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Cllr Leach 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 Leach advised all present that the presentation from Mrs L Currie and Agenda Item 9 – Lydney Dial-a-Ride would take place after Agenda Item 3 – Minutes of Previous Meeting however the minutes reflect the order as shown on the agenda. Cllr Preest excused himself from the meeting following the conclusion of the presentation.

Cllr Leach welcomed Mrs Currie, Lydney Dial-a-Ride to the meeting. Mrs Currie provided Members with an overview of the ethos of the organisation which had been formed over 30 years ago and remain unchanged, this being to provide help to help the frail, elderly and disabled access local services and transport. Referencing the letter which she had previously sent to the Town Council, Mrs Currie stated that the organisation needed the support and financial help of the Town Council. Members were advised that the organisation carried in excess of 20,000 passengers each year, 5,000 of which were from the parish of Lydney, which enabled service users to access health services, shopping and social activities; that the demographic of the service users had now changed and the average age was 84 and many users had walking aids or dementia. Mrs Currie advised that the organisation operated a number of minibuses, 12 of which were wheelchair compliant.

Mrs Currie provided Members with an overview of the grant which the organisation received from Gloucestershire County Council which had remained static since 2007. Mrs Currie explained the challenges which the service faced (e.g. cessation of concessionary travel tokens by Forest of Dean District Council, rising fuel/maintenance costs, employment costs, etc) and gave details of how organisation had diversified into other areas (e.g. school contracts, rural bus routes, etc). Whilst Mrs Currie explained that Gloucestershire County Council were not obligated to continue to provide their grant, she highlighted the need to obtain long-term support and investment from the Town Council.

Responding to a question which had been raised by Cllr Z Arnold regarding the amount sought from the Town Council, Mrs Currie stated that she was keen to secure long term funding, rather than a “one-off” sum and expressed a desire to work in partnership with the Council. Mrs Currie also explained that Lydney Dial-a-Ride had investigated the possibility of utilising electric minibuses, however, as they cost £96,000 this was not a viable option unless funding could be found to cover the cost of purchase. Cllr Tremlett advised Mrs Currie to consider approaching the Police and Crime Commissioner as a possible funding source.

Cllr Leach expressed thanks to Mrs Currie for her informative presentation and he advised that Members would consider the points raised as a future agenda item.

**Action by – the Clerk**

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Cllr Preest and Mrs Currie excused themselves from the meeting at this point.

1. **APOLOGIES**

Apologies for absence were received and accepted from Cllrs Greenwood and Macklin.

2. **DECLARATIONS OF INTEREST**

Cllr A Preest – Agenda Items 4 (Motion of Censure) and Agenda Item 5 (Update)

3. **MINUTES OF PREVIOUS MEETING**

Approval of the public minutes of the Full Council meeting held on 9 December 2019 was **proposed by Cllr L Arnold, seconded by Cllr Carr. Unanimous.**

Cllr Leach reminded Members that they were required to submit their apologies to the Clerk in advance if they were not able to attend meetings.

4. **MOTION OF CENSURE**

Prior to the meeting Members were provided with a copy of a Motion of Censure which had been submitted by Cllr Z Arnold.

Cllr Leach advised that following advice from the Monitoring Officer at Forest of Dean District Council (FODDC) and the Chief Executive Officer at the Gloucestershire Association of Parish and Town Councils he would relinquish the chairmanship of the meeting for both this agenda item and also agenda item 5 (Update). Cllr Tremlett chaired the meeting from this point.

Cllr Tremlett read out a letter which had been received from FODDC's Monitoring Officer advising that the Motion could not be discussed by the Town Council as it related to a breach of the Councillors Code of Conduct. Furthermore, that a reference to the Ledbury Case in the motion was incorrect as the Ledbury Case related to a complaint raised by an employee. Members were reminded that complaints relating to a breach of the Code of Conduct should be referred to FODDC's Monitoring Officer; if the Town Council considered an alleged breach such would be unlawful and would leave the Council open to legal challenge. Furthermore, that the Motion could not be considered as it had not been seconded.

Cllr Z Arnold felt the letter clarified that the Town Council had no right to discuss and impose sanctions at the Extra Ordinary meeting in December. Cllr Tremlett advised that the Council had taken legal advice from the Gloucestershire Association of Parish and Town Councils and she advised that Cllr Z Arnold could contact the Monitoring Officer for clarification on the Motion.

Regarding Agenda Item 5, Cllr Tremlett sought confirmation from Cllr Z Arnold that he would comply with the request from the Monitoring Officer that he engage with equality and diversity training. Cllr Z Arnold confirmed that he would engage. Cllr Z Arnold then stated that if his Motion been seconded he intended to vote against the Motion; that whilst he believed what had happened to have been wrong he wished the Council to discuss the matter and then put it behind itself; that the Council had achieved a lot so far and expressed a desire to continue to achieve.

Cllr Tremlett relinquished the Chairmanship of the meeting and Cllr Leach resumed the Chairmanship.

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5. **UPDATE**  
Discussed under Agenda Item 4.
6. **DISTRICT COUNCILLORS REPORT**  
No report received.
7. **COUNTY COUNCILLORS REPORT**  
Prior to the meeting Members were provided with a copy of County Cllr Preest's report (Appendix A), the content of which was noted.
8. **POLICE MATTERS**  
Prior to the meeting Members were provided with a copy of the report which had been received from the Police.

Cllr Leach welcomed PS Parry to the meeting. PS Parry advised Members that he had recently started as the Neighbourhood Sargent and had taken the opportunity to familiarise himself with the Parish. Members were informed that the Town Clerk had been provided with his e-mail address in order that issues could be reported and PS Parry expressed a wish for the Parish to be provided with continuity.

Responding to a question by Cllr Tremlett, PS Parry advised that Officers were working hard to address crime and he was looking to adopt an approach which tasked different areas. PS Parry voiced his intention to attend future Council meetings and requested that he be provided with dates of Full Council meetings in order that he may diarise.

**Action by – the Clerk**

PS Parry excused himself from the meeting at this point.

9. **LYDNEY DIAL-A-RIDE**  
Discussed during presentation.
10. **OPEN FORUM**  
No questions were posed by members of the public.

Cllr R Holmes called a Point of Order regarding the wording of the item as at its December meeting the Council had resolved to remove the restriction stipulating that questions should relate to an agenda item only. Cllr Leach confirmed that the wording would be amended by the Clerk.

**Action by – the Clerk**

11. **YOUTH FORUM**  
Cllr Tremlett advised that Lydney Hub (the Hub) still awaited confirmation of their charitable registration. Whilst Cllr Tremlett reminded Members that the Council had previously stipulated that the funds which it had ear marked towards the Hub could not be released until charitable status had been confirmed, she advised that the Hub were currently paying rent on their premises and hoped to open at the end of January. Furthermore, that the Hub's constitution limited the amount of funding it was able to hold until its charitable status had been confirmed. Members noted that the Hub had been requested to inform the Council in writing regarding any updates.

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### 12. TOWN CLERK REPORT

The Clerk drew attention to the completed actions list which had been circulated prior to the meeting, the contents of which were noted (Appendix B).

The Clerk advised that a number of training courses had been booked for attendance by Councillors and that a Defib Refresher course would be undertaken by Town Council staff later in the month.

### 13. FINANCIAL MATTERS

**FINANCIAL STATEMENT -**

**JANUARY 2020**

**Opening Bank Balances as 1st April 2019**

<b>LLOYDS BANK - Current account</b>	<b>98,188.61</b>	<i>2018/19 Commitments Brought Forward £6,110.00</i>
<b>LLOYDS BANK - Lydney In Bloom - Current</b>	<b>1,362.14</b>	
<b>LLOYDS BANK - LGPS - Current</b>	<b>23,498.30</b>	

**LLOYDS BANK - Earmarked Reserves:**

S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Areas (Leaze Court)	129.86	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,000.00	
Cemetery: Memorial Testing	12,500.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Green Burial Space	1,500.00	
Election Costs	10,000.00	
Machinery	8,500.00	
Town Panel Maps	1,062.00	
Town Events (Christmas Grotto etc)	7,000.00	
Civic	1,000.00	
Pear Mapping Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
Environment Agency 2019/2020	5,500.00	
Youth Provision (The Hub)	25,000.00	<b>149,095.50</b>

<b>LLOYDS BANK - General Reserve</b>	<b>170,513.03</b>	<b>319,608.53</b>
		<b>442,657.58</b>

**RECEIPTS**

Receipts APRIL	280,260.31	
Receipts MAY	13,032.47	
Receipts JUNE	2,476.93	
Receipts JULY	14,059.69	
Receipts AUGUST	4,275.48	
Receipts SEPTEMBER	280,414.65	
Receipts OCTOBER	29,110.03	
Receipts NOVEMBER	2,951.91	
<b>Receipts DECEMBER</b>	<b>1,623.76</b>	
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
<i>Lydney In Bloom: Income banked to LIB current a/c</i>		<i>1,100.00</i>
<b>Total Receipts YTD</b>		<b>629,305.23</b>

See separate Sheet

**PAYMENTS**

Payments APRIL	5,127.18
Payments MAY	72,529.88
Payments JUNE	92,281.41
Payments JULY	38,696.34
Payments AUGUST	44,497.63
Payments SEPTEMBER	6,525.77
Payments OCTOBER	92,632.15
Payments NOVEMBER	44,936.92
Payments DECEMBER	31,878.70
<b>Payments JANUARY</b>	<b>30,139.57</b>
Payments FEBRUARY	

Detailed Below

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Payments MARCH  
Payments PRIOR TO YEAR END

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

776.25

Total Payments YTD	460,021.80
	<b>611,941.01</b>

Reconciled Bank Statements as at end	DECEMBER 19	
LLOYDS BANK - Current account		260,326.80
LLOYDS BANK - Lydney In Bloom - Current		1,685.89
LLOYDS BANK - LGPS - Current		23,507.07
<b>LLOYDS BANK - Earmarked Reserves:</b>		
S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Areas (Leaze Court)	129.86	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,000.00	
Cemetery: Memorial Testing	12,500.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Green Burial Space	1,500.00	
Election Costs	10,000.00	
Machinery	8,500.00	
Town Events/ Christmas (Grotto etc)	7,000.00	
Civic	1,000.00	
Pear Mapping Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
Environment Agency 2020/21 Payment	5,500.00	
Youth Provision (The Hub)	25,000.00	<b>148,033.50</b>
<b>LLOYDS BANK - General Reserve</b>		<b>178,387.75</b>
<b>Bank Balances as at: 30-Nov-19</b>		<b>326,421.25</b>
		<b>611,941.01</b>

<u>JANUARY PAYMENTS</u>			<u>Chq. No</u>		<u>Description/Spending Power:</u>
<u>Payment made by Direct Debit/Standing Order</u>					
ATOS Fuel Genie	13.12.19	161.48	DD		Van Fuel/Cemetery/BPRT Recharge
Forest Equipment Service Ltd	20.12.19	1,212.90	STO		Litter – Gen/Harbour/Cemetery/Dog waste
EE Limited	23.12.19	14.45	DD		Telephone/Internet
FoDDC	23.12.19	84.00	DD		Cemetery Maintenance
Cable Stream Ltd	24.12.19	150.00	DD		Telephone/Internet
Redline Telecom	30.12.19	38.94	DD		Telephone/Internet
		<u>Direct Debits:</u>			
		<u>Sub total</u>			<u>1,661.77</u>
<u>Interim Payments made in advance of meeting:</u>					
Cancelled Cheque	09.12.19	-180.00	9557		
Forest Equipment Services Ltd	09.12.19	45.20	9566	Annual	Dog Waste
Window Competition Winner 1	09.12.19	100.00	9567	Annual	Civic
Window Competition Winner 2	09.12.19	60.00	9568	Annual	Civic
Window Competition Winner 3	09.12.19	40.00	9569	Annual	Civic
Outdoor Medical Solutions Ltd	09.12.19	180.00	9570	Annual	Christmas Event
Travis Perkins Trading Co Ltd	17.12.19	103.68	9571	Annual	Christmas Event
Interim Payments Total		<u>348.88</u>			
<u>Payments for approval at meeting held on: 13th January 2020</u>					
Corporate: Payroll		13,734.84	BACS	Monthly	January
Corporate: HMRC		3,999.20	BACS	Monthly	January
Corporate: Glos LGPS		3,957.71	BACS	Monthly	January
	Payments Sub Total	<u>21,691.75</u>			
ADT Fire & Security PLC		73.20	9572	Ad Hoc	Establishment
Richard Cole Contracting		296.23	9573	Ad Hoc	Grass Cutting
DBC Solutions Ltd		420.00	9574	Annual	Training
DBC Solutions Ltd		420.00	9575	Annual	Training
Philip Blatchly & Son		440.00	9576	Ad Hoc	Cemetery Plaques

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Columbaria Company	108.00	9577	Ad Hoc	Cemetery Plaques
Gloucestershire Playing Fields Association	100.00	9578	Annual	Subscriptions
Oakey & Son Ltd	4,260.00	9579	Annual	Christmas Lights
Office Star Group Ltd	29.20	9580	Monthly	Stationery
Worksafely Ltd	19.50	9581	Ad Hoc	PPE
Expenses	250.00	9582	Ad Hoc	Corporate
Cash	21.04	9583	Monthly	Telephone/Mtg Costs/Christmas Events

Payments for approval: Sub total 6,437.17

**TOTAL PAYMENTS JANUARY 30,139.57**

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

Mincost Ltd	42.41	9529	
Mincost Ltd	50.25	9555	
Sovereign Design Play systems Ltd	406.92	9559	Not Issued
<b>Total</b>	<b>499.58</b>		

### Monthly Payment Listing – Month 10

Cllr Leach drew Members attention to the amount of reserves (both earmarked and free) which were held by the Town Council and detailed on the budget overview sheet.

Receipt of the monthly payment schedule (including the transfers/virements shown below) was **proposed by Cllr Z Arnold, seconded by Cllr Kemsley.** Unanimous.

Approval of the payments therefrom **proposed by Cllr Z Arnold, seconded by Cllr Harley.** Unanimous.

### Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

### Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

### 2020-21 Budget

Members were provided with a copy of a sheet detailing the proposed budget for 2020/21 which amounted to £606,634.00. Cllr Leach advised that significant savings had been achieved in the Corporate budget and he reminded all Members that each Committee had met to consider and agree their individual budgets for the year. Attention was drawn to the breakdown for previous budgets which had been detailed on the sheet and Cllr Leach advised that a sum from reserves/offset had been used to reduce the Precept for 2019/20.

Cllr Leach advised that based on the current budget the Council's Precept Demand would amount to £587,872.00 which equated to a 1.4% increase on 2019/20. However, the Finance & Scrutiny Committee had requested that the Council consider two options:-

- Option 1 – Budget of £606,634.00, nil sum taken from reserves/offset resulting in a Precept Demand of £587,872.00 (1.4% increase)
- Option 2 - Budget of £606,634.00, take a sufficient sum from free reserves (this being £8,632.00) in order to attain a zero increase in the Precept.

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Cllr Leach advised that the Council currently held 4 months operational costs in free reserves (ideally it should hold 6 months) and that its VAT reclaim was held in its reserve account.

Cllrs Z Arnold and Tremlett expressed a preference for the Council not to increase its Precept. Cllr L Arnold highlighted that earlier in the meeting the Council had received a presentation from Lydney Dial-a-Ride who were keen to secure long-term funding from the Town Council therefore he felt that the Precept should be increased by 1.4%. Cllr Harley felt that the Council should keep in line with inflation and felt a 1.4% increase to be acceptable. Cllr R Holmes highlighted that if the Council wished to utilise any of its earmarked reserves it would need to be a separate agenda item. Noting that £30,000 (comprising of reserves and underspend from the 2018/19 budget) had been used to reduce the 2019/20 budget, Cllr R Holmes felt that the Council should take £10,000.00 from its free reserves to reduce the Precept figure for 2020/21. Cllr S Holmes questioned if consideration had been given towards the constructive dismissal claim which the Council was facing to which Cllr Leach responded that if necessary any compensation award could be taken from General Reserves.

After a short further discussion Cllr Leach stated that the Budget for 2020/21 of £606,634.00 was not questioned, however, he stressed that the Council needed to agree the Precept figure. Responding to a question which had been raised by Cllr S Holmes, Cllr Tremlett advised that the 1.4% figure previously mentioned had been taken from last December and that any new houses would be taken into consideration the following year.

In view of the preceding discussions **Cllr Leach proposed** the following options which were put to a vote:-

- 1) To take £10,000 from General Reserves in order that a small decrease was achieved in the Precept. One vote in favour.
- 2) To take £8,632.00 from General Reserves in order that a zero increase in the Precept was achieved. Six votes in favour.
- 3) To take nothing from General Reserves. Four votes in favour.

In view of the above option 2 was carried.

**Action by – the Clerk**

**Cllr Leach proposed** that the new Town Clerk, Mr David Kent, be added as a Full Power signatory on the Town Council's bank accounts. Unanimous.

**Action by – the Clerk**

### **RBS**

Members were asked to approve the purchase of Rialtas "Omega Financial Director for Local Councils" as recommended by the Finance & Scrutiny Committee at a cost of £3,207.00 including VAT plus mileage for travel by trainer to Lydney Town Council's site; ongoing costs £861.00 per annum.

The Clerk reported that the Council had previously purchased the system in 2016 but it had not been used and that 66% of Council's used the system. Responding to a number of questions which had been raised by Members, the Clerk advised that staff could be provided with a facility whereby they could practice on a "test" version of the software without affecting the Council's accounts and expressed a view that Excel could be fragile/disrupted.

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It was **proposed by Cllr Z Arnold, seconded by Cllr Harley**, that the Council would purchase Rialtas “Omega Financial Director for Local Councils” at a cost of £3,207.00 including VAT plus mileage for travel by trainer to Lydney Town Council’s site; ongoing costs £861.00 per annum.

**Action by – the Clerk**

### 14. FORMAL CORRESPONDENCE RECEIVED

- E-mail from a member of the public taking strong issue with a comment contained in an e-mail between Councillors reference “third law breaking Mayor in 12 months”. The member of public felt that the comment amounted to defamation and requested that they be provided with an apology. *Cllr Leach advised that the Council would not apologise; that the member of public had incorrectly spelt Cllr Leach’s e-mail address therefore it had not reached him; the Clerk would be requested to ask the member of public how they had gained the e-mail when it had only been sent to Councillors.*

**Action by – the Clerk**

### 15. COUNCILLOR SURGERIES

Prior to the meeting Members had been provided with a further copy of the Councillor Surgery Rota by the Clerk. Members were requested to inform the Clerk if they were able to cover any of the dates where spaces existed.

**Action by – all Councillors**

### 16. LYDNEY CYCLEWAY

Cllr Leach advised that at the Planning and Highway Committee Meeting Members had been informed that the lights of the pedestrian crossing and that the scheme was 75% complete. However, it was felt that an issue had arisen in Church Road with the line painting.

During discussion Members felt that when the scheme had been completed it would be a benefit for the Town and Members felt that it would link well with the Lydney to Parkend Multiuse track when the project progressed. It was noted that the width of Hams Road had narrowed and that difficulties were being caused by members of the public parking their cars between the zigzags and the parking bays outside the retail premises. It was suggested that Gloucestershire County Council should consider installing a daytime parking restriction which Members felt may address the issue.

Consideration was then then given to deliveries being made to front of retail premises in Newerne Street close to the junction with Albert Street. It was noted that the Clerk had previously written to a number of retailers to request that they arrange for their deliveries to be made to the rear of their premises. The Clerk was requested to send a further letter to the retailers; approach Gloucestershire County Council to explore a “no loading” area; inform PS Parry of the issues which were being experienced.

**Action by – the Clerk**

### 17. COMMITTEE AND OTHER REPORTS

Cllr Kemsley felt that a list of Clubs which operated within Lydney should be displayed on the Town Council’s website. Cllr Kemsley was requested to provide the Assistant Clerk with a list of Clubs, and confirmation of their consent for their details to be displayed on the Town Council’s website, in order that they may be displayed.

**Action by – Cllr Kemsley**



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Cllr Kemsley highlighted that a number of weeds were growing at the rear of Lloyds Pharmacy in the Newerne Street Car Park. The Clerk was requested to report the matter to Forest of Dean District Council.

**Action by – the Clerk**

Cllr Stockham sought information on the procedure to be followed in order to become a Committee Member. The Assistant Clerk advised that whilst Committee appointments were agreed at Full Council, in the meantime Cllr Stockham could request membership of any committees and once approved by said Committee, the appointment would be ratified at Full Council. Cllr Leach advised that Cllr Stockham wished to become a member of the Planning and Highway Committee. Cllr Leach put the appointment to a vote which was carried. Cllr S Holmes then advised that she wished to join the Finance & Scrutiny Committee and the Amenities Committee. Cllr Leach put the appointments to a vote which was carried.

Cllr Harley advised that she had been contacted by a member of the public who had previously attended a site meeting in July 2019 with Gloucestershire County Council's Local Highway Manager to discuss road safety concerns, however, they had not had any communication from the Officer since the meeting despite them giving a commitment to provide a report. It was agreed that the Assistant Clerk would contact the Officer again to request that they reply to the member of the public and would copy Cllr Harley into the e-mail. Cllr Tremlett suggested that Cllr Harley may also wish to contact Ms N Mclean at Forest of Dean District Council to raise the member of public's concerns with the Road Safety Partnership.

**Action by – the Assistant Clerk/Cllr Harley**

Cllr Harley advised that together with Cllr Carr, they had started to review the areas of greenspace for which the Town Council were responsible for. It was noted that the Environmental Working Party may wish to consider what improvements could be introduced on Lydney Recreation Trust's land between the By-pass and the stone path. Regarding areas in Willow Heights, Lancaster Drive and Lychgate Mews, Cllr Harley suggested that it may be possible to work towards their adoption by the community. Regarding Lydney in Bloom, Cllr Harley referenced the suggestion which had been made by the Head Groundsman that gardens be created by schools on pallets, however, she noted that gardens had been created in wheelbarrows in other areas and she questioned if it would be possible for local schools and Rodley House to enter a competition to produce such, which she suggested could be launched at Party in the Park. Cllr Harley also wondered if traders would consider a competition to plant the front of their premises and she stated that Lydney In Bloom would disassociate itself from the National "In Bloom" organisation.

It was noted that Cllr Carr was networking with a number of organisations (e.g. Rewild, Dean Meadows Plant Life) and that it was hoped that the Environmental Working Party would meet by the end of the month. Cllr Carr felt that the Environmental Working Party may wish to create a "no mow" area on Lydney Recreation Trust land and may consider options for the areas in Lancaster Drive. At this point Cllr Leach expressed a desire to make the Annual Town Meeting an interactive meeting and he felt that it would be a good opportunity for Cllrs Harley and Carr to get members of the public involved.

Responding to a question posed by Cllr Z Arnold, the Clerk confirmed that his street name suggestions would be considered at the next Planning and Highway Committee meeting.

**Action by – the Clerk**

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Cllr Turner advised that she was considering what help the Town Council could provide to assist people with learning disabilities.

Cllr Tremlett expressed a desire for the community to become involved in the 2020 Christmas Lights Switch On. Furthermore, Cllr Tremlett stated that she had received a number of offers of involvement via Facebook as a result of the 2019 event and that a meeting of the volunteers from a Facebook Group would take place in the Council Chamber during the evening of 24 February 2020.

Cllr Leach advised that since the last meeting he had attended a meeting of the Lydney Coastal Communities Team; chaired a meeting of the Lydney Flood Defence Stakeholder Group (at which Severn Trent had been asked to provide a presentation at the next meeting).

Cllr Carr requested that the Member and Employee Training page on the Town Council's website be updated to reflect the change in title from CEO to Town Clerk.

**Action by – the Clerk**

18. **PRESS RELEASE**

Cllr Leach requested that a press release be issued regarding the Town Council's Precept for 2020/21; the amount the Council has agreed to take from its reserves and the savings which it has made in its budgets.

**Action by – the Clerk**

19. **MEETING DATES**

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

20 January 2020 at 7.00 pm	- Amenities Committee
27 January 2020 at 6.30 pm	- Burial Committee
27 January 2020 at 7.00 pm	- Charitable Trusts

The Assistant Clerk excused herself from the meeting at this point.

**EXCLUSION OF THE PUBLIC & PRESS**  
**Page 118 (Inclusive) - CLOSED SESSION**

20. **MINUTES OF PREVIOUS MEETING**

Approval of the confidential minutes from the closed sessions on 9 and 21 December 2019 were **proposed by Cllr Carr seconded by Cllr R Holmes**. Unanimous.

21. **STAFFING MATTERS**

Resolved to amend contracted hours for two members of staff.

Meeting closed at 10.00 pm

Chairman .....

Date ..... 10/2/20 .....

**Carol Wheeler**

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**From:** PREEST, Cllr Alan <alan.preest@gloucestershire.gov.uk>  
**Sent:** 06 January 2020 15:59  
**To:** Town Clerk  
**Cc:** Carol Wheeler  
**Subject:** FW: County Councillors Report Jan 20 Lydney Division.

Jan CC report.

Cllr A Preest

If you are contacting me as a local constituent please be aware I may need to share your personal information when contacting County Council Officers or other agencies relevant to your query.

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**From:** PREEST, Cllr Alan <[alan.preest@gloucestershire.gov.uk](mailto:alan.preest@gloucestershire.gov.uk)>  
**Date:** Monday, 06 Jan 2020, 9:30 am  
**To:** PREEST, Cllr Alan <[alan.preest@gloucestershire.gov.uk](mailto:alan.preest@gloucestershire.gov.uk)>,  
**Subject:** County Councillors Report Jan 20 Lydney Division.

Happy New Year.  
 A quieter than norm General Election and Festive Period.

Construction of a Highway Improvement Scheme, Harbour Road, Lydney.  
 Contract Procurement and Ancillary Orders.

Gloucestershire County Council Cabinet met on 20 Dec 19.

It was decided that delegated authority is given to the Lead Commissioner; Highway Authority to :

- 1, Enter into a funding agreement with Forest of Dean District Council (FoDDC) under which GCC shall receive £1.5m by way of funding from FoDDC to pay for a contract for works for the Lydney Coastal Community Fund Highway Improvement Scheme.

- 2, Permit the County Council to become the "Client" for the purposes of procuring the proposed Contract.

- 3, Conduct a competitive procurement process for the Contract, in consultation with the Cabinet Member for Environment and Planning.

- 4, Award such contract to the successful tenderer.

The decision will enable GCC to receive funds and pursue the contract award for the scheme, which will provide the best opportunity to meet the timescales for project delivery.

Anticipated dates are, Detailed design start - Jan 2020. Detailed design end - May 2020. Issue tender documents - Jul 2020. Tender assessment and award - Aug 2020. Construction Start - Sep 2020. Scheme complete and open to the public - Mar 2021.

By GCC taking ownership of this vital part of the scheme I believe that this mitigates the risk of the scheme not being delivered correctly.

( The Full Report to the GCC Cabinet and resulting minutes are available on the GCC website).

Lydney Cycling Improvements. (Multi-use Track)

Senior GCC Officers have taken a complete “hands on approach” in dealing with some concerns that have arisen during the scheme, meeting on site or liaising with those who have expressed concern. As stated in my previous report Sam Pogson, Public Liaison Officer for the Scheme is available throughout the construction phase to provide continuous engagement with businesses and residents within the local area.

03301 071884. [www.alungriffiths.co.uk](http://www.alungriffiths.co.uk) or [gloucester@alungriffiths.co.uk](mailto:gloucester@alungriffiths.co.uk).

From a personal point of view it is sad to see such ill-informed negativity particularly on the Letters pages of the Local Press for the most part from the usual cartel of vexatious protagonists. Accountable due process has been followed from the very inception of this scheme, I sincerely hope, but is a worry, that this type of seemingly orchestrated negativity potentially jeopardises future funding bids for this GCC Division or indeed the wider Forest of Dean area.

Parked to Lydney Cycle Path Project. (Multi-use Track)

For the record once again it is worth repeating that at the 10 Oct 2016 Lydney Town Council (LTC) Meeting, LTC agreed to contribute £5,578.71 towards a Feasibility Study for a “safe” route to Parkend. I acquired £5,578.71 match-funding from GCC to enable the Study to be undertaken. There are those who seem blind to anything other than a “flat” route irrespective of cost. As an aside, and as many will be aware, one of the original tried and tested routes from Cannop Ponds to the Barracks near Parkend contains a fairly challenging climb. There is an obvious and flat route, however I have no information that Dean Forest Railway have any plans to cease operation. !! However, if anyone does bring forward a bonafide, affordable and deliverable scheme I will ensure it is discussed at length by GCC, but I do fundamentally believe that the LTC/GCC funded Feasibility Scheme needs to be part of the equation.

Access For All. Lydney Rail Station.

I have started dialogue with the newly re-elected MP Mark Harper with a view to improving disabled access and indeed general access at Lydney Station. The Department of Transport have committed funding to improve a number of UK Stations in recent times, Lydney now literally needs to jump on that bandwagon, using the the potential reinvigoration of the Docks area as the catalyst, besides the existing economic and social commuting as well as the tourism movements.

Forest Economic Partnership.

12 Feb 20 sees GCC Officer Transport Specialist Rob Niblett and importantly Transport For Wales’ (TfW) Nicole Sarra presenting in Coleford at 1000.

On the plus side and with thanks to TfW , passengers on the Cheltenham -Cardiff route that serves Lydney will be experiencing the more modern Class 170 trains with more space, onboard passenger information systems, air conditioning, Wi Fi and power sockets.

Ex Cllr Terry Glastonbury.

On 3 Jan 20 I attended the Funeral and Thanksgiving Service for Terry at St James’ in Bream. As well as being a County and District Cllr, Terry served a term as Mayor of Lydney. Terry was a first class astute hardworking local politician serving his community admirably.

Stagecoach.

The revised Stagecoach “ tweaked” Forest timetable became operational on 5 Jan 20. Very little change (as expected) involves routes that serve Lydney.

GCC Local Transport Plan 2020 Revision.

09 Jan - I will be meeting with FoDDC Leader Tim Gwilliam , Deputy Leader Paul Hiatt and FoDDC Transport Champion Clive Elsmore to start the ball rolling on what potential improvements/ benefits are needed for the Forest.

I particularly want to firm up the potential for a Park and Ride facility this side of Highnam Roundabout.

As previously stated the GCC official consultation event for the Forest will take place at FoDDC Offices on 16 Mar 20 with presentations between 1100 - 1500 and a question and answer session between 1600 and 1730.

Cheltenham GCC Traffic Regulation Committee (TRC).

An extremely well attended TRC meeting took place in Cheltenham on 16 Dec 19. After close on 8 hours of extensive debate and over 50 spoken representations, the TRC recommended to abandon the experimental traffic orders that pertained to Cheltenham and revert back to the original traffic orders.

I had the task of presenting the TRC Report and recommendation to GCC Cabinet on 20 Dec 19 which Cabinet fully supported and ratified.

Cllr Alan Preest.  
Vice-Chairman Gloucestershire County Council  
Lydney Division

08 Jan 20

Cllr A Preest

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**Actions from Full Council meeting on 9 December 2019**

Agenda Item	Action
7.	<ul style="list-style-type: none"> <li>• The Clerk to ensure that the Facebook page rules are uploaded to the Town Council's Facebook page <b>(Done)</b></li> <li>• The Panel to review any posts which it is felt may breach the Town Council's Facebook rules, together with considering/implementing any action required. <b>(Ongoing)</b></li> <li>• The Clerk to book Councillors onto various training course as identified in the minutes and to investigate courses for Equality and Diversity plus Managing Difficult Correspondence/situations. <b>(GAPTC courses booked/FODDC to advise details of Equality and Diversity training)</b></li> <li>• The Clerk to amend Standing Orders, Financial Regulations and Remit of Committees documents in line with agreed changes <b>(Done – revised versions uploaded to LTC Website)</b></li> <li>• The Clerk to ensure a future agenda item regarding Councillor Portfolios</li> </ul>
9.	<ul style="list-style-type: none"> <li>• The Clerk to issue a press release on the resolution which was agreed at the November Full Council meeting <b>(News item only)</b></li> <li>• Mr A Maliphant to provide the Council with a plan as to how the Council could move forward regarding healthcare provision <b>(Ongoing)</b></li> <li>• The Clerk to continue to progress updates from the NHS <b>(None received)</b></li> </ul>
13.	<ul style="list-style-type: none"> <li>• The Clerk to consider moving the District Councillor report further up the agenda. <b>(Done)</b></li> </ul>
15.	<ul style="list-style-type: none"> <li>• The Clerk to ensure an agenda item for the January meeting regarding the revision of the Councillor Surgery List. <b>(Done)</b></li> </ul>